

# Cabinet Updates: June 10, 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.

**Policy Committee Update:** The committee met on May 22nd to review the 1000 policy series (School and Community Relations). The committee is recommending the adoption of the *Facilities Use Manual* as official policy; which will result in the deletion of eight policies within in the 1000 series as they will be included in the *Facilities Use Manual*. Other items discussed were updates to various policies to reflect wording changes recommended by the state or changes in district procedures.

**School Naming Committee:** The 13-person committee had their final meeting on May 22nd wherein they narrowed their recommendations for the names of the new intermediate buildings down to the final two. Their official recommendation will be presented to the school board during the June 10th regular meeting for approval.

**School Improvement Advisory Committee:** SIAC hosted their final meeting of the year on May 22nd. The committee discussed the following topics: Feedback from fall, High Reliability Schools, the new format of Iowa Assessments, and the new Iowa School Report Card. A copy of the presentation can be found [at this link](#).

**Professional Learning Update:** Certified staff were provided the opportunity to make up professional learning through building-approved, personalized plans. Teachers were required to make up 22.5 hours (3 contract days) with self-selected professional learning topics. One way to provide additional professional learning was through ASCD. This professional organization provided self-paced modules for teachers to complete “on demand” learning. We had 38% of staff complete a total of 1,625.8 hours of professional learning. In addition, we had 32 staff members who completed full courses (45-60 hours) that could also be used toward re-licensure credit.

**35th Avenue Street/Sewer Bid Results:** Four bids were received on June 6th and the base bid results were as follows:

- Abode Construction           \$946,981.00
- Boomerang Corp               \$1,078,155.80
- Horsfield Construction       \$1,281,928.05
- Rathje Construction           \$894,640.05

OPN Architects and the administration are recommending the board approve Rathje Construction as the lowest responsive bidder for a total cost of \$894,640.05 The

architect's estimate on this portion of the project was \$1.1 million. Funding for construction will come from general obligation bond proceeds.

**Summer Construction Projects:**

- Along with the construction of the two intermediate buildings, many other summer capital projects will be occurring. A summary of such projects and estimated costs are below:

Linn-Mar CSD 2019 Summer Capital Projects		
<b>Bowman Woods:</b>		
Restroom Remodel	\$ 350,000.00	<i>Total</i>
Interior Doors	\$ 73,000.00	
Pods Remodel	\$ 525,000.00	
Security/Access Controls	\$ 89,000.00	
	\$ 1,037,000.00	
<b>Indian Creek:</b>		
Restroom Remodel	\$ 150,000.00	<i>Total</i>
Locker Replacement	\$ 53,000.00	
Lighting	\$ 35,000.00	
Sewer Pipe/Floor Replacement	\$ 30,000.00	
Security/Access Controls	\$ 72,000.00	
	\$ 340,000.00	
<b>Wilkins:</b>		
Restroom Remodel	\$ 150,000.00	<i>Total</i>
Locker Replacement	\$ 30,000.00	
Roof Replacement	\$ 675,000.00	
Windows	\$ 48,000.00	
Ceiling Tile	\$ 30,000.00	
	\$ 933,000.00	
<b>Westfield:</b>		
Chiller	\$ 40,000.00	
<b>Excelsior:</b>		
Security/Access Controls	\$ 90,000.00	
<b>Oak Ridge:</b>		
Security/Access Controls	\$ 80,000.00	
<b>High School:</b>		
Roof Replacement (P&Q)	\$ 125,000.00	
Rooftop Unit Replacement	\$ 57,000.00	
Chiller	\$ 26,000.00	
Replace Fire Doors	\$ 25,000.00	
	\$ 233,000.00	
<b>EST. TOTAL</b>	\$ 2,753,000.00	

# District Achievements and Honors

**Eighth Grade Honor Band:** Congratulations to the following students for being selected as part of the All-Iowa Eighth Grade Honor Band: Emily Brennom, Kate Denner, Ella Dorman, James Qualben, Jaxon Wiebold, and Syler Bushlack.



**State Track Honors:** Congratulations to the following student athletes for their strong performances during the Iowa State Track & Field Competition:

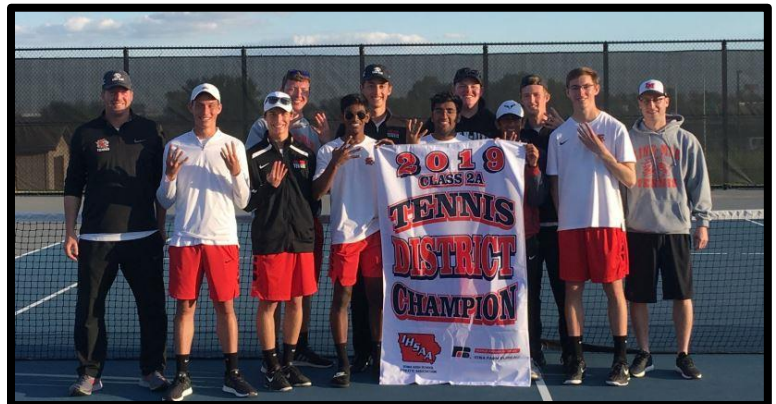
## Boys Team:

- Trent Davis 110 Meter Hurdles (1st Place) and 400 Meter Hurdles (2nd Place)
- Dylan Dolezal: 3200 Meter Run (2nd Place)
- 4x100 Meter Shuttle Hurdle: Jaxon Thompson, Carson Reilly, Abass Kemokai, and Trent Davis (2nd Place)

## Girls Team:

- Dimia Burrell: Long Jump (3rd Place)
- Jill Bennett: 100 Meter Dash and 200 Meter Dash (4th Place)
- Micah Poellet: 1500 Meter Run (4th Place)
- 4x100 Meter Relay: Mary Gustason, Leah Gorsich, Cathi Juergens, and Anna Huggins (7th Place)
- 4x200 Meter Relay: Jill Bennett, Leah Gorsich, Anna Huggins, and Dimia Burrell (4th Place)
- 4x400 Meter Relay: Dimia Burrell, Jill Bennett, Emily Schmidt, and Lily Haars (4th Place)
- 4x800 Meter Relay: Lilly Geelan, Sarah Murphy, Chloe Skidmore, and Micah Poellet (6th Place)
- Team Ranking: 5th Place

**State Tennis:** Congratulations to the boys' tennis team for qualifying for the state tournament!



**State Golf:** Congratulations to the girls' varsity golf team for qualifying for state! Congrats also go out to Tori Niemeyer and Tatum Depuydt for qualifying for individual competitions during state!

**Girls' Soccer:** Congratulations to girls' soccer for winning the Mississippi Valley Conference division title at 6-0 and the Mississippi Valley Conference title at 13-0! The team's overall record was 16-1 with 7 wins against ranked teams! Go LIONS!



**Special Olympians:** Congratulations to the following Special Olympians for qualifying for the state tournament: Alex Brinkman, Ryan Corrigan, Emerson Crow, Haleigh Draper, Nicolas Eckhardt, Devon Gardner, Autumn Garlow, Nolan Grove, Addie Harlan, Audrie Harlan, Quintin Hatfield, Tad Kratzer, James Mattson, Ian McCarville, Brennan Myers, and Patrick Simmons. These 16 Special Olympians will compete in the 400-meter race walk, 50-meter dash, 100-meter dash, softball, tennis ball, and javelin throw.



**Hoover Presidential Foundation Award:** Congratulations to Junior Isha Kalia for being named one of the 15 recipients of the Herbert Hoover Uncommon Students for 2019, that is awarded by the Hoover Presidential Foundation! Isha will present her project (Composting: Green Tools for Schools) in October at the Herbert Hoover Presidential Library-Museum for a chance to win a \$10,000 scholarship.



**Volunteer Recognition:** Thank you to all of our amazing volunteers who graciously gave of their time and talents during the 2018-19 school year.

Special thanks to the following volunteers for sharing 100 or more hours:

100 Hours: Kelly Ackley, Mary Lou Althoff, Colleen Bakker, Pat Banks, Suzanne Barnes, Cathy Baruth, Diane Bean, Kristen Beech, Carol Behnken, Tracy Budzinski, Melinda Crow, Regan Dahlstrom, Tom Daubs, Jane Deets, Ashley DeLayo, Lisa Dighton, Tracy Donaldson, K'Dean Dunnwald, Jessica Ellison-Pfaff, Kristine Feist, Jim Fine, Loui Fine, Linda Foens, Margean Gardner, Holly Glogovsky, Beth Graves, Amy Grimm, Betsy Hardy, Carrie Hay, Kayti Henderson, Lauren Hiner, Lisa Hiner, Amber Hruby, Carla Kelley, Baychelle Kiley, Marianne Kurth,



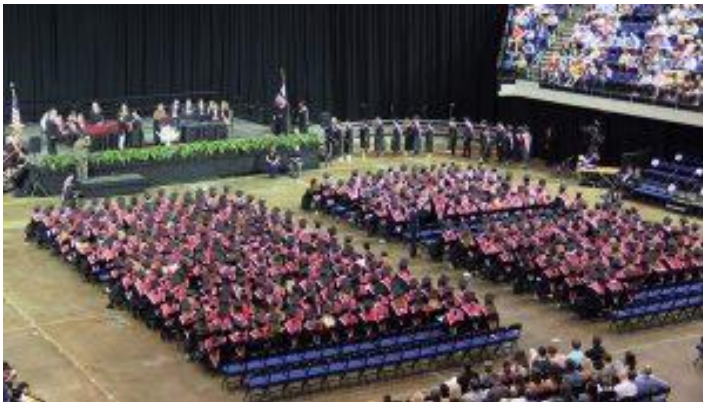
Kim Langley, Michelle Langston, Patricia LaRonde, Wayne Larsen, Lori-Anne Laubach, Christine Lehman-Engledown, Tabitha Lightfoot, Maureen Lough, Rebecca Louison, Janet Masters, Kristie Mattson, Emily McDonald, Matt McDowell, Season Mitzel, Katie Mohasci, Anne Morman, Beth Morrissey, Brooke Mullin, Lori Mullin, Amber Mulnik, Karry Negro, Rosemary O'Hara, Andrea Peery, Barbara Potter, Kathrin Ralls-White, Stephanie Rosendale, Jennifer Rud, Dawn Schlesinger, Mary Schmidt, Sarah Schrobilgen, Ruth Schroeder, David Schulte, Janice Schulte, Lana Sellner, Brandon Sinnock, Kerry Smith, Robin Smith, Catherine Spencer, Holly Sutcliffe, Regina Thomasson, Jennie Wildman, Allison Williams, and Priscilla Zaehring

200 Hours: Jenn Breitbach, Roisin Delaney, Jenny Hemmes, Terri Hodge, Sarah Hora, Carla Lansing, Shirley Moran, Aimee Noehren, Alissa Phillipp, Pam Proctor, Nicole Stoddard, Elizabeth Strimple, Kaime Weldon, and Claire Whittaker-Smith

300 Hours: Al Alcock, Shawn Burke, Donna Bean, Angela Burke, Sue Harkness, and Brandy Vorhies

400 Hours: Karen Daubs, Shannon Hampson, Angie Krueger, Kara Larson, and Debbie Tyson

## **Congratulations to Our 2019 Graduates!**





**Cedar Rapids**

200 Fifth Avenue SE Ste. 201  
Cedar Rapids, Iowa 52401  
(319) 363-6018

**Des Moines**

100 Court Avenue Ste. 100  
Des Moines, Iowa 50309  
(515) 309-0722

**Iowa City**

24 1/2 S. Clinton Street  
Iowa City, Iowa 52240  
(319) 363-6018

**Madison**

301 N. Broom Street Ste. 100  
Madison, Wisconsin 53703  
(608) 819-0260

[opnarchitects.com](http://opnarchitects.com)

June 7, 2019

Shannon Bisgard, Superintendent, Linn-Mar Community School District, 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302

RE: Bid Recommendation for Linn-Mar Intermediate Streets Package (18245001)

Shannon: We are pleased to report the results of bidding the Linn-Mar Intermediate School Streets Package in Marion. On Thursday, June 6, we received four bids for the project. The low bidder on the project was Rathje Construction of Marion, Iowa. You can review the specifics of the bid results on the attached bid tab. Bids were below the estimated cost for the project.

After review of the bids, we recommend that the Linn-Mar Community School District accept the following bid for the Streets Package, as outlined below:

General Contract:  
Rathje Construction:

Base Bid	\$	894,640.05
<b>TOTAL</b>	<b>\$</b>	<b>894,640.05</b>

In addition to the bid amounts, there is one unit price listed on the bid tab. This unit price deals with soils on the site, and will be defined in the contract to be used if specific situations arise where they become applicable.

Upon direction from the board, OPN will prepare a letter to proceed for Rathje Construction. We will also prepare contracts between the district and Rathje.

Thank you for the opportunity to serve the Linn-Mar Community School District.

OPN ARCHITECTS, INC.

Roger Worm, AIA  
Principal  
Attachments: Bid Tabulations

cc: J.T. Anderson, Chief Financial/Operating Officer, Linn-Mar Community School District



**ITEMS TO INCLUDE ON AGENDA**

**LINN-MAR COMMUNITY SCHOOL DISTRICT**

Not to Exceed \$54,440,000 General Obligation School and Refunding Bonds, Series 2019

- Consideration of sealed bids opened and reviewed by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor.
- Resolution Directing the Sale
- Resolution Authorizing the Redemption of Outstanding General Obligation School Refunding Bonds, Series 2011A.

**NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL  
DISTRICT.**



June 10, 2019

The Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, met in \_\_\_\_\_ session, in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, at 7:00 P.M., on the above date. There were present President \_\_\_\_\_, in the chair, and the following named Board Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

This is the time and place for the sale of General Obligation School and Refunding Bonds, Series 2019. The bids were previously received and opened by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor at a meeting held in the CFO Conference Room 203 in the Learning Resource Center, 2999 North 10th Street, Marion, Iowa, at 1:00 P.M. on this date. The following bid was determined by the Superintendent, Secretary of the Board, and Financial Advisor as the best bid received.

Director \_\_\_\_\_ introduced the following Resolution and moved its adoption. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

The President declared the Resolution adopted.

RESOLUTION DIRECTING THE SALE OF \$ \_\_\_\_\_ GENERAL  
OBLIGATION SCHOOL AND REFUNDING BONDS, SERIES 2019

WHEREAS, pursuant to notice as required by law, bids have been received at public sale for the Bonds and evaluated; and the best bid was determined:

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE LINN-MAR COMMUNITY SCHOOL DISTRICT:

Section 1. That the bid for the Bonds was determined by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor to be the best and most favorable bid received. Bonds are awarded, based on the following bid:

Bidder: \_\_\_\_\_ of \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

Net Interest Cost: \$ \_\_\_\_\_

True Interest Cost: \_\_\_\_\_ %

Section 2. That the form of contract for the sale of the Bonds is approved and the President and Secretary are authorized and directed to execute the contract for sale of the Bonds on behalf of the School District.

Section 3. That all acts of the Superintendent of Schools, Secretary of the Board, and Financial Advisor done in furtherance of the sale of the Bonds are ratified and approved.

Section. 4. The execution and delivery of the Representation Letter to DTC by the Issuer, in the form presented at this meeting with such changes, omissions, insertions, and revisions as the Secretary shall deem advisable is hereby authorized and execution of the Representation Letter by the Secretary shall be conclusive evidence of such approval. The Representation Letter shall set forth certain matters with respect to, among other things, notices, consents, and approvals by Bondholders and payments on the Bonds.

PASSED AND APPROVED this 10th day of June, 2019.

\_\_\_\_\_  
President of the Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Directors

**(Please attach executed copy of winning bid.)**

Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION AUTHORIZING THE REDEMPTION OF OUTSTANDING GENERAL OBLIGATION SCHOOL REFUNDING BONDS OF THE LINN-MAR COMMUNITY SCHOOL DISTRICT, STATE OF IOWA, DATED APRIL 12, 2011, AND DIRECTING NOTICE BE GIVEN," and moved its adoption. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

The President declared the Resolution adopted.

\* \* \* \* \*

RESOLUTION AUTHORIZING THE REDEMPTION OF  
OUTSTANDING GENERAL OBLIGATION SCHOOL REFUNDING  
BONDS OF THE LINN-MAR COMMUNITY SCHOOL DISTRICT,  
STATE OF IOWA, DATED APRIL 12, 2011, AND DIRECTING  
NOTICE BE GIVEN

WHEREAS, the School District did by resolution dated March 28, 2011 authorize the issuance of \$10,000,000 General Obligation School Refunding Bonds, Series 2011A, dated April 12, 2011, all of which is now outstanding and is being called for redemption on July 25, 2019 by this Resolution which are described in Schedule A attached hereto (the "Refunded Bonds"); and

WHEREAS, the Refunded Bonds are redeemable in any order of maturity, beginning May 1, 2018, or any date thereafter upon giving notice in the manner provided in the resolution authorizing the issuance of the Refunded Bonds; and

WHEREAS, it is deemed necessary and advisable that all of the Refunded Bonds maturing annually May 1, 2024 through May 1, 2026, inclusive, as described in Schedule A attached hereto, be so redeemed on July 25, 2019, and notice of redemption be given.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LINN-MAR COMMUNITY SCHOOL DISTRICT, STATE OF IOWA:

Section 1. That outstanding Refunded Bonds in the principal amount of \$10,000,000, be and the same are hereby redeemed as of July 25, 2019.

Section 2. Bankers Trust Company of Des Moines, Iowa in its capacity as Registrar, Paying Agent and Transfer Agent, is hereby authorized and directed to cause notice of such redemption to be given not less than thirty (30) days prior to the date of redemption by ordinary mail to the registered owner of the Refunded Bonds in substantially the form set forth in Schedule B attached to this Resolution. Piper Jaffray & Co., in its capacity as Dissemination Agent, is hereby authorized and directed to file electronic notice of such redemption to the Municipal Securities Rulemaking Board at <http://emma.msrb.org/>. All liability for interest on the Refunded Bonds shall cease, terminate and be completely discharged as of July 25, 2019 for the Refunded Bonds as provided in Section 6 of the Resolution Authorizing the Issuance of the Refunded Bonds.

Section 3. The School Treasurer is hereby authorized and directed to cause to be deposited in a separate fund sum sufficient to pay all principal and interest on the outstanding Refunded Bonds to the date of redemption.

PASSED AND APPROVED this 10th day of June, 2019.

\_\_\_\_\_  
President of the Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Directors

CERTIFICATE

STATE OF IOWA	)
	) SS
COUNTY OF LINN	)

I, the undersigned Secretary of the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
 Secretary of the Board of Directors of the  
 Linn-Mar Community School District

## SCHEDULE A

### REFUNDED BONDS

\$10,000,000 principal amount of General Obligation School Refunding Bonds, dated April 12, 2011, all of which is now outstanding and is being currently refunded and scheduled to mature on May 1, 2024 to May 1, 2026, inclusive, and bearing interest as follows:

#### Maturity Schedule for Refunded Bonds

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Numbers*</u>
May 1, 2024	\$2,535,000	3.250%	536036 NL6
May 1, 2025	3,665,000	3.500	536036 NM4
May 1, 2026	3,800,000	3.500	536036 NN2

*\*No representation is made as to the accuracy of the CUSIP numbers printed herein or on the Bonds.*

**SCHEDULE B**

**NOTICE OF REDEMPTION  
TO THE HOLDERS OF THE FOLLOWING DESCRIBED BONDS:**

Please take notice that the Bonds described below have been called for redemption. Owners of the Bonds should present their Bonds for payment on the Redemption Date.

**Issuer:** Linn-Mar Community School District  
**Original Issue Amount:** \$10,000,000  
**Bond Issue:** General Obligation School Refunding Bonds, Series 2011A  
**Dated Date:** April 12, 2011  
**Redemption Date:** July 25, 2019  
**Redemption Price:** Par, plus accrued interest to date of call

**Bonds Called for Redemption**

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Numbers*</u>
May 1, 2024	\$2,535,000	3.250%	536036 NL6
May 1, 2025	3,665,000	3.500	536036 NM4
May 1, 2026	3,800,000	3.500	536036 NN2

*\*No representation is made as to the accuracy of the CUSIP numbers printed herein or on the Bonds.*

The above Bonds should be presented to the Paying Agent, Bankers Trust Company, 453 - 7th Street, Des Moines, Iowa. This represents a full call of the outstanding obligations. All interest will cease to accrue on the Redemption Date.

