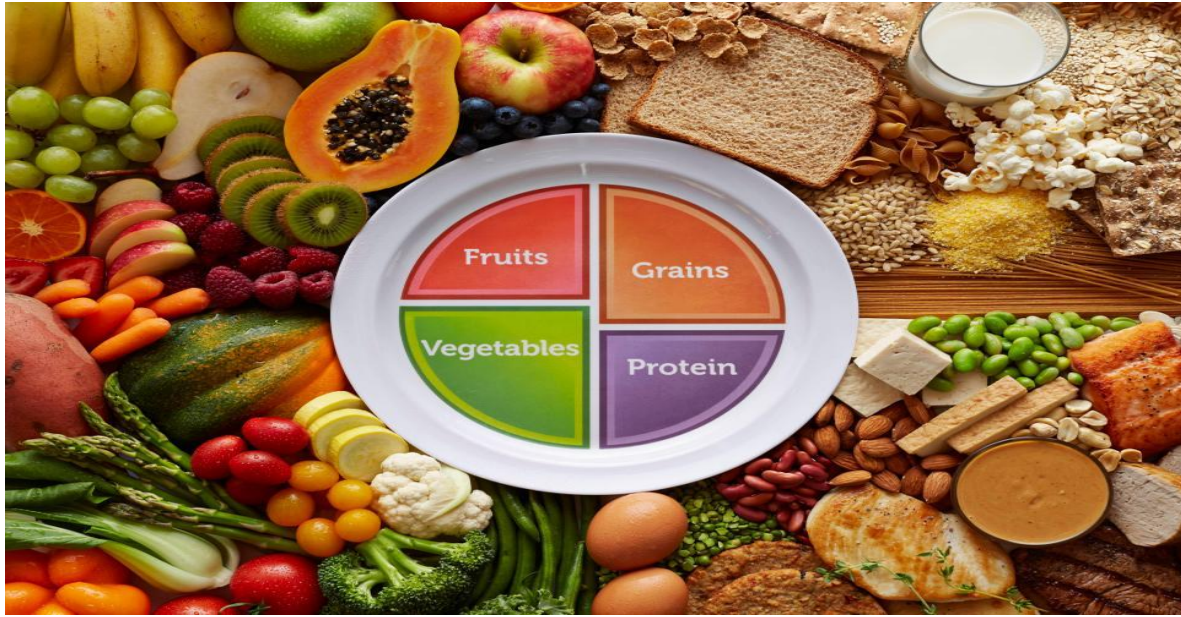


Linn-Mar Nutrition Services



75 Nutrition Services Professionals





Menu Planning

Fruit: Minimum ½ cup offered daily

Vegetables: Minimum of ¾ cup offered daily. Vegetables are broken down into dark green, red/orange, beans/peas, starchy and other. Weekly minimums are in place for each category. Students are required to select ½ cup fruit or vegetable

Grains: 1 ounce offered daily. All grains must be whole grain rich. Minimum of 8 oz. offered per week.

Meat/meat alternate: 1 ounce offered daily. Minimum of 8 oz. offered per week.

Fluid milk: 1 cup offered daily. Milk must be skim or 1%. Flavored milk must be fat-free. (For students with lactose intolerances or allergies, milk substitutes must be nutritionally equivalent to dairy milk.)

Calories: Daily average over one week required to be between 550-650/600-700/750-850 calories

Saturated fat: Daily average over one week required to be less than 10% per week

Sodium: Daily average over one week required to be less than 1,230/1360/1420 mg per week

Additional Considerations:

Do students like the food?

Do the plate “colors” look appealing?

Can we mass produce and satellite the food items?

Will the items “hold” for service at satellite schools?

Meal Prices

Linn-Mar Community School District

Breakfast:	\$1.50
Lunch K-5:	\$2.60
Lunch 6-8:	\$2.65
Lunch 9-12:	\$2.70
Adult Breakfast:	\$1.70
Adult Lunch:	\$3.65



Cedar Rapids Community School District

Breakfast:	\$1.75/\$1.85/\$1.85
Lunch K-5:	\$2.70
Lunch 6-8:	\$2.80
Lunch 9-12:	\$2.80
Adult Breakfast:	\$2.15
Adult Lunch:	\$3.65

College Community School District

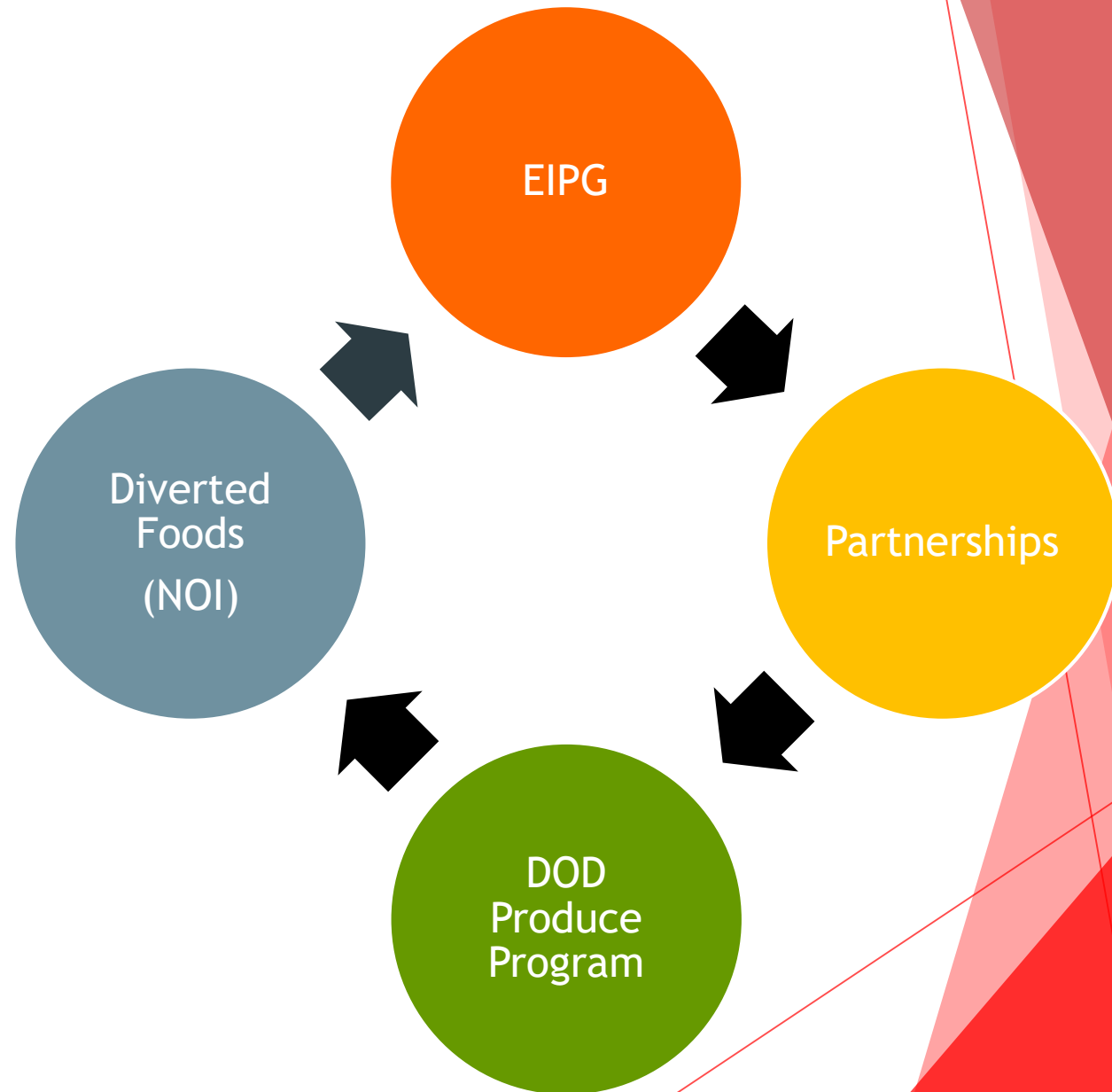
Breakfast:	\$1.70
Lunch K-4:	\$2.65
Lunch 5-6:	\$2.75
Lunch 7-12:	\$2.90
Adult Breakfast:	\$2.00
Adult Lunch:	\$3.65



Participation

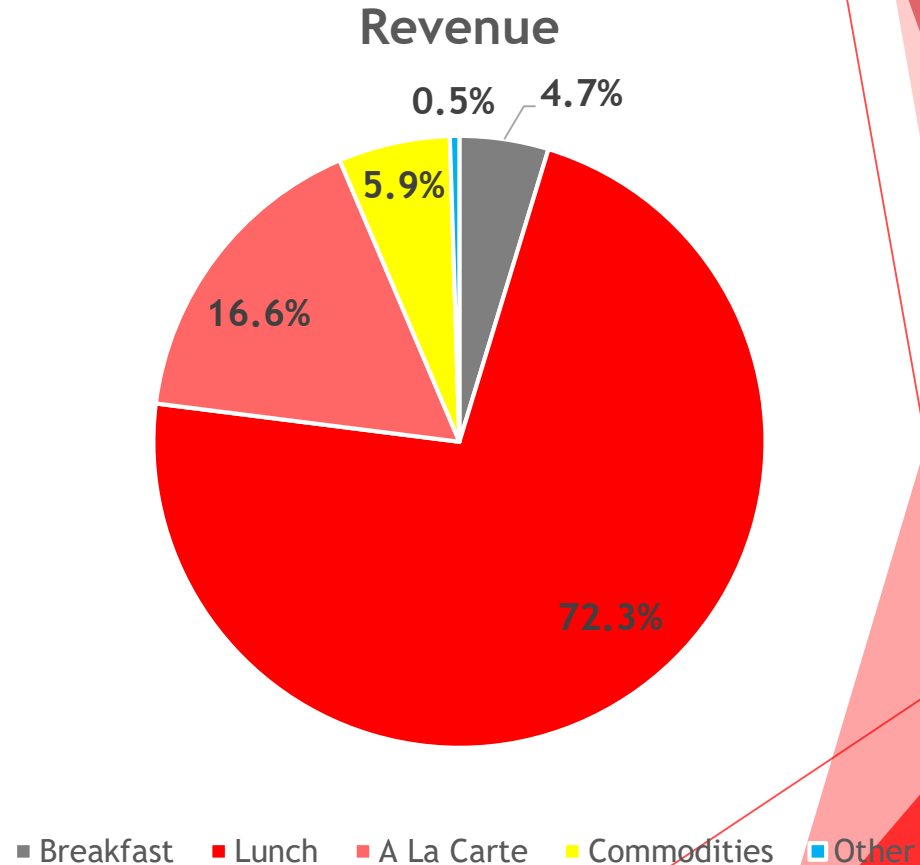
<u>Year</u>	<u>Breakfast</u>	<u>Lunch</u>
2017/18	530 (7.2%)	4,745 (64.%)
YTD: 2018/19	522 (7.0%)	4,792 (64.7%)

Cost Control Measures



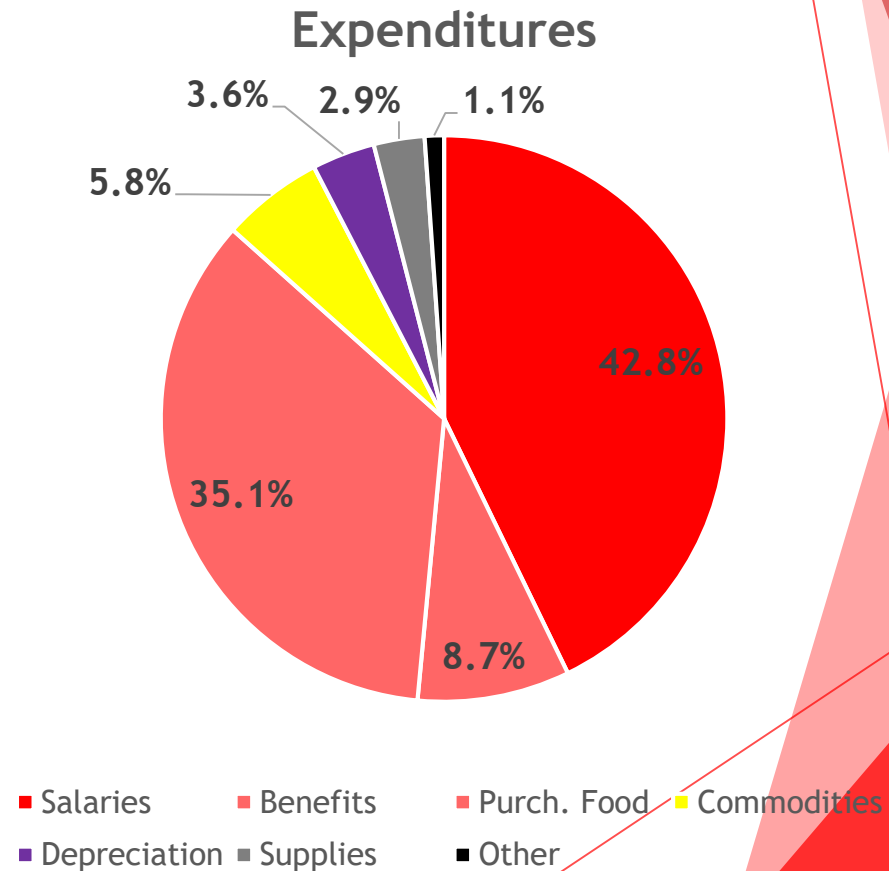
2017-18 Nutrition Fund Revenue

Breakfast Revenue:		
Daily Sales	\$	42,953
State Reimb.	\$	2,567
Fed Reimb.	\$	124,759
Subtotal	\$	170,279
Lunch Revenue:		
Daily Sales	\$	1,659,622
State Reimb.	\$	23,083
Fed Reimb.	\$	909,969
Subtotal	\$	2,592,675
A La Carte	\$	594,863
Commodities	\$	210,938
Other	\$	18,405
Total		\$ 3,587,160



2017-18 Nutrition Fund Expenditures

Salaries	\$	1,547,784
Benefits	\$	315,121
Purchased Food	\$	1,271,346
Commodities	\$	210,938
Depreciation	\$	131,834
Supplies	\$	103,328
Other	\$	39,264
Total	\$	3,619,616



House File 2467 - Student Meal Debt

- **New policy written 702.1-R**
- **Free and reduced applications sent out twice a year.**
- **Meal Debt**
 - Start of 2018/19: **-\$7,662.15**
 - Currently: **-\$12,814.80**

Hypothetical: Free Breakfast to All Students

ASSUMPTIONS:

- ▶ 7,500 K-12 Students
- ▶ 75% Breakfast Participation (5,625 daily breakfasts served)
- ▶ Cost per breakfast served = \$1.50
- ▶ 175 serving days
- ▶ \$3,000 daily federal breakfast reimbursement

Calculation

Daily Breakfast Served	=	5,625
		X
Cost per breakfast served	=	<u>\$1.50</u>
		\$8,437.50
Less: Federal Reimbursement	=	<u>(\$3,000.00)</u>
		\$5,437.50
		X
Number of days Served	=	<u>175</u>
Est. Annual Total		\$951,562.50

*Note the above calculation does not include costs such as additional staffing for meal preparation, supervision, or transportation. Also not **included** are capital costs such as additional kitchen equipment, vehicles, or storage.*

**Thank you for
the opportunity
to share
information
about
our program.**

Questions?