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Bankers Trust Company  
Registrar and Paying Agent

(End of Notice)



## The Linn-Mar Complaint Managers Include:

**Tina March**, Bowman Woods Principal 447-3241 tina.march@linnmar.k12.ia.us  
**Val Lawrence**, Bowman Woods Facilitator 447-3208 vlawrence@linnmar.k12.ia.us  
**Dan Ludwig**, Echo Hill Principal 730-3562 dludwig@linnmar.k12.ia.us  
**Teresa Garcia**, Echo Hill Facilitator 730-3563 tgarcia@linnmar.k12.ia.us  
**Kelly Kretschmar**, Indian Creek Principal 447-3271 kkretschmar@linnmar.k12.ia.us  
**Maurice Frazier**, Indian Creek Facilitator 447-3312 mfrazier@linnmar.k12.ia.us  
**Chad Buchholz**, Linn Grove Principal 730-3502 cbuchholz@linnmar.k12.ia.us  
**Tristan Evans**, Linn Grove Facilitator 730-3503 tevens@linnmar.k12.ia.us  
**Carol O'Donnell**, Novak Principal 447-3301 codonnell@linnmar.k12.ia.us  
**Ryan Phillips**, Novak Facilitator 447-3325 rphillips@linnmar.k12.ia.us  
**Ed Rogers**, Westfield Principal 447-3351 erogers@linnmar.k12.ia.us  
**Jessica Fitzpatrick**, Westfield Facilitator 447-3360 jessica.fitzpatrick@linnmar.k12.ia.us  
**Amanda Potter**, Wilkins Principal 447-3381 amanda.potter@linnmar.k12.ia.us  
**Lisa Silver**, Wilkins Facilitator 447-3235 lsilver@linnmar.k12.ia.us  
**Shannon Bisgard**, Superintendent 447-3001 sbisgard@linnmar.k12.ia.us  
**Brian Cruise**, Transportation Director 447-3030 bcruise@linnmar.k12.ia.us  
**Stacy Fish**, Nutrition Services Manager 447-3302 sfish2@linnmar.k12.ia.us  
**Stacia Walker**, Elementary Student Assistance Counselor 447-3337  
 swalker@linnmar.k12.ia.us

## Questions regarding alternative complaint procedures and/or appeals contact:

### Linn-Mar Equity Coordinators/Investigators

**Nathan Wear**, Associate Superintendent 447-3028  
**Karla Christian**, Chief Human Resources Officer 447-3036  
**Leisa Breitfelder**, Exec Dir of Student Services 447-3003

The Linn-Mar Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. LMCS D shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal education or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community School District, 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302. Inquires may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, Illinois.

2019-2020



# BULLYING AND HARASSMENT

## Student Rights and Responsibilities (PK-5<sup>th</sup> Grade Students)



Marion, Iowa

The Linn-Mar Community School District is fully committed to providing a welcoming and safe environment. To ensure all students are able to achieve their highest learning potential, the district has expectations for student behavior. As part of these efforts, the Olweus Bullying Prevention Program has been implemented in all elementary buildings.

The Linn-Mar Board of Directors has stated in board policies 403.13, 403.14, 502.14, and 502.14-R that harassment based on such characteristics as age, race, color, sex, religion, or disability will not be tolerated.

### **What is bullying?**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

### **Why address bullying in schools?**

1. For students and their futures
2. For a healthy school climate
3. For the larger community
4. For the purpose of risk management for schools
5. It is the law

### **School rules against bullying:**

1. We will not bully others
2. We will try to help students who are bullied
3. We will include students who are easily left out
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home

### **Behaviors that will not be tolerated are:**

- Teasing
- Name calling
- Insults
- Unkind comments
- Physical threats/fighting
- Comments about someone's body
- Staring that makes someone uncomfortable
- Pulling hair or clothes
- Taking or damaging another's belongings
- "Dirty" jokes, notes, or pictures
- Gestures with the hands or body
- Trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged, or touched
- Exclusion
- Rumors
- Inappropriate texts, emails, and IMs
- Writing mean or hurtful posts online

### **Taking part in any of the behaviors listed above will result in:**

- Verbal warning/appropriate consequences
- Written warning/appropriate consequences
- Student/parent conference
- Suspension

***\*\*Some behaviors are more severe than others, therefore, complaint managers reserve the right to assign a consequence that will best fit the behavior\*\****

- Who the witnesses were, if any
- What you said or did in response
- How your harasser responded to you
- How you felt about the harassment

**Note: Include a copy of your original communication to your harasser, if it was done in writing.** If the behavior is repeated, see a complaint manager if you did not do that initially. Keep documenting the harassment.

**Complaint Managers**

All administrators, supervisors, directors, and managers in the Linn-Mar Community School District can serve as complaint managers. These include:

Shannon Bisgard	Superintendent	LRC
JT Anderson	Chief Financial/Operating Officer	LRC
Jeri Ramos	Exec Director of Technology	LRC
Bob Read	Director of Innovations	LRC
Karla Ries	Dir of Elem Teaching & Learning	LRC
Erica Rausch	Dir of MS Teaching & Learning	LRC
Megan Brunscheen	Assoc Dir of Student Services	LRC
Mark Hutcheson	Dir of HS Teaching & Learning	LRC
Kristi Hicks	Assoc Dir of Student Services	LRC
Stacy Fish	Nutrition Services Manager	LRC
Jeff Gustason	High School Principal	HS
Kim Buelt	High School Associate Principal	HS
Joe Nietert	High School Associate Principal	HS
Steven Goodall	High School Associate Principal	LRC
David Brown	Athletic Director	HS
Tonya Moe	Associate Athletic Director	HS
John Christian	Excelsior Principal	EX
Duane Orr	Excelsior Associate Principal	EX
Steven Starkey	Excelsior Associate Principal	EX
Amanda Potter	Wilkins Principal	WE
Tina March	Bowman Woods Principal	BW
Chad Buchholz	Linn Grove Principal	LG
Carol O'Donnell	Novak Principal	NE
Travis Axeen	Oak Ridge Principal	OR
Janelle Miller	Oak Ridge Associate Principal	OR
C.J. McDonald	Oak Ridge Associate Principal	OR
Dan Ludwig	Echo Hill Principal	EH
Ed Rogers	Westfield Principal	WF
Kelly Kretschmar	Indian Creek Principal	IC
Steve Nelson	Mngr of Operations & Maintenance	O&M
Brian Cruise	Transportation Manager	TR

**Formal Complaint Procedure**

Equity complaint procedures and equity complaint forms are available in each building. Questions about procedures, forms, appeals, or alternative complaint procedures should be directed to:

**Linn-Mar Equity Coordinators/Investigators:**

**Nathan Wear**, Associate Superintendent 447-3028  
**Karla Christian**, Chief Human Resources Officer 447-3036  
**Leisa Breitfelder**, Exec Dir of Student Services 447-3003

**Iowa Civil Rights Commission, Des Moines, IA, 515/281-4121**  
**US Office of Civil Rights, Chicago, IL, 312-886-2359**

**Confidentiality**

Confidentiality shall be maintained in so far as possible during the investigation of a complaint and regarding any subsequent disciplinary action.

**Reprisal and Retaliation**

Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment. Anyone, student or staff, who retaliates against an individual reporting alleged harassment may be subject to discipline. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of harassment may be subject to discipline. Submission of a complaint or report shall not affect a student's grades, etc.

**Services Available to Students**

Students who feel the need to talk with a trusted adult following experiences with harassment may find the following services helpful: guidance counselors, nurses, and prevention/intervention specialists.

The Linn-Mar Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. LMCS D shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal education or employment opportunities and/or affirmative action shall be directed to Equity Coordinator, Linn-Mar Community Schools District, 2999 North 10<sup>th</sup> Street, Marion, IA 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, IL.

# Harassment

# Student Rights and Responsibilities

(6<sup>th</sup> – 12<sup>th</sup> Grade Students)



**Marion, IA**

(2019-2020)

### The purpose of this brochure is to:

- Provide information on the district's policies and procedures regarding harassment.
- Provide examples of behaviors which may constitute harassment.
- Provide information about what to do if you are a victim of harassment.
- \*Provide information about consequences for harassment or failure to report harassing behaviors. *\*Documentation will exist that students and staff have received this information.*

### Board Policies

The Linn-Mar Board of Education policy states that all members of the Linn-Mar Community School District are expected to conduct themselves so as to provide an atmosphere free from harassment. Any person proven to be in violation of this policy, while acting as a member of the school community, will be subject to discipline or discharge. (See board policies 403.14 and 502.14)

### Why Policies?

Harassment is illegal under federal law, the Code of Iowa, and Linn-Mar board policies. District staff are obligated to maintain a working and learning environment that is free of harassment. In addition, board policies provide that student conduct shall be governed by the educational purpose underlying all school activities, for the widely-shared use of student property, and for the rights and welfare of other students. (See board policy 502.1)

### What is Sexual Harassment?

Federal guidelines describe sexual harassment as:

**Unwelcome** sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or

creating an intimidating, hostile, or offensive working or educational environment.

### Behaviors that may Constitute Sexual Harassment

- Direct propositions of a sexual nature
- Subtle pressure for sexual activity, an element of which may be repeated staring or leering
- A pattern of sexually explicit statements, questions, jokes, or anecdotes
- Unnecessary touching, patting, hugging, or brushing against a person's body
- Gestures with the hands or body; such as flashing or mooning
- Remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experiences
- A display of graphic sexual material where others are not free to avoid it
- Display or transmission of sexually suggestive electronic content such as sexting or social media posts
- Sexual cartoons, pictures, messages, texts, notes, or tweets
- Terms of address such as ho, gay, retard, lesbo, or fag
- Physical assault

### Other Forms of Harassment

In addition to sexual harassment, Linn-Mar students and staff are also protected from harassing behaviors based on real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. Harassing acts may be treated as just cause for discipline or discharge. (See board policy 403.13)

### Consequences for the Student Harasser\*

Consequences for the student harasser include, but are not limited to:

- Verbal warning/reprimand
- Written warning/reprimand (entered into student's discipline file)
- Internal or external suspension
- Expulsion

- Referral to law enforcement agencies for appropriate action

*\*Some harassing behaviors are more severe than others and they may merit more severe and immediate consequences.*

### Responding to a Complaint

Any person who believes that they have been a victim of harassment by a student or employee of Linn-Mar shall report the conduct immediately to a complaint manager, unless the informal resolution process is being used.

***Failure to report an unwelcome behavior does not mean the behavior was welcome.***

If the report is made verbally, the complaint manager shall document it in writing within 24 hours.

An investigation shall begin immediately, unless the informal resolution process is in place. The investigation may consist of personal interviews with the alleged victim(s), the alleged harasser(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator. Within 10 working/instructional days, the complaint manager shall provide a written report to the alleged victim or parent/guardian, the alleged harasser or parent/guardian, and the superintendent. (See board policy 502.14)

### Informal Resolution of a Complaint

- Communicate to the harasser what you are feeling and that you expect the behavior to stop. You may do this verbally or in writing. If you do it in writing, make two copies. Ask a parent/guardian or other trusted adult to be your witness when you give one copy to the harasser.
- If the behavior is repeated, go to a person in authority. Give the person in authority written documentation of what happened. Keep a copy for yourself. The written documentation should include the following
  - What happened
  - When it happened
  - Where it happened
  - Who did the harassing

# Linn-Mar Community School District

## Emergency Operations Plan

2019

*Bowman Woods, Echo Hill, Indian Creek, Linn Grove, Novak, Westfield,  
Wilkins, Oak Ridge, Excelsior, Linn-Mar High School, Aquatic Center,  
ATLAS, Learning Resource Center, Operations and  
Maintenance/Transportation, Stadium, and Success Center*

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# 1 Introduction

This School Emergency Operations Plan was developed in collaboration with superintendent, building administrators, operations and maintenance staff, communications specialists, school safety officers, nurse, law enforcement, fire department, mental health professionals, transportation, activities director, teachers, technology department, counselors, and custodial staff.

This plan provides guidance for response to likely threats and hazards identified by the planning team in an all-hazards approach. Response activities associated with specific threats and hazards are identified in the Annexes.

This plan has been recognized and approved by the following and is effective June 11, 2019.

## 1.1 Signatory Page

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Shannon Bisgard  
Superintendent

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Leisa Breitfelder  
District Crisis Manager

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Officer Tom Daubs  
Linn-Mar School Resource Officer

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Sergeant Mike Rozek  
Marion Police Department

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Jason Hansen, Assistant Chief  
Marion Fire Department

---

Lieutenant Cory McGarvey  
Cedar Rapids Police Department

---

Steve Nelson  
Operations and Maintenance Manager

---

Matthew May  
Communications/Media Coordinator

---

Karla Christian  
Chief Human Resources Officer

---

Jeri Ramos  
Executive Director of Technology

---

Nathan Wear  
Associate Superintendent

---

JT Anderson  
Chief Financial Officer

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Brian Cruise  
Transportation Manager

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Sondra Nelson  
School Board President

## 1.2 Approval and Implementation

This School Emergency Operations Plan operates within the framework of the Linn-Mar School Board policy. Any significant changes to this plan require approval of the School Board and the District Superintendent or designee. This plan supersedes all previous plans.

## 1.3 Record of Changes

All changes to this plan must be recorded and consistent with the policy stated above.

<b>Change Number</b>	<b>Date of Change</b>	<b>Name</b>	<b>Summary of Change</b>

#### 1.4 Record of Distribution

The Linn-Mar Emergency Operations Plan is delivered in full according to the Record of Distribution below. The response procedures for each emergency is updated in real time to all staff through the CrisisGo app. The Crisis Manager is responsible for delivery of Emergency Operation Plan and updating of procedures through CrisisGo.

<b>Title and name of person receiving the plan</b>	<b>Agency (school office, government agency, or private-sector entity)</b>	<b>Date of delivery</b>	<b>Number of copies delivered</b>

## **2 Purpose**

The purpose of the Linn-Mar Emergency Operations Plan (EOP) is to outline the responsibilities and duties of school employees, students, and parents or guardians in an emergency. Development of this plan has been done in collaboration with community response partners to ensure coordinated stakeholder participation and to best utilize available resources. This planning effort, along with training and exercises, empowers everyone involved in an emergency to act quickly and knowledgeably. The plan educates staff, faculty, students, parents, and other stakeholders on their roles and responsibilities before, during, and after an incident. This plan assures all concerned citizens that Linn-Mar has established guidelines and procedures to respond to threats and hazards in an effective way.

This plan provides an all-hazards approach to dealing with incidents and is inclusive of all situations and student populations. The attached Annex provides a systematic approach to specific threats and hazards before, during, and after the incident. The Annex also includes guidelines for functional activities used in many different threat scenarios such as evacuation, reunification, lock-down, and shelter-in-place. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Linn-Mar Community School District regularly schedules training and drills for faculty and students to assure adherence to these guidelines, improve response time, and evaluate performance.

## **3 Scope**

The Linn-Mar Community School District School Emergency Operations Plan outlines the expectations of faculty, staff, and administrators, defines the roles and responsibilities, identifies direction and control systems, identifies internal and external communications plans, outlines the frequency and types of training, and defines the roles and responsibilities before, during, and after an incident. This plan also includes references and authorities defined by federal, state, and local government mandates and identifies specific threats, hazards, and vulnerabilities.

## **4 Threat/Hazard Assessment Summary**

The Linn-Mar Community School District is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The interior and exterior of all school buildings and grounds have been assessed for potential threats/hazards that may impact the health and safety of students, faculty, staff and property. Linn-Mar Community School District, Marion Police Department, and Marion Fire Department completed a site assessment in spring of 2018 to identify any circumstances in the school or near campus that may present unique problems or potential risks to people or property. Attached is the threat assessment used. Results for each building are kept by the Crisis Manager of the District and re-assessed on an annual basis. Scheduling of the threat and hazard assessment will move from spring to summer with the next assessment being completed August of 2019.

## 5 Resources

Linn-Mar Community School District utilizes resources that are shared among multiple entities. These shared resources are as follows:

- CrisisGo – is our emergency operations app that can be used on an individual’s cell phone and/or computer. This app is shared among all staff within the district as well as anyone that frequents our buildings on a regular basis (i.e. Grant Wood AEA, etc.). CrisisGo is also shared with students, families, and emergency response departments in Marion and Cedar Rapids.
- Our security cameras have an online feed and the site for this feed is shared with Marion Police Department.
- Each school has a Knox Box. Each Knox Box holds keys to the school building as well as door access cards for the buildings with this capability.
- Access Key Cards are shared with Marion Police Department and are kept in the police vehicles.
- Linn-Mar Community School District and Marion Police Department have a contract to share the School Resource Officer. This Officer is utilized in the Linn-Mar Community School District only during school days and hours.

## 6 Concept of Operations

### 6.1 Authority

This EOP is based on an all-hazards approach and may be activated in its entirety or in part, based on the specific needs of the emergency and by decision of district or school leadership and/or the local police department.

The Principal or designee has the authority to activate this Emergency Operations Plan. Until otherwise designated, the primary location for operations will be the school administrator's office. This location will be used as an emergency operations center for all situations. If this location is unable to be used, the Principal or designated authority will locate a safe alternate location based on the situation and suitable locations.

Functions carried out within this EOP will be based on the situation and personnel.

Priorities for leadership include:

1. Protect and save lives, and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers.
2. Protect property and mitigate damages and impacts to individuals, the community, and the environment.

This EOP is designed to provide guidance and coordination to minor incidents and major emergencies or disasters. For the purpose of this plan, we define incidents, emergency, and disaster as:

**Incident** - An incident is a situation that is limited in scope and potential effects.

**Emergency** - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

**Disaster** - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.

### 6.2 Key Areas of Emergency Planning

In the event of an incident **Linn-Mar Community School District**, will adhere to the key areas of emergency planning and incident management, which include:

#### **Before**

- **Prevention** – Consists of actions that reduce the risks from human-caused incidents or reduce the impact of naturally occurring events. Every effort has been made to include prevention strategies in the Threat Annexes of this plan.
- **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.



## During

- **Mitigation** – Mitigation activities are those which eliminate or reduce the severity of a disaster. This includes long-term activities, which lessen the undesirable effects of unavoidable hazards.
- **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include management of resources, evacuation, rescue, and other similar operations.

## After

- **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the school to its normal pre-disaster, or an improved, state of affairs.

### 6.3 Initial Response and Implementation of the Incident Command System

**Linn-Mar Community School District** recognizes that staff (and students) will most likely be first on the scene and may act as first responders in the immediate aftermath of an incident. Staff and faculty are expected to take charge and manage the incident until it is resolved, until command is transferred, and/or an emergency response agency with legal authority assumes responsibility.

The school Principal or designee is responsible for activation of the school EOP, including all necessary procedures to ensure the protection of life and/or property. The principal or designee will assign an Incident Commander based on who is most qualified for that type of incident. The Superintendent is responsible for activation of the district-wide EOP.

In the event of absence, the following should be considered for activation of a district-wide EOP:

Superintendent → Associate Superintendent → Crisis Manager

In the event of absence, the following should be considered for activation of a school-wide EOP:

Elementary: Principal → Facilitator → School Counselor

Middle School: Principal → Assistant Principal → Student Assistance Counselor

High School: Principal → Assistant Principal → Dean of Students

## 6.4 Incident Management

District staff will support emergency response operations through performance of their normal roles and responsibilities. If called upon, the District will activate personnel and implement appropriate response actions identified in the District plan, or as directed by the Incident Commander or school administrator.

Activation of the Incident Command System for an event may be modified as needed to best serve the nature of the incident. When the ICS is activated, staff will direct the efforts of the District according to their respective procedures for emergency operations.

Faculty and staff will seek guidance and direction from first responders, emergency management and/or the school district who will all function under Unified Command. Utilizing a Unified Command System enables everyone involved to respond more effectively by enhancing cooperation, coordination, and communication among school officials, district administrators, responders, and emergency managers.

## 6.5 Communication

Timely and effective communication is critical to an effective response and recovery. Direction on communications may be found within the District CrisisGo application. This application has identified who is responsible for sending out the message, what and when the message should be sent, and example messages. Additional information may be obtained through the District.

## 7 Direction, Control, and Coordination of an Incident Response System

### 7.1 Incident Command

The Incident Command System (ICS) organizational structure can be modified to adjust to the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organizational structure expands as functional responsibilities are delegated.

This Emergency Operations Plan will be activated using implementation of the Incident Command System (ICS). When needed, separate functional elements will be established and subdivided to enhance internal organizational management and external coordination.

The Crisis Management Team is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources. The Superintendent or Building Principal has the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the students and facilities. These responsibilities do not mean that the Superintendent or Building Principal assumes a command role over the on-scene incident operation. Rather, the Superintendent or Building Principal:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Operations Plan.
- May oversee resource coordination and support to the on-scene command from an Operations Center.

### 7.2 Incident Command Post

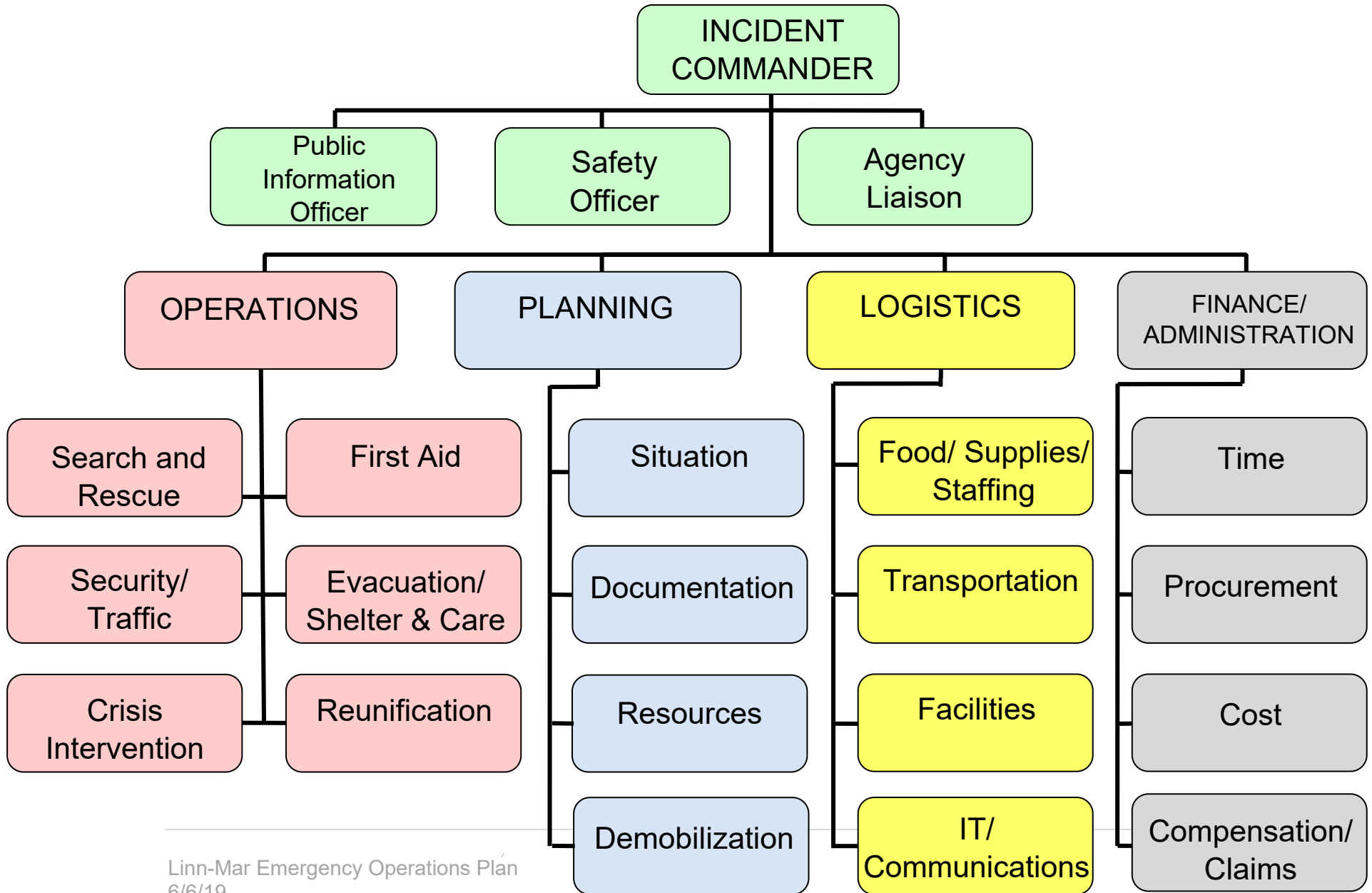
Every incident must have some form of an Incident Command Post. The Incident Command Post is the location from which the Incident Commander oversees all incident operations. There is generally only one Incident Command Post for each incident, but it may change locations during the event. Most emergencies will allow for the Incident Command Post to be in the building's administrative office.

For larger emergencies, the Incident Command Post will be positioned outside of the present and potential hazard zone, but located within safe proximity to the emergency site. The pre-established Incident Command Post for each building is located in the Functional Annex section of this Emergency Operations Plan

### 7.3 Incident Management

Below is a diagram of the Linn-Mar Incident Command System (ICS) that functions under Unified Command. This ICS can be established as a Districtwide ICS or at a building/school level ICS. The Incident Commander will staff each function to the level needed to make it work. The Incident Commander may consolidate functions to meet resource availability and incident requirements. One person can perform multiple functions within the same section.

# SCHOOL INCIDENT COMMAND SYSTEM (ICS)



<b>ICS Role</b>	<b>Examples of Staff</b>	<b>Responsibilities</b>
<b>Incident Commander</b>	Superintendent, Associate Superintendent, Principal, Associate Principal, Dean of Students, Facilitator, Nurse, etc.	Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District Administration.
<b>Public Information Officer</b>	Executive Director of Communications & Media; Coordinator of Communications & Media	Media Liaison, official spokesperson for school/district; coordinates information for parent community.
<b>Safety Officer</b>	SRO, Police/Fire Department, Operations and Maintenance Manager	Ensures activities are conducted in a safe manner; assures safety of personnel (staff, students, volunteers, and responders).
<b>Agency Liaison</b>	Crisis Manager, Family Resource Specialist, Student Assistance Team Member	Assists in establishing and coordinating outside agencies that provide services or resources (e.g., Red Cross).
<b>Operations</b>	School Site: Associate Principal, Facilitator, Dean of Students  Reunification Site: Crisis Manager	Supports on-scene response at school site or reunification site; develops Incident Action Plan with Incident Commander; coordinates After Action Report with section Chiefs.
Search and Rescue	Police and Rescue Departments	Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.
Security/ Traffic	Police Departments	Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/HazMat.
Crisis Intervention	School Counselors; Student Assistance Team; EAP, Grant Wood CISM	Provides onsite counseling and intervention; determines need for outside mental health support.
First Aid	Nurses; Health Assistants	Provides triage and medical care.

Evacuation/ Shelter and Care	Evacuation Site – Curriculum Directors, Nutrition Services Manager	Provides accounting for students while at the evacuation site; manages dismissal of students to reunification site; manages food and sanitation needs of students.
Reunification/ Shelter and Care	Crisis Manager, CFO, Nutrition Services Manager	Provides accounting and long-term care for students until reunited with parents/caretakers; manages food and sanitation needs of students. Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.
<b>Planning</b> (if needed)	Crisis Manager, Crisis Management Team, Cabinet	Collects, evaluates and documents information about incident, including status of students, staff and facilities; coordinates demobilization of ICS response.
Situation	Cabinet	Processes and organizes all incident information, including staff, student and facility status; maintains ICS status boards and school site map.
Documentation	Crisis Manager	Collects and archives all incident documents.
Resources	LRC Staff	Tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers).
Demobilization	Superintendent, Associate Superintendent, Crisis Manager	Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site.
<b>Logistics</b> (if needed)	CFO; Business Office and Human Resources	Provides services, personnel and supplies in support of incident response.
Food/Supplies/Staffing	Crisis Manager, Nutrition Services Manager	Assesses supply resources at site, including food and water; procures supplies and provides personnel, as

		requested, including volunteers.
Transportation	Transportation Manager	Arranges transportation for staff, students and supplies.
Facilities	O&M	Coordinates site repairs and use of school facilities; arranges for debris removal.
IT/Communications	O&M and Technology	Maintains all communication equipment, including radios; provides services to support information Technology functions.
<b>Finance/ Administration</b> (if needed)	CFO/COO; Business Office; Human Resources	Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims.
Time	CFO/COO; Business Office; Human Resources	Maintains incident time logs for all personnel.
Procurement	CFO/COO; Business Office; Human Resources	Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts.
Cost	CFO/COO; Business Office; Human Resources	Provides cost estimates, analysis and recommendations for cost savings.
Compensation/Claims	CFO/COO; Business Office; Human Resources	Processes compensation/injury claims related to incident.

## 7.4 Incident Commander

The Incident Commander (IC) is the primary person designated by school leadership to be in charge. He or she has the overall responsibility and will set the objectives, strategies and priorities for incident response. He or she may not necessarily be the highest ranking official in the school, but once designated as the IC, is in charge of all aspects of incident management and can delegate authority.

The Incident Commander is the only ICS position that is always staffed. For small incidents, involving only a few school personnel, it is possible that the IC will not establish subordinate supervisors. In this case, the IC performs all incident management functions. It is more likely the IC will designate subordinate supervisors to assist in managing the incident.

The Incident Commander must keep the Superintendent and the Crisis Manager informed and up-to-date on important matters pertaining to the incident.

## 7.5 Unified Command

If a school emergency is within the authority of the first-responder community (i.e. emergency requiring law enforcement or fire services, etc.), Command will transition to the appropriate agency and a Unified Command structure will be formed. In the event there is a transfer of command, a briefing between individuals transferring command shall occur.

Unified Command applies ICS to incidents involving multiple jurisdictions or agencies. It enables schools and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

The Incident Commanders from each response agency will collaborate under Unified Command to make joint decisions and speak as one voice. Any differences are worked out within Unified Command. Each Incident Commander is responsible for overseeing the actions of their individual agencies. For example, within Unified Command, law enforcement would not tell school personnel how to manage activities associated with threat/hazard or functional annexes (i.e. parent-student reunification, etc.). The following occurs under Unified Command:

- The Incident Commander, through the Incident/Unified Command System, coordinates the actions of their responding unit on the scene.
- Advises School Leadership and the District of needs that may include resources or personnel from other departments/schools as required.
- Isolates the incident site and maintains control of the inner and outer perimeters.
- Establishes tactical communications and designates a primary radio channel.
- Facilitates tactical planning and contingency planning.
- Briefs first responder personnel.
- Designates a staging area for supporting agencies.
- Ensures documentation of decisions and activities.
- Provides situational updates to the Policy Group.
- Approves requests for additional resources or for the release of resources.
- Approves additional alerts as needed.
- Establishes immediate priorities.



- Coordinates any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate).
- Determines security boundaries.
- Performs other duties as required by the situation.
- Ensures the completion of an incident After Action Report (AAR).

## 7.6 Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident.

- Check in with Incident Commander and receive a situation brief.
- If necessary, participate in the Joint Information Center (JIC) with PIO's from the other responder agencies.
- Coordinate press releases among response organizations.
- Designate a media center and facilitate scheduled press briefings.
- Ensure all press releases and public information are reviewed and approved by the Incident Commander, or designee.
- Monitor news media outlets reports of the incident.
- Prepare periodic briefings to Executive Policy Group on public information activities and submit draft press releases for review and approval.
- Lead a working group on the development of pre-event messages.

## 7.7 Safety Officer

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.

- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Monitor drills, exercises, and emergency response activities for safety.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they occur.
- Anticipate situation changes, such as cascading events, in all planning.
- Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

## 7.8 Agency Liaison

The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

- Check in with the Incident Commander for a situation briefing.
- Determine your personal operating location and set it up as necessary.
- Obtain the necessary equipment and supplies from Logistics.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Brief agency representatives on the current situation, priorities, and incident action plan.
- Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans.
- Provide periodic update briefings to agency representatives as necessary.

## 7.9 Operations

The Operations Section directs all tactical operations of an incident including implementation of response activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuation, and reunification.

Some specific responsibilities may include:

- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide access to psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Assign Strike Team Leaders.
- Document all activities.

Strike Team	Potential Responsibilities
Search and Rescue Team	<p>Search and Rescue Teams search the entire school facility, entering only after they have checked for signs of structural damage and determined that it is safe to enter. SR Teams are responsible for ensuring that all students and staff evacuate the building, or it is unsafe to move an individual, that their location is documented so professional responders can locate them easily and extricate them. Other responsibilities include:</p> <ul style="list-style-type: none"> <li>• Identifying and marking unsafe areas</li> <li>• Conducting initial damage assessment</li> <li>• Obtaining injury and missing student reports from teachers</li> </ul>
First Aid Team	<p>First Aid Teams provide triage, treatment, and psychological first aid services. Other responsibilities of the First Aid Team include:</p> <ul style="list-style-type: none"> <li>• Setting up first aid stations for students</li> <li>• Assessing and treating injuries</li> <li>• Completing the master injury report</li> </ul> <p>Note: The Logistics Section provides first aid to responders. This team is dedicated to students, faculty, staff, or visitors.</p>
Evacuation/Shelter/Care Team	<p>Evacuation, shelter, and student care includes accounting for students, protection from weather, providing for sanitation needs, and providing food and water. Other responsibilities include:</p> <ul style="list-style-type: none"> <li>• Accounting for the whereabouts of all students, staff, and volunteers</li> <li>• Setting up a secure assembly area</li> <li>• Managing sheltering and sanitation operations</li> <li>• Managing student feeding and hydration</li> <li>• Coordinating with the Student Release Team</li> <li>• Coordinating with the Logistics to secure space and supplies</li> </ul>
Security and Traffic Team	<p>The Security and Traffic Team is responsible for:</p> <ul style="list-style-type: none"> <li>• Locating all utilities and turning them off, if necessary</li> <li>• Securing and isolating fire/hazmat</li> <li>• Assessing and notifying officials of fire/hazmat</li> <li>• Conducting perimeter control</li> </ul>
Crisis Intervention Team	<p>The Crisis Intervention Team is responsible for:</p> <ul style="list-style-type: none"> <li>• Assessing need for onsite mental health support</li> <li>• Determining the need for outside agency assistance</li> <li>• Providing onsite intervention/counseling</li> <li>• Monitoring well-being of school Incident Management Team, staff, and students, and reporting findings to the Operations Section Chief</li> </ul>
Reunification Team	<p>Reunification refers to reuniting students with their parents or guardians in an efficient, safe, and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Reunification Team is responsible for:</p> <ul style="list-style-type: none"> <li>• Managing all aspects of the reunification process as identified in the Reunification Annex to assure all students are reunited with their proper parent or guardian.</li> </ul>

## 7.10 Planning

The Planning Section is established as needed and collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident, and to plan appropriate incident management activities. Planning may be as simple as one individual designated to document the incident.

Other duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities

## 7.11 Logistics

The Logistics Section supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

## 7.12 Finance/Administration

The Finance/Administration Section oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

The Finance and Administration Section may not be established onsite at the incident. Rather, the school and/or school district management offices may assume responsibility for these functions.

## 8 Information Collection, Analysis and Dissemination

### 8.1 Types of Information

Information will be collected at the building and district level for the following:

- Before an incident – schedule of drills; collection of checklists (safety and security, hazardous materials, etc.)
- During an incident - incident checklists, reports, etc.
- After an incident – incident log and after action review
- Monitor the weather through media and weather radio
- Local law enforcement alerts will be sent by the police department to the district or building level.
- Crime reports sent to administration.

### 8.2 Threat Reporting

Any staff, student, parent or community member that perceives there is a threat to anyone in the school environment or the school environment itself should report it immediately.

#### 8.2.1 Staff

Staff should report any perceived threat directly to the building administrator.

#### 8.2.2 Students

Students may reach out to any faculty member within the school community (teacher, associate, administrator, secretary, counselor, etc.). Middle and high school students will also have the ability to utilize the Safe2SpeakUP app. This app allows students to anonymously report bully-related activity involving themselves or their friends. Students can additionally submit safety tips to their school's safety team for issues like drugs or weapons on campus. Safe2SpeakUP users can also have access to a panic button during an emergency or respond to CrisisGo's Check In tool prompts to verify their safety status. Safe2SpeakUP gives students the technology and information they need to be a part of the safety solution. Students will receive information on the Safe2SpeakUP app annually at the beginning of the school year. Students may also utilize the Crisis Help tool bar located on the homepage of the Linn-Mar Community School District website. This tool bar has access to resources as well as a tip-reporting tool that includes an email link to the Crisis Manager.

#### 8.2.3 Parents

Parents may contact the building administrator, facilitator, Dean of Students, or school counselor of any perceived threats. Parents also have the option of calling the local law enforcement if they feel there is an immediate threat to any students or school personnel. Parents may also utilize the Crisis Help tool bar located on the homepage of the Linn-Mar Community School District website. This tool bar has access to resources as well as a tip-reporting tool that includes an email link to the Crisis Manager. Ways for parents to reach out are written within the school handbook.

#### 8.2.4 Community Member

Community members who have a safety concern for the school environment whether it be students and/or school personnel may reach out by phoning the school district or utilizing the Crisis Help tool bar located on the homepage of the Linn-Mar Community School District website. This tool bar has access to resources as well as a tip-reporting tool that includes an email link to the Crisis Manager. Community members also have the option of calling the local law enforcement if they feel there is an immediate threat to any students or school personnel.

#### 8.3 Crisis Management Team

The District Crisis Management Team is comprised of District and School Administration, staff, counselors, SRO, Marion Police Department, Marion Fire Department and parent representation. This team will meet at least three times per school year to focus on Emergency Operation Planning. The Crisis Management Team will review information collected through incidents within the school district to determine any changes that may need to be made to the Emergency Operation Plans.

## 9 Prevention and Preparedness

### 9.1 Hazard Prevention

The Linn-Mar Community School District utilizes inspections throughout the year to ensure hazard prevention. These inspections include:

Fire: Smoke Detector Annual Inspection, Fire Extinguisher Annual Inspection, Sprinkler Annual Inspection, Kitchen Hood Bi-Annual Inspection, and Kitchen Hood Cleaning Annually.

Electric: Generator Annual Inspection and City Fire Annual Inspection

Water: Backflow Annual Inspection and City Fire Annual Inspection

All Disasters: Quarterly Emergency and Exit Lights Inspection

*See also Threat/Hazard Management Section*

### 9.2 Threat Prevention

The Linn-Mar Community School District utilizes research based prevention programs/strategies as well as employ staff to assist with mental health needs of students. Programs the Linn-Mar utilizes include PBIS, Olweus Bullying Prevention, ALICE, Second Step social and emotional curriculum, and Safe2SpeakUp anonymous tip app. The District also works through professional development and coaching improvement of student and teacher relationships. The District employs School Counselors, Student Assistance Team Members, a Family Resource Specialist, and a SRO. Linn-Mar Community School District also works with two outside agencies to provide additional mental health services beyond what is offered by the school setting.

### 9.3 Training and Exercises

The development of the EOP training and exercise schedule is key to the success of a school or district's ability to respond to an emergency. It is imperative that all school faculty and staff have a general understanding of what their role and responsibilities are. School faculty and staff will be trained on all standard operating procedures and guidelines associated with emergency response. Training and exercises provide the opportunity to increase understanding and implementation of these protocols.

- The ALICE trainers along with the SRO will set the staff active and non-active EOP trainings for all school sites in the annual school calendar.
- Each building administrator and department manager has a role in this EOP and is responsible for communicating the content of the EOP to staff and ensuring opportunities to attend and participate in EOP training and exercise activities.
- The Crisis Management Team will determine the annual exercises that will be conducted to train staff and evaluate the adequacy of the EOP. An After Action Report (AAR) and the Improvement Plan (IP) for each exercise shall be developed and documented appropriately. This documentation will be given to the Crisis Manager to present to the Crisis Management Team.

- Students will participate in four fire drills, four severe weather/tornado drills, and three ALICE drills. Two of the fire and severe weather/tornado drills are to be completed prior to December 31<sup>st</sup> of the current school year. The remainder two fire and severe weather/tornado drills are to be completed between January 1<sup>st</sup> and the last day of school during the current school year. Three ALICE drills (Controlled Drill, Barricade Drill and full ALICE Drill) will be held during the school year with the first being within the first 30 days of school.



## 10 Mitigation and Response

### 10.1 Crisis Manager

The Crisis Manager is responsible for coordination of the Crisis Management Team. The Crisis Manager is required to stay up to date on best practices that involve safety of students and staff for prevention, protection, mitigation, preparedness, response, and recovery efforts. The Crisis Manager is also responsible for best practices around building security.

#### Responsibilities Include:

- Leading the Crisis Management Team
- Keeping Emergency Operation Plans up to date
- Forming Threat Assessment Teams in the schools
- Coordinating ALICE within the District
- Monitoring prevention programs/strategies/services
- Bullying and harassment within the District
- Liaison for District SRO
- Completing Safety and Security checks
- Keeping CrisisGo up to date
- Ensuring schools are completing safety drills
- Communicating with families on safety
- Coordinating with area First Responders

Upon the activation of the EOP for a school incident, the Crisis Manager assumes the role as Operations Director at the Reunification Site.

### 10.2 Crisis Management Team

The Crisis Management Team is responsible for recommending district-wide policy for safety and security to the District Policy Committee.

#### Responsibilities include:

- Assist in developing the district-wide safety and security plans
- Coordinate district wide security efforts
- Provide security for students before, during and after an event
- Provide shelter or reunification site security

### 10.3 Plan Development and Maintenance

The Linn-Mar Community School District EOP integrates with school and district policy and procedures and a number of stakeholder EOPs or guidelines. The District EOP utilizes existing program expertise and personnel to support prevention, protection, mitigation, preparedness, response, and recovery efforts. The EOP is structured according to the *Guide for Developing High-Quality School Emergency Operations Plans* provided by the *Readiness and Emergency Management for Schools, Technical Assistance Center* and follows the principles of the National

Incident Management System (NIMS) and Incident Command System (ICS). In addition, the EOP utilizes planning techniques to address response, training, exercises, equipment, evaluation, and corrective action practices.