Cabinet Updates: February 25, 2019

[Click here to refer to the Strategic Plan](#)



Pathways		Technology		Facilities	
Goal #1 Inspire Learning	Goal #2 Inspire Learning	Goal #3 Unlock Potential	Goal #4 Unlock Potential	Goal #5 Empower Achievement	Goal #5 Empower Achievement
<i>Articulate</i>	<i>Support</i>	<i>Challenge</i>	<i>Success</i>	<i>Involve</i>	<i>Build</i>
Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.	Create effective and agile organization that is individually responsible to the needs of the whole child.	Become an excellent learning organization through a culture of continuous improvement.	Maximize achievement by increasing digital literacy utilizing 21st century digital tools.	Enhance engagement opportunities through focused strategic partnerships.	Construct physical learning environments using fiscally responsible and sustainable practices.

Update from Finance/Audit Committee: The committee met on February 21st and reviewed the following:

- January monthly financial reports
- Bid results for the Bowman Woods classroom renovation project, noting there were five bidders and the range of bids was from \$458,100 to \$584,000. Garling Construction was the lowest responsive bidder.
- The Nutrition Services presentation that Manager Stacy Fish will be sharing with the board on February 25.
- The most recent budget estimate for the two 5th/6th grade intermediate buildings, noting that estimated costs exceed the budget by \$10 to \$11 million. *These are just estimates, as the actual costs will not be known until the project is bid in May.* For any costs above \$55 million, the district will have to borrow against SAVE dollars. By doing this, it will push the future 8th elementary building project back 2-3 years from where it is currently projected on the ten-year plan.
- The timeline for the upcoming general obligation bond sale. The sale will be for \$54,425,000; which included the final \$45 million issuance for the intermediate building project and a \$9,425,000 refinance of Series 2011 bonds. The refinance is estimated to save the district \$400K-\$500K.

Plan for Weather-Related Make-Up Days: Due to the amount of missed academic learning time due to the weather-related cancellations, late starts, and early dismissals, the following dates will now be used as make-up days for students:

1. Monday, March 25th
2. Monday, April 22nd
3. Monday, May 13th
4. Monday, June 3rd
5. Tuesday, June 4th
6. Wednesday, June 5th (2-hour early dismissal)

Intermediate Buildings Design Open House: Plan now to attend an informal open house on Thursday, February 28th from 5:00-6:00 PM in the boardroom of the LRC (2999 N 10th St, Marion) to see the designs and floor plans for the two new intermediate buildings that are scheduled to open for the 2020-21 school year. Parking is available at the north end of the LRC and guests should enter the building via the north door. The boardroom is the first door on the left once you have entered the building.



LIONS Awards: Nominations for the 2019 LIONS Awards are being accepted until 4:00 PM on March 15th. [Click here to learn more!](#)

A person can be nominated for the following categories:

- **L** - Living Legend Award for excellence in leadership
- **I** - Innovator Award for excellence in positive change
- **O** - Optimizer Award for excellence in teamwork
- **N** - Newcomer Award for excellence in new ideas
- **S** - Service Award for excellence in superior performance
- Lion Pride Award for going the extra mile
- Shirley Pantini Award for excellence in equity

The LIONS Awards, Volunteer Awards, and the Shirley Pantini Award will be presented during an open house on Wednesday, May 1st at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion).

District Achievements and Honors

Wrestling News: Congratulations go out to the wrestling team and their coaches on a great season! Brandon O'Brien, Bryce Parke, Samuel Gisaya, Abass Kemokai, Jacob Wempen, and Tanner Schultz represented the district at the State wrestling tournament. Congrats also go out to Jacob Wempen for taking the top spot in the 182 pound weight class at State! Jacob is the eighth Linn-Mar wrestler to earn a state wrestling title!



Swimming News: Congratulations to boys' swimming for placing sixth at the State meet! They were the top finisher out of the Mississippi Valley Conference! The guys also placed fifth in the 200 free relay and sixth in the 400 free relay!

MathCounts News: Congratulations to the Oak Ridge and Excelsior MathCounts teams for advancing to the State competition on March 29th! Oak Ridge placed 1st and Excelsior placed 2nd in their recent regional competition. Great job!



Facilities and Sites

Policy Title: Lease, Sale, or Disposal of School District Facilities and Sites Code 902.9

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision, the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property of any value, a public hearing must be held. The board shall adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days prior to the hearing date. Upon completion of the public hearing the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city, and was previously used as a schoolhouse site the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent [or designee] is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property including student-constructed buildings. It will also be the responsibility of the superintendent [or designee] to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Adopted: 6/09

Reviewed: 11/12; 1/14

Revised: 5/15; 2/19

Related Policy (Code#): 704; 705.1; 803

Legal Reference (Code of Iowa): §§ 297.15-25 (2013)

February 20, 2019

Linn-Mar Community School District
ATTN: Mr. J.T. Anderson
2999 10th Street
Marion, Iowa 52302

RE: Bowman Woods Elementary Classroom Renovation
Linn-Mar Community School District

Dear JT:

Five bids were received for the above referenced project on February 19, 2019. We have reviewed the bids and have observed no irregularities. Garling Construction submitted the lowest responsible bid of \$458,100.00.

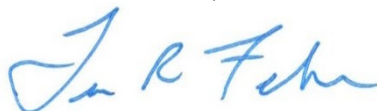
Shive-Hattery contacted Garling after bids were received, and they confirmed that their bid covers the scope of work in the bid documents.

We recommend Linn-Mar Community School District proceed with your award process to Garling in the amount of \$458,100.00. This award may be subject to submittal of acceptable bonds, insurance and other requirements of Linn-Mar Community School District. We are also enclosing a copy of the bid tabulation for your use.

We look forward to working with you during construction of this project. Please call our office if you have any questions or comments.

Sincerely,

SHIVE-HATTERY, INC.



Timothy R Fehr, PE
Project Manager

TRF/atf

Enc.: Bid Tab



**LINN-MAR COMMUNITY SCHOOL DISTRICT
Bowman Woods Elementary Classroom Renovation
1183690**

Bid Date: February 19, 2019

Time: 2:00 p.m. CST

Location: Linn-Mar Community School District
2999 North 10th Street
Marion, Iowa 52302

NAME AND ADDRESS OF GENERAL CONTRACTORS	Conlon Construction 3273 Ridgeway Dr, Suite B Coralville, Iowa 52241	Tricon Construction 2245 Keper Blvd. Suite 2 Dubuque, Iowa 52001	Portzen Construction 205 Stone Valley Drive Dubuque, Iowa 52003	Garling Construction 5210 20th Avenue Cedar Rapids, Iowa 52404	Klieman Construction 6205 Locust Road SW Cedar Rapids, Iowa 52404
REQUIRED DOCUMENTS	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
1. 5% Bid Security by Certified Check or Bid Bond	Yes	Yes	Yes	Yes	Yes
2. Targeted Small Business Form, Bidders Status Form	Yes	Yes	Yes	Yes	Yes
3. Receipt of Addendum No. 1	Yes	Yes	Yes	Yes	Yes
	PRICE	PRICE	PRICE	PRICE	PRICE
BASE BID:	\$545,000.00	\$536,000.00	\$584,000.00	\$458,100.00	\$558,729.00



Inspire Learning.
Unlock Potential.
Empower Achievement.

**School Board Work Session Minutes
February 11, 2019**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Mehaffey, Nelson, Wall, and Weaver.

200: Adoption of the Agenda *Motion 118-02-11*

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

300: Work Session

301: Motion to Move into Closed Session *Motion 119-02-11*

Motion by Weaver to move into closed session at 5:01 PM as provided in Section 21.5(l)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to the individual's reputation, second by Isenberg. Roll call vote, all ayes. Motion carried.

302: Motion to Return to Open Session *Motion 120-02-11*

Motion by Lausen to return to open session at 6:50 PM, second by AbouAssaly. Roll call vote, all ayes. Motion carried.

400: Open Session

401: Adjournment *Motion 121-02-11*

Motion by AbouAssaly to adjourn the work session at 6:50 PM, second by Lausen. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

**School Board Regular Meeting Minutes
February 11, 2019**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education regular meeting was called to order at 7:01 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Nelson, Wall, and Weaver. Absent: Mehaffey.

200: Adoption of the Agenda *Motion 122-02-11*

Motion by AbouAssaly to adopt the agenda as presented, second by Weaver. Voice vote, all ayes. Motion carried.

300: Audience Communications: No communications received.

400: Public Hearing – Exhibit 400.1

A public hearing was held regarding the proposed plans and specifications for the Wilkins Elementary roof project. No communications received.

500: Informational Reports

501: February 7th Marion City Council Meeting

Isenberg reported that the City is planning additional single family residences on the east side of Highway 13; which is in the district boundaries.

502: February 8th Policy Committee Meeting

Wall and Weaver reported the committee reviewed the 900 policy series and discussed wording clarifications for *Policy 401.10 Licensed Personnel Early Separation*.

503: Cabinet Update – Exhibit 503.1

Superintendent Bisgard shared information on the plan to make up the missed student learning days due to inclement weather and an update on the 5th-6th grade intermediate building design project and open houses.

600: Unfinished Business

601: Approval of Specifications for WE Roof Project – Refer to Exhibit 400.1 ***Motion 123-02-11***

Motion by Lausen to approve the plans and specifications for the Wilkins Elementary roof project to be let for bids on February 28, 2019, at 2:30 PM, second by Weaver. Voice vote, all ayes. Motion carried.

700: New Business

701: First Reading of Policy Recommendations – Exhibit 701.1 ***Motion 124-02-11***

Motion by Lausen to approve the first reading of the policy recommendations for *Series 900, Facilities and Sites*, as presented, second by Wall. Voice vote, all ayes. Motion carried.

- *The full 900 policy series was reviewed with updates recommended for 902.9 Lease, Sale, or Disposal of School District Facilities and Sites, only.*

800: Consent Agenda Motion 125-02-11

Motion by Lausen to approve the consent agenda as presented, second by Wall. Voice vote, all ayes. Motion carried.

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

Name	Assignment	Dept Action	Salary Placement
Adams, Chloe	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Albert, Jon	HS: Student Support Associate	1/24/19	LMSEAA II, Step 9
Baumann, Anne	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Brennom, Emily	AC: Aquatic Instructor	3/1/19	\$11.00/hour
Bryant, David	EX: Student Support Associate	1/24/19	LMSEAA II, Step 10
Calcara, Sarah	HS: Student Support Associate	1/28/19	LMSEAA II, Step 6
Carpenter, Tiffany	NS: IC General Help	2/1/19	Step 1
Clement, Cody	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Ernst, Doug	WF: Custodian	2/11/19	SEIU C, Step 1
Felber, Quinn	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Frese, Mia	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Gannon, Casey	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Gannon, Maddie	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Good, Sophie	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Gregorich, Becky	NS: WF General Help	2/1/19	Step 1
Helle, Jayden	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Kimmel, Hayley	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Lenzer, Sophie	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Milburn, Jean	NS: EX General Help	1/28/19	Step 1
Murphy, Sarah	AC: Aquatic Instructor	2/2/19	\$11.00/hour
O'Brien, Madelyn	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Pfaff, Alexander	AC: Aquatic Instructor	2/2/19	\$11.00/hour
Steffen, Ian	AC: Aquatic Instructor	2/2/19	\$11.00/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Harris, Erin	NE: Student Support Associate	2/20/19	Other Employment
Hartman, Emma	NS: EX General Help	1/28/19	Personal
Thimsen, Richard	TR: Bus Rider	1/17/19	Personal

Co/Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Lehman, Jay	OR: Assistant 7 th /8 th Gr Boys' Track Coach	2/6/19	\$2,856
Sunseri, Ken	HS: Assistant Varsity Girls' Track Coach	2/4/19	\$4,285

Co/Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Sunseri, Ken	OR: Heath 7 th /8 th Gr Girls' Track Coach	2/1/19	Took HS Position
Woerner, Kathryn	HS: Assistant Varsity Girls' Swim Coach	1/31/19	Personal

802: Approval of January 28th Minutes – Exhibit 802.1**803: Approval of Bills – Exhibit 803.1****804: Approval of Contracts – Exhibit 804.1**

1. Independent contractor agreement with Tom Schilke
2. Interagency agreements for special education with College CSD (1), Marion Independent (1), and West Delaware CSD (1). *For student confidentiality, exhibits not provided.*

805: Excursion/Trip Request – Exhibit 805.1

Request for speech to attend the High School Speech Association All-State Festival February 15-16 in Marshalltown, Iowa. *Late submission due to the need to qualify in previous competition.*

806: Disposition of Obsolete Equipment

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

900: Board Communications/Calendar/Committees/Advisories

901: Board Communications: No communications received.

902: Board Calendar

Date	Time	Event	Location
February 16	8:30 AM	Coffee & Conversation	Linn Grove Media Center
February 20	11:30 AM	Board Visit	Compass
February 21	7:30 AM	Finance/Audit Committee	LRC Room 203
February 21	5:30 PM	Marion City Council	City Hall
February 25	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
Date	Time	Event	Location
March 1	12:00 PM	Board Visit	Oak Ridge Middle School
March 1	6:00 PM	MANE Event	Cedar Rapids Marriott
March 6	11:30 AM	MEDCO Annual Luncheon	Cedar Rapids Marriott
March 7	7:30 AM	Finance/Audit Committee	LRC Room 203
March 7	5:30 PM	Marion City Council	City Hall
March 11	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
March 21	5:30 PM	Marion City Council	City Hall
March 29	7:30 AM	Board Visit	Bowman Woods Elementary

903: Committees/Advisories

Committees/Advisories	Board Representatives
Finance/Audit Committee	AbouAssaly, Lausen, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee (CTE)	Nelson and Mehaffey
School Improvement Advisory Committee (SIAC)	AbouAssaly and Mehaffey
Iowa BIG Advisory Board	Isenberg
Linn County Conference Board	Lausen
Facilities Advisory Committee	Nelson and AbouAssaly

1000: Adjournment Motion 126-02-11

Motion by AbouAssaly to adjourn the regular meeting at 7:21 PM, second by Isenberg. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/08/2019 - 02/21/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
AMES CYCLONE AQUATICS CLUB	GENERAL SUPPLIES	\$1,016.00
BMO MASTERCARD	GENERAL SUPPLIES	\$1,497.71
BMO MASTERCARD	TRAVEL	\$407.32
DES MOINES SWIMMING FEDERATION	GENERAL SUPPLIES	\$441.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$4,128.59
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$800.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$82.97
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$354.76
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$82.97
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$354.76
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$552.09
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$547.93
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$822.33
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$19.15
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$4.82
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$920.64
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$38.96
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$212.89
	Fund Total:	\$12,289.89
Fund: CAPITAL PROJ FR BON		
HALL & HALL ENGINEERS INC	ARCHITECT	\$4,569.50
OPN ARCHITECTS, INC.	ARCHITECT	\$471,263.93
TERRACON CONSULTANTS INC	ARCHITECT	\$5,043.75
	Fund Total:	\$480,877.18
Fund: GENERAL		
ADVANCE AUTO PARTS	TRANSP. PARTS	\$575.87
AGVANTAGE FS	GASOLINE	\$5,584.89
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$427.00
AKERS KYLE	OFFICIAL/JUDGE	\$65.00
ALBURNETT COMMUNITY SCHOOLS	TUITION IN STATE	\$14,728.02
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$170.79
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$70.27
ALLIANT ENERGY	ELECTRICITY	\$14,057.13
AMBROSY TODD	OFFICIAL/JUDGE	\$65.00
ATLANTIC COCA-COLA	INSTRUCTIONAL SUPPLIES	\$702.78
BALANCED FITNESS & HEALTH	MAINTENANCE SUPPLIES	\$232.50
BEKE CATHLEEN	TRAVEL	\$109.20
BISGARD SHANNON	TRAVEL	\$117.00
BMO MASTERCARD	COMP/TECH HARDWARE	\$545.10
BMO MASTERCARD	DUES AND FEES	\$486.51
BMO MASTERCARD	EQUIPMENT >\$1999	\$11,270.51
BMO MASTERCARD	GARBAGE COLLECTION	\$4,722.12
BMO MASTERCARD	GASOLINE	\$93.93