Linn-Mar Community School District shall oversee or coordinate with applicable partners to conduct the following:

- The EOP shall be reviewed annually and modified as necessary by the Crisis Manager through the Crisis Management Team.
- The District EOP shall coordinate with external agencies that may be affected by EOP implementation, in an effort to ensure consistency and compatibility with jurisdictional plans.
- Substantive changes between review periods, such as changes in roles or responsibilities, will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.
- If updates of the EOP involve substantive changes, the Crisis Manager through the Crisis Management Team will generate a draft document for distribution to relevant partners for review and comment.
- After a stakeholder review and comment period, the updated EOP will be submitted for final review by the Crisis Management Team. The updated plan becomes effective upon agreement through this team.
- Each school unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP and all updates to staff.
- Each school identified in this plan is responsible for ensuring key staff has the opportunity to attend EOP training and exercise activities.
- The District will ensure EOP compliance with the applicable local, state, and federal laws and procedures.

# 11 Recovery

## 11.1 Crisis Incident Stress Management

Recovery procedures have been developed to provide support to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the school will implement their individualized Crisis Incident Stress Management (CISM) Plan to assist students, staff, and their families in the healing process. The CISM outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as School Counselors and Student Assistance Team Members are required to participate in the development, implementation, and evaluation of the School CISM.

Members of the Crisis Incident Stress Management Team will undergo in-depth training to learn how to assist in managing trauma. Parents and guardians will be offered tips on how to recognize signs of trauma. Mental health experts will review and provide input into the plan.

The following procedures will be implemented when deemed appropriate by the CISM Team and Building Administrator.

Immediately Following a Serious Injury or Death and/or Major Incident:

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families.
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff will determine if outside mental health professionals are needed to assist with implementing the CISM Plan.
- Any students who are excessively distraught should be referred to the crisis response team.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.
- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.

## 11.2 Debriefing and Documentation

After initiating an EOP, the Incident Commander is responsible for holding a debriefing with the crisis response team involved with the incident. During the debriefing, the team will walk through the After Action Review Form to determine what went well, what did not go well, and ways to improve the emergency plan. The team will also ensure the Incident Log is complete online. All forms utilized during the incident, including copies of communication to students, staff, families, and outside agencies will be turned in to the Crisis Manager. The Crisis Manager will review the documentation and bring them for analysis to the Crisis Management Team.

# Incident Log

Within 10 days of the incident, submit this form. Send any attachments to: Leisa Breitfelder, Crisis Manager at [lbreitfelder@linnmar.k12.ia.us](mailto:lbreitfelder@linnmar.k12.ia.us) or fax to 377-9252.

\* Required

## General Information

1. **Building Name:** \*

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2. **Date of Report:** \*

*Example: December 15, 2012*

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3. **Date of Incident:** \*

*Example: December 15, 2012*

---

4. **Time** \*

*Example: 8:30 AM*

---

5. **Person Reporting:** \*

---

6. **Staff Involved:** \*

---

7. **Incident Commander Name:** \*

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**8. Incident Type \***

*Check all that apply.*

- Lockout
- Lockdown
- Shelter-In-Place
- Evacuation
- Reunification
- Abduction of Student
- Student Missing
- Abduction of Staff
- Aggressive Person
- Armed Intruder
- Death of Staff or Student in the Community
- Death or Serious Injury on School Grounds
- Sexual or Serious Physical Assault on School Grounds
- Bomb Threat
- School Bus Accident
- Stranger on Property
- Suicide Threat
- Threat with a Weapon
- Weapon Discovered on School Grounds
- Fire
- Explosion
- Severe Thunderstorm/Tornado
- Electrical Power Failure
- Food Poisoning
- Exposure to Biological Agents
- Hazardous Materials
- Gas Line Break
- Water Main Break
- Mold-Indoor Air Control
- Accident at Duane Arnold Energy Center
- Other: \_\_\_\_\_

**9. Are there additional attachments to send? \***

*Mark only one oval.*

Yes

No

10 **Briefly describe the Crisis: \***

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11. **List the Actions Completed: \***

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12. **Who now knows of the crisis? \***

---

13. **Number of People Involved: \***

---

14. **Was evacuation needed? \***

*Mark only one oval.*

Yes

No

## **Injuries**

15. **Were there injuries? \***

*Mark only one oval.*

Yes

No *After the last question in this section, skip to question 17.*

16. **Briefly describe the injuries and seriousness of them:**

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**17 Was there any damage to or in the building? \***

*Mark only one oval.*

Yes

No *After the last question in this section, skip to question 20.*

**18. Describe the damage:**

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**19. Describe any further damage potential:**

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## Media

**20. News media involved? \***

*Mark only one oval.*

Yes

No *After the last question in this section, skip to question 22.*

**21. Who and how many?**

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## Resources

**22 Check the resources utilized:**

*Check all that apply.*

- Crisis Manager
- Counselor
- Medical
- Safety
- Construction
- Communications
- Media Relations
- Transportation
- Food Service
- Clerical
- Insurance/Claims
- Legal
- Option 13
- Other: \_\_\_\_\_

**23. Check the resources you will need for after this incident:**

*Check all that apply.*

- Crisis Manager
- Counselor
- Medical
- Safety
- Construction
- Communications
- Media Relations
- Transportation
- Food Service
- Clerical
- Insurance/Claims
- Legal
- Option 13
- Other: \_\_\_\_\_





Inspire Learning. **Unlock Potential. Empower Achievement.**

## Linn-Mar Community School District Emergency – After Action Review Form

**What was supposed to happen? What actually happened? Why were there differences?**

Answer:

**What worked? What didn't? Why?**

Answer:

**What should be done differently next time?**

Answer:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Improvement Plan

This IP has been developed specifically as a result of:

that occurred on the following date:

No.	Objectives/Observations/ Issues/Expected Outcomes Not Met	Recommendation (s)	Specific Corrective Action to be Implemented	Priority L/M/H	Assigned To	Expected Completion Date
1	<i>Example: Teachers did not clearly understand how to take attendance at the evacuation site.</i>	<i>-add required training around CrisisGo Taking Attendance</i>	<i>-Add process to the required ALICE drill in the fall.</i>	<i>Medium</i>	<i>Building Administer</i>	<i>-Every Fall</i>
2						
3						
4						
5						

## Work Injury Forms Links

[Employee Work Injury Packet](#)

[Supervisor Accident Investigation Report](#)

[Witness Statement](#)

## 12 Annexes

### 12.1 Functional Annexes

- School Incident Command System
- Evacuation/Reunification/Incident Command/Media Locations
- Security Protocols
- Lockout
- Lockdown
- Shelter-In-Place
- Evacuation Location Protocol
- Reunification Protocol
- Communication Protocol
- Crisis Incident Stress Management
- Health and Medical Procedures Manual
- Threat/Hazard Assessment

### 12.2 Threat or Hazard Specific Annexes

- Abduction of Student
- Student Missing
- Abduction of Staff
- Aggressive Person
- Armed Intruder
- Death of Staff or Student in the Community
- Death or Serious Injury on School Grounds
- Sexual or Serious Physical Assault on School Grounds
- Bomb Threat
- School Bus Accident
- Stranger on Property
- Suicide Threat
- Threat with a Weapon
- Weapon Discovered on School Grounds
- Fire Emergency Procedure
- Explosion Emergency Procedure
- Severe Thunderstorm/Tornado Emergency Procedure
- Electrical Power Failure
- Food Poisoning
- Exposure to Biological Agents
- Hazardous Materials
- Gas Line Break
- Water Main Break
- Mold-Indoor Air Control
- Accident at Duane Arnold Energy Center



## Education Program – Pupil Progress

### Policy Title: Graduation Requirements Code 605.3

Students must successfully complete the courses required by the board and the Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent [or designee] to ensure that students complete grades one through twelve and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

**Early Graduation:** Students meeting all requirements for graduation and electing to graduate early must apply for early graduation at least one month prior to the student's final quarter. Applications can be picked up in the high school guidance office and submitted to the principal's office. The principal will meet with each early graduation applicant prior to recommending candidates to the board for approval.

**Graduation Requirements:** Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

- English (40 credits): Must include English 9 or English I (10 credits each), English II (May opt out if pass English I with a 90% or higher grade), English III or Advanced English III, and one speech/acting course (5 credits).
- Mathematics (30 credits): Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra may not take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year math requirement.
- Science (30 credits): Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), a physical science course (Chemistry, Physics, or Earth and Physical Science) (10 credits).
- Social Studies (30 credits): Must include US History 9 or US History I (10 credits) or AP US History (15 credits), World History (10 credits), or AP World History (15 credits), American Government (5 credits) or AP American Government (10 credits), and one social studies elective (5 credits).
- Health/Fitness (20 credits): Must include Health I (5 credits). Must include a Lifetime Fitness course each school year.
- Personal Finance (Starting with the class of 2020) (5 credits): Students must receive credit for Personal Finance (5 credits) or granted a waiver through completion of designated, online Financial Literacy course with certificate.

Graduation requirements for students with an Individualized Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. **Prior to**

graduation, the IEP team shall determine whether the graduation requirements have been met. This course of study will be in alignment with the Linn-Mar High School graduation requirements. The IEP team shall determine strategies to meet the graduation requirements for the student.

**COMPASS Credits:** High School credits are available via the COMPASS Alternative Program. Linn-Mar will accept credit hours for approved courses that can be applied to requirements for the Linn-Mar High School diploma. Students should visit with their assigned counselor or the Academic Assistance Counselor to develop an approved plan for this option.

**Post-Secondary Opportunities (PSEO):** Credit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by the individual college.

**Advanced Placement:** Linn-Mar High School offers Advanced Placement (AP) courses in Art History, Calculus (AB and BC), Statistics, Biology, Chemistry, Physics (B), Computer Science A, English Literature, Microeconomics, Music Theory, Comparative Government, World History, Psychology, US Government, and US History. A minimal number of AP courses are available thru the Iowa AP Online Academy. Students who complete these courses can take a standard AP exam. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. More information is available in the high school counseling and TAG office.

**Board Recognition:** The Board of Education will recognize students who earn 300 or more credits at graduation as Linn-Mar Board of Education Scholars for exceeding graduation requirements at an exemplary level.

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Adopted: 12/71

Reviewed: 9/12; 4/18

Revised: 6/11; 10/3; 2/15; 11/18; 6/19

Legal Reference (Code of Iowa): §§ 256.11-11A; 279.8; 280.3, .14 (2013); 281 IAC 12.2, .5; 12.3(5)



## School and Community Relations – Public Communications

### Policy Title: Public Examination of District Records Code 1001.8

Public records of the school district may be viewed by the public during regular business hours of the administration offices between 7:30 AM and 4:00 PM Monday through Friday except for holidays (including school holidays). Persons wishing to view the district's public records shall contact the communications office to make arrangements for viewing as soon as practical, depending on the nature of the request. Persons requesting copies of public records may make the request in writing, by phone, or electronically. The district may require pre-payment of costs prior to copying and mailing.

Persons requesting copies will be assessed a fee for the copies (**\$0.20/sheet**) and for the time needed by the employee to collect the requested information. **The hourly employee rate shall be \$25.00 and the per sheet cost for paper copies shall be \$0.10.** *Expenses shall include the actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2). In making a determination for charges, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated.* For any other materials, cost will be assessed based on the individual request. Payment is due prior to the receipt of information. Printing of materials for the public at the expense of the district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include but are not limited to the following:

- Security procedures
- Emergency preparedness procedures
- Emergency response protocols
- Evacuation procedures
- Security codes and passwords
- Security and emergency plans
- Information contained in records that if disclosed would significantly increase the vulnerability of critical, physical systems or infrastructure

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the communications office to respond in a timely manner to requests for viewing and receiving public information of the school district.

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Adopted: 3/00

Reviewed: 4/14; 6/15

Revised: 3/13; 6/19

Related Policy (Code#): 505.6; 505.6-R; 505.6-E2-E7

Legal Reference (Code of Iowa): §§ 21.4, .22; 291.6 (2013)



## Administrative Regulations Regarding School District Volunteers

**Code 1003.4-R**

The Board of Directors recognizes the important contributions that volunteers provide in assisting educational programs of the school system. For consistency, equity, and safety the following regulations shall frame the integration of volunteers and community resources in the Linn-Mar schools.

1. Community members volunteering their time will follow employee guidelines in regard to conduct and appearance as described in board policy 403.21. As a role model for students, the board expects appropriate dress, conduct, and respect to maintain an atmosphere that enhances student educational processes.
2. Community members serving as school volunteer coordinators are provided access to district email accounts and shall not use the information for profit, personal, or professional gain and shall not share the information without prior consent of the superintendent [or designee]. The purpose of this access is to provide continuity for the volunteer program as volunteers assume and/or leave the position of school volunteer coordinator.
3. Information about students and staff that is obtained while visiting district schools or through volunteer responsibilities shall remain confidential.

To become an active volunteer for the Linn-Mar Community School District the following items must be completed prior to volunteering:

- a. Submit a volunteer application and volunteer disclosure statement
- b. Background screening performed by the Community Relations office
- c. Photo taken by the Community Relations office
- d. In-person meeting with the Community Relations Coordinator
- e. Once approved, submit a volunteer disclosure statement on an annual basis

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Adopted: 10/08  
Reviewed: 3/13; 6/15  
Revised: 4/14; 6/19





## School and Community Relations - Use of School Facilities

### **Policy Title: Community Use of School District Buildings/Sites/Equipment Code 1004.1**

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community at large. However, all school facilities have been primarily erected and maintained for the use of the students of the Linn-Mar Community School District and shall not be used for any other purpose that will conflict with that use.

The facilities of the school district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school-related activities, with due consideration given to the conservation of energy and district expenses. Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and school board policies. The board reserves the right to deny use of district facilities to any group. The use of school facilities for religious services is intended only as a temporary rental service. Approval for building use shall be for one year in length maximum, with annual application. Only indoor sports will be provided indoor facility space for practices. Facilities may not be used for private parties, social events, celebrations, or similar exclusive use. Activities in the school facilities shall be supervised by an employee of the district or an adult group representative unless prior arrangements are made with the superintendent [or designee]. Activities may begin as early as 6:00 AM and must end no later than 10:00 PM. It shall be within the discretion of the superintendent to allow use of district facilities on Sundays.

Organizations, individuals, and other entities who wish to use school district facilities must apply through the office of the chief financial/operating officer (2999 N 10<sup>th</sup> St, Room 203, Marion, IA 52302) **district website**. Information and directions regarding the request of facility usage can be found on the district website. It shall be the responsibility of the chief financial/operating officer [or designee] to determine whether the school district facility requested is available and whether the request for use meets board policy and administrative regulations. It shall be the responsibility of the chief financial/operating officer [or designee] to **provide approve** request forms, obtain proof of insurance, and prepare the contract for use of school district property.

The Linn-Mar Booster Club will have the first right of concessions at any non-school sponsored event open to the public.

It shall be the responsibility of the superintendent [or designee] to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

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Adopted: 4/71

Reviewed: 1/11; 4/14; 6/15

Revised: 1/11; 3/13; 6/19

Related Policy (Code#): 1004.1-R1-R2; 1004.3-7

Legal Reference (Code of Iowa): §§ 276; 278.1(4); 279.8; 297.9-11; 123.46 (2013)



## Administrative Regulations Regarding Insurance for Employee-Sponsored Activities

Code 1004.1-R3R2

When employees wish to sponsor classes, camps, clinics, leagues, or other activities that involve Linn-Mar students or patrons as a majority of the participants, that are complementary to the district's curricular offerings, co/extra-curricular offerings, or philosophy, and are requesting to use Linn-Mar facilities or equipment without rental costs the following process shall be followed:

1. The sponsors are to submit a completed facilities request form and obtain approval from the office of the chief financial/operating officer at least two weeks preceding solicitation of participant registration for the event.
2. If the event is a fundraiser all administrative regulations of board Policy 1005.4, *Fundraising/Student Solicitations*, must be followed.
3. A preliminary report must be filed by the sponsors with and approved by, the chief financial/operating officer at least two weeks preceding issuance of registration forms for the event. The report shall include: 1) a statement of the purpose of the event, 2) an outline of activities planned, 3) a list of Linn-Mar facilities/equipment to be used, 4) anticipated enrollment, 5) participant fees to be charged, 6) anticipated other income and donations, 7) expected expenses, and 8) a list of staff to be employed and their compensation. The chief financial/operating officer may require adjustments in the report prior to approval.
4. When items #1 and #2 (refer above) are completed, the chief financial/operating officer will notify the local representative of the district's insurance carrier that the district has sanctioned the activity and request that the sponsors and participants be included under the protection of the district's insurance coverage.
5. If participants are charged a fee by the sponsors, \$1.00/participant may be charged to the sponsors by the district to partially offset district expenses. There will be no fee charged by the district if no fee is charged to participants. Payment is due with the filing of the final report.
6. An accurate final report showing all pertinent information will be filed with the chief financial/operating officer within two weeks of the completion of the event. Failure to file a report within this timeline may result in loss of rent-free access to Linn-Mar facilities/equipment for future events. The report will include a list of participants, a list of employees, total fee income, donation income (cash/goods/services), a list of expenses, a list of compensation, and any other information requested.

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Adopted: 4/91

Reviewed: 3/13; 6/15

Revised: 1/11; 4/14; 6/19

Related Policy (Code#): 1004.1; 1004.R1-R2; 1004.3-7



## School and Community Relations - Use of School Facilities

### Policy Title: Use of School Facilities for Private Profit Code 1004.4

Under circumstances deemed appropriate and acceptable by the Board of Education, certain school facilities may be rented and used for private profit. Guiding principles for judging acceptability will be good taste, community welfare, availability of facilities, etc.

School functions will receive priority when scheduling events.

The administrative regulations included in Policy 1004.4-R<sup>1</sup> will apply to the use of school facilities.

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Adopted: 6/70

Reviewed: 3/13; 4/14; 6/15

Revised: 3/00; 6/19

Related Policy (Code#): 1004.1; 1004.1-R1; 1004.3-7



## Administrative Regulations Regarding Community Use of District ICN Facilities and Equipment

Code 1004.4-R

The district's Iowa Communication Network (ICN) facilities/equipment will be available for use as specified by state code. The district will sponsor education-related organizations' use of the ICN upon approval of the superintendent [or designee]. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the district to the sponsored user.

Authorized users of the ICN will ensure their use is consistent with their written mission. The ICN will not be used for profitmaking ventures. Authorized users may not resell time on the ICN. Entities that wish to use the district's ICN classroom to originate, receive, or broadcast programming must follow the state's scheduling requirements. It is recommended that entities that wish to use the district's ICN classroom to originate, receive, or broadcast programming contact the district's ICN scheduling office to inform them of their needs.

It is the responsibility of the entities that wish to use the district's ICN classroom to originate, receive, or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The district assumes no responsibility or liability of entities using the ICN classroom in violation of the law, the authorized user's mission, or the district's policy and supporting administrative regulations. The district reserves the right to charge all costs, including attorney fees, that may arise to the entity for their failure to comply with the law or district policy and supporting administrative regulations.

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees, and board members. The district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal laws in using the ICN.

The Support Services office is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the chief financial/operating office through the Support Services office.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and district policy and supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profitmaking ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the *Americans with Disabilities Act* and *Iowa Civil Rights Act*. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.

5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other district facilities, sites, areas in the district building, or equipment are off limits to authorized users.
6. The charge for use of the ICN room is \$12.50 per hour.
7. The ICN will be available Monday through Friday from 7:00 AM to 10:00 PM and Saturdays from 8:00 AM to 4:00 PM.
8. The sponsored or authorized user is responsible for all site and usage charges.
9. A district employee may be present in the district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the district ICN scheduler in the Support Services office.
12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The district reserves the right to charge all costs, including attorney's fees, which may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy, and administrative regulations.

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Adopted: 10/08

Reviewed: 3/13; 6/15

Revised: 4/14

Legal Reference (Code of Iowa): §§ 8D; 726; 278.1(4); 729.8; 297.9-11; 123.46 (2013); 1982 Op Atty Gen 561; 1940 Op Atty Gen 232; 1936 Op Atty Gen 196



## School and Community Relations – Use of School Facilities

### Policy Title: Loan of School Equipment Code 1004.6

District equipment shall not be loaned outside of the district's facilities for non-district purposes, including any use for private purposes and personal gain. Exceptions based on special circumstances (e.g. partnerships, formal/informal agreements that serve the district, etc.) may be granted by the superintendent [or designee]. Where a cost is involved, the organization using the equipment shall pay rent and any replacement costs for school property.

In the event that educational equipment is used by organizations within the schools, appropriate school personnel shall operate or supervise the use of such educational equipment. Where a cost is involved, the organization using the equipment shall pay rent and any replacement costs for school property.

Only properly trained and authorized employees may use maintenance equipment, vehicles, tools, and the like as this equipment relates to job assignments and responsibilities.

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Adopted: 6/70

Reviewed: 3/13; 6/15

Revised: 4/14; 6/19

Related Policies (Code#): 1004.1; 1004.1-R1-R2; 1004.3-7



## COMMUNITY USE OF SCHOOL FACILITIES MANUAL

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## **OVERVIEW:**

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community-at-large. However, all school facilities and outdoor areas have been primarily erected and maintained for the use of the students of Linn-Mar Community Schools and shall not be used for any other purposes that will conflict with that primary use. (*Reference School Board Policy Series 1004.1-Use of School Facilities*)

The facilities of the school district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school related activity, with due consideration given to the conservation of energy and district expenses. Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and school board policies. Any activity connected with approved school programs will take precedence over any request for use of facilities for any other purposes. The board reserves the right to deny use of district facilities to any group.