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/08/2019 - 02/21/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
BMO MASTERCARD	GENERAL SUPPLIES	\$3,056.74
BMO MASTERCARD	HEAT/PLUMBING SUPPLY	\$618.20
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$14,982.66
BMO MASTERCARD	LIBRARY BOOKS	\$763.76
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$1,066.66
BMO MASTERCARD	OTHER PROFESSIONAL	\$20.00
BMO MASTERCARD	POSTAGE/UPS	\$9.39
BMO MASTERCARD	PROF SERV: EDUCATION	\$12,308.57
BMO MASTERCARD	REF & RSRCH MATERIAL	\$213.28
BMO MASTERCARD	REPAIR PARTS	\$93.37
BMO MASTERCARD	SHOP TOOLS/EQUIPMENT	\$12.67
BMO MASTERCARD	STAFF WORKSH/CONF	\$8,002.16
BMO MASTERCARD	TEXTBOOKS	\$3.49
BMO MASTERCARD	TRAVEL	\$10,531.79
BMO MASTERCARD	VEHICLE REPAIR	\$123.57
BOOKHOUSE	LIBRARY BOOKS	\$79.99
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$2,169.89
BURGESS GAYLA	TRAVEL	\$7.02
C.H. McGUINNESS CO., INC	REPAIR PARTS	\$378.42
C.J. COOPER & ASSOCIATES	PHYSICALS	\$150.00
C4 OPERATIONS BACKGROUND CHECK SERVICES	OTHER PROFESSIONAL	\$20.00
CALCARA MARILYN	TRAVEL	\$17.04
CAM COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$24,455.48
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$50.00
CENTER POINT-URBANA HIGH SCHOOL	TUITION IN STATE	\$4,972.00
CENTRAL CITY COMMUNITY SCHOOL	TUITION IN STATE	\$4,964.78
CENTURYLINK	TELEPHONE	\$1,818.54
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$428.60
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$233.19
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$42.00
CLEMSON UNIVERSITY	DUES AND FEES	\$775.00
COGNITIVE CONNECTIONS, LLP	INSTRUCTIONAL SUPPLIES	\$90.00
COLLECTION	EE LIAB-GARNISHMENTS	\$4,054.11
COLLEGE COMMUNITY SCHOOLS	TUITION IN STATE	\$19,380.03
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
COOKSLEY DAWN	TRAVEL	\$15.68
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$328.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$9.00
CROWBAR'S	MAINTENANCE SUPPLIES	\$102.15
D.B. ACOUSTICS INC	REPAIR/MAINT SERVICE	\$85.00
DECKER EQUIPMENT	MAINTENANCE SUPPLIES	\$107.06
DIAMOND ENTERPRISES	REPAIR/MAINT SERVICE	\$1,000.00
DIVIS ETHAN	OFFICIAL/JUDGE	\$60.00
DRYSpace INC	REPAIR/MAINT SERVICE	\$285.36
DVORAK JOHN	OFFICIAL/JUDGE	\$65.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/08/2019 - 02/21/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
EC ICDA YOUTH CHOIR CLINIC	INSTRUCTIONAL SUPPLIES	\$60.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$8.00
FAMILY VIDEO	FACILITY RENTAL	\$3,662.04
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$240.60
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,694,678.98
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$1,021.88
FUTURE LINE	MAINTENANCE SUPPLIES	\$1,494.56
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$193.20
GRANT WOOD AEA	GENERAL SUPPLIES	\$10.50
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$197.00
HALVERSON GINGER	TRAVEL	\$185.87
HARMS JON	TRAVEL	\$24.06
HARTWIG RON	OFFICIAL/JUDGE	\$60.00
HAYES ELIZABETH	TRAVEL	\$293.75
HEIDELBAUER CHRISTOPHER	OFFICIAL/JUDGE	\$65.00
HICKS KRISTI	TRAVEL	\$26.13
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$545.25
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$121.88
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$55,416.14
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$236,951.34
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$55,416.14
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$236,951.34
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$336,817.12
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$1,940.60
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$381.90
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$351,427.99
IOWA DEPT OF REVENUE - ADMIN WAGE LEVY	EE LIAB-GARNISHMENTS	\$133.91
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$287,411.99
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$431,346.26
IOWA SHARES	EE LIAB-CHARITY	\$28.00
IOWA STATE UNIVERSITY	INSTRUCTIONAL SUPPLIES	\$160.00
ISFIS	OTHER PROFESSIONAL	\$334.50
IXL LEARNING INC	INSTRUCTIONAL SUPPLIES	\$378.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$149.99
JOHN DEERE FINANCIAL	SHOP TOOLS/EQUIPMENT	\$28.95
JOHNSTONE SUPPLY	REPAIR PARTS	\$72.80
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$100.00
KLOSTERMANN KEVIN	OFFICIAL/JUDGE	\$65.00
KOENEN KARLA	TRAVEL	\$19.93
KOPESKY JACK	GENERAL SUPPLIES	\$120.00
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$83.90
LANE TODD	TRAVEL	\$1.87
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$104.38
LINN COUNTY EXTENSION	DUES AND FEES	\$105.00
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$1,071.88

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/08/2019 - 02/21/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$100.51
LISBON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$6,987.27
LYNCH FORD	MAINTENANCE SUPPLIES	\$12.18
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5,194.75
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$12,311.23
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$132.00)
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$424.84
MARION TIMES	ADVERTISING	\$431.93
MARTIN PETE	TRAVEL	\$81.90
MERCY EAP SERVICES	PROF SERV: EDUCATION	\$1,125.00
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$291.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$36,280.74
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$472,157.30
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$2,781.00
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$25,810.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$18,933.84
MIDWEST WHEEL	MAINTENANCE SUPPLIES	\$506.44
MIDWEST WHEEL	TRANSP. PARTS	\$556.53
MT.VERNON COMM.SCHOOL DIST	TUITION OPEN ENROLL	\$17,468.15
MULLER CATHERINE	TRAVEL	\$24.84
NATIONAL ASSOC OF SCHOOL NURSES	DUES AND FEES	\$837.00
NORTH-LINN CSD	TUITION IN STATE	\$4,962.30
O'BRIEN LYNN	TRAVEL	\$11.31
OFFICE EXPRESS	GENERAL SUPPLIES	\$130.44
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$774.29
OLD CAPITOL MUSEUM	INSTRUCTIONAL SUPPLIES	\$60.00
OLD CREAMERY THEATRE	INSTRUCTIONAL SUPPLIES	\$635.00
ORCHESTRA IOWA	Professional Educational Services	\$113.75
ORKIN PEST CONTROL	Pest Control	\$360.00
P & K MIDWEST	REPAIR PARTS	\$260.40
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$234.00
PEIFFER RON	OFFICIAL/JUDGE	\$65.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$935.31
PFEIL NAOMI	INSTRUCTIONAL SUPPLIES	\$270.00
PHEAA	EE LIAB-GARNISHMENTS	\$619.43
PICKENS BARNES & ABERNATHY	LEGAL SERVICES	\$700.00
POELLET LUKE	GENERAL SUPPLIES	\$360.00
POELLET, SHAWN	Professional Educational Services	\$1,000.00
Polk County Sheriff	EE LIAB-GARNISHMENTS	\$497.21
PREMIERE CREDIT OF NORTH AMERICA LLC	EE LIAB-GARNISHMENTS	\$84.28
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$2,021.23
PSAT/NMSQT	INSTRUCTIONAL SUPPLIES	\$1,796.00
QUINN STORAGE	FACILITY RENTAL	\$160.00
RAMOS VINCENT M	TRAVEL	\$9.05
READ BOB	TRAVEL	\$43.72

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/08/2019 - 02/21/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
RED CEDAR CHAMBER MUSIC	Professional Educational Services	\$300.00
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$1,112.00
RONALD BENJAMIN ROYBAL	PROF SERV: EDUCATION	\$8,000.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$320.00
RYAN KEVIN	TRAVEL	\$22.54
SANDSTROM STEVE	INSTRUCTIONAL SUPPLIES	\$438.00
SCHILKE, THOMAS	Professional Educational Services	\$100.00
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$2,090.55
SCHOOL BUS SALES	TRANSP. PARTS	\$100.55
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$557.52
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$15.30
SCHULTZ STRINGS INC	Professional Educational Services	\$228.00
SPOELSTRA AMY	TRAVEL	\$10.92
STOREY KENWORTHY	INSTRUCTIONAL SUPPLIES	\$3,688.32
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,507.15
TEACHER DIRECT	INSTRUCTIONAL SUPPLIES	\$273.68
THE SHREDDER	OTHER PROFESSIONAL	\$450.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$168,939.13
TRIER KELLY	TRAVEL	\$288.83
TRUCK BUILDERS	VEHICLE REPAIR	\$6,178.96
U.S. CELLULAR	TELEPHONE	\$574.88
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$799.00
UNITYPOINT HEALTH	PROF SERV: EDUCATION	\$8,016.63
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$899.37
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$63,385.63
WALMART	INSTRUCTIONAL SUPPLIES	\$345.63
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$303.00
WENNEKAMP JOHN	TRAVEL	\$579.40
WEST MUSIC CO	EQUIPMENT REPAIR	\$320.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$3,808.92
ZIPPY S SALT BARN LLC	GROUNDS UPKEEP	\$3,896.92
Fund Total:		\$5,769,728.90
Fund: LOCAL OPT SALES TAX		
RIVERSIDE TECHNOLOGIES, INC	COMP/TECH HARDWARE	\$14,567.86
Fund Total:		\$14,567.86
Fund: NUTRITION SERVICES		
BMO MASTERCARD	MEETING EXP/SERVICES	\$120.39
BMO MASTERCARD	PURCHASE FOOD	\$150.88
CITY LAUNDERING COMPANY	PROFESSIONAL	\$1,226.78
COLLECTION	EE LIAB-GARNISHMENTS	\$182.00
CROCK CINDY	UNEARNED REVENUE	\$30.45
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$28,331.94
GRANT WOOD AEA	GENERAL SUPPLIES	\$8.50
GREGORICH REBECCA	GENERAL SUPPLIES	\$45.00
HANSON CHRISTINE	UNEARNED REVENUE	\$81.55

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/08/2019 - 02/21/2019

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Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$552.24
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$2,361.23
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$552.24
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$2,361.23
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$1,839.54
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$6,369.32
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$9,558.98
KECK FOODS	PURCHASE FOOD	\$24,459.30
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$190.07
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$393.57
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$15,732.01
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$1,201.20
OFFICE EXPRESS	GENERAL SUPPLIES	\$208.29
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$964.09
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$144.30
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$550.00

Fund Total: \$97,620.08

Fund: PHY PLANT & EQ LEVY

BMO MASTERCARD	EQUIPMENT >\$1999	\$6,442.54
COMBUSTION CONTROL CO	BLDG. CONST SUPPLIES	\$850.25
COMBUSTION CONTROL CO	CONSTRUCTION SERV	\$1,871.84
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
DRYSpace INC	CONSTRUCTION SERV	\$6,329.14
INNOVATIVE MODULAR SOLUTIONS, INC.	MODULAR CLASSROOM LEASE PMTS	\$3,354.00
LYNCH FORD	VEHICLES	\$27,885.00
PEAK CONSTRUCTION	CONSTRUCTION SERV	\$35,549.00
VALUE INSPIRED PRODUCTS/SERVICES	EQUIPMENT >\$1999	\$15,014.09
VAN METER CO	OTHER PURCH PROP SER	\$1,154.35
WALSH DOOR & HARDWARE	BLDG. CONST SUPPLIES	(\$540.00)
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$2,225.00

Fund Total: \$104,460.21

Fund: PUB ED & REC LEVY

FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,609.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$31.38
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$134.18
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$31.38
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$134.18
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$165.35
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$159.96
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$240.06
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$7.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$437.16
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$81.21

Linn-Mar Community School District

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Vendor Name	Description	Check Total
Fund Total:		\$3,034.03
Fund: STUDENT ACTIVITY		
BMO MASTERCARD	DUES AND FEES	\$864.00
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$7,826.68
BMO MASTERCARD	TRAVEL	\$170.08
BO HUNK BBQ	INSTRUCTIONAL SUPPLIES	\$431.25
BOB ROGERS TRAVEL	TRAVEL	\$158,299.00
BROWN DAVID	TRAVEL	\$56.16
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$314.03
CEDAR RAPIDS ATHLETIC OFFICIALS	INSTRUCTIONAL SUPPLIES	\$400.00
CONSERVATION DISTRICTS OF IOWA	DUES AND FEES	\$80.00
COTTON MARSHALL	OFFICIAL/JUDGE	\$132.72
DAVIES GREGORY	OFFICIAL/JUDGE	\$95.00
DEAN CRAIG	OFFICIAL/JUDGE	\$95.00
DICK POND ATHLETICS INC	INSTRUCTIONAL SUPPLIES	\$652.00
DUGGAN KYLE	OFFICIAL/JUDGE	\$175.00
ELITE SPORTS	INSTRUCTIONAL SUPPLIES	\$411.34
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$190.13
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,980.22
FEDERER MICHAEL	OFFICIAL/JUDGE	\$57.10
FORSBERG SCOTT	OFFICIAL/JUDGE	\$136.40
FRIDAY MATT	OFFICIAL/JUDGE	\$52.50
FULLER, TRAVIS	OFFICIAL/JUDGE	\$52.50
HANSEN PEGGY	OFFICIAL/JUDGE	\$175.00
HEETER TODD	OFFICIAL/JUDGE	\$95.00
HINTON CLIFF	OFFICIAL/JUDGE	\$95.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,544.49
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$71.23
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$304.57
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$71.23
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$304.57
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$251.87
IOWA FBLA-9388	DUES AND FEES	\$2,700.00
IOWA FFA ASSOCIATION	DUES AND FEES	\$80.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	DUES AND FEES	\$1,344.00
IOWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES	\$80.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$336.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$317.22
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$476.06
KAUFMAN ANDY	OFFICIAL/JUDGE	\$95.00
KENMARK, INC	INSTRUCTIONAL SUPPLIES	\$580.00
LEFFLER MIKE	OFFICIAL/JUDGE	\$138.70
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$464.75
MAJOR RONALD	OFFICIAL/JUDGE	\$105.00
MATTHEWS CAROLL	OFFICIAL/JUDGE	\$95.00

Linn-Mar Community School District

IA - Warrants Paid Listing

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Vendor Name	Description	Check Total
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$68.72
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$987.64
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$598.00
MORRISON DALE	OFFICIAL/JUDGE	\$52.50
NATIONAL FFA ORGANIZATION	DUES AND FEES	\$430.00
NATIONAL FFA ORGANIZATION	INSTRUCTIONAL SUPPLIES	\$64.50
NATIONAL FRENCH CONTEST	DUES AND FEES	\$171.50
NOAH PERKINS	INSTRUCTIONAL SUPPLIES	\$550.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$157.79
ROMER CLAY	OFFICIAL/JUDGE	\$118.00
SPORTSENGINE c/o TRACKWRESTLING	INSTRUCTIONAL SUPPLIES	\$75.00
STAMY DAVID	OFFICIAL/JUDGE	\$95.00
STORM STEEL	INSTRUCTIONAL SUPPLIES	\$67.90
THOMPSON JEROME	OFFICIAL/JUDGE	\$95.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$151.40
WALMART	INSTRUCTIONAL SUPPLIES	\$106.52
WAVERLY-SHELLROCK HIGH SCHOOL	DUES AND FEES	\$104.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$3,578.71
Fund Total:		\$191,667.98
Fund: STUDENT STORE		
BMO MASTERCARD	GENERAL SUPPLIES	\$1,373.11
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$1,006.32
SPIRIT PRODUCTS LTD	GENERAL SUPPLIES	\$915.92
Fund Total:		\$3,295.35
Grand Total:		\$6,677,541.48

End of Report



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Elizabeth A. Grob
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February 19, 2019

VIA E-MAIL

J.T. Anderson
Linn-Mar Community School District
2999 North 10th Street
Marion, IA 52302

Re: Linn-Mar Community School District
Bond Counsel and Disclosure Counsel Engagement Agreement
Proposed Issuance of Approximately \$54,425,000 General Obligation School and
Refunding Bonds, Series 2019 (the "Bonds")

Dear J.T.:

The purpose of this Engagement Agreement (the "Agreement") is to disclose and memorialize the terms and conditions under which services will be rendered by Ahlers & Cooney, P.C. as bond and disclosure counsel to the Linn-Mar Community School District (the "Issuer") in connection with the issuance of the Bonds. The Bonds will be secured by the debt service levy and are being issued to complete the project approved by the voters at the September 11, 2018 General Obligation Bond Election and to currently refund a portion of the District's General Obligation Bonds, Series 2011A. We further understand that final sizing of the Bonds has not yet been completed and that you have engaged Piper Jaffray & Co. as the financial advisor. While additional members of our firm may be involved in representing the Issuer on other matters unrelated to the Bonds, this Agreement relates to the agreed-upon scope of bond and disclosure counsel services described herein.

SCOPE OF ENGAGEMENT

Bond Counsel

In the role of Bond Counsel, we will provide the following services:

- (1) Subject to the completion of proceedings and execution of documents to our satisfaction, render our legal opinion (the "Bond Opinion") regarding the validity and enforceability of the Bonds, the source of payment and security for the Bonds, and the tax status of the Bonds for federal income tax purposes.
- (2) Prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Bonds, and coordinate the authorization and execution of such documents.

- (3) Review legal issues relating to the structure of the Bond issue.
- (4) Review or prepare those sections of the official statement (the "Offering Documents") to be disseminated in connection with the sale of the Bonds that describe the terms of the Bonds, Iowa and federal law pertinent to the validity of the Bonds, the tax status of interest on the Bonds, and the Bond Opinion.
- (5) Upon request, assist the Issuer in presenting information to bond rating organizations and providers of credit enhancement relating to the issuance of Bonds.
- (6) File an appropriate Form 8038 with the IRS after Closing.

As bond counsel, our examination will extend to the actions and approvals necessary to authorize the issuance and initial delivery of the Bonds to the original purchaser thereof. Our Bond Opinion does not extend to any re-offering of the Bonds by the original purchaser or other persons. The Bond Opinion will be delivered by us on the date the Bonds are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Issuer with applicable laws relating to the Bonds. During the course of this engagement, we will rely on the Issuer, and authorized officials, to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security.

Disclosure Counsel

As Disclosure Counsel to the District, we will work with the District, including the officers and employees, the Financial Advisor, and other parties to this transaction to provide the following services:

1. Consult with District officials, District staff and District's Underwriter and/or Dissemination Agent concerning disclosure requirements, questions and issues relating to the initial issuance of the Bonds and concerning continuing disclosure requirements.
2. Attend, upon request, any meeting of the District or any meeting of District staff relating to disclosure matters that pertain to the District's issuance of the Bonds.
3. Review the District's preliminary and final official statements, prepared by Piper Jaffray & Co., in connection with the Bond offering for Issuer's review and approval, with the assistance of District officials and staff.
4. Review all Bond documents prepared in connection with the issuance of the Bonds to the extent such documents involve or affect disclosure matters.

5. Consult with District officials and staff regarding all matters relating to continuing disclosure requirements that pertain to the Bonds, specifically to include those imposed by Securities and Exchange Commission Rule 15c2-12.

6. Provide the District such other legal services and advice with respect to the Bonds as are traditionally provided by disclosure counsel.

Subject to the completion of proceedings to our satisfaction, we will render our written advice addressed to the District stating that, in the course of our participation in the preparation of the Official Statement, no information has come to our attention which leads us to believe that the Official Statement (excluding the financial and demographic information or charts, engineering and statistical data, financial statements, statements of trends and forecasts, information concerning any bond insurance and The Depository Trust Company, included in the Official Statement, and in the Appendices, as to which we will not express any opinion or view) contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading. In rendering our advice, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation. During the course of the engagement, we will rely on the District's staff to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security.

The written advice rendered hereunder will be dated and executed and delivered by us at Closing and will be based on existing law as of its date. Upon delivery of our written advice and the filing of all appropriate closing documents, our responsibilities as disclosure counsel will be concluded with respect to the issuance of the Bonds.

COOPERATION

To enable us to provide effective representation, the District agrees to: (1) disclose to us, fully and accurately and on a timely basis, all facts and documents that are or might be material or that we may request; (2) keep us apprised on a timely basis of all developments relating to the representation that are or might be material; (3) attend meetings, conferences, and other proceedings when it is reasonable to do so; and (4) cooperate fully with us in all matters relating to the engagement. During the course of this engagement, we will rely on the District staff to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and the security for the Bonds.

LIMITATIONS

The duties covered by this engagement are limited to those expressly set forth above. Our fee *does not* include the following services, or any other matter not required to render our Bond Opinion or written advice as Disclosure Counsel:

- (a) Preparing requests for tax rulings from the Internal Revenue Service, or "no action" letters from the Securities and Exchange Commission.

- (b) Drafting state constitutional or legislative amendments.
- (c) Pursuing test cases or other litigation, such as contested validation proceedings.
- (d) Representing the Issuer in Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations.
- (e) After Closing, providing continuing advice to the Issuer or any other party concerning actions necessary to assure that interest paid on the Bonds will continue to be excludable from gross income for federal income tax purposes (e.g. this Bond Counsel engagement for the Bonds does not include rebate calculations, nor continuing post-issuance compliance activities).
- (f) Opining on a continuing disclosure undertaking pertaining to the Bonds and, after the execution and delivery of the Bonds, providing advice concerning any actions necessary to assure compliance with any continuing disclosure requirements;
- (g) After Closing, providing continuing advice to the District or any other party concerning disclosure issues or questions that relate to the Bonds, e.g., questions regarding actions necessary to assure fulfillment of continuing disclosure responsibilities.

We will provide one or more of the services listed in (a)–(g) upon your request, however, a separate, written engagement will be required before we assume one or more of these duties. The remaining services in this list, specifically those listed in subparts (h)–(l) below, are not included in this Agreement, nor will they be provided by us at any time.

- (h) Providing any advice, opinion or representation as to the financial feasibility or the fiscal prudence of issuing the Bonds, the financial condition of the District, or to any other aspect of the financing, such as the proposed financing structure, use of a financial advisor, or the investment of proceeds of the Bonds.
- (i) Acting as an underwriter, or otherwise marketing the Bonds.
- (j) Acting in a financial advisory role.
- (k) Preparing blue sky or investment surveys with respect to the Bonds.
- (l) Making an investigation or expressing any view as to the creditworthiness of the Issuer or of the Bonds.

ATTORNEY-CLIENT RELATIONSHIP

Upon execution of this Agreement, the Issuer will be our client and an attorney-client relationship will exist between us with respect to the issuance of the Bonds. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all parties understand that in this transaction we represent

only the Issuer, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services are limited to those contracted for in this Agreement; the Issuer's execution of this Agreement will constitute an acknowledgment of those limitations. Our representation of the Issuer will not affect, however, our responsibility to render an objective Bond Opinion or written advice as Disclosure Counsel.

Our representation of the Issuer and the attorney-client relationship created by this Agreement will be concluded upon issuance of the Bonds. Nevertheless, subsequent to Closing, we will mail the completed Internal Revenue Service Form 8038-G and prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the Bonds.

OTHER REPRESENTATIONS

As you are aware, our firm represents many political subdivisions, companies and individuals. It is possible that during the time that we are representing the Issuer, one or more of our present or future clients will have transactions with the Issuer. We do not believe such representation, if it occurs, will adversely affect our ability to represent you as provided in this Agreement, either because such matters will be sufficiently different from the issuance of the Bonds so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Bonds. We will decline to participate in any matter where the interests of our clients, including the Issuer, may differ to the point where separate representation is advisable. The firm historically has arranged its practice to hold such occasions to a minimum and intends to continue doing so. Execution of this Agreement will signify the Issuer's consent to our representation of others consistent with the circumstances described in this paragraph.

FEEES

Bond Fees:

The fee we charge for services rendered under this Agreement for Bonds for which we give a Bond Opinion and written advice as Disclosure Counsel is based upon: (i) our current understanding of the terms, structure, size and schedule of the financing represented by the Bonds; (ii) the duties we will undertake pursuant to this Agreement; (iii) the time we anticipate devoting to the financing; and (iv) the responsibilities we will assume in connection therewith. We estimate our fee for Bond Counsel services to be \$50,000 and our fee for Disclosure Counsel services to be \$7,500. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will advise you. Such adjustment might be necessary in the event: (a) the principal amount of Bonds actually issued differs significantly from the amount stated above; (b) material changes in the structure or schedule of the financing occur; or (c) unusual or unforeseen circumstances arise which require a significant increase or decrease in our time or responsibility. It is not anticipated that it will be necessary for us to personally attend meetings in order to provide the services outlined above but we will do so in the event that circumstances require.

In addition to the above fee, we will bill for all customary client charges made or incurred on your behalf, such as travel costs reimbursement, photocopying, deliveries, computer-assisted

research, bond printing, and other related expenses. We estimate that such charges will not exceed \$500 per issue of Bonds. We will contact you prior to incurring expenses that exceed this amount.

Billing Matters:

We will submit a summary invoice for the professional services described herein after Closing. In the event of a substantial delay in completing the financing, we reserve the right to present an interim statement for payment. Unless other arrangements have been agreed upon in advance, we anticipate our statements to be paid in full within thirty (30) days of receipt.

If, for any reason, the financing represented by an issue of Bonds is not consummated or is completed without the delivery of our Bond Opinion and written advice as Disclosure Counsel, or our services are otherwise terminated, we will expect to be compensated at our normal hourly rates, plus client charges, as described above (not to exceed the fee we would have received if we had rendered our Bond Opinion and written advice as Disclosure Counsel). My current hourly rate is \$325. Work performed by other attorneys will be billed at their current hourly rate. Associate attorneys begin at \$200, and work by legal assistants will be billed at \$125. The hourly rates reflected herein are subject to our periodic review and adjustment – typically annually.

Other Advice:

If requested, we will maintain one or more separate accounts for periodic services rendered to the Issuer in connection with other matters unrelated to any particular Bond financing. Such services may involve the rendering of advice, opinions or other assistance in connection with such issues including, but not limited to (i) financing alternatives in connection with a particular project, (ii) compliance with lending programs, (iii) the impact of specified actions on tax-exempt status of outstanding Bonds, or (iv) other matters the Issuer may seek advice or guidance upon. Billings for such separate services will be based on our standard hourly rate of the individual attorney performing the services. Statements for any such additional services shall be submitted periodically, but no less frequently than semi-annually.

RECORDS

At your request, papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other material retained by us after the termination of this Agreement. It is our practice to retain transcripts for each financing for at least the life of the Bonds. You will be notified prior to destruction of our file, and will have the option to request them, should you desire.

Please carefully review the terms and conditions of this Agreement. *If the above correctly reflects our mutual understanding, please so indicate by returning a copy of this letter signed and dated by the Board President, retaining the original for your file.*

February 19, 2019
Page 7

If you have questions regarding any aspect of the above or our representation as Bond Counsel or Disclosure Counsel, please do not hesitate to contact me.

It has been a pleasure to serve you in the past, and we look forward to our continued relationship.

Very truly yours,

AHLERS & COONEY, P.C.



Elizabeth A. Grob

EAG:nj
Enclosures

Accepted and Approved this _____
day of _____, 2019:

LINN-MAR COMMUNITY SCHOOL DISTRICT

By _____
President of the Board of Directors

01564728-1\18139-050

Linn Mar Community School District-35th Avenue Site
HHE File No. 10525-1-ADD-LM

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of February 12, 2019 ("Effective Date") between Linn Mar Community School District. ("Owner") and Hall & Hall Engineers Inc. ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Site Surveying and Civil Engineering Professional Services for the construction of a new 5th/6th Grade School and off-site public improvements, Marion, Iowa ("Project").

Engineer's Services under this Agreement are generally identified as follows:

- A. Preliminary Plat
 - 1. Prepare a Preliminary Plat for proposed school site and submit to the City of Marion for review. Revise preliminary plat per City comments and resubmit for approval through City Council.
 - 2. Engineer will attend one City Staff meeting, one Planning and Zoning Commission meeting and one City Council meeting associated with the preliminary plat.

- B. Additional Topographic Survey
 - 1. Complete additional topographic survey for proposed Learning Street improvements and sanitary sewer extension.
 - 1. Collect surface features (structures, paving, trees, utility fixtures, existing property monuments, etc.) and horizontal locations of underground facilities (One-Call).

- C. Boundary Survey
 - 1. Property research and complete boundary survey for the preparation of off-site sanitary sewer easements, acquisition plats and temporary construction easements through Morris Wood LLC/Morris Wood Enterprises, LLC, Genesis Equities, LLC and Robson Homes, Inc. properties.

- D. Final Plat (Per Addition)
 - 1. Prepare Final Plat and associated documents and submit to the City of Marion for review. Revise per City comments and resubmit for approval through City Council.
 - 2. Deliver approved Final Plat documents to Owner's Attorney for recordation.
 - 3. After recordation, set property pins associated with final plat.

- E. Off-Site Sanitary Sewer Easements
 - 1. Prepare off-site sanitary sewer easement exhibits and agreements for sanitary sewer extension from Granger Avenue through Morris Wood LLC and Morris Wood Enterprises, LLC properties.
 - 2. Prepare off-site sanitary sewer easement exhibits and agreements for sanitary sewer extension from Granger Avenue through Genesis Equities, LLC property.
**Easements will be recorded at part of final plat documents*

F. Acquisition Plats

1. Prepare Acquisition for west half street right of way for dedication for Learning Street through Genesis Equities, LLC property. Owner's Attorney to prepare Warranty Deed and Ground Water Hazard Statement.
2. Prepare Acquisition plat for south half street right of way for dedication of 35th Avenue through Robson Homes Inc property. Owner's Attorney to prepare Warranty Deed and Ground Water Hazard Statement.
3. Submit acquisition plats to the City of Marion for review, approval and recordation
4. After recordation, set property pins associated with acquisition plats.

G. Temporary Construction Easements

1. Prepare temporary construction easement exhibit and agreement for sanitary sewer extension from Granger Avenue through Morris Wood LLC and Morris Wood Enterprises, LLC.
2. Prepare temporary construction easement exhibit and agreement for sanitary sewer extension from Granger Avenue through Genesis Equities, LLC property.
3. Prepare temporary construction easement exhibit and agreement for 35th Avenue public improvements and trail construction through Robson Homes, Inc. property.
4. Submit Temporary Construction Easements to City of Marion for review and approval.

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within a reasonable time, or within the following specific time period.
- C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding N/A months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
 1. For cause,

- a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
- b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.
- C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.
- E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and

consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Lump Sum, plus reimbursable expenses*

A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

SERVICE	FEE
A. Preliminary Plat	\$3,500
B. Additional Topographic Survey	\$1,500
C. Additional Boundary Survey	\$1,500
D. Final Plat (Per Addition)	\$5,000
E. Off-Site Sanitary Sewer Easements	\$1,400
F. Acquisition Plats	\$2,200
G. Temporary Construction Easements	\$1,800
Base Project Lump Sum Fee Total	\$16,900
Estimated Expenses (mileage, etc)	\$850

**Expenses will be tracked separately per Note #2 below. This does not include additional expenses for Storm Water Management Impact Fee, Street Lighting, Street Signage or Utility Connection Fees.*

1. Printing and office materials shall be considered incidentals and will be included in the fixed fee.
2. Owner to pay all fees and expenses for the project with no mark up. Fees shall include permits, submittal fees, mileage, etc. These costs are estimated in the above costs and shall be clearly identified on the invoice.