This document outlines administrative policies, guidelines, and processes for community use of school facilities and grounds in the Linn-Mar Community School District (hereafter referred to as the district). Please read this manual thoroughly before completing a facilities request form.

For questions regarding the use of school facilities/grounds, please contact the **Support Services Operations** office (319-447-3145).

### **SCHEDULING OF FACILITIES:**

- Types of activities prohibited:
  1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
  2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
  3. Facilities may not be used for private parties, social events, celebrations, or other similar private uses.
  
- Rental of facilities is for occasional or temporary use, not for regular or ongoing use.
  
- Only indoor sports/activities will be provided indoor facility space for practices.
  
- No overnight stays will be permitted in district facilities.
  
- Facility rental times cannot be requested before 6:00 AM and must end no later than 10:00 PM.
  
- It shall be within the discretion of the superintendent to allow use of district facilities on Sundays.
  
- School facilities are not normally available for rent on school-designated holidays and over school breaks (including summer break). The superintendent [or designee] may allow use at these times if doing so does not interfere with facility maintenance/cleaning schedules and is contingent upon availability of adequate personnel.
  
- When school is cancelled or dismissed early for weather-related or other reasons, all rentals will be cancelled. The school district also reserves the right to cancel non-school day (including weekend) rental activities when the conditions are deemed unsafe.
  
- Facility use regulations, fees, and other terms for before/after school programs contracted with the district will be detailed in their individual board-approved agreements.
  
- The district reserves the right to reject any or all applications as well as the right to rescind, modify, or amend any or all rules or regulations or to make exceptions.

## FACILITY REQUEST PROCESS:

1. Organizations, individuals, and other entities interested in using district facilities and/or grounds should make such requests through the chief financial/operating officer in the Support Services office online through the Linn-Mar website ([www.Linnmar.k12.ia.us](http://www.Linnmar.k12.ia.us)). A completed An online facilities request form must be submitted a minimum of two weeks in advance of the requested date for all facilities, except for the Linn-Mar Stadium and Aquatic Center. For the Stadium and Aquatic Center, an completed online facilities request form must be submitted a minimum of six months in advance of the requested date.
2. Upon receipt of a request, the Support Services Operations office will determine the availability of the facility/area requested and the proper user group classification based on the fee schedules.
3. Once classification is determined, the chief financial/operating officer will determine the appropriate charges (if any) for the use of district facilities based on classification, activity, personnel fees, equipment, fee schedule, and deposits. When necessary, additional fees may include, but not be limited to, cleaning fees, failure to cancel a reservation, law enforcement supervision, replacement or repair for damage or theft, or other costs. All, or a percentage of, the estimated usage and personnel fees for a group's activity may be required to be paid prior to facility usage.
4. The extent of district staff (building supervisors, custodians, technicians, Nutrition Services, etc.) needed by groups reserving school facilities will be determined by the chief financial/operating officer [or designee].
5. Permission granted for facility usage by the chief financial/operating officer Operations office in the Support Services office shall be made in writing through the signing of a facilities use agreement with the representative making the request electronically.
  - a. It is the responsibility of the representative to read the *Community Use of School Facilities Manual* and be aware of all guidelines for usage, as well as any other specific instructions set forth by district, building, or administrative staff.
  - b. An electronically signed facilities use agreement, including proof of insurance (required for Class D and Class E groups) must be submitted to the chief financial/operating officer in the Support Services Operations office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 per occurrence/\$2,000,000 aggregate and show coverage dates.
  - c. The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances including Class A activities (Refer to user group classifications). If approval has been given to a group and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the group's representative as soon as possible with reasons for the cancellation or change. District administrators, the designated building supervisor, custodian, or other district staff on duty have the right to terminate any activity at any

time due to violations of board policies and rules; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

6. A 72-hour notice is required to request approval for any changes in the initial request requirements. The district cannot guarantee any requested changes made after this deadline. Changes to initial request requirements may be subject to additional fees.
7. Groups whose requests have previously been approved and wish to cancel must give at least a 72-hour notice. Failure of timely cancellation notification will result in a minimum cancellation fee or the costs incurred to the district in anticipation of the group's use, whichever is greater.
8. On the dates of the event, access to the district facilities will be granted through a designated staff member or a district-issued key/access card. A \$10.00 deposit is required for a district-issued key/access card.
9. Upon completion of the rental event and if applicable, the district will invoice the group's representative for outstanding charges related to the rental activity.

## **FACILITY USE GUIDELINES:**

1. The group's designated representative must be an adult and must remain onsite during the entire activity.
2. A district employee must be present while the district facilities and/or equipment are being used by an outside entity.
3. The group's representative will be responsible for the following regulations for facility usage by the group:
  - a. The group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.
  - b. The facility must be used only for the purpose that was originally intended and set forth on the facilities request form.
  - c. Persons using the facilities must confine themselves to the rooms or areas assigned for their use and the group representative must provide supervision to prevent trespassing to portions of the facility not authorized for use.
  - d. The group's representative is responsible for communicating to group members and for ensuring group members understand and follow all guidelines.
  - e. The group representative is responsible for reporting any personal injuries received by any group member while using the district facilities. The representative should contact the district's designee (as stated on the facilities request form) within 24 hours to report any injuries. Custodians or other district staff present should also be notified.
  - f. Any damage or theft to the facilities or equipment must be reported following the same guidelines as stated in item "e" above.
  - g. The group representative will make themselves known to the custodian or other district staff present.
  - h. The group representative is responsible for knowing fire and tornado safety procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
4. The group representative should make a preliminary check of the facilities prior to their use. If anything that will be used is already damaged, contact the custodian/supervisor on duty.
5. Permission to use additional educational equipment must be approved through the chief financial/operating officer in conjunction with the building principal, Nutrition Services manager, or other district staff. Charges for use of equipment may apply.
6. All equipment used or moved must be returned to the proper place in original condition.
7. The renter assumes individual financial responsibility on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the facilities were in use by the organization.
8. The renter shall be liable for any and all loss, damage, or injury sustained by any person by reason of negligence of the renter. The renter shall indemnify and hold harmless the district from any and all loss, damage, or injury.

9. Food and beverages are permitted in designated areas only. There should be no other food or beverages brought into the buildings unless previously approved by the chief financial/operating officer.
10. The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copycat drugs), profane language, non-licensed gambling activities, and weapons within facilities and on school grounds is prohibited. Persons failing to abide will be asked to leave school premises.
11. The maximum number of people in any given area is restricted to the seating/room capacity indicated and deemed appropriate by the fire marshal.
12. No pets or other animals are allowed on district grounds. Exceptions include service animals as defined under the American with Disabilities Act (ADA) or other exceptions as authorized by appropriate district personnel.
13. Specific facility/room regulations shall be as follows:
  - a. Auditoriums/Theatres:
    - Groups requesting use of an auditorium/theatre will list in detail their equipment requests and audio/visual technician needs.
    - Only district staff may operate the audio/visual equipment, rigging systems, and other equipment in the auditoriums/theatres.
    - Renters will be charged accordingly for equipment and personnel use.
    - No food or beverages are allowed in the auditoriums/theatres.
  - b. Multi-Purpose Rooms/Gymnasiums:
    - No wearing of shoes that mark up the floors.
    - No hanging on basketball rims.
    - No leaning on volleyball nets.
    - No bouncing balls in hallways or off ceilings.
    - No climbing or playing on bleachers (If bleachers are needed the custodians will move them in and out).
    - No pushing/pulling of tables, chairs, or other equipment across floors.
    - No taping/markings on floors without prior approval.
    - No playing on gymnastic equipment when it is in the gym.
    - No use of scoreboards unless previously approved.
  - c. Kitchens:
    - Use of kitchens will be granted on a limited basis as determined by appropriate district staff.
    - A complete listing of kitchen needs must be detailed on the facilities request form prior to approval.
    - A district ServSafe certified employee is required for all kitchen rentals, with a charge to the renter.
    - Additional costs may also be included as applicable.

- d. Classrooms:
  - Materials/equipment are not to be used or removed from the classrooms.
  - Users are expected to leave the classrooms in the same condition as they found them.
  
- e. Labs:
  - Labs are defined as rooms which contain specialized equipment other than desks, tables, and chairs.
  - Use of lab facilities will be only for purposes appropriate to the lab and use will be granted on a limited basis as determined by appropriate district staff.
  - Additional charges may apply for district-trained staff supervision and/or use of the lab equipment.
  
- f. Stadium/Turf Field:
  - Use of the Stadium will be granted on a limited basis as determined by appropriate district staff.
  - No pets, skateboards, scooters, roller blades/skates, non-authorized vehicles, or any similar conveyance or equipment allowed on Stadium grounds or turf field.
  - No unauthorized paint, marking materials, or like substance allowed on Stadium grounds or turf field.
  - No track/metal spikes, high heels, sharp objects, or other materials or substances that may cause damage allowed on the turf field.
  - No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on the turf field.
  - Only participants, coaches, directors, or credentialed individuals allowed on turf field or track and field areas.
  
- g. Tracks:
  - No cleats, high heels, or unauthorized footwear on track surfaces.
  - No pets, skateboards, scooters, roller blades/skates, bikes, non-authorized vehicles, or any similar conveyance or equipment allowed on tracks.
  - No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on tracks.
  - No sharp objects or materials that will adhere to or damage surfaces (e.g. bobby pins, glitter, jewelry, etc.) allowed on tracks.
  
- h. Parking Lots/Open Space:
  - Groups are expected to clean up all trash, papers, or other litter in the parking lots or open spaces. Failure to provide appropriate cleanup will result in additional charges.
  - Use of tents, temporary structures, or signage where stakes are driven into the ground must be preapproved.
  - The district reserves the right to cancel any event in order to prevent damage to athletic fields or other district property.
  - Water and electricity may not be available from district sources unless special arrangements are made.

i. Aquatic Center:

- Use of Aquatic Center will be granted on a limited basis as determined by appropriate district staff.
- A district lifeguard must be present before entering the water.
- Only swimmers, coaches, officials, and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities from the pool lobby or spectator stadia only.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts or athletic sports bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups.
- No diving in the shallow end of the pool and in other areas with marked, “No Diving”.
- No horseplay in or around the swimming pool.
- No running on the pool deck.
- Proficient swimming ability is required in deep water areas. The use of floatation aide devices (other than those made available by the district) by non-swimmers is prohibited unless authorized by appropriate district personnel.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved by appropriate District personnel.
- Glass containers are prohibited in the Aquatic Center.
- Activities deemed unsafe by the life guard will be prohibited.
- No district pool equipment is to be used unless approved when reservations are made. Charges for equipment use may apply.

14. The Linn-Mar Booster Club reserves the right of all concessions sold at district facilities.

15. The board reserves the right to waive/modify fees for specialized programs or events with approval from the superintendent [or designee].



**USER GROUP CLASSIFICATIONS (In Priority Order):**

- **CLASS A – School district and district-related organizations**
  - Regular classroom activities
  - School-sponsored activities for students (e.g. clubs, athletics, etc.)
  - School-sponsored activities for parents (e.g. plays, open houses, etc.)
  - School-related groups and organizations (e.g. PTOs, Booster Club, LM Foundation, etc.)
  - School/district sponsored staff activities (e.g. trainings, wellness, bargaining groups, etc.)
  - Board approved community activities

**FEE SCHEDULE – CLASS A**

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
<b>High School:</b>		<b>Oak Ridge Middle School:</b>	
Gym (Main)	N/C	Gym (Main)	N/C
Gym (Auxiliary)	N/C	Gym (Auxiliary)	N/C
Cafeteria	N/C	Cafeteria	N/C
Kitchen	N/C	Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C	Commons Area	N/C
Little Theatre (Stage/Seating Only)	N/C	Regular Classroom	N/C
Commons Area	N/C		
Lecture Hall	N/C	<b>Elementary Schools:</b>	
Wrestling Room	N/C	Gym	N/C
Regular Classroom	N/C	Multi-purpose Rooms	N/C
Labs	N/C	Kitchen	N/C
Weight/Cardio Room	N/C	Classrooms	N/C
<b>Excelsior Middle School:</b>		<b>Outdoor Areas:</b>	
Gym (Main)	N/C	Parking Lots	N/C
Gym (Auxiliary)	N/C	Armstrong Field	N/C
Cafeteria	N/C	Tennis Courts	N/C
Kitchen	N/C	Outdoor Tracks	N/C
Commons Area	N/C	Elementary Outdoor Fields	N/C
Regular Classroom	N/C	MS Non-Competition Fields	N/C
		MS Competition Fields	N/C
		HS Baseball/Softball Complex	N/C
<b>Linn-Mar Stadium/Aquatic Center: No charge</b>			
<b><i>*Additional fees may apply (e.g. weekend custodial charges) depending on the reservation request. See Other Fees Schedule on page 16 for details.</i></b>			

- **CLASS B – Public agencies and district co-sponsored activities**

- Official meetings of the City of Marion, the City of Cedar Rapids, the City of Robins, or a community activity sponsored by one of the city boards.
- Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District.
- Request for national, state, and local elections or caucuses.
- Political meetings not boosting specific candidates, state, or national platforms.
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees.

### **FEE SCHEDULE – CLASS B**

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
<b>High School:</b>		<b>Oak Ridge Middle School:</b>	
Gym (Main)	N/C	Gym (Main)	N/C
Gym (Auxiliary)	N/C	Gym (Auxiliary)	N/C
Cafeteria	N/C	Cafeteria	N/C
Kitchen	N/C	Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C	Commons Area	N/C
Little Theatre (Stage/Seating Only)	N/C	Regular Classroom	N/C
Commons Area	N/C		
Lecture Hall	N/C	<b>Elementary Schools:</b>	
Wrestling Room	N/C	Gym	N/C
Regular Classroom	N/C	Multi-purpose Rooms	N/C
Labs	N/C	Kitchen	N/C
Weight/Cardio Room	N/A	Classrooms	N/C
<b>Excelsior Middle School:</b>		<b>Outdoor Areas:</b>	
Gym (Main)	N/C	Parking Lots	N/C
Gym (Auxiliary)	N/C	Armstrong Field	FCFS
Cafeteria	N/C	Tennis Courts	FCFS
Kitchen	N/C	Outdoor Tracks	FCFS
Commons Area	N/C	Elementary Outdoor Fields	FCFS
Regular Classroom	N/C	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A-Call for price
<b>Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.</b>			
<b>*Additional fees may apply (e.g. weekend custodial charges) depending on the reservation request. See Other Fees Schedule on page 16 for details.</b>			

- **CLASS C – Community youth organizations/teams**
  - Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth oriented groups.
  - Practices for youth activities during their regular program season. In order to be considered in this classification, youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request.
  - This category is for individual teams, packs, or groups. It is not for the use of an entire organization.
  - Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees.

### **FEE SCHEDULE - CLASS C**

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
<b>High School:</b>		<b>Oak Ridge Middle School:</b>	
Gym (Main)	N/A	Half Main Gym	\$5/gym time hour
Gym (Auxiliary)	N/A	Auxiliary Gym	\$5/gym time hour
Cafeteria	N/A	Cafeteria (Weekend only)	\$30/hour
Kitchen	N/A	Kitchen (Weekend only)	\$30/hour
Auditorium (Stage/Seating Only)	N/A	Commons Area (Weekend Only)	\$20/hour
Little Theatre (Stage/Seating Only)	N/A	Classroom (Weekend Only)	\$15/hour
Commons Area	N/A		
Lecture Hall	N/A	<b>Elementary Schools:</b>	
Wrestling Room	N/A	Gym	\$5/gym time hour
Regular Classroom	N/A	Multi-purpose Room (Weekend only)	\$30/hour
Labs	N/A	Kitchen (Weekend only)	\$30/hour
Weight/Cardio Room	N/A	Classroom (Weekend Only)	\$15/hour
<b>Excelsior Middle School:</b>		<b>Outdoor Areas:</b>	
Half Main Gym	\$5/hour	Parking Lots	\$20/hour
Auxiliary Gym	\$5/hour	Armstrong Field	FCFS
Cafeteria (Weekend only)	\$30/hour	Tennis Courts	FCFS
Kitchen (Weekend only)	\$30/hour	Outdoor Tracks	FCFS
Commons Area (Weekend Only)	\$20/hour	Elementary Outdoor Fields	FCFS
Classroom (Weekend Only)	\$15/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A Call for price
<b>Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.</b>			
<b>*Additional fees may apply (e.g. weekend custodial charges) depending on the reservation request. See Other Fees Schedule on page 16 for details.</b>			

- **CLASS D – Community non-profit organizations, civic organizations, and educational institutions**
  - A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders but instead uses them to help pursue its organization’s goals. The district reserves the right to ask for a 501c non-profit form if the organization’s non-profit status is in question.
  - This includes, but is not be limited to: community, social, civic, or services organizations for purposes that have educational, recreational, or cultural purposes, local church services, and religious classes and activities.
  - Educational activities of public and private colleges and universities.
  - Educational activities of public and private K-12 institutions.

### **FEE SCHEDULE - CLASS D**

<b>SCHOOL/FACILITY</b>	<b>FEE</b>	<b>SCHOOL/FACILITY</b>	<b>FEE</b>
<b>High School:</b>		<b>Oak Ridge Middle School:</b>	
Gym (Main)	\$100/hour	Gym (Main)	\$75/hour
Gym (Auxiliary)	\$50/hour	Gym (Auxiliary)	\$50/hour
Cafeteria	\$30/hour	Cafeteria	\$30/hour
Kitchen	\$30/hour	Kitchen	\$30/hour
Auditorium (Stage/Seating Only)	\$100/hour	Commons Area	\$20/hour
Little Theatre (Stage/Seating Only)	\$50/hour	Regular Classroom	\$15/hour
Commons Area	\$30/hour		
Lecture Hall	\$50/hour	<b>Elementary Schools:</b>	
Wrestling Room	\$30/hour	Gym	\$30/hour
Regular Classroom	\$15/hour	Multi-purpose Rooms	\$30/hour
Labs	\$30/hour	Kitchen	\$30/hour
Weight/Cardio Room	N/A	Classrooms	\$15/hour
<b>Excelsior Middle School:</b>		<b>Outdoor Areas:</b>	
Gym (Main)	\$75/hour	Parking Lots	\$20/hour
Gym (Auxiliary)	\$30/hour	Armstrong Field	FCFS
Cafeteria	\$30/hour	Tennis Courts	FCFS
Kitchen	\$30/hour	Outdoor Tracks	FCFS
Commons Area	\$20/hour	Elementary Outdoor Fields	FCFS
Regular Classroom	\$15/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
<b>Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.</b>			
<b>*Additional fees may apply depending on the reservation request. See Other Fees Schedule on page 16 for details.</b>			

- **CLASS E – For-profit organizations/activities and other private interest groups**
  - Commercial groups or businesses.
  - Local, state, and national groups hosting special events, workshops, or conferences.
  - Political meetings sponsoring specific candidates, state, or national platforms.
  - Any group, business, or individual located outside of the district.
  - Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold.
  - Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request.
  - Other special events.