7.02 *Additional Services:* For additional services of Engineer’s employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

The following services are not included in the scope of services at this time:

- Construction Observation and Staking services
- Design of 44th Street Extension east of Project site
- Environmental permitting or geotechnical design
- Lighting and Photometrics Plan

Linn Mar Community School District-35th Avenue Site
HHE File No. 10525-1-ADD-LM

Attachments: Appendix 1, Engineer's Standard Hourly Rates, Appendix 2, Special Provisions

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

By: _____

Title: _____

Date Signed: _____

Address for giving notices:

Linn Mar Community School District

2999 North 10th Street

Marion IA 52233

ENGINEER:

By: Brent Jackman, P.E.

Title: Project Manager

Date Signed: February 12, 2019

Engineer License or Firm's Certificate
Number: 421308857

State of: Iowa

Address for giving notices:

Hall & Hall Engineers Inc.

1860 Boyson Road

Hiawatha IA 52233

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated Feb. 12, 2019
Engineer's Standard Hourly Rates

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

B. Hourly rates for services performed on or after the Effective Date are:

POSITION	LEVEL		
	I	II	III
Team Leader	\$133/hour	\$138/hour	\$148/hour
Project Manager	\$123/hour	\$128/hour	\$138/hour
Associate Team Leader	\$103 /hour	\$113/hour	\$123/hour
Project Coordinator	\$83/hour	\$98/hour	\$113/hour
Project Engineer	\$108/hour	\$113/hour	\$123/hour
Design Engineer	\$93/hour	\$98/hour	\$108/hour
Civil Engineering Technician	\$83/hour	\$93/hour	\$103/hour
Project Landscape Architect	\$108/hour	\$113/hour	\$123/hour
Design Landscape Architect	\$93/hour	\$98/hour	\$108/hour
Landscape Architect Technician	\$83/hour	\$93/hour	\$103/hour
Project Surveyor	\$120/hour	\$125/hour	\$135/hour
Lead Field Surveyor	\$100/hour	\$110/hour	\$120/hour
Design Surveyor	\$80/hour	\$95/hour	\$110/hour
Field Surveyor	\$85/hour	-----	-----
Construction Administrator	\$108/hour	\$118/hour	\$128/hour
Construction Observer	\$83/hour	\$98/hour	\$113/hour
Administrator	\$63/hour	\$78/hour	\$93/hour
Intern	\$50/hour	\$60/hour	-----
Expert Witness	\$185/hour		
Traffic Data Collector	\$80/hour for staff & \$40/hour for intern		
Mileage – Personal Vehicle	\$0.58/mile		
Mileage - Company Truck	\$0.79/mile		
Install and monitor sewer flow meter	\$150/week		

This is **Appendix 2, Special Provisions**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated Feb. 12, 2019

Special Provisions to this Agreement

Modify paragraph 2.01A as follows:

Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum rate of interest permitted by law, if less). If any portion or all of an account remains unpaid 90 days after the invoice date, the Owner shall pay all costs of collection, including reasonable attorney's fees and said accounts may be assigned to a credit agency, be the basis of mechanics liens, or any and all other debt collection remedies available. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal. Invoices paid by credit card will be charged an additional 4% service charge.

Additional Terms and Conditions

Access to Site: Unless otherwise stated, the Engineer will have access to the site for activities, but has not included in the fee the cost of restoration of any resulting damage.

Information Provided By Others: Owner shall furnish at the Owner's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Engineer may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Engineer shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Owner and/or the Owner's consultants and contractors.

Hazardous Materials: The Owner agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer and its sub-consultants from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory

liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of the Engineer.

Certifications, Guarantees and Warranties: The Engineer shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Engineer cannot ascertain.

Fiduciary Responsibility: The Engineer shall not offer any fiduciary service to the Owner and no fiduciary responsibility shall be owed to the Owner by the Engineer or any of its sub-consultants, as a consequence of the Engineer entering into this Agreement with the Owner.

Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the Owner understands that the Engineer has no control over the cost or availability of labor, equipment or materials, or over market conditions or the method of pricing, and that the Engineer's opinions of probable construction costs are made on the basis of the Engineer's professional judgment and experience. The Engineer makes no warranty, express or implied, that the bids or the negotiated cost of Project construction will not vary from the Engineer's opinion of probable construction cost.

Validity of Pricing for Services: The scope, schedule and compensation listed for services in this Agreement shall be valid for 30 days from the date Engineer has signed the agreement. Scope, schedule and compensation are subject to change after the above 30 days have expired.

Mutual Indemnification

The Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner, its officers, directors and employees against damages arising directly from the Engineer's negligent performance of the services under this Agreement and that of its sub-consultants or anyone for whom the Engineer is legally liable. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties expressly agree that Engineer has no duty to defend the Owner from and against any claims, causes of action, or proceedings of any kind.

The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors and employees against damages arising directly from the Owner's negligence of the services under this Agreement and that of its contractors, subcontractors or consultants or anyone for whom the Owner is legally liable. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties expressly agree that Owner has no duty to defend the Engineer from and against any claims, causes of action, or proceedings of any kind.

Neither the Owner nor Engineer shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or the negligence of others.

Clarification to the Definition of Engineer

For the purposes of this Agreement, services provided by the Engineer may include land surveying, landscape architecture, and environmental services in addition to civil engineering.

Clarification to the Definition of Owner

For the purposes of this Agreement, the Owner may be a general contractor, sub-contractor, individual, corporation, non-profit, consultant, and any other type of entity for which the Engineer is providing services.

Electronic Data Release

The owner exercises the right to request that the Engineer provide a copy of their electronic survey, design and/or data file(s) pertaining to this project. Said electronic file(s) may be preliminary and may not be complete or in final form and shall not be intended for construction use. Owner's use or reuse, reproduction, dissemination, and/or review (both internally and externally) shall be at the Owner's risk and full legal responsibility. Owner shall be fully and solely responsible for reconciling of said electronic files with final certified hard copies produced by the Engineer. Only the final certified hard copies of the survey, design and/or data files shall be the official plans and documents for the project.

By signing this agreement the Owner does hereby agree to indemnify and hold the Engineer, it's manager(s), member(s), officers, agents and employees harmless from any claims, suits, damages, liability, demands or costs, including attorney fees resulting from or arising out of the use or misuse of said electronic survey, design and/or data file(s) by Owner. In the event of suit for breach and/or enforcement of this agreement, Owner agrees to pay all attorney fees incurred by Engineer.

The Engineer retains ownership and a property interest in all electronic data prepared to complete the Engineer's services, including AutoCAD Drawing files ("CAD Data"). Upon Owner's request for CAD Data and signing Engineer's release form, Engineer will furnish CAD Data to Owner or others designated by the Owner. CAD Data will include two-dimensional horizontal line data needed to establish horizontal alignments and control. The furnished data, along with control points, elevations and grades shown on Engineer's plans can be used by others for construction surveys. Engineer will not provide construction survey support to others using Engineer's CAD Data.

LICENSE AGREEMENT
COMMERCIAL

This license agreement ("Agreement") is made on the Effective Date, as defined in the signature block, by Linn-Mar Community School District, an Iowa school corporation ("Licensor"), and the undersigned ("Licensee").

1. Definitions

1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.

1.2 "Licensed Product" means products bearing the Trademarks.

1.3 "Royalty Rate" means the percentage defined in Exhibit B.

1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted nor shall any deduction be allowed for any uncollectible accounts or allowances.

1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.

1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.

1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.

2. LICENSE

2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.

2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate times Net Sales.

2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

3. LICENSOR'S CONTROL

3.1 In order to protect and preserve Licensor's rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain Licensor's approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensor, any subsequent modification in such use, including changes in quality of the Licensed Product, must be reviewed and approved by Licensor prior to implementation of such modification. Licensor may terminate this Agreement if Licensee fails to abide by these quality control provisions.

4. USE OF THE TRADEMARK

4.1 Trademark Format. Licensor retains the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensor.

4.2 Proper Notice and Acknowledgment. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensor.

4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.

4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the

Trademark in a manner not expressly permitted by this Agreement.

5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensor a report within thirty (30) of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of Licensed Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.

7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.

7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.

7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States postal service, or by courier service at the addresses listed below.

7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Commercial)

Full Name of Team/Entity: Made By Molly (Example: LM Starz 3rd Gr Girls' BB Team)

Contact's Title/Position: Owner (Example: Head Coach)

Contact's Printed Name: Molly Sullivan

Contact's Signature: Molly Sullivan Date Signed: 1

How to Reach Contact: Phone: (319) 432-5734

Email: madedbymolly19@gmail.com

Full Address: 0521 Asbury Lane NE
Center Rapids, IA 52402

Business was formerly The Pink Barrette, LLC - same hair bows

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: JT Anderson, Chief Financial/Operating Officer
Email: jtanderson@linnmar.k12.ia.us
Phone: 319-447-3008

Approver's Printed Name & Title: Sondra Nelson, Board President

Approver's Signature: _____ Date: _____

Exhibit A



a)



b)



c)



d)



e)



f)

g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Commercial

Royalty Rate: 8%

Licensed Markets: Everything not prohibited by the Code of Conduct

Customers: Everyone

Term: 1 year

Reporting Period: Quarterly

CODE OF CONDUCT
COMMERCIAL

Prohibited Items. License shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks: i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol or illegal drugs.

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment, and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Worker Rights. Employees of Licensee and sub-contractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulations governing the workplace and Licensees conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

MOUNT MERCY UNIVERSITY
MARTIN-HEROLD COLLEGE OF NURSING AND HEALTH
BACCALAUREATE NURSING PROGRAM

EDUCATION PROGRAM AGREEMENT BETWEEN:

MOUNT MERCY UNIVERSITY
SCHOOL

And

LINN MAR SCHOOLS
COOPERATING AGENCY

MOUNT MERCY UNIVERSITY (hereinafter referred to as the SCHOOL) and
LINN MAR SCHOOLS as the COOPERATING AGENCY)

WHEREAS, the parties wish and intend by this agreement to set forth the terms and conditions of engaging in a cooperative program for the clinical education of nursing students enrolled in the baccalaureate nursing program at Mount Mercy University.

IT IS THEREFORE AGREED AS FOLLOWS:

1. SCHOOL

- 1.1 The SCHOOL shall provide the COOPERATING AGENCY with advance notice of the details of its educational program at the COOPERATING AGENCY, including objectives, dates, times, and names of students and faculty participants, and shall modify its educational program as necessary to accommodate the reasonable requirements of the COOPERATING AGENCY.
- 1.2 The SCHOOL shall select the clinical areas to be utilized based on the learning needs of the students and in agreement with the nursing service department of the COOPERATING AGENCY.
- 1.3 The SCHOOL will provide one qualified instructor for no more than 8 students in the COOPERATING AGENCY.
- 1.4 The SCHOOL instructor will be responsible for the planned learning experience of the students and the supervision and control of them in the clinical areas. Nursing students in the COOPERATING AGENCY for advanced leadership experience, the senior clinical preceptorship or advanced placement experiences for registered nurses; may be assigned to a preceptor who is an employee of the COOPERATING AGENCY. Both the COOPERATING AGENCY and the SCHOOL as the supervising clinical instructor for the preceptor experience designate the preceptor.
- 1.5 The SCHOOL will provide professional liability insurance coverage for all students and faculty participating in the clinical program provided by the COOPERATING AGENCY and provide the COOPERATING AGENCY with a Certificate of Insurance and listing limits of coverage that are acceptable to both parties. Upon request, COOPERATING AGENCY may also obtain a copy of the policy.

- 1.6 The SCHOOL shall maintain all educational records and reports relating to the nursing students' clinical experience at the COOPERATING AGENCY.
- 1.7 The SCHOOL shall make reasonable efforts to instruct all of its students and faculty regarding rules and regulations of the COOPERATING AGENCY, and the responsibility and authority of the medical, nursing, and administrative staff of the COOPERATING AGENCY over patient care and COOPERATING AGENCY administration.
- 1.8 The students and faculty of the SCHOOL will safeguard the right to privacy of the COOPERATING AGENCY and the CLIENTS by judiciously protecting information of a confidential nature.
- 1.9 The SCHOOL will require and maintain a separate confidential medical file with physical examination records on all faculty and students, including HBV immunization, TB testing, or waiver of such.
- 1.10 The SCHOOL will provide students with training and copies of OSHA Bloodborne Pathogen Standards, Universal Precautions and the University exposure control plan and follow-up protocol.
- 1.11 It is agreed by both parties hereto that prior to placement of students at the COOPERATING AGENCY, the School will, with the consent of the student, provide COOPERATING AGENCY with relevant information including, but not limited to the results of the student's criminal background check, adult abuse registry check, child abuse registry check and sex offender registry from the state of Iowa.

2. COOPERATING AGENCY

- 2.1 The COOPERATING AGENCY shall provide qualified supervision of all patient care facilities and retains ultimate responsibility for patient care. The staff of the COOPERATING AGENCY will function as information resource persons for instructors and nursing students.
- 2.2 The COOPERATING AGENCY shall make available to nursing students and faculty the use of its conference rooms, public space as available and as required by the educational program and without charge except for food consumed by the participants.
- 2.3 COOPERATING AGENCY will provide students and faculty with the AGENCY'S exposure control plan, hazardous communication plan, and chemical hygiene plan.

3. GENERAL PROVISIONS

The parties mutually acknowledge and agree as follows:

- 3.1 Each party shall be separately responsible for compliance with all anti-discrimination laws that may be applicable to their respective activities under this program.
- 3.2 Nursing students and faculty of the SCHOOL receive no wages, remuneration or benefits from COOPERATING AGENCY and shall not be employees of the COOPERATING AGENCY for any purpose, including but not limited to, compensation or fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, or for any other purpose, because of their participation in the educational program. This provision

shall not be deemed to prohibit the employment of any such participant by the COOPERATING AGENCY under a separate employment agreement.

3.3 There shall be no monetary consideration paid by either party to the other, it being acknowledged that the program provided hereunder is mutually beneficial. The parties shall cooperate in administering this program in a manner that will tend to maximize the mutual benefits provided to the COOPERATING AGENCY, the SCHOOL, and the participating students.

3.4 The SCHOOL agrees to defend, indemnify and hold harmless the COOPERATING AGENCY, or any of its agents, employees or representatives for any and all claims, demands or suits by anyone arising out of injuries to students or faculty or their property in any way related to the COOPERATING AGENCY clinical experience not caused in whole or in part by any fault of the COOPERATING AGENCY, its agents, employees, or representatives.

This indemnity agreement applies regardless of whether insurance provided under paragraph 1.5 or any other applicable insurance applies.

3.5 The SCHOOL agrees to defend, indemnify and hold harmless the COOPERATING AGENCY and any of its agents, employees or representatives from any claim, demand or suit arising in whole or in part from the acts, errors or omissions of the student and/or faculty member in any way related to COOPERATING AGENCY clinical experience.

Upon knowledge by the appropriate Assistant Administrator in charge of Risk Management of the COOPERATING AGENCY of any claim made against the SCHOOL on the obligations indemnified against, the COOPERATING AGENCY agrees to notify the SCHOOL in writing, within ten (10) days of such knowledge. Failure to give such notice shall not impair the COOPERATING AGENCY rights under this agreement.

3.6 Either party can require the withdrawal of a student from the clinical area whose conduct or health may have a detrimental effect on patients or personnel of the COOPERATING AGENCY.

3.7 Regular conferences between representatives of the SCHOOL and the COOPERATING AGENCY will be held in relation to the program being offered and the clinical areas being utilized.

4. TERMS OF THE AGREEMENT

4.1 The agreement shall be in effect as of August 1, 2018 to July 31, 2021 and shall not be automatically renewed.

4.2 One (1) conference of the SCHOOL and the COOPERATING AGENCY will be held annually to review the contract. It may be renewed by mutual consent of the SCHOOL and the COOPERATING AGENCY as stated in writing and specifically stating the new term.

4.3 This agreement may be terminated by either party with or without good cause by giving one-hundred-twenty (120) days notice in writing prior to the date on which the students are to use the clinical facilities in the COOPERATING AGENCY, or by mutual agreement.

4.4 A list of dates for students' experiences for each school year will be submitted annually by the SCHOOL to the COOPERATING AGENCY.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective officers.

MOUNT MERCY UNIVERSITY

By: *Mary P Tarbox*
Title: Dean, Martin-Herold College of Nursing and Health

Date: 2/11/18

LINN MAR SCHOOLS

By: _____

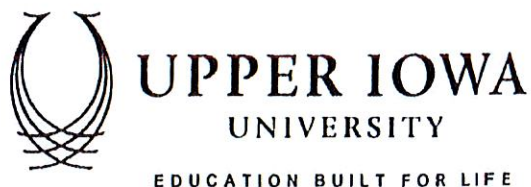
Title: _____

By: _____

Title: _____

Date: _____

2/2018, 8/2018, 2/2019




This contract is made and entered into by and between Upper Iowa University and the **Linn-Mar Community School District, Marion, Iowa.**

1. Upper Iowa University and the above district agree to cooperate in a student teaching assignment during the 2019-2020 school year.
2. The student teacher placed in your district will receive regular visits and professional support from a university student teaching supervisor.
3. The student teacher has had presentations on mandatory child abuse reporting, first aid, blood borne pathogens, chemicals in schools, conflict resolution, and sexual harassment. Each student has been accepted into the Teacher Education Program at Upper Iowa University and has met the requirements to be eligible for student teaching.
4. Upper Iowa University agrees to assign a student teacher with administrative approval from your school. An individual contract will be written specifically for the student teacher. The contract will be filed with you and with Upper Iowa University.
5. Iowa Code 2003 Supplement: Section 272.27: Students actually teaching or engaged in preservice licensure activities in a school district under the terms of such a contract are entitled to the same protection, under section 670.8, as is afforded by that section to officers and employees of the school district, during the time they are so assigned.

A student teacher may not act as a substitute teacher. The student teacher may, however, continue teaching in the absence of the cooperating teacher if a certified substitute is present. It is understood that the student teacher may conduct classes without the cooperating teacher in the classroom, however, the cooperating teacher should be readily available to the student teacher. Teachers of record with a Class B license are exceptions to this status.

6. Upper Iowa agrees to provide reimbursement to the cooperating District. The Cooperating Teacher/District may elect to receive the sum of \$160 for each eight weeks the student teacher is assigned with payment to be made at the conclusion of the student teaching assignment. If a student teacher withdraws before completing one-half of the assignment, the payment will be one-half of the weeks originally assigned.
7. Signatures indicate mutual acceptance of this contract.


 Dr. Gail Moorman Behrens, Dean
 Andres School of Education

 Linn-Mar School District

Date February 15, 2019

Date _____

COOPERATIVE AGREEMENT
by and between
UNIVERSITY OF NORTHERN IOWA AND EDUCATIONAL AGENCIES
for the 2019-2020 Academic Year

This agreement entered into by and between the Board of Regents, State of Iowa, the governing body of the University of Northern Iowa, and Linn-Mar Community School District (hereinafter referred to as the "cooperating educational agency"), in accordance with the Code of Iowa:

Section 262.30 ... CONTRACTS FOR TRAINING TEACHERS provides:

The board of directors of any school district in the state of Iowa may enter into contract with the state board of regents for furnishing instruction to pupils of such school district, and for training teachers for the schools of the state in such particular lines of demonstration and instruction as are deemed necessary for the efficiency of the University of Northern Iowa ... as training schools for teachers.

AND, Section 272.27 ... STUDENT TEACHING AND OTHER EDUCATIONAL EXPERIENCES provides:

If the rules adopted by the board of educational examiners for issuance of any type or class of license require an applicant to complete work in student teaching, prestudent teaching experiences, field experiences, practicums, clinicals, or internships, an institution with a practitioner preparation program approved by the state board of education under section 256.7, subsection 3, shall enter into a written contract with any school district, accredited nonpublic school, preschool registered or licensed by the department of human services, or area education agency in Iowa under terms and conditions as agreed upon by the contracting parties. Please see 272.27 for full details.

1. Scope of Agreement

- 1.1 This Agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with the University of Northern Iowa and of any student enrolled at the university, while assigned as a student teacher or for any other educational experience in the cooperating educational agency.

2. Options of Student Teachers and other Educational Experience Students

- 2.1 Students must be registered for the appropriate university course. Student teaching is a full semester experience. (Students seeking additional endorsement may register for four (4) hours of credit.) The student teaching period will be a minimum of 14 weeks in duration.

3. Placement of Students

- 3.1 Placement of students shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency.
- 3.2 Placement shall be initiated by the university coordinator (hereinafter referred to as coordinator) upon completion of an application from each student setting out his/her qualifications/background and the assignment(s) needed to meet course requirements, certification, endorsement, and approval area standards.
- 3.3 Requests for assignment of students may be accompanied by suggested names of individuals who are recommended to serve as a cooperating teacher/educational agency supervisor by the coordinator.
- 3.4 The University of Northern Iowa reserves the right to decline the assignment of a student to classroom teachers/educational agency supervisors who may request a student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.
- 3.5 The cooperating educational agency reserves the right to refuse assignment to any given student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.

4. Termination or Change of Assignment

- 4.1 The coordinator or cooperating educational agency may, for good cause, terminate or change the assignment of any student. Prior to reaching a decision the coordinator and the cooperating educational agency designee shall consult with the cooperating teacher/educational agency supervisor and all other concerned parties regarding the reason(s) for termination or change in assignment.

5. Supervision of Students

- 5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.
- 5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.

(over)

- 5.3 The students shall be subject to the policies, rules and regulations of the cooperating educational agency, UNI Office of Student Field Experiences, University of Northern Iowa and the Professional Code of Ethics.
- 5.4 All interaction between the cooperating teacher/educational agency supervisor or nonpublic cooperating educational agency and the student shall occur without regard to religious education, religious indoctrination, religious beliefs, or involvement with religious activities. Students shall not be present or participate in the instruction or discussion of religious subjects or any other religious activity of the cooperating educational agency.

6. Evaluation

- 6.1 Evaluation of the students shall be a shared responsibility. The coordinator or supervisor, the cooperating teacher/educational agency supervisor, the student, and others knowledgeable about the performance of the student shall be involved. Evaluation is comprehensive, continuous, specific, and individualized. The evaluation in the nonpublic educational agency shall be based on non-religious criteria.
- 6.2 Mid-term and final evaluation conferences are required of student teachers. The student teacher, cooperating teacher, coordinator or supervisor shall participate. The cooperating teacher(s) and coordinator or supervisor shall collaborate in the preparation of the final evaluation for each student. However, the coordinator, as the designated UNI official, is responsible for the final evaluation.

7. Status, Authority, and Tort Liability Protection of Students

- 7.1 Students shall have status and authority in accordance with section 272.27 Code of Iowa.
- 7.2 Students actually engaged under the terms of this contract in a public school shall be entitled to the same tort liability protection under the provisions of section 670.8 Code of Iowa, as is afforded by said section to officers and employees of the school district/agency during the time they are so assigned.
- 7.3 Students actually engaged under the terms of this contract in a non-public school shall be named as additional insured under the liability insurance coverage of the cooperating nonpublic school during the time they are so assigned. The cooperating nonpublic school shall provide a certificate of insurance to the University of Northern Iowa as evidence of such coverage prior to the beginning of the student teacher's activities pursuant to this agreement.

8. Substitute Teaching

- 8.1 Students shall not be used as substitute teachers.

9. Compensation to Cooperating Teachers for Work with Student Teachers

- 9.1 The University of Northern Iowa agrees to pay compensation to cooperating teacher (262.75 Code of Iowa) in the amount of four-hundred dollars (\$400) per student teacher assigned who completes the full semester student teaching period. Assignment of less than a full semester will be compensated on a prorated basis for a cooperating teacher's work with a student teacher.
- 9.2 For student teacher placements, cooperating educational agencies agree to provide a listing of the cooperating teachers assigned in their district and to forward social security numbers when direct payment is made to cooperating teachers OR allow the University of Northern Iowa to request from the individual cooperating teachers their social security number and home address for direct payment to cooperating teachers.

APPROVED

 Designee, Cooperating Educational Agency


 Designee, President of University of Northern Iowa

Date: _____

Date: February 15, 2019

Distribution of copies: Cooperating Educational Agency
 Office of the President's Designee

School District Affiliation Agreement

THIS AFFILIATION AGREEMENT ("Agreement") made and entered into by and between **Drake University ("University")** and Linn-Mar CSD ("**School District**") is made effective the date it is signed by both parties ("**Effective Date**").

WHEREAS, the University enrolls initial teacher licensure candidates, school counseling licensure candidates, school principal licensure candidates, and school superintendent licensure candidates (collectively, the "**Students**"); and

WHEREAS, the School District is willing to affiliate with the University to provide Students from the University with a clinical learning experience, in which Students will perform duties with mentoring Teachers ("**Teachers**"), School Counselors ("**Counselors**"), and Administrators ("**Administrators**") in the School District.

NOW, THEREFORE, for and in consideration of the foregoing, and in further consideration of the mutual benefits, the parties to this Agreement agree as follows:

1.0 Scope of the Agreement

- 1.1 This agreement establishes procedures for: the placement, assignment, termination, change of assignment, supervision, evaluation, status, and authority of Students within the School District, and compensation for mentoring Teachers, Counselors, and Administrators.

2.0 Placement

- 2.1 The placement of Students shall be accomplished on a cooperative basis between the University and the School District.
- 2.2 Placement shall be initiated by the appropriate University personnel (in the case of initial teacher licensure candidates) or by the Student (in the case of school counselor licensure candidates, school principal candidates, and school superintendent licensure candidates) through communication with the appropriately designated School District personnel.
- 2.3 The University shall present to School District a list of Students for placement showing each Student's placement preferences including grade level, subjects preferred, and other relevant information, before placement assignments are made.
- 2.4 The University may refuse the placement of Students with any Teacher, Counselor, or Administrator, but such refusal shall not be based on age, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation.

- 2.5 The School District may refuse the placement of any Student, but such refusals shall not be based on age, religion creed, color, sex, national origin, disability veteran status, or sexual orientation.

3.0 Assignment

3.1 Initial Teacher Licensure Candidate Students

- 3.1.1 Only one Student shall be assigned to a Teacher, unless other arrangements are mutually agreed upon by the University and School District.
- 3.1.2 The Student shall be on duty each regularly scheduled school day for the length of time that is required by the Teacher. The Student shall follow the schedule of the School District, not the University's schedule.
- 3.1.3 An initial teacher licensure candidate Student's assignment consists of, but is not limited to, all duties regularly performed by the Teacher such as recess duty, conference periods, homeroom, activity periods, preparation periods, other duties performed during the regular school day, correcting papers, preparing lesson plans, and special projects.
- 3.1.4 The Student's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties involved.
- 3.1.5 The Student shall report directly to the assigned school's principal's office the first day of the assignment.
- 3.1.6 Students will be invited to participate in all pre-service and in-service workshops conducted during the time of their assignments.

3.2 School Counseling Licensure Candidate Students

- 3.2.1 A school counselor licensure candidate Student's assignment consists of, but is not limited to, all duties regularly performed by a School Counselor.
- 3.2.2 A school counselor licensure candidate's assignment shall normally be completed during one academic year but may extend into a second year if necessary to perform the required number of internship hours.

3.3 School Principal and School Superintendent Licensure Candidate Students

- 3.3.1 The School District shall place school principal or school superintendent candidate students only with Administrators verified to hold a current Evaluator License and Iowa school administrative license.
- 3.3.2 A school principal or school superintendent licensure candidate Student's assignment consists of, but is not limited to, activities listed on the Student's Clinical Learning Plan (CLP) including the topics of special education administration, instruction leadership, using data to guide decisions, supervision of instruction, management, ethics, culture, climate, and other topics related to the ISSL standards.
- 3.3.3 The Student's assignment shall be completed during one calendar year unless an extension is necessary due to a reason beyond the control of the parties involved.

4.0 Duration and Termination of Agreement, Change of Assignment

- 4.1 This Agreement begins on the Effective Date and continues until terminated by the University or School District.
 - 4.1.1 Either party may terminate this Agreement by providing the other party with thirty (30) days prior written notice. In the event of termination, the School District shall use commercially reasonable efforts to allow each Student already participating in a placement assignment to complete his or her term in the School District, unless the Student has materially violated any School District rule, regulation, procedure, or policy.
- 4.2 The University or the School District may immediately suspend any Student's assignment upon the Student's violation of any rule, regulation, procedure, or policy of either the University or the School District. Upon such suspension, the suspending party shall notify the other party and the Student as soon as practicable.
- 4.3 The University or the School District may terminate or permanently change the assignment of any Student with five (5) days written notice to the other party and to the Student if the Student violates any rule, regulation, procedure, or policy of either the University or the School District.

5.0 Supervision and Evaluation

- 5.1 Initial Teacher Licensure Candidates
 - 5.1.1 The University shall designate an appropriate person who will serve as supervisor of the Student, in cooperation with the Teacher.

- 5.1.2 The School District shall schedule a Student orientation meeting before the beginning of the assignment.
- 5.1.3 The Student shall comply with all policies, rules, and regulations of the School District and the Code of Ethics of the profession.
- 5.1.4 Each Teacher shall keep an accurate record of the Student's attendance.
- 5.1.5 The Student shall notify the Teacher of planned absences, at least two weeks prior to the absence, or a minimum of 24 hours advance notice, where practicable, in the event of an emergency.
- 5.1.6 The School District shall notify the University if a Student is absent without notification to the Teacher.
- 5.1.7 The appropriate personnel of the University, the Teacher, and the Student shall, and others from the University or School District who are knowledgeable about the performance of the Student may, be involved in the evaluation process for the Student.

5.2 School Counseling Licensure Candidates

- 5.2.1. A licensed Counselor will supervise the school counseling licensure candidate Student.
- 5.2.2 The appropriate personnel of the University, the Teacher, and the Student shall, and others from the University or School District who are knowledgeable about the performance of the Student may, be involved in the evaluation process for the Student.

5.3 Principal and Superintendent Licensure Candidates

- 5.3.1 The Administrator will supervise the principal licensure or superintendent licensure Student, in partnership with the University.
- 5.3.2 The Student shall comply with all policies, rules, and regulations of the School District and the Code of Ethics of the profession.
- 5.3.3 The Student shall notify the Administrator of planned absences, at least two weeks prior to the absence, or a minimum of 24 hours advance notice, where practicable, in the event of an emergency.
- 5.3.4 The appropriate personnel of the University, the Administrator, and the Student shall, and others from the University or School District

who are knowledgeable about the performance of the Student may, be involved in the evaluation process of the Student.

6.0 Status and Authority of Students

6.1 Students shall have status and authority in accordance with Section 272.27 of the Code of Iowa (2017), as amended.

7.0 Compensation for Mentoring Teachers, Counselors, and Administrators in the School District

7.1 Teachers

7.1.1 The University agrees to directly compensate the mentoring Teachers who supervise Student Teachers. The University shall pay the Teacher \$300.00 for each Student who completes the entire assignment with the Teacher. If a Student completes one-half or less of the assignment, the Teacher shall be entitled to one-half of the amount.