**FEE SCHEDULE - CLASS E**

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
<b>High School:</b>		<b>Oak Ridge Middle School:</b>	
Gym (Main)	\$150/hour	Gym (Main)	\$100/hour
Gym (Auxiliary)	\$75/hour	Gym (Auxiliary)	\$75/hour
Cafeteria	\$50/hour	Cafeteria	\$50/hour
Kitchen	\$50/hour	Kitchen	\$50/hour
Auditorium (Stage/Seating Only)	\$150/hour	Commons Area	\$40/hour
Little Theatre (Stage/Seating Only)	\$75/hour	Regular Classroom	\$25/hour
Commons Area	\$50/hour		
Lecture Hall	\$75/hour	<b>Elementary Schools:</b>	
Wrestling Room	\$50/hour	Gym	\$50/hour
Regular Classroom	\$25/hour	Multi-purpose Rooms	\$40/hour
Labs	\$50/hour	Kitchen	\$50/hour
Weight/Cardio Room	N/A	Classrooms	\$25/hour
<b>Excelsior Middle School:</b>		<b>Outdoor Areas:</b>	
Gym (Main)	\$100/hour	Parking Lots	\$30/hour
Gym (Auxiliary)	\$50/hour	Armstrong Field	FCFS
Cafeteria	\$50/hour	Tennis Courts	FCFS
Kitchen	\$50/hour	Outdoor Tracks	FCFS
Commons Area	\$40/hour	Elementary Outdoor Fields	FCFS
Regular Classroom	\$25/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
<b>Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.</b>			
<b><i>*Additional fees may apply depending on the reservation request. See Other Fees Schedule on page 16 for details.</i></b>			

## LINN-MAR STADIUM & AQUATIC CENTER FEE SCHEDULE

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
<b>Linn-Mar Stadium: (2-hour min charge)</b>		<b>Aquatic Center: (2-hour min charge)</b>	
Class A & B Use	N/C	Pool Access	\$200/hour
Class C Use	\$150/hour	Concession Room Access	\$50 100/hour event
Class D Use	\$200/hour	Scoreboard/Timing System	\$50 100/hour event
Class E Use	\$250/hour	Sound System	\$50 100/event
Lights	\$100 75/hour	LM Supervisor	\$50/hour
Scoreboard	\$50 100/hour event	Timing Computer Operator	\$35 40/hour
Press Box	\$50 100/hour event	Lifeguards (Minimum of three)	\$15/hour (each)
Sound System	\$50 100/hour event	Crowd Manager (One for every 250 spectators)	\$35 40/hour (each)
Stadium Seating Cleaning Fee	\$150/event	Stadium Seating Cleaning Fee	\$100/event
LM Supervisor	\$50/hour	Custodian/O&M Staff	Actual costs per union contract
Custodian/O&M Staff	Actual costs per union contract	Other District Personnel	Charges depend on request
Crowd Manager (One for every 250 spectators)	\$35 40/hour (each)	Additional Equipment/Services	Charges depend on request
Gate Manager (One per entrance used)	\$35 40/hour (each)		
Other District Personnel	Charges depend on request		
Police Supervision (If applicable)	Actual costs		
Additional Equipment/Services	Charges depend on request		

## OTHER FEES SCHEDULE

DESCRIPTION	FEE	MINIMUMS
<b>Personnel Fees:</b>		
Custodian/O&M Staff <i>(If not already on duty)</i>	Actual costs per union contract	2 hour minimum
Building/Event Supervisor <i>(If applicable)</i>	\$35 40/hour	2 hour minimum
Kitchen Supervisor	\$35 40/hour	2 hour minimum
Auditorium/Theatre Technician Supervisor	\$35 40/hour	2 hour minimum
Police Supervision <i>(If applicable)</i>	Actual costs	
Other District Personnel	Charges depend on request	2 hour minimum
<b>Auditorium/Theatre Use Fees:</b>		
Use of Lights other than house lights	\$75/event	
Use of sound system other than one microphone	\$75/event	
Use of rigging system	\$75/event	
Use of sound shell	\$200/event	
Chairs, stands, or risers	\$100/event	
Piano <i>(Non-grand)</i>	\$75/event	
<b>Miscellaneous Fees:</b>		
Minimum Cancellation Fee	\$20 25	
Custodial Flat Fee <i>(If custodian is on duty and deemed necessary)</i>	\$25	
Additional Equipment	Charges depend on request	
District Issued Key/Access Card Deposit	\$10	
Building/Equipment Replacement or Repair Fees	Actual costs	



## Administrative Regulations Regarding Community Use of Buildings/Sites/Equipment

**Code 1004.1-R1**

### Types of Activities Prohibited

1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
3. On days when school is dismissed because of emergency conditions and on non-school days with emergency conditions, no rentals or other facility use will take place.

### Responsibilities of the Applicant

Upon approval of request, the applicant will be given a set of rules governing the use of facilities. Knowledge of and adherence to these rules is expected.

1. A certificate of insurance evidencing commercial, general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate must accompany the request.
2. The group's designated representative must remain onsite during the entire activity.
3. The facility must be used only for the purpose that it was originally intended as set forth on the facilities request form.
4. Persons using the facilities must confine themselves to the room(s) or areas assigned for their use and the applicant must provide supervision to prevent trespassing to portions of the facility not authorized for use.
5. The group representative is responsible for communicating to the group members and for ensuring that the group members understand and follow all guidelines.
6. Any personal injuries received by any group member while using district facilities must be reported by contacting the district's designee (stated on application form) within 24 hours. Custodians and/or other district staff present should also be notified. If the activity is on a Saturday or Sunday and there is no answer at the number on the form, the group's representative is to call first thing Monday morning.
7. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
8. The group representative will make themselves known to the custodian and/or other district staff present.
9. The group representative is responsible for knowing fire and tornado procedures and for directing the group in an event of an emergency. Guidelines are posted in every room.
10. The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copycat drugs), profane language, gambling in any form (except licensed bingo and raffles), and weapons within buildings is prohibited.
11. When classrooms or other instructional areas are used the contents of desks, files, storage, and display areas are not to be disturbed.
12. Permission to use additional educational equipment must be approved through the office of the chief financial/operating officer in conjunction with the principal or the manager of Nutrition Services, as appropriate.



13. The use of candles or other fire hazards is strictly prohibited. The use of decorations must be specified on the facilities request form.
14. All activities must be of such a nature as not to create a nuisance or disturb the peace of the general neighborhood.
15. Personnel costs, including but not limited to custodians, Nutrition Services, and technicians may be included when determining total facility costs.
16. Applicants may be required to employ sworn law enforcement personnel to assist with supervision.
17. The requested facility may not be used for private parties, social events, celebrations, or similar private uses.

### Priority Schedule

Use of school facilities for activities other than the regular academic or co/extra-curricular programs of the Linn-Mar Community School District will receive priority scheduling as follows:

#### Class A: School district and district-related organizations

- Regular classroom activities
- School-sponsored activities for students (e.g. clubs, athletics, etc.)
- School-sponsored activities for parents (e.g. plays, open houses, etc.)
- School-related groups and organizations (e.g. PTOs, Booster Club, LM Foundation, etc.)
- School/district sponsored staff activities (e.g. trainings, wellness, bargaining groups, etc.)
- Board approved community activities

#### Class B: Public agencies and district co-sponsored activities

- Official meetings of the City of Marion, the City of Cedar Rapids, the City of Robins, or a community activity sponsored by one of the city boards
- Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District
- Request for national, state, and local elections or caucuses
- Political meetings not boosting specific candidates, state, or national platforms
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees

#### Class C: Community youth organizations/teams

- Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth oriented groups
- Practices for youth activities during their regular program season. In order to be considered in this classification, youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request.
- This category is for individual teams, packs, or groups. It is not for the use of an entire organization
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees

#### Class D: Community non-profit organizations, civic organizations, and educational institutions

- A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders but instead uses them to help pursue its

organization's goals. The district reserves the right to ask for a 501c non-profit form if the organization's non-profit status is in questions.

- This includes, but is not limited to: community, social, civic, or service organizations for purposes that have educational, recreational, or cultural purposes, local church services, and religious classes and activities
- Educational activities of public and private colleges and universities
- Educational activities of public and private K-12 institutions

Class E: For-profit organizations/activities and other private interest groups

- Commercial groups or businesses
- Local, state, and national groups hosting special events, workshops, or conferences
- Political meetings sponsoring specific candidates, state, or national platforms
- Any group, business, or individual located outside of the district
- Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold
- Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request.
- Other special events.

All requests for facilities not covered by this policy will need the approval of the Board of Directors.

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Adopted: 7/94

Reviewed: 8/07

Revised: 1/11; 3/13; 4/14; 6/15; 11/18

DELETED



## Administrative Regulations Regarding Schedule of Rentals

Code 1004.1-R2

### Fee Structure for Facility Use

No Cost Use of Facilities: May be subject to custodial, supervisory, or other personnel expenses. The decision on assessment of usage costs will be determined by the chief financial/operating officer [or designee].

- a) Meetings of all school-sponsored organizations
- b) Linn-Mar School Foundation
- c) Parent-teacher organizations, Booster Club, music groups, or other similar school-related groups
- d) Linn-Mar bargaining groups
- e) Meetings of Boy Scouts, Girl Scouts, Camp Fire Girls, and similar youth-oriented groups
- f) Recreational programs sponsored by the city recreation and playground commissions or YMCA for which the participants pay no fees
- g) City or county-sponsored meetings to which public is invited
- h) National, state, city, and county elections and registration
- i) Political meetings NOT boosting specific candidates, state, or national platforms
- j) Other non-profit groups as deemed appropriate by the chief financial/operating officer [or designee]

### Use of Facilities Subject to Rental Fees:

- a) Recreation programs sponsored by city recreation and playground commissions or the YMCA for which the participants pay fees
- b) Church organizations
- c) Private schools
- d) Club associations and civic organizations
- e) Political meetings sponsoring specific candidates, state, or national platforms
- f) Partisan political meetings
- g) Commercial groups
- h) Special attractions with expressed board approval

Youth athletic teams comprised of Linn-Mar resident students will be charged a reduced rental fee to use Linn-Mar gym space for practices. The chief financial/operating officer [or designee] will calculate the fee based on scheduling and supervision costs incurred by the district to support such teams. The board reserves the right to waive fees for specialized programs with approval from the superintendent [or designee].

### Outdoor Facilities:

Outdoor facilities exist primarily for use by Linn-Mar student teams and, secondarily, for limited use by youth-related groups from the community. Extra costs incurred by the district for the use of outdoor facilities will be assessed to the user. Charged fees cover the expenses for lights, field/court preparation, caretaker, custodial services, and damages.

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Adopted: 4/91

Reviewed: 3/13; 6/15

Revised: 1/11; 4/14



## To Request Use of Facilities

**Code 1004.1-E1**

1. A facilities request form can be found on the Linn-Mar website or obtained from the office of the chief financial/operating officer.
2. A completed facilities request form must be submitted to the office of the chief financial/operating officer at least two weeks in advance of the requested date. Whenever more than one group desires the use of the same facilities, the chief financial/operating officer [or designee] shall arrange an equitable distribution of the facilities requested.
3. School activities have first priority. When requests from non-school groups have been approved as scheduled, such approval will be withdrawn when a school event has been canceled and must be rescheduled or an addition must be made to the schedule. Variations of this procedure will be allowed in cases of extreme emergency.
4. Receipt of application, any required deposit, and certificate of insurance (when required) must be furnished before review of requests and approval can be granted.
5. The district reserves the right to determine the staffing (including audio visual, Nutrition Services, technical, and custodial) necessary to adequately handle each event. Before approving requests, the district will estimate the staff needed and communicate this to the requestor.
6. All uses of school facilities may be subject to rental fees as determined by the Board of Education and published in a separate fee schedule. Payment should be made to: Linn-Mar Community School District, Learning Resources Center, 2999 North 10th Street, Marion, Iowa, 52302.
7. A 72-hour notice is required to request approval for any changes in the initial request requirements. The chief financial/operating officer [or designee] must be notified to allow for proper notification of the staff and to change the records. The district cannot guarantee any requested changes made after this deadline.
8. Groups whose requests have been approved must give at least a 72-hour notice of desire to cancel.
9. Failure to notify the office of the chief financial/operating officer by 2:00 PM of a cancellation regarding the use of a facility scheduled for any time after 5:00 PM of that day will render the requestor liable for payment of the rental fees.
10. The district reserves the right to reject any or all applications and the right to rescind, modify, or amend any or all rules or regulations, or to make exceptions.



## School and Community Relations – Use of School Facilities

### Policy Title: Use of Stadium Code 1004.2

All users of the Linn-Mar Stadium are subject to the general laws of Iowa prohibiting the use or practices of hazing, gambling, nicotine and tobacco products, alcoholic beverages, controlled substances, firearms, and dangerous weapons in any school building or on school property.

#### **Stadium Guidelines:**

- No pets, skateboards, scooters, roller blades/skates, non-authorized vehicles, or any similar conveyance or equipment allowed on stadium grounds.
- No unauthorized paint or marking materials, or like substances, allowed on stadium grounds.
- Only participants, coaches, directors, or credentialed individuals allowed on track and field areas.
- No possession, use, or consumption of alcoholic beverages or other illegal substances on the Linn-Mar campus.
- Linn-Mar is nicotine, tobacco, and drug free.

#### **Track Guidelines:**

- No cleats, high heels, or unauthorized footwear allowed on track surfaces.
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on track surfaces.
- No sharp object or materials that will adhere to or damage surfaces (e.g., bobby pins, glitter, jewelry, etc.) allowed on track surfaces.
- No unauthorized wagons, carts, or vehicles allowed on track surfaces at any time.
- Anything taken on track surfaces must be approved by facility management.

#### **Turf and Field Guidelines:**

- No track/metal spikes of any kind on the turf and fields. Rubber cleats only.
- No markings of any kind shall be made on turf and fields.
- Anything taken on field surfaces must be approved by facility management.
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on turf and fields.
- No high heels, sharp objects, or any other materials or substances that may cause damage to the turf and fields.
- No unauthorized paint or marking materials, or like substances, allowed on turf and fields.
- No unauthorized wagons, carts, or vehicles allowed on turf or fields at any time.
- Bodily fluids (e.g., saliva, blood, vomit, feces, etc.), if released on the turf or fields, must be removed and the surfaces sanitized following facility guidelines.

The district retains the right to terminate any activity at any time if there are violations of board policies and administrative rules; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

**Usage Agreement:**

All stadium, track, or turf and field guidelines shall be adhered to by any and all renters and/or users of the facilities. These will be provided to the renter/user prior to usage of the stadium.

**Community Use of Stadium:**

By contract only through the Support Services office (2999 N 10<sup>th</sup> St, Room 203, Marion, IA 52302 / 319-447-3145).

Refer to the [Community Use of School Facilities Manual](#) found on the district website for additional information.

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Adopted: 4/14  
Reviewed: 6/15

DELETED



**Linn-Mar High School Stadium Use Application**

Linn-Mar Support Services Office  
2999 North 10<sup>th</sup> Street, Room 203  
Marion, Iowa 52302  
Office: 319-447-3145  
Fax: 319-377-9252

JT Anderson – jtanderson@linnmar.k12.ia.us  
Tonya Moe – tmoe@linnmar.k12.ia.us

**Attn:** JT Anderson, Chief Financial/Operating Officer  
Tonya Moe, Linn-Mar Stadium Administrator

**Date of application:** \_\_\_\_\_

**Name and address of organization:** \_\_\_\_\_

Profit     Not-For-Profit     Non-Profit    - Beneficiary of Event Proceeds (check one)

**Address of organization:** \_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City/State/Zip)

**Phone number:** \_\_\_\_\_

**Name of the group/team interested in using the Stadium facility:**  
\_\_\_\_\_

**Name of the supervisor, coach, director** (person responsible for supervision):  
\_\_\_\_\_

**Supervisor's phone number:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Date(s) requested for Stadium use:**  
\_\_\_\_\_

**Requested hours of use:** from: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

**What sections of the Stadium are you interested in using?** (Circle one) Field Turf / Track / Both

**Type of activity at the Stadium:** (Football/soccer/track event/band event/other) Please list below:  
\_\_\_\_\_

**For what purpose will you be using the Stadium facility?**  
(Game/practice/tournament/combo/camp/other) Please list below:

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**Estimated attendance:** \_\_\_\_\_

**Are you charging admission? Yes / No**

**Amount charged for admission: \$**\_\_\_\_\_ **Entry fee for participants: \$**\_\_\_\_\_

**Please check the following items that you would like access to during your event:**

\_\_\_\_\_ Scoreboard    \_\_\_\_\_ Locker Rooms    \_\_\_\_\_ Track Equipment (hurdles, long jump pits, etc.)  
\_\_\_\_\_ Sound System    \_\_\_\_\_ Press Box    \_\_\_\_\_ Lights    \_\_\_\_\_ Concessions \*\*

*\*\* The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event (benches, cones, etc.) that you will be providing which must be approved.

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In the event of severe or inclement weather, the Linn-Mar High School stadium is not responsible to put user groups inside the high school unless indoor gym space or locker facilities are part of the signed agreement to use the stadium. There are buildings on the stadium grounds, but they are used for storage and concession purposes only.

It is the responsibility of the person in charge of renting out the stadium for their group to inform the stadium administrator of the magnitude of their event. The stadium administrator and the chief financial/operating officer must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the pricing of the stadium rental.

All information will be processed by the stadium administrator and the chief financial/operating officer. If approved, you will receive a usage agreement, cost agreement, and a stadium protocol sheet. These forms must be reviewed, signed, and sent back to the Support Services office along with a check for the amount stated in the cost agreement and a certificate of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the stadium agreement and protocol forms. If any of the information changes before use of the stadium, the individual signing this form must contact the stadium administrator to discuss whether the changes can be implemented.

**The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.**



The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found and the lights turned off. The undersigned will be responsible for insuring that those persons attending the event will utilize only the rooms/areas as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damages done to the building, the room, or any of its contents by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases Linn-Mar Community School District, its agents, and employees and agrees to indemnify Linn-Mar Community School District and hold Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of, or resulting from, his/her/its negligence during the use of the rooms/areas as indicated above including any expenses and attorney fees which the Linn-Mar Community School District may incur in defending any such claim.

**Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.**

\_\_\_\_\_  
Applicant/Supervisor Signature (An adult over 21)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Stadium Administrator's Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Chief Financial/Operating Officer's Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Processed by Sarah Offerman  
(Initials)

\_\_\_\_\_  
(Date)



Code 1004.2-E2

**Linn-Mar Community School District  
Support Services Office  
2999 North 10<sup>th</sup> Street, Room 203  
Marion, Iowa 52302  
Tel: 319-447-3145 Fax: 319-377-9252**

## **Participant Release Form**

In consideration of the Linn-Mar Community School District allowing the undersigned to use school facilities, I/we release the Linn-Mar Community School District, its representatives, agents, employees, principals, and successors; and assigns from all claims, demands, suits, damages, actions, causes of action, and liabilities whatsoever of every name and nature, both in law and equity; on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said school facilities excepting only claims for losses, damages, or injuries resulting from the sole negligence of the Linn-Mar Community Schools, its agents, servants, or employees; and further, I/we release the Linn-Mar Community School District, its representatives, agents, or employees from any and all duties and responsibilities for the care of our group members while at the school facilities.

Facility: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Group's Liability Insurance Coverage:

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Adopted: 4/14

Reviewed: 6/15



## School and Community Relations – Use of School Facilities

### Policy Title: Use of Aquatic Center Code 1004.8

All users of the Linn-Mar Aquatic Center are subject to the general laws of Iowa prohibiting the use or practices of hazing, gambling, nicotine and tobacco products, alcoholic beverages, controlled substances, firearms, and dangerous weapons in any school building or on district property.

#### **Aquatic Center Guidelines:**

- A district lifeguard must be present before entering the water.
- Only swimmers, coaches, officials, and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities from the pool lobby or spectator stadia only.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts and/or athletic sport bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups.
- No diving in the shallow end of the swimming pool and in other areas marked with "No Diving".
- No horseplay in or around the swimming pool.
- No running on the pool deck.
- Proficient swimming ability is required in deep water areas. The use of flotation aide devices (other than those made available the district) by non-swimmers is prohibited unless authorized by the Aquatic Center manager.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved.
- No glass containers in the Aquatic Center.
- Activities deemed unsafe by the lifeguard will be prohibited.
- No possession, use, or consumption of alcoholic beverages or other illegal substances on the Linn-Mar campus. Linn-Mar is nicotine/tobacco and drug-free.

The district retains the right to terminate any activity at any time if there are violations of board policies and administrative rules; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

#### **Usage Agreement:**

All Aquatic Center guidelines shall be adhered to by any and all renters and/or users. The guidelines will be provided to the renter/user prior to usage of Aquatic Center.

#### **Community Use of the Aquatic Center:**

By contract only through the Support Services office (2999 N 10<sup>th</sup> St, Room 203, Marion, IA 52302 / 319-447-3145).

Refer to the [Community Use of School Facilities Manual](#) found on the district website for additional information.



**Linn-Mar Aquatic Center Use Application**

Linn-Mar Support Services Office  
2999 North 10<sup>th</sup> Street, Room 203  
Marion, Iowa 52302  
Office: (319) 447-3145  
Fax: (319) 377-9252

JT Anderson – jtanderson@linnmar.k12.ia.us  
Bobby Kelley – bkelley@linnmar.k12.ia.us

**Attn:** JT Anderson, Chief Financial/Operating Officer  
Bobby Kelley, Aquatic Center Manager

**Date of Application:** \_\_\_\_\_

**Name and Address of Organization:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Profit	Not-For-Profit	Non-Profit	- Beneficiary of Event Proceeds (check one)
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**Address of Organization:** \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

**Phone Number:** \_\_\_\_\_

**Name of the group/team interested in using the Aquatic Center:**  
\_\_\_\_\_  
\_\_\_\_\_

**Name of the Supervisor, Coach, Director** (Person responsible for supervision):  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Phone Number:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Date(s) requested for Aquatic Center use:**  
\_\_\_\_\_

**Requested hours of use:** from: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

**Are you interested in using the Daktronics timing system?** (Circle one) Yes / No

**Type of swimming activity at the Aquatic Center:** (Swim Meet/Diving Meet/Other) Please list below:

**Estimated Attendance:** \_\_\_\_\_

**Are you charging admission?** Yes / No

**Amount charged for admission:** \$ \_\_\_\_\_ **Entry fee for participants:** \$ \_\_\_\_\_

**Estimate of all revenues collected with event rental:** \$ \_\_\_\_\_

**Please check the following item(s) that you would like access to during your event:**

- \_\_\_\_\_ Deep end 25 yard competition setup
- \_\_\_\_\_ Shallow end 25 yard competition setup
- \_\_\_\_\_ Deep end use for competitive diving events
- \_\_\_\_\_ Use of Daktronics timing computer for swim meets and/or diving meets
- \_\_\_\_\_ Use of concessions stand *\*\*The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event (outside equipment, chairs, catering, etc.) that you will be providing which must be approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of severe or inclement weather in the form of a heavy snowfall, the Linn-Mar Community School District is not responsible for assuring that the parking lots are plowed and accessible. The district will be prudent in clearing the lots but in the case of a heavy snow, events may need to be cancelled.