7.1.2 The Institution shall pay Teachers at the completion of a Student's assignment, and upon completion and submittal of all required information to the University.

7.1.3 The School District agrees to provide to the University each mentoring Teacher's name, address, and social security number.

7.1.4 There is no compensation available to the School District or Teacher for assignment of Students with pre-student teaching (Practicum) Assignments.

7.2 Counselors and Administrators

7.2.1 There is no compensation available to the School District, Counselor, or Administrators for assignment of Students with Counselors or Administrators.

8.0 Miscellaneous

8.1 This Agreement shall be interpreted in accordance with the laws of the State of Iowa, and any action relating to this Agreement shall only be commenced in the Iowa District Court in Polk County, or in the United States District Court for the Southern District of Iowa.

8.2 Neither party may assign this Agreement without the express written consent of the other party

- 8.3 Failure by either party at any time to require strict performance of any provision of this Agreement shall not constitute a waiver of that provision nor in any way limit enforcement of the provision.
- 8.4 This Agreement may be amended in writing by mutual consent of both parties.
- 8.5 Each Party represents and warrants to the other that:
- a. It has the right, power, and authority to enter in and perform its obligation under this Agreement.
 - b. It has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery, and performance of this Agreement, and this Agreement constitutes a legal and binding obligation upon itself in accordance with its terms.
- 8.6 All the terms, provisions, and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successor, assigns, and legal representatives.
- 8.7 The paragraph headings and captions are for identification purposes only and do not limit or construe the contents of the paragraphs.
- 8.8 Severability. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.
- 8.9 Entire Agreement. This Agreement represents the entire agreement between School District, and the Institution. Any subsequent change or modification the terms of the Agreement shall be in the form of a duly executed supplement to this Agreement.
- 8.10 Any notice required under this Agreement shall be given to each party at the address listed below:

SCHOOL DISTRICT
Linn-Mar CSD
2999 N 10th Street
Marion, IA 52302
(319) 447-3000

UNIVERSITY
Drake University
Student Teaching Office, Collier-Scripps Hall
2507 University Avenue
Des Moines, IA 50311

IN WITNESS THEREOF, the parties have executed this Agreement on the dates shown below.

SCHOOL DISTRICT

UNIVERSITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2-18-19

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: Robotics Submitted by: Dan Niemitalo
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	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	Required	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	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date
Chief Financial/Operating Officer Approval			Date <u>2/18/19</u>
Board of Directors Approval			Date

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

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

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

- Interact with our local group of teams and supporters. This is our best chance to interact with the growing FIRST Robotics Competition (FRC) community in Iowa. We expect opportunities to interact with a variety of team members, sponsors and STEM supporters who are active in Iowa. We also expect an outstanding field of teams, including both a strong group of Iowa teams and a bunch of teams from out of state that we know are good from past experience.
- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, communicating our team's story in a compelling way in judge interviews, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Attempt to advance to the FIRST World Championship in April 2019 in Detroit. Attending this event would be a very inspiring opportunity for all students involved.

Pre-Planning

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.

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 advanced through elimination rounds and win the tournament.

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

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.

Follow-Up

This is our first official FRC event of the 2019 season. After this event, we hope to be qualified for the FIRST World Championship in Detroit, but we would have one more chance at our second regional event in La Crosse, Wisconsin. Either way, the weeks leading up to the La Crosse regional will be very busy as we improve our practices to reach better competitive heights.

Some possible areas for improvement between competitions:

- Improve our scouting system - better data flow between scouts and drive team
- Improve mechanisms (hatch grabbing claw, ball collector, climbing arm, etc)
- Improve semi-autonomous camera guidance system
- Adapt our match strategy to an evolving game (level of play increases each week)
- Add polish to our Chairman's Award presentation and interview
- Improve our pit setup to ensure safety and maximize productivity

Funding – Travel

Travel expenses (approx \$180 per students) are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms (7 rooms x nights):	\$1400
Van rentals (4 vans x 4 days):	\$900
Van & Truck gas:	\$350
Group lunch / breakfast food / stadium pizza for group	\$250
Approximate Total:	\$2900

With approximately 16 students attending, this puts the cost per student at approximately \$180 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for two supper meals and a lunch meal (approximately \$40).

Travel is funded primarily by by students' families and paid out of the LM Robotics travel account.

Funding – Other Expenses

The registration fees (\$5,000) and materials costs related to this event are paid out of the LM Robotics general budget.

LM Robotics' general budget (HS clubs account 21.3209.1900.950.7426) is funded in a variety of ways:

- Donations and grants from businesses and non-profit organizations
- Donations from individual families and mentors
- Student member dues to purchase shirts
- LM Booster Club support
- Fundraising through summer robotics 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 android app 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.

**2019 Iowa Regional Trip Itinerary
FIRST Robotics Competition (FRC)
Cedar Falls, IA**

<p>Wednesday, 03/20/19</p> <p>(We are not loading in on Wednesday night)</p> <p>Thursday, 03/21/19</p> <p>6:00 AM Meet at LMHS Shop (Door 6) 6:30 AM Depart from LMHS 7:40 AM Arrive at Arena 7:45 AM Unload / setup pits (5 people) 8:30 AM Registration Maintenance Pits open Robot Inspection 9:00 AM Driver's Meeting 11:00 AM Lunch at arena 12:00 PM Practice Matches Begin 6:30 PM Practice Matches End 7:00 PM Supper near hotel (tentatively) 8:00 PM Pits close (we may leave earlier) 9:00 PM Team meeting 10:30 PM In rooms 11:00 PM Lights Out</p>	<p>Friday, 03/22/19</p> <p>7:00 AM Breakfast at hotel 7:30 AM Leave hotel 8:00 AM Arrive at Arena Pits Open 8:30 AM Opening Ceremonies 9:00 AM Qualification Matches begin 12:00 PM Lunch in arena 5:45 PM Awards ceremony 6:15 PM Pits closed after ceremony 7:00 PM Pizza at hotel 8:00 PM Scouting meetings 10:30 PM In rooms 11:00 PM Lights out</p> <p>Saturday, 03/23/19</p> <p>7:00 AM Check Out + Breakfast at hotel 7:30 AM Leave hotel 8:00 AM Arrive at arena, pits open 8:30 AM Opening Ceremonies 9:00 AM Seeding Matches Resume 12:15 AM Alliance Selections for Finals 12:30 PM Lunch in arena 1:30 PM Final Rounds 4:30 PM Awards Ceremony 6:00 PM Bag Robot, load vans 6:30 PM Pits close, Depart for home 6:45 PM Supper on the road 9:00 PM Arrive back at LMHS</p>		
<p>Hotel Days Inn & Suites 1809 La Porte Rd. Waterloo, Iowa (319)235-4461</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">Competition Arena McCleod Center 2501 Hudson Road Cedar Falls, IA</td> <td style="width: 50%; vertical-align: top;">Pit Areas UNI Dome 2401 Hudson Road Cedar Falls, IA</td> </tr> </table>	Competition Arena McCleod Center 2501 Hudson Road Cedar Falls, IA	Pit Areas UNI Dome 2401 Hudson Road Cedar Falls, IA
Competition Arena McCleod Center 2501 Hudson Road Cedar Falls, IA	Pit Areas UNI Dome 2401 Hudson Road Cedar Falls, IA		
<p>Transportation Travel via rental vans from Budget Rental</p>	<p>Coach Contact Info Dan Niemitalo: 319-400-2730</p>		



2019 REGIONAL SCHEDULE

IOWA REGIONAL

Competition Schedule

Wednesday, March 20, 2019	
6:30PM-8:30PM	5 Team Reps to Load In and Set Up Pits

Thursday, March 21, 2019	
7:45AM	5 Team Reps to Load In
8:30AM	Pits, Machine Shop, Registration and Inspection Open
9:00AM-11:00AM	Driver's Meeting, Field Open for Measurement and Calibration
11:00AM-12:00PM	Lunch
12:00PM-6:30PM	Practice Matches
8:00PM	Pits and Machine Shop Close

Friday, March 22, 2019	
8:00AM	Pits and Machine Shop Open
8:30AM-9:00AM	Opening Ceremonies
9:00AM-12:00PM	Qualification Matches
12:00PM-1:00PM	Lunch
1:00PM-5:45PM	Qualification Matches
5:45PM-6:15PM	Awards Ceremony
~6:30PM**	Pits and Machine Shop Close immediately following Awards Ceremony

Saturday, March 23, 2019	
8:00AM	Pits and Machine Shop Open
8:30AM-9:00AM	Opening Ceremonies
9:00AM-12:15PM	Qualification Matches
12:15PM-12:30PM	Alliance Selections
12:30PM-1:30PM	Lunch
1:30PM-4:30PM	Playoff Matches
4:30PM-6:00PM	Awards Ceremony
6:30PM	Pits Close

Activities Schedule

Thursday, March 21, 2019	
1:00PM-4:00PM	Scholarship Row
6:30PM-10:00PM	Team Social

Friday, March 22, 2019	
8:00AM-9:30AM	Invited Guest Event
10:00AM-4:00PM	<i>FIRST</i> LEGO League Demonstration
10:00AM-4:00PM	<i>FIRST</i> Tech Challenge Demonstration
10:00AM-4:00PM	Scholarship Row

Saturday, March 23, 2019	
9:30AM-11:30AM	<i>FIRST</i> LEGO League Jr. Expo
10:00AM-1:30PM	<i>FIRST</i> LEGO League Demonstration
10:00AM-1:30PM	<i>FIRST</i> Tech Challenge Demonstration
10:00AM-1:30PM	Scholarship Row

**Schedule subject to change. All times are estimated based on flow of rounds.
See Pit Administration table for updated times.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2.14.19

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: FBLA Submitted by: Barbara Schult
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	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	Required	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	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>2/14/19</u>
Chief Financial/Operating Officer Approval			Date <u>2/18/19</u>
Board of Directors Approval			Date

Overnight Field Trip Request Form

FBLA – State Leadership Conference 2019 – March 28-30

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

To attend the Iowa Future Business Leaders of America State Leadership Conference March 28-30 at the Coralville Marriott Conference Center., Coralville, IA. This conference is the culmination of the work, learning and experience of the students in FBLA. Students compete in events against other state chapters to determine who will be eligible to advance to the National Conference. This three-day, two-night, event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school.

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

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

A parent meeting is set for Wednesday, March 13. Parents are also asked to volunteer their time at the conference. Each parent is sent the Parent Help Form. In addition to parent help, former Linn-Mar FBLA students are asked to volunteer, either with event preparation or at the conference. They are sent an Alumni Volunteer Form.

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

Students who place and qualify for the National Conference immediately begin to modify/prepare for the conference by looking at the scores/critique of the judges at State Conference with the help of the advisers. These students who plan to attend the National conference will attend the NLC Prep Day on June 1, where they will meet with local business partners to help prepare for the national competition. Those who do not qualify for National Conference and are eligible for next year, begin preparing and modifying for the experience the following year.

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

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

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

Cost for the conference is \$172.50 (see below). Students have been asked to pay \$138.00. Fund raising, donations from local businesses in addition to Booster Club funds, will offset a portion of the registration costs. We have never turned down a student who could not afford the conference if they were interested.

Student Fees

Registration	\$90.00
Lodging	\$75.00
Regional Test Fee	\$7.50
TOTAL	\$172.50

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

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience "real life" situations that will better prepare them for the business world. They also will participate in the campaign, election, installation of their state officers. This year, junior, Isha Kalia is running for State Secretary and sophomore, Roshan Gokul, is running for State Treasurer. The students will help to cover their campaign booth and support them with the campaign process.

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

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

**2019 IOWA FBLA
STATE LEADERSHIP CONFERENCE
Tentative Event Schedule**

WEDNESDAY, March 27

3:00 -6:00 p.m.	State Officers' Meeting	Officer Office
7:00 p.m.	President's VIP Appreciation Dinner (By invitation only)	Oakdale Salon V

THURSDAY, March 28

8:00 a.m.-1:00 p.m.	State Officers' Meeting	Officer Office
2:00 - 4:30 p.m.	Registration (pick up name badges and program)	Exhibit Hall Reception Desk
5:15 - 7:30	Computerized Testing (1 hour testing)	Coral Salon C, D, E
5:30 - 6:30	Mobile Application Development (O)	Wallace
5:30 - 8:00	Impromptu Speaking Prep	Benson
5:30 - 8:00	Impromptu Speaking	Chapman
5:30 - 8:00	Job Interview Preliminary 1	Wilson
5:30 - 8:00	Job Interview Preliminary 2	Van Allen
5:30 - 8:00	Job Interview Preliminary 3	Kirkwood
5:30 - 6:30	Business Financial Plan (O)	Borlaug
5:30 - 7:30	Public Speaking (O)	Wood
6:00 - 7:00	Creed (O)	Slater
6:15 - 7:00	3D Animation (O)	Clark
6:30 - 8:30	Adviser Meeting	Coral Salon A
6:30 - 8:30	Senior Social (for class of 2019 only)	Oakdale Ballroom
7:00 - 8:00	Partnership with Business (O)	Borlaug
7:30 - 8:30	Coding & Programming (O)	Wallace
7:30 - 8:30	Computer Game & Simulation Program (O)	Clark
8:30 - 9:15	General Opening Session (Chapter T-Shirts & Jeans) Introduction of State Officers Introduction of FBL Candidates Introduction of Who's Who Candidates	Exhibit Hall
9:30 - 10:30	Lip Sync Contest	Oakdale Ballroom
11:30 p.m.	Curfew	

Friday, March 29

7:00 - 7:45 a.m.	Campaign Booth & Exhibit Set Up	Ballroom Foyer
7:15 - 7:45	State Officer Candidate Stage Practice	Exhibit Hall
8:00 - 9:30	General Session Installation of New Chapters Officer Candidate Speeches	Exhibit Hall
9:30 - 10:00	Q&A Officer Candidates – Voting Delegates	Exhibit Hall
9:30 - 11:00	NLC T-Shirt Design & Promotion	Coral Salon A & B
9:30 - 11:30	Hospitality Management Prep	Oakdale Salon III
9:30 - 11:30	Hospitality Management	Oakdale Salon I
9:30 - 11:30	Entrepreneurship Prep	Oakdale Salon III
9:30 - 11:30	Entrepreneurship	Oakdale Salon V
9:30 - 11:00	Help Desk Prep	Oakdale Salon III
9:30 - 11:00	Help Desk	Oakdale Salon II
9:30 - 12:30	Job Interview Finals	Van Allen
9:30 - 2:00	Website Design (O)	Clark
9:30 - 3:00	Computerized Testing <i>(All individual objective tests)</i>	Coral Salon C, D, E