It is the responsibility of the person in charge of renting the Aquatic Center for their group to inform the Aquatic Center manager of the magnitude of their event. The Aquatic Center manager and the chief financial/operating officer must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the rental pricing.

All information will be processed by the Aquatic Center manager and the chief financial/operating officer. If approved, you will receive a usage agreement, cost agreement, and an Aquatic Center protocol sheet. These forms must be reviewed, signed, and sent back to the Support Services office along with a check for the amount stated in the cost agreement and a certificate of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the Aquatic Center agreement and Aquatic Center protocol forms. If any of the information changes before use of the Aquatic Center, the individual signing the form must contact the Aquatic Center manager to discuss whether these changes can be implemented.

***The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.***

The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found. The undersigned will be responsible for ensuring that those persons attending the event will utilize only the rooms as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damage done to the building, rooms, or any of their contents by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases the Linn-Mar Community School District, its agents, and employees, agrees to indemnify the Linn-Mar Community School District, and hold the Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of or resulting from his/her/its negligence during the use of the facilities as indicated above, including any expenses and attorney fees which Linn-Mar Community School District may incur in defending any such claim.

***Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.***

\_\_\_\_\_  
Applicant/Supervisor Signature (adult over 21)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquatic Center Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial/Operating Officer Signature

\_\_\_\_\_  
Date

Processed by Sarah Offerman

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Date)



Inspire Learning.  
Unlock Potential.  
Empower Achievement.

**School Board Work Session Minutes  
May 20, 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: Isenberg, Mehaffey, Nelson, Wall, and Weaver. Absent: AbouAssaly and Lausen. *AbouAssaly arrived at 5:15 PM.*

**200: Adoption of the Agenda *Motion 178-05-20***

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

**300: Work Session**

**301: Aquatic Center Update – Exhibit 301.1**

Bobby Kelley, Manager of the Aquatic Center, reported the facility is used to support student curriculum during school hours including Aquatic Experiences/SwimAmerica lessons, Physical Education classes, Aqua Fit classes, and Adaptive PE classes. Programming offered outside school hours is self-funded and employs more than 70 people to teach and coach the programs. Kelley shared that the district's mission statement drives all aquatic programming.

**302: Teacher Leadership Update – Exhibit 302.1**

Erin Watts, Teacher Leadership Coordinator, shared there are currently 10,000 teachers throughout Iowa serving in Teacher Leadership roles, with Linn-Mar having 23 full-time coaches and 120+ stipend leaders. Several teacher leaders shared examples of their work from the 2018-19 school year and reported there have been 12,063 coaching interactions recorded this year, with 697 full coaching cycles completed. Next steps for the program include: co-hosting Camp Leadership in August, new model teacher competencies for 2019-20, continued trainings, and the transition of administration of the Teacher Leadership Program to the Teaching & Learning Department.

**303: School Safety Plan – Exhibit 303.1**

Executive Director of Student Services Leisa Breitfelder shared a summary of the nation's school safety incidents since 1970, with the highest number of incidents recorded in 2018. Statistics reflect that high schools are targeted most often, with shooters being students between the ages of 13-19. Breitfelder also shared data on depression and suicide collected from the *Iowa Youth Survey*. Information was also shared on the district's prevention strategies, including but not limited to PBIS, Olweus, ALICE trainings, threat assessment teams, and more.

**400: Adjournment *Motion 179-05-20***

**MOTION** by AbouAssaly to adjourn the work session at 6:30 PM, second by Wall. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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JT Anderson, Board Secretary/Treasurer

School Board Regular Meeting Minutes  
May 20, 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 7:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Mehaffey, Nelson, Wall, and Weaver. Absent: Lausen.

**200: Adoption of the Agenda *Motion 180-05-20***

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

**300: Public Hearing**

**301: Specs for Street/Sewer Package** – Refer to Exhibit 601.1

A public hearing will be held regarding the specifications for the street and sewer package associated with the 35<sup>th</sup> Avenue intermediate building project. No comments were received.

**400: Audience Communications**

Jim Green, Linn-Mar resident and former board member, shared information on the issues that could arise from the State's change in school board election dates.

**500: Informational Reports**

**501: Marion City Council** (May 9<sup>th</sup>)

Rezoning for single and multi-family housing was approved for the area north of 29<sup>th</sup> Avenue and either side of Winchester Drive and a zoning ordinance and resolution were approved for the land on 35<sup>th</sup> Avenue which is a site for one of the district's new 5<sup>th</sup>/6<sup>th</sup> grade intermediate buildings.

**502: Finance/Audit Committee** (May 16<sup>th</sup>)

The committee reviewed the April financial reports, bills, bid results for the Echo Hill Road intermediate building project, and proposed student fees for 2019-20.

**503: Cabinet Update** – Exhibit 503.1

Superintendent Bisgard shared information on the district newsletter that was mailed to residents and the end-of-year celebrations occurring around the district.

**600: Unfinished Business**

**601: Specifications for Street/Sewer Package** – Exhibit 601.1 ***Motion 181-05-20***

**MOTION** by AbouAssaly to approve the specifications for the street and sewer package associated with the 35<sup>th</sup> Avenue intermediate building project, second by Wall. Voice vote, all ayes. Motion carried.



602: Award Bid – Exhibit 602.1 **Motion 182-05-20**

**MOTION** by AbouAssaly to approve Knutson Construction as the lowest responsive bidder for the construction of the new intermediate building located on Echo Hill Road for a bid of \$28,159,000.00, second by Isenberg. Voice vote, all ayes. Motion carried.

603: Award Bid – Exhibit 603.1 **Motion 183-05-20**

**MOTION** by AbouAssaly to approve Larson Construction as the lowest responsive bidder for the construction of the new intermediate building located on 35<sup>th</sup> Avenue for a bid of \$28,449,000.00, second by Weaver. Voice vote, all ayes. Motion carried.

**700: New Business**

701: 2019-20 Student Fee Schedule – Exhibit 701.1 **Motion 184-05-20**

**MOTION** by Weaver to approve the 2019-20 student fee schedule as presented, second by AbouAssaly. Voice vote, all ayes. Motion carried.

702: Special Education Service Delivery Plan – Exhibit 702.1 **Motion 185-05-20**

**MOTION** by AbouAssaly to approve the Special Education service delivery plan as presented, second by Mehaffey. Voice vote, all ayes. Motion carried.

703: Concussion Return-To-Play Protocol Resolution – Exhibit 703.1 **Motion 186-05-20**

**MOTION** by AbouAssaly to approve the concussion return-to-play protocol resolution as presented, second by Weaver. Voice vote, all ayes. Motion carried.

704: LMSEAA FY20 Agreement **Motion 187-05-20**

**MOTION** by Weaver to approve the Linn-Mar Secretarial and Educational Assistant Association agreement for fiscal year 2020 at an increase of 2.5%, second by Mehaffey. Voice vote, all ayes. Motion carried.

705: Transportation FY20 Agreement **Motion 188-05-20**

**MOTION** by Wall to approve the Transportation Department agreement for bus drivers, helpers, and riders for fiscal year 2020 at an increase of 2.43%, second by Mehaffey. Voice vote, all ayes. Motion carried.

706: Administrators, Managers, and Exempt Staff FY20 Salaries **Motion 189-05-20**

**MOTION** by Weaver to approve the administrators, managers, and exempt staff salaries for fiscal year 2020 at an increase of 2.51%, second by Wall. Voice vote, all ayes. Motion carried.

707: Open Enrollment Requests **Motion 190-05-20**

**MOTION** by Wall to approve the list of open enrollment requests as presented, second by Weaver. Voice vote, all ayes. Motion carried.

***Approved IN***

Name	Grade	Resident District	Reason
Hervey, Josephine	K	Cedar Rapids CSD	On time

***Approved OUT***

Name	Grade	Requested District	Reason
Bentley, Desiree	10 <sup>th</sup>	Clayton Ridge	Good cause
Bentley, Tearra	8 <sup>th</sup>	Clayton Ridge	Good cause

**800: Consent Agenda Motion 191-05-20**

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

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

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Jarr, Rachel	NE: Student Support Services Teacher	8/16/19	BA, Step 9
Kremer, Leah	WF: 2 <sup>nd</sup> Gr Teacher	8/16/19	BA, Step 1
Noll, Hannah	OR: Student Support Services Teacher	8/16/19	BA, Step 3
Parker, Abbie	HS: 9 <sup>th</sup> /10 <sup>th</sup> Gr Student Dean	8/1/19	\$70,000/year
Schrader, Amy	From HS to Success Center Student Support Services Teacher	8/20/19	Same
Steenblock, Maria	WF: 3 <sup>rd</sup> Gr Teacher	8/16/19	MA+45, Step 27
Towns, Kathryn	District: ELL Teacher	8/20/19	BA+24, Step 15

***Certified Staff: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Owen, Nancy	Four Oaks/ATLAS Teacher	6/7/19	Other Employment

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

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Brown, Jennifer	NS: HS General Help	5/1/19	Step 1
Fabor, Jena	O&M: Secretary	5/13/19	LMSEAA IV, Step 10
Grant, Anna-Lisa	WE: From Student Support Associate to Health Assistant	8/20/19	Same
Green, Tyler	O&M: Seasonal Help	5/14/19	\$9.50/hour
Hennings, Carson	O&M: Seasonal Help	5/20/19	\$9.50/hour
Krogh, Karen	OR: Health Assistant	8/20/19	LMSEAA II, Step 10
Ortiz, Jonathan	EX: Custodian	5/28/19	SEIU C, Step 1

***Classified Staff: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Brown, Jennifer	NS: HS General Help	5/15/19	Personal
Ernie, Veronica	EH: Student Support Associate	6/5/19	Personal
Kruse, Kara	EH: Student Support Associate	6/5/19	Personal
Long, Brenda	HS: Custodial Supervisor	6/28/19	<b>Retirement</b>
Oberman, Katherine	EH: Student Support Associate	6/5/19	Personal
Reimer, Joann	WE: Health Assistant	6/5/19	Relocation

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

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Kester, Brad	HS: From Head 9 <sup>th</sup> Gr to Asst 10 <sup>th</sup> Gr Boys' Basketball Coach	5/6/19	\$3,213
Schuring, Drake	HS: Head 9 <sup>th</sup> Gr Boys' Basketball Coach	5/13/19	\$4,285
Tompkins, Chad	HS: From Head 10 <sup>th</sup> Gr Girls' to Boys' Basketball Coach	5/7/19	Same

***Co/Extra-Curricular: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Gass, Larry	HS: Assistant 10 <sup>th</sup> Gr Boys' Basketball Coach	5/6/19	Personal
Sunseri, Ken	OR: Head Boys'/Girls' Cross Country Coach	5/6/19	Other Employment

**802: Approval of May 6<sup>th</sup> Minutes – Exhibit 802.1**

**803: Approval of Bills – Exhibit 803.1**

**804: Approval of Contracts – Exhibits 804.1-9**

1. Iowa BIG agreement with Cedar Rapids CSD, College CSD, and Alburnett CSD for 2019-20
2. Workplace Learning Connection agreement with Kirkwood Community College for 2019-20
3. SubCentral System (SEMS) agreement with Grant Wood Area Education Agency for 2019-20
4. Athletic trainer agreement with Rock Valley Physical Therapy
5. Strength and conditioning coordinator agreement with Performance Health & Fitness LLC
6. Student teaching memorandum of understanding with Luther College for 2019-20
7. Independent contractor agreement with Michele Safavi
8. Independent contractor agreement with Valerie Earnest
9. Advertising contract with Varsity Group
10. Interagency agreements for special education with Cedar rapids CSD (2) and Marion Independent (5). *For student confidentiality, exhibits not provided.*

**805: Fundraisers – Exhibits 805.1-3**

1. JV Poms to sell Hy-Vee coupon books to help with choreographer fees
2. JV Poms to host a carwash at Hy-Vee to help with choreographer fees/jazz costumes
3. JV Poms t-shirt sales to help with competition fees

**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: carpet extractors (3), floor scrubber (1), various mirrors.

**807: Informational Reports – Exhibit 807.1-2**

1. School finance and cash balance reports as of April 30, 2018
2. School finance and cash balance reports as of April 30, 2019

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

**901: Board Communications & Calendar**

Date	Time	Event	Location
May 21	Noon	100-Hr Volunteer Celebration	Hills Bank & Trust in Marion
May 22	Noon	Policy Committee Meeting	Superintendent's Conference Room
May 22	4:00 PM	School Improvement Advisory Committee (SIAC)	LRC Boardroom
May 23	1:15 PM	Transportation Dept Retiree Celebration	O&M Building
May 23	3:00 PM	Oak Ridge Retiree Celebration	Oak Ridge Cafeteria
May 23	4:00 PM	Echo Hill Retiree Celebration	Echo Hill Media Center
May 23	4:00 PM	Compass End of Year Celebration	Thomas Park Community Room
May 23	5:30 PM	Marion City Council ( <i>Wall</i> )	City Hall
May 26	1:00 PM	High School Graduation	US Cellular Center
May 28	3:15 PM	Wilkins Retiree Celebration	Wilkins Media Center
May 29	3:30 PM	Excelsior Retiree Celebration	Excelsior Media Center
May 29	5:30 PM	Iowa BIG Senior Celebration Night	Czech/Slovak Museum
May 30	1:00 PM	Success Center Graduation	Success Center
May 30	3:45 PM	Bowman Woods Retiree Celebration	Bowman Woods Media Center
Date	Time	Event	Location
June 5	5:00 PM	Iowa BIG Advisory Board	NewBo BIG Location
June 6	7:30 AM	Finance/Audit Committee	LRC Room 203
June 6	5:30 PM	Marion City Council ( <i>Isenberg</i> )	City Hall
June 10	1:00 PM	Board Special Session	LRC Boardroom
June 10	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
June 11	All Day	LIONS Open Golf Outing	Hunters Ridge Golf Course

June 20	5:30 PM	Marion City Council ( <i>Nelson</i> )	City Hall
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
July 15	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
July 18	5:30 PM	Marion City Council ( <i>Mehaffey</i> )	City Hall

**902: Committees/Advisories**

<b>Committees/Advisories</b>	<b>Board Representatives</b>
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 192-05-20***

**MOTION** by AbouAssaly to adjourn the regular meeting at 7:46 PM, second by Mehaffey. 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: 05/16/2019 - 06/06/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
<b>Fund: AQUATIC CENTER</b>		
ANANDHAN JAYAPRAKASH	MISC REVENUE	\$15.00
ANDERSON FRANK	MISC REVENUE	\$15.00
ATKINSON JOHN	MISC REVENUE	\$11.25
BADDAM SRAVANTHI	MISC REVENUE	\$30.00
BEIERSCHMITT KELLY	MISC REVENUE	\$7.50
BHAT NIVEDITA	MISC REVENUE	\$7.50
BICHUGATTI SOWMYA	MISC REVENUE	\$90.00
BMO MASTERCARD	GENERAL SUPPLIES	\$452.77
BRAY MELISSA	MISC REVENUE	\$7.50
BURDICK KATIA	MISC REVENUE	\$7.50
CASSIDY TRACY	MISC REVENUE	\$180.00
COLLINS JENNA	MISC REVENUE	\$22.50
CRANE KAREN	MISC REVENUE	\$22.50
DEITCH STEPHANIE	MISC REVENUE	\$7.50
DEMEULENAERE AMY	MISC REVENUE	\$22.50
DESOTEL HEATHER	MISC REVENUE	\$45.00
DOVKER KASSONIA	MISC REVENUE	\$120.00
ERBES MIKE	MISC REVENUE	\$52.50
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$13,044.71
FASSLER MEGAN	MISC REVENUE	\$22.50
FORCK ANDREA	MISC REVENUE	\$7.50
GANAPATHY PUGAZHVANAN	MISC REVENUE	\$26.25
GARMS MATTHEW	MISC REVENUE	\$7.50
GLEW ERICA	MISC REVENUE	\$75.00
GOERTZEN DAVID	MISC REVENUE	\$7.50
GWIN ERIN	MISC REVENUE	\$30.00
HAGEMEIER WEI	MISC REVENUE	\$15.00
HALE RORY	MISC REVENUE	\$78.75
HALLSTED YIM LING	MISC REVENUE	\$22.50
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$241.27
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,031.65
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$241.27
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,031.65
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$722.13
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES	\$1,593.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$623.35
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$935.51
JACOBOWITZ BRIAN	MISC REVENUE	\$11.25
JAMES LINDSEY	MISC REVENUE	\$22.50
KEUSEMAN KRISTOPHER	MISC REVENUE	\$22.50
KLEIN JILL	MISC REVENUE	\$75.00
KRIGBAUM AMY	MISC REVENUE	\$7.50
LECHTENBERG DEBRA	MISC REVENUE	\$7.50
LENNOX AMY	MISC REVENUE	\$15.00

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 05/16/2019 - 06/06/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$11.28
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$19.99
MANCHANDA RITESH	MISC REVENUE	\$142.50
MASON CITY SWIM CLUB	GENERAL SUPPLIES	\$599.50
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$15.06
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$1,018.11
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$38.96
MEYERS TIFFANI	MISC REVENUE	\$11.25
MILLER ADAM	MISC REVENUE	\$15.00
MUELLER BRANDI	MISC REVENUE	\$11.25
MURUGESAN GOKULAKRISHNAN	MISC REVENUE	\$15.00
NAGARAJAN SUBU	MISC REVENUE	\$7.50
OBERBROECKLING AMANDA	MISC REVENUE	\$15.00
PARIKH NIKI	MISC REVENUE	\$90.00
RASMUSSEN JENNIFER	MISC REVENUE	\$7.50
RATHORE PRAGYA	MISC REVENUE	\$15.00
SHANMUGANATHAN KARTHIK RAJA	MISC REVENUE	\$7.50
SHARMA NIYATI	MISC REVENUE	\$15.00
SILVER DAWN	MISC REVENUE	\$7.50
SPLASH MULTISPORT	GENERAL SUPPLIES	\$1,583.00
STRONG JUSTIN	MISC REVENUE	\$7.50
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3.00
TATKE DEEPALI	MISC REVENUE	\$15.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$305.72
UNIVERSITY OF IA	GENERAL SUPPLIES	\$78.00
USA SWIMMING/IOWA SWIMMING, INC	GENERAL SUPPLIES	\$38.00
WEIS SARAH	MISC REVENUE	\$7.50
WILKEN SHELLEY	MISC REVENUE	\$7.50
WILLIAMS MELISSA	MISC REVENUE	\$15.00
ZEIMET SHELLY	MISC REVENUE	\$96.00
<b>Fund Total:</b>		<b>\$25,253.93</b>
<b>Fund: CAPITAL PROJ FR BON</b>		
BOOMERANG CORP	CONSTRUCTION SERV	\$96,902.85
HALL & HALL ENGINEERS INC	ARCHITECT	\$3,425.10
IRONSIDE RICK	OTHER PROFESSIONAL	\$2,000.00
TERRACON CONSULTANTS INC	ARCHITECT	\$3,188.00
<b>Fund Total:</b>		<b>\$105,515.95</b>
<b>Fund: DEBT SERVICE</b>		
BANKERS TRUST COMPANY	INTEREST	\$19,430.00
BANKERS TRUST COMPANY	OTHER PROFESSIONAL	\$300.00
BANKERS TRUST COMPANY	PRINCIPAL REDEMPTION	\$790,000.00
FARMERS STATE BANK	INTEREST	\$77,463.75
FARMERS STATE BANK	PRINCIPAL REDEMPTION	\$1,060,000.00
<b>Fund Total:</b>		<b>\$1,947,193.75</b>