9:30 - 5:00	Graphic Design (O)	Chapman
9:45 - 11:45	Management Info Systems Prep	Oakdale Salon III
9:45 - 11:45	Management Info Systems	Oakdale Salon IV
10:00 - 2:00	Campaign Booths, Chapter Exhibits and Business and Career Fair	Ballroom Foyer
10:00- 2:00	Publication Design (O)	Borlaug
10:00- 2:00	Business Ethics (O)	Benson
10:00- 4:00	Intro to Business Presentation (O)	Kirkwood
10:30- 4:00	Public Service Announcement (O)	Wood
10:30- 5:00	Social Media Campaign (O)	Wilson
11:00 - 1:00	E-Business (O)	Wallace
11:00- 2:00	Digital Video (O)	Duke Slater
11:30- 2:30	Advisers'/Judges' Luncheon	Oakdale Salon II
11:30- 1:00	NLC Pin Design & Promotion	Coral Salon A & B
12:15- 1:45	Network Design Prep	Oakdale Salon III
12:15- 1:45	Network Design	Oakdale Salon IV
12:00- 2:00	Management Decision Making Prep	Oakdale Salon III
12:00- 2:00	Management Decision Making	Oakdale Salon I
12:00- 2:00	Marketing Prep	Oakdale Salon III
12:00- 2:00	Marketing	Oakdale Salon V
1:30 - 2:30	Battle of the Chapters Advanced (O)	Coral Salon A & B
2:00 - 5:00	Community Service Project (O)	Wallace
2:00 - 4:00	Parliamentary Procedure Prep	Oakdale Salon III
2:00 - 4:00	Parliamentary Procedure	Van Allen
2:00 - 4:00	Sports & Entertainment Manag. Prep	Oakdale Salon III
2:00 - 4:00	Sports & Entertainment Management	Oakdale Salon IV
2:00 - 4:30	Emerging Business Issues (O)	Borlaug
2:30 - 3:30	Battle of the Chapters (O)	Coral Salon A & B
2:30 - 4:30	Banking & Financial Systems Prep	Oakdale Salon III
2:30 - 4:30	Banking & Financial Systems	Oakdale Salon V
2:30 - 4:30	Global Business Prep	Oakdale Salon III
2:30 - 4:30	Global Business	Oakdale Salon I
3:00 - 4:00	Dismantle Campaign Booths & Chapter Exhibits	Ballroom Foyer
4:00 - 5:00	Vocabulary Relay Advanced (O)	Coral Salon C
4:00 - 5:00	Spelling Relay (O)	Coral Salon A & B
5:15 - 6:15	Vocabulary Relay (O)	Coral Salon C
5:15 - 6:15	Spelling Relay Advanced (O)	Coral Salon A & B
5:30 - 7:00	FBLA and PBL Combined Community Service Project	Oakdale I & II
6:45	Doors open for Banquet Seating	Exhibit Hall
7:00 - 9:00	Banquet Program	Exhibit Hall
9:00 - 9:30	Change to T-Shirt & Jeans	
9:30 -	Hypnotist	Coral Grand Ballroom
11:30 p.m.	Curfew	

Saturday, March 29

8:00 - 10:30	Broadcast Journalism (O)	Chapman
8:00 - 10:00	Business Plan (O)	Borlaug
8:00 - 10:00	Intro to Public Speaking (O)	Benson
8:00 - 10:00	Client Service Prep	Wilson
8:00 - 10:00	Client Service	Van Allen
8:00 - 10:00	Local Chapter Exhibit (O)	Clark
8:00 - 11:00	Sales Presentation (O)	Duke Slater
8:30 - 10:00	Future Business Leader	Kirkwood
8:30 - 9:30	American Enterprise Project (O)	Wood
8:30 - 11:30	Electronic Career Portfolio (O)	Wallace

9:00 - 10:00

March of Dimes Mini Walk

River Walkway

10:30 - 11:30

Delegate Assembly (All Members)

Exhibit Hall

11:30 - 12:30

Newly-elected and Past Officers meet with Ms. Mojeiko

2nd Floor Commons

1:00 p.m.

Awards of Excellence

Exhibit Hall

FBLA CONFERENCE GUIDELINES
Standards of Professional Conduct
(Parents/Students Keep These Pages)

FBLA-PBL Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of all FBLA Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the business like atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfew as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.
8. **Cell phones** are not to be used during conference sessions, competitive events, regional meetings, and workshops. They are allowed during evening and social activities.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified, and FBLA-PBL reserves the right to notify law enforcement.

FBLA CONFERENCE GUIDELINES

Conference Dress

FBLA-PBL® members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are a part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

FBLA Dress Code For Unified Fall Leadership Conference

Professional attire is required for all Sunday general sessions, meetings, workshops, and dinner. Conference T-shirt and jeans are appropriate for evening social activities. Conference polo and dress Khaki or black slacks (no cargo pants or skirts) are required for Monday general sessions, meetings, and workshops.

In hotel hallways, lobby area, elevators, bathing suits must be covered. It is not acceptable to walk around in bathing suit and towel. Shoes must also be worn.

FBLA Dress Code For ALL National Conferences and State Leadership Conference

Professional attire is required during all general sessions, competitive events, regional meetings, and workshops. Casual attire is acceptable during evening and social activities. Formal or professional attire may be worn to the State Conference banquet and National Conference awards program.

Professional attire

MALES

- Business suit w/ collar dress shirt and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

FEMALES

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capri's or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

CLARIFICATION – Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

Casual attire

Jeans, shorts, nice T-shirts, or denim/chambray shirts, sneakers, or sandals. Shoes and shirts must be worn.

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/top/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

PARENT/GUARDIAN MEDICAL RELEASE FORM
TO BE COMPLETED BY PARENTS/GUARDIANS and STUDENTS
OF ALL FBLA MEMBERS AND RETURNED TO ADVISER
Iowa FBLA School Year 2018-2019

We, the parents/guardians of _____
of (complete address) _____
hereby grant permission for any emergency treatment by medical personnel during the FBLA trip to the indicated
conference(s).

Date _____ Parent/ guardian _____

Telephone Number _____

Insurance Company and Policy Number _____

*You may find it advisable to send a copy of Insurance with the student to activities. It would be beneficial for
the chaperones and medical personnel to know about medications or special medical problems of the above
student. Feel free to list on back of form. PLEASE BE SPECIFIC.*

In case of an emergency and the parents/guardians cannot be contacted, please list another person who can be
contacted.

Name _____

Address _____

Telephone Number _____

PARENT/GUARDIAN VIDEO/PHOTO WAIVER

I am aware that still photos and video may be posted to a website and/or be used in a variety of collateral printed
pieces (i.e. brochures, newsletters, flyers, print ads). The pictures/video will be used for the purpose of illustrating,
advertising, and promoting the activities associated with FBLA-PBL.

Please note that no permissions is required for large group photos in which the students are not individually identified.

- I have read the disclaimer and agree to allow my child to be photographed.
 I have read the disclaimer and do not agree to allow my child to be photographed.

Signature of Parent/Guardian

PARENT/GUARDIAN CONSENT FORM

We, hereby grant permission for the above individual to attend the following conference(s)
(indicate by checking):

- United Fall Leadership Conference, Des Moines, October 21-22, 2018
 National Fall Leadership Conference, Chicago, November 2-3, 2018
 State Leadership Conference, Coralville, IA, March 28-30, 2019
 National Leadership Conference, San Antonio, TX, June 29-July 2

The mode of transportation to be used will be: school bus, school van, charter bus, or plane. Adviser/Chaperones
will accompany the students during each conference.

As parents/guardians of the above individual, we accept legal responsibility and assume full financial obligations
and responsibility from the time he/she leaves his/her place of residence until he/she returns to same following the
conference. We agree to support the FBLA-PBL Standards of Professional Conduct and Dress.

Date _____ Parent/Guardian _____

I, agree to abide by the FBLA-PBL Code of Conduct and Dress Code

Date _____ Student _____

School Finance Report January 31, 2018

58% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$57,300,000			\$4,356,209	\$4,515,622	\$24,272,014	42.4%		\$33,027,986		
2) Support Services(2000-2999)	\$27,606,000			\$1,993,476	\$2,129,421	\$13,423,097	48.6%		\$14,182,903		
3) Non-Instructional(3000-3999)	\$4,176,000			\$285,400	\$373,542	\$1,713,652	41.0%		\$2,462,348		
4) Other Expenditures((4000-5299)	\$20,131,272			\$1,481,675	\$973,373	\$13,554,087	52.3%	w/o transf	\$6,577,185		
Total	\$109,213,272			\$ 8,116,761	\$ 7,991,959	\$ 52,962,850	45.7%	w/o transf	\$56,250,422		
Interfund Transfers	\$6,250,690			\$ 419,582	\$ 507,456	\$3,024,677	48.4%		\$3,226,013		
Operating Fund-10	\$83,117,078	\$10,394,825	\$40,515,265	\$6,498,272	\$6,807,798	\$36,383,983	43.8%		46,733,095	4,131,282	14,526,107
Activity-21	\$1,600,000	\$760,424	\$658,884	\$99,662	\$75,104	\$604,953	37.8%		995,047	53,931	814,355
Management-22	\$1,201,000	\$2,021,542	\$567,347	\$0	\$0	\$1,004,731	83.7%		196,269	(437,384)	1,584,158
PERL-24	\$466,000	\$450,338	\$152,402	\$4,071	\$5,207	\$103,800	22.3%		362,200	48,602	498,940
SAVE-33	\$5,425,000	\$6,623,707	\$3,600,159	\$411,074	\$458,285	\$5,371,994	99.0%		53,006	(1,771,834)	4,851,873
Other Capitol Projects-35	\$0	\$0	\$0	\$0	\$0	\$0	0.0%		0	0	0
PPEL-36	\$2,865,000	\$871,058	\$2,052,354	\$48,436	\$155,758	\$1,606,364	56.1%		1,258,636	445,990	1,317,047
Debt Service-40	\$10,389,194	\$4,339,699	\$5,029,862	\$768,491	\$112,159	\$6,149,694	59.2%		4,239,500	(1,119,833)	3,219,866
Nutrition-61	\$3,750,000	\$1,052,889	\$1,814,211	\$263,015	\$358,105	\$1,583,761	42.2%		2,166,239	230,450	1,283,339
Aquatic Center-65	\$350,000	\$148,469	\$148,124	\$14,502	\$15,494	\$123,873	35.4%		226,127	24,251	172,720
Student Store-68	\$50,000	\$1,748	\$38,311	\$9,239	\$4,049	\$29,698	59.4%		20,302	8,614	10,362
Total	\$109,213,272	\$26,664,699	\$54,576,919	\$8,116,761	\$7,991,959	\$52,962,850	48.5%		56,250,422	1,614,069	28,278,768
Interfund Transfers	\$6,250,690		\$3,024,677	\$419,582	\$507,456	\$3,024,677	0.0%		3,226,013		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2017-2018

Date Range: 01/01/2018 - 01/31/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	14,413,151.48	5,531,281.44	6,531,822.07	13,412,610.85
10.0002.0000.000.0000.101000	CASH IN BANK	22,521.90	2.85	20,000.00	2,524.75
10.0008.0000.000.0000.101000	CASH IN BANK	1,000,464.66	1,062.14	0.00	1,001,526.80
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	6,673.20	6,673.20	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	785,312.98	344,800.57	322,849.24	807,264.31
22.0006.0000.000.0000.101000	CASH IN BANK	1,551,604.80	32,553.37	0.00	1,584,158.17
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,055.54	3,055.54	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	494,028.06	9,053.05	4,070.55	499,010.56
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	867,648.88	597,210.34	425,032.09	1,039,827.13
36.0003.0000.000.0000.101000	CASH IN BANK	1,214,892.08	150,591.27	48,435.91	1,317,047.44
40.0003.0000.000.0000.101000	CASH IN BANK	3,451,814.21	536,542.98	768,491.01	3,219,866.18
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	152,247.47	152,247.47	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,281,071.11	464,556.14	264,148.02	1,481,479.23
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	9,159.86	9,159.86	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	119,469.77	71,079.18	15,324.25	175,224.70
68.0002.0000.000.0000.101000	CASH IN BANK	18,875.07	848.50	9,362.04	10,361.53
		<u>29,016,938.92</u>	<u>7,910,717.90</u>	<u>8,580,671.25</u>	<u>28,346,985.57</u>

End of Report

School Finance Report January 31, 2019

58% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$59,800,000			\$4,635,711	\$4,954,162	\$26,087,355	43.6%		\$33,712,645		
2) Support Services(2000-2999)	\$28,955,000			\$2,362,050	\$2,182,230	\$14,008,154	48.4%		\$14,946,846		
3) Non-Instructional(3000-3999)	\$4,380,000			\$365,327	\$378,210	\$1,816,603	41.5%		\$2,563,397		
4) Other Expenditures((4000-5299)	\$20,166,613			\$1,120,157	\$487,346	\$8,733,476	43.3%		\$11,433,137		
5) Interfund Transfers	\$6,249,222			\$419,524	\$496,988	\$3,014,135	48.2%		\$3,235,087		
Total	\$119,550,835			\$8,902,769	\$8,498,936	\$53,659,723	44.9%		\$65,891,112		
Operating Fund-10	\$86,491,613	\$9,971,656	\$41,742,035	\$7,214,695	\$7,031,825	\$38,172,353	44.1%		48,319,260	3,569,682	13,541,338
Activity-21	\$1,700,000	\$784,803	\$1,075,148	\$94,360	\$350,148	\$972,374	57.2%		727,626	102,774	887,577
Management-22	\$1,265,000	\$2,110,684	\$635,020	\$0	\$0	\$970,160	76.7%		294,840	(335,140)	1,775,544
PERL-24	\$495,000	\$542,570	\$155,141	\$3,153	\$1,943	\$114,196	23.1%		380,804	40,945	583,515
SAVE-33	\$10,634,294	\$5,848,876	\$4,047,785	\$439,337	\$426,166	\$4,186,851	39.4%		6,447,443	(139,066)	5,709,810
Other Capital Projects-31	\$0	\$0	\$10,118,833	\$44,491	\$167,340	\$211,831	#DIV/0!		(211,831)	9,907,003	9,907,003
PPEL-36	\$4,514,928	\$1,134,947	\$2,002,270	\$68,844	\$123,923	\$1,657,302	36.7%		2,857,626	344,967	1,479,914
Debt Service-40	\$10,100,000	\$4,078,964	\$4,982,740	\$726,147	\$17,313	\$5,596,426	55.4%		4,503,574	(613,686)	3,465,277
Nutrition-61	\$3,950,000	\$1,020,434	\$1,773,203	\$291,431	\$355,817	\$1,603,094	40.6%		2,346,906	170,109	1,190,543
Aquatic Center-65	\$350,000	\$155,813	\$143,233	\$19,135	\$18,458	\$147,204	42.1%		202,796	(3,971)	151,842
Student Store-68	\$50,000	\$5,527	\$37,360	\$1,177	\$6,003	\$27,932	55.9%		22,068	9,428	14,955
Total	\$119,550,835	\$25,654,272	\$66,712,768	\$8,902,769	\$8,498,936	\$53,659,723	44.9%		65,891,112	13,053,045	38,707,317

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2018-2019

Date Range: 01/01/2019 - 01/31/2019

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	14,244,612.72	5,277,554.64	7,025,474.08	12,496,693.28
10.0002.0000.000.0000.101000	CASH IN BANK	5,050.98	623.96	0.00	5,674.94
10.0008.0000.000.0000.101000	CASH IN BANK	1,016,191.55	1,721.68	0.00	1,017,913.23
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	4,044.73	4,044.73	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	852,822.37	323,321.74	301,849.50	874,294.61
22.0006.0000.000.0000.101000	CASH IN BANK	1,767,361.78	8,182.49	0.00	1,775,544.27
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,135.09	3,135.09	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	584,829.30	2,205.86	3,135.09	583,900.07
31.0003.0000.000.0000.101000	CASH IN BANK	(67,340.00)	67,340.00	44,490.50	(44,490.50)
31.0008.0000.000.0000.101000	ISJIT \$10 Million GO Bond	9,999,696.00	19,137.37	67,340.00	9,951,493.37
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	1,685,260.60	606,989.13	439,336.96	1,852,912.77
36.0003.0000.000.0000.101000	CASH IN BANK	1,526,348.91	22,409.15	68,844.18	1,479,913.88
40.0003.0000.000.0000.101000	CASH IN BANK	3,748,070.94	443,353.09	726,146.75	3,465,277.28
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	196,874.42	196,874.42	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,564,742.89	289,908.91	293,088.54	1,561,563.26
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	13,635.01	13,635.01	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	118,292.79	60,792.59	19,856.43	159,228.95
68.0002.0000.000.0000.101000	CASH IN BANK	14,529.56	2,048.12	1,622.70	14,954.98
		40,856,554.31	7,343,277.98	9,208,873.98	38,990,958.31

End of Report