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 05/16/2019 - 06/06/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
<b>Fund: GENERAL</b>		
ACUTRANS	INSTRUCTIONAL SUPPLIES	\$203.85
ADVENTURELAND	MISC REVENUE	\$6,025.00
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$979.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$697.90
AL- SHAMERY FALIHA	OFFICIAL/JUDGE	\$70.00
AL-YASSIRI LATIF	OFFICIAL/JUDGE	\$70.00
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$37.40
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$10.81
ALLEGRA	GENERAL SUPPLIES	\$2,096.14
ALLIANT ENERGY	ELECTRICITY	\$69,539.85
AMBER'S CUPCAKES	INSTRUCTIONAL SUPPLIES	\$80.00
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$1,225.86
ANIXTER, INC.	MAINTENANCE SUPPLIES	\$40.58
AP EXAMS.	INSTRUCTIONAL SUPPLIES	\$57,428.00
ARNOLD BRIANNE	TRAVEL	\$52.26
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$130.51
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$180.58
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$106.57
ASIFLEX	OTHER PROFESSIONAL	\$780.00
AUTO-JET MUFFLER	TRANSP. PARTS	\$723.09
BELIN-BLANK CENTER	INSTRUCTIONAL SUPPLIES	\$300.00
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$1,167.97
BIO-RAD LABORATORIES, INC	INSTRUCTIONAL SUPPLIES	\$426.00
BISGARD SHANNON	TRAVEL	\$161.85
BMO MASTERCARD	ADVERTISING	\$55.00
BMO MASTERCARD	COMP/TECH HARDWARE	\$1,015.73
BMO MASTERCARD	DUES AND FEES	\$184.23
BMO MASTERCARD	EQUIPMENT >\$1999	\$185.00
BMO MASTERCARD	GARBAGE COLLECTION	\$10.00
BMO MASTERCARD	GASOLINE	\$200.17
BMO MASTERCARD	GENERAL SUPPLIES	\$14,986.17
BMO MASTERCARD	HEAT/PLUMBING SUPPLY	\$456.27
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$28,859.99
BMO MASTERCARD	LIBRARY BOOKS	(\$129.00)
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$17.41
BMO MASTERCARD	OTHER PROFESSIONAL	\$809.99
BMO MASTERCARD	Parking Fees	\$3.38
BMO MASTERCARD	PROF SERV: EDUCATION	\$1,481.62
BMO MASTERCARD	REF & RSRCH MATERIAL	\$1,228.33
BMO MASTERCARD	REPAIR PARTS	\$1,965.35
BMO MASTERCARD	STAFF WORKSH/CONF	\$1,873.97
BMO MASTERCARD	TEXTBOOKS	\$107.96
BMO MASTERCARD	TRAVEL	\$8,539.78
BOUSLOG WENDY	INSTRUCTIONAL SUPPLIES	\$369.30

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Vendor Name	Description	Check Total
BRINEY LARRY	GROUNDS UPKEEP	\$400.00
BRODART SUPPLY	LIBRARY BOOKS	\$375.14
BROWN ROGER	TRAVEL	\$73.40
BRUCEMORE	INSTRUCTIONAL SUPPLIES	\$172.00
BURGESS GAYLA	TRAVEL	\$17.55
C.J. COOPER & ASSOCIATES	PHYSICALS	\$300.00
C4 OPERATIONS BACKGROUND CHECK SERVICES	OTHER PROFESSIONAL	\$1,422.00
CALCARA MARILYN	TRAVEL	\$27.57
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$14,666.58
CEDAR RAPIDS BOWLING CENTER	INSTRUCTIONAL SUPPLIES	\$522.75
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$407.22
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$553.80
CENTURYLINK	TELEPHONE	\$743.39
CENTURYLINK	TELEPHONE	\$2,112.91
CHIROPRACTIC OF IOWA	PHYSICALS	\$180.00
CITY OF ROBINS	WATER/SEWER	\$884.70
COLLECTION	EE LIAB-GARNISHMENTS	\$5,876.93
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
COMMUSA	INSTRUCTIONAL SUPPLIES	\$869.32
COOKSLEY DAWN	TRAVEL	\$22.07
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$266.00
CRESCENT ELECTRIC	ELECTRICAL SUPPLY	\$1,637.86
CROWBAR'S	TRANSP. PARTS	\$71.77
CULLIGAN	GENERAL SUPPLIES	\$597.40
DAFIT-NESS LLC	PROFESSIONAL-OTHER	\$400.00
DAUTREMONT STACIA	TRAVEL	\$92.43
DEMCO	INSTRUCTIONAL SUPPLIES	\$270.96
DEMOULIN BROS & COMPANY	INSTRUCTIONAL SUPPLIES	\$325.00
DENNIS COMPANY	REPAIR PARTS	\$762.73
DEVRIES TAMARA	TRAVEL	\$75.15
DRYSPACE INC	REPAIR/MAINT SERVICE	\$2,099.13
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL	\$1,611.09
EMSLRC	INSTRUCTIONAL SUPPLIES	\$112.00
FAMILY VIDEO	FACILITY RENTAL	\$3,662.04
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$377.06
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,362,021.00
FASSELIUS CASEY	TRAVEL	\$8.74
FEDEX	GENERAL SUPPLIES	\$10.17
FEIEREISEN INC	GENERAL SUPPLIES	\$1,425.00
FINDAWAY WORLD, LLC	INSTRUCTIONAL SUPPLIES	\$99.95
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$130.60
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$2,605.06
GASWAY CO, J P	GENERAL SUPPLIES	\$9,271.05
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$55.25
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$1,497.94



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Vendor Name	Description	Check Total
GRANT WOOD AEA	GENERAL SUPPLIES	\$7.30
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$996.54
GRANT WOOD AEA	PROF SERV: EDUCATION	\$4,585.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$704.00
HALVERSON GINGER	TRAVEL	\$189.42
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$360.00
HAPPY JOE'S PIZZA	INSTRUCTIONAL SUPPLIES	\$756.96
HARMS JON	TRAVEL	\$23.32
HAYES ELIZABETH	TRAVEL	\$132.91
HERFF JONES	GENERAL SUPPLIES	\$49.86
HICKS KRISTI	TRAVEL	\$28.78
HOAGLAND RYAN	INSTRUCTIONAL SUPPLIES	\$500.00
HOAGLAND RYAN	PROF SERV: EDUCATION	\$2,000.00
HOUGHTON MIFFLIN HARCOURT	CONSUMABLE WORKBOOKS	\$646.00
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$346.94
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$165.08
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,976.36
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$68,412.17
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$292,521.36
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$68,412.17
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$292,521.36
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$392,797.13
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$122.95
INVOLTA	OTHER TECH SER	\$345.00
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$145,902.79
IOWA DEPT OF REVENUE - ADMIN WAGE LEVY	EE LIAB-GARNISHMENTS	\$133.90
IOWA DIVISION OF CRIMINAL INVEST	GENERAL SUPPLIES	\$950.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$1,811.94
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$308,575.16
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$463,108.02
IOWA SHARES	EE LIAB-CHARITY	\$28.00
JERACH TOOL SUPPLY	SHOP TOOLS/EQUIPMENT	\$44.98
JOHNSTONE SUPPLY	REPAIR PARTS	\$93.21
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$4,081.62
JVA MOBILITY	INSTRUCTIONAL SUPPLIES	\$165.00
KOENEN KARLA	TRAVEL	\$65.01
KONA ICE OF CEDAR RAPIDS, LLC	INSTRUCTIONAL SUPPLIES	\$170.00
KOPESKY JACK	GENERAL SUPPLIES	\$152.50
KRETSCHMAR KELLY	TRAVEL	\$25.74
LAMPE PATRICK	TRAVEL	\$99.06
LANE TODD	TRAVEL	\$64.12
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$246.61
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$213.92
LEHMKUHL LORA	INSTRUCTIONAL SUPPLIES	\$66.17
LETTER PERFECT	GENERAL SUPPLIES	\$358.10

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Vendor Name	Description	Check Total
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$34.50
LINN CO-OP OIL	GASOLINE	\$17,742.09
LINN COUNTY REC	ELECTRICITY	\$22,715.31
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$133.52
LISBON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$6,987.27
LJ'S CATERING	GENERAL SUPPLIES	\$700.95
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$582.86
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5,111.97
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$12,457.20
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$120.00)
MARION COLUMBUS CLUB	INSTRUCTIONAL SUPPLIES	\$350.00
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$355.49
MARION JANITORIAL SUPPLY CO	INSTRUCTIONAL SUPPLIES	\$66.86
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$344.31
MARION WATER DEPT	WATER/SEWER	\$6,259.96
MCGRAW-HILL SCHOOL EDUCATION	INSTRUCTIONAL SUPPLIES	\$8,812.41
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$857.94
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$1,172.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$36,300.67
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$475,750.97
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$2,774.50
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$26,100.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$16,278.89
MID AMERICAN ENERGY	NATURAL GAS	\$2,256.50
MID-PRAIRIE COMMUNITY SCHOOL DISTRICT	DUES AND FEES	\$100.00
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$14,267.48
MIDWAY OUTDOOR EQUIPMENT INC	REPAIR/MAINT SERVICE	\$121.33
MORAN, SHIRLEY	INSTRUCTIONAL SUPPLIES	\$184.58
MORUD GREGORY	INSTRUCTIONAL SUPPLIES	\$375.00
MULLER CATHERINE	TRAVEL	\$31.32
MUSSMAN BARBARA	INSTRUCTIONAL SUPPLIES	\$215.70
NATHAN KATHY	INSTRUCTIONAL SUPPLIES	\$264.30
NETOP TECH INC	COMPUTER SOFTWARE	\$21,597.25
NEUMAN POOLS	CLEANING PRODUCTS	\$1,431.57
NSPRA	OTHER PROFESSIONAL	\$285.00
OBERBROECKLING TINA	TRAVEL	\$92.04
OFFICE EXPRESS	GENERAL SUPPLIES	\$63.66
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$794.62
ORCHESTRA IOWA	Professional Educational Services	\$210.00
ORKIN PEST CONTROL	Pest Control	\$270.00
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$382.50
P & K MIDWEST	REPAIR PARTS	\$290.85
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$234.00
PFEIFFER JULIE	INSTRUCTIONAL SUPPLIES	\$33.07
PFEIL NAOMI	INSTRUCTIONAL SUPPLIES	\$405.00

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Vendor Name	Description	Check Total
PHEAA	EE LIAB-GARNISHMENTS	\$619.43
PIZZA HUT OF AMERICA,INC.& AFFIL	INSTRUCTIONAL SUPPLIES	\$56.13
POELLET LUKE	GENERAL SUPPLIES	\$675.00
Polk County Sheriff	EE LIAB-GARNISHMENTS	\$592.03
POOL TECH, A WGHK INC, COMPANY	MAINTENANCE SUPPLIES	\$90.00
PRO VIDEO	OTHER PROFESSIONAL	\$2,055.00
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$2,021.23
QUALITY CLEANING EQUIPMENT	SHOP TOOLS/EQUIPMENT	\$69.18
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$849.89
QUINN STORAGE	FACILITY RENTAL	\$160.00
RAMOS VINCENT M	TRAVEL	\$39.98
READ BOB	TRAVEL	\$107.64
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$246.34
RECOVER HEALTH	PROF SERV: EDUCATION	\$4,128.34
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$50.72
RIVERSIDE COMMUNITY CARE, INC.	INSTRUCTIONAL SUPPLIES	\$450.00
RYAN KEVIN	TRAVEL	\$18.64
SADLER POWER TRAIN	TRANSP. PARTS	\$946.58
SAFAVI MICHELE	INSTRUCTIONAL SUPPLIES	\$425.00
SCANTRON	INSTRUCTIONAL SUPPLIES	\$288.85
SCHOLASTIC BOOK CLUBS	INSTRUCTIONAL SUPPLIES	\$553.00
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$195.98
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$152.34
SERVICEMASTER FIVE SEASONS JANITORIAL	OTHER PROFESSIONAL	\$854.92
SHANLEY STEVE	INSTRUCTIONAL SUPPLIES	\$1,150.00
SPACE WALK OF CEDAR RAPIDS- DUBUQUE	INSTRUCTIONAL SUPPLIES	\$951.00
SPOELSTRA AMY	TRAVEL	\$14.82
SPRAY-LAND USA	SHOP TOOLS/EQUIPMENT	\$10.50
STAMP CAROL	TRAVEL	\$106.47
STATE HYGIENIC LABORATORY	CLEANING PRODUCTS	\$13.00
STERICYCLE INC	GENERAL SUPPLIES	\$498.21
STONE SHARON	INSTRUCTIONAL SUPPLIES	\$300.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,452.85
SYNOVIA SOLUTIONS, LLC	GENERAL SUPPLIES	\$35.00
TEACHING STRATEGIES INC	INSTRUCTIONAL SUPPLIES	\$223.94
THE SHREDDER	OTHER PROFESSIONAL	\$610.00
THINK SAFE INC	GENERAL SUPPLIES	\$343.95
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$92.95
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$198,846.14
TRIER KELLY	TRAVEL	\$158.81
U.S. CELLULAR CENTER	GENERAL SUPPLIES	\$9,773.93
U.S. POSTAL SERVICE (POSTAGE BY PHONE)	POSTAGE/UPS	\$5,000.00
UNITED REFRIGERATION	REPAIR PARTS	\$139.21
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$799.00
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$899.37

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Vendor Name	Description	Check Total
US Department of Education AWG	EE LIAB-GARNISHMENTS	\$676.44
VAN METER CO	ELECTRICAL SUPPLY	\$1,247.31
VAN PRAAG ALEX	INSTRUCTIONAL SUPPLIES	\$201.30
VANESSA TERRELL	INSTRUCTIONAL SUPPLIES	\$300.00
VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES	\$1,559.43
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$67,414.58
WALMART	GENERAL SUPPLIES	\$54.77
WALMART	INSTRUCTIONAL SUPPLIES	\$960.35
WATTS ERIN	TRAVEL	\$179.40
WESSELINK JULIE	Professional Educational Services	\$2,607.00
WILLIAMS SYDNEY	GENERAL SUPPLIES	\$215.00
WINDSTAR LINES	RENTALS EQUIPMENT	\$725.00
WINDSTREAM	TELEPHONE	\$765.26

**Fund Total: \$6,680,479.69**

**Fund: LOCAL OPT SALES TAX**

BMO MASTERCARD	COMP/TECH HARDWARE	\$1,479.90
C.R. GLASS CO	CONSTRUCTION SERV	\$3,556.00
CONVERGE ONE	COMP/TECH HARDWARE	\$325,680.27
RIVERSIDE TECHNOLOGIES, INC	COMP/TECH HARDWARE	\$24,550.24
SHIVE-HATTERY INC.	ARCHITECT	\$2,250.00
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$1,268.55

**Fund Total: \$358,784.96**

**Fund: NUTRITION SERVICES**

BALSTER JANET	UNEARNED REVENUE	\$6.50
BENNETT BILL	UNEARNED REVENUE	\$202.00
BMO MASTERCARD	DUES AND FEES	\$105.00
BMO MASTERCARD	GENERAL SUPPLIES	\$102.42
BUCKLEY KELLY	UNEARNED REVENUE	\$16.25
BUSCH BOB	UNEARNED REVENUE	\$36.45
COLLECTION	EE LIAB-GARNISHMENTS	\$364.00
CURRIE THOMAS	UNEARNED REVENUE	\$84.25
DENNIS WENDY	UNEARNED REVENUE	\$90.85
DIGMANN DANIEL	UNEARNED REVENUE	\$49.05
DUGGAN AMY	UNEARNED REVENUE	\$48.83
EARTHGRAINS	PURCHASE FOOD	\$3,215.04
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$977.20
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$105,540.91
FISH STACY	TRAVEL	\$111.15
GREENE CHRISTINE	UNEARNED REVENUE	\$49.22
GROSCLAUDE JEFF	UNEARNED REVENUE	\$72.15
HARMS BARB	UNEARNED REVENUE	\$88.10
HARRIS NANCY	UNEARNED REVENUE	\$69.42
HESS ANDREA	GENERAL SUPPLIES	\$45.00
HUMITECH OF IOWA INC	GENERAL SUPPLIES	\$40.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$2,086.87

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Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$8,922.98
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$2,086.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$8,922.98
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$8,466.42
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$9,264.35
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$13,903.96
JACKSON KATINA	UNEARNED REVENUE	\$15.95
JOURDAN-MCSPERRIN KERRY	UNEARNED REVENUE	\$30.50
KELLY CHRISTINE	UNEARNED REVENUE	\$102.30
KIDD ANGELA	UNEARNED REVENUE	\$45.50
KIMBALL MIKE	UNEARNED REVENUE	\$218.10
KINCH KARL	UNEARNED REVENUE	\$43.90
KUBECKA STEPHANIE	UNEARNED REVENUE	\$42.10
KVETENSKY JAMES	UNEARNED REVENUE	\$101.40
LOESEL MELANIE	UNEARNED REVENUE	\$3.45
LUEHRING AMY	UNEARNED REVENUE	\$98.90
LUTH TABITHA	GENERAL SUPPLIES	\$45.00
LY KIMBERLY	UNEARNED REVENUE	\$65.20
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$147.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$184.25
MANN CHERYL	UNEARNED REVENUE	\$62.05
MCCAULEY STEPHANIE	UNEARNED REVENUE	\$16.35
MERRITT ANGELA	UNEARNED REVENUE	\$62.80
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$435.72
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$14,717.92
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$1,124.87
MILLER KATE	UNEARNED REVENUE	\$49.85
O'SHEA KRISTI	UNEARNED REVENUE	\$109.15
OLLINGER AUDREY	UNEARNED REVENUE	\$17.75
Owen, Nancy	UNEARNED REVENUE	\$132.65
PAI VINAY	UNEARNED REVENUE	\$75.65
QUINN SANDYLEE	UNEARNED REVENUE	\$50.00
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$2,560.00
RAUCH BETH	UNEARNED REVENUE	\$46.70
REED BARBARA	UNEARNED REVENUE	\$25.00
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$5.33
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$3,936.75
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$101,189.20
ROGERS JEFFREY	UNEARNED REVENUE	\$47.30
SCHAEFFER CYNTHIA	UNEARNED REVENUE	\$55.85
SERBOUSEK KARINA	UNEARNED REVENUE	\$54.25
SLOAN TARA	UNEARNED REVENUE	\$64.15
SONNEN DANIEL	UNEARNED REVENUE	\$96.70
SPENCER CATHERINE	UNEARNED REVENUE	\$160.65
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$69.50

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Vendor Name	Description	Check Total
SZEWIC JULIE	UNEARNED REVENUE	\$105.95
THARWANI MANTA	UNEARNED REVENUE	\$140.55
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$4,472.09
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$183.66
VANDEWALKER GAIL	UNEARNED REVENUE	\$157.00
VOGEL JANICE	UNEARNED REVENUE	\$4.65
VON LEHMEN KELLY	UNEARNED REVENUE	\$64.20
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$620.00
WINDERS ELIZABETH	UNEARNED REVENUE	\$25.00
<b>Fund Total:</b>		<b>\$297,051.51</b>
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
COMMUNICATIONS ENGINEERING CO	BLDG. CONST SUPPLIES	\$11,073.85
CUMMINS CENTRAL POWER LLC	CONSTRUCTION SERV	\$587.82
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
GARLING CONSTRUCTION	CONSTRUCTION SERV	\$12,777.50
HANDLEY DIRT WORK PLUS LLC	CONSTRUCTION SERV	\$2,285.00
INNOVATIVE MODULAR SOLUTIONS, INC.	OTHER PURCH PROP SER	\$3,354.00
MASTERLIBRARY.COM, LLC	COMPUTER SOFTWARE	\$1,180.00
PAT McGRATH DODGE COUNTRY	VEHICLES	\$27,706.00
SHIVE-HATTERY INC.	ARCHITECT	\$2,785.25
SYS-KOOL	BLDG. CONST SUPPLIES	\$715.00
TY-CO PAINTING INC	CONSTRUCTION SERV	\$5,375.00
VALUE INSPIRED PRODUCTS/SERVICES	BLDG. CONST SUPPLIES	\$942.53
VALUE INSPIRED PRODUCTS/SERVICES	GENERAL SUPPLIES	\$475.00
VAN METER CO	BLDG. CONST SUPPLIES	\$3,660.68
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$25,150.00
<b>Fund Total:</b>		<b>\$102,592.63</b>
<b>Fund: PUB ED &amp; REC LEVY</b>		
BEACON ATHLETICS	GROUNDS UPKEEP	\$410.64
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
MIRACLE RECEPTION EQUIPMENT	GROUNDS UPKEEP	\$197.53
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$81.21
<b>Fund Total:</b>		<b>\$3,642.20</b>

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Vendor Name	Description	Check Total
<b>Fund: STUDENT ACTIVITY</b>		
ADAM ROY	OFFICIAL/JUDGE	\$50.00
ADAMS KRISTI	INSTRUCTIONAL SUPPLIES	\$106.30
ADOLPHSON JACK	OFFICIAL/JUDGE	\$50.00
ADRENALINE FUNDRAISING	INSTRUCTIONAL SUPPLIES	\$3,263.00
ALBERTSON JIM	OFFICIAL/JUDGE	\$60.00
AMBRIZ CRYSTAL	OFFICIAL/JUDGE	\$137.60
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$389.64
BADEN SPORTS INC	INSTRUCTIONAL SUPPLIES	\$1,360.80
BMO MASTERCARD	DUES AND FEES	\$572.40
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$19,441.25
BMO MASTERCARD	TRAVEL	\$10,808.62
BOEHM ROMAN	OFFICIAL/JUDGE	\$280.00
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$3,269.00
BUTLER STEVE	OFFICIAL/JUDGE	\$108.40
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$689.59
CHUNG WOON	OFFICIAL/JUDGE	\$100.00
COHEN BRIAN	OFFICIAL/JUDGE	\$110.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$400.00
COOK JEFF	OFFICIAL/JUDGE	\$60.00
COPE PLASTICS INC	INSTRUCTIONAL SUPPLIES	\$258.34
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,312.50
CRONIN FORRESTER	OFFICIAL/JUDGE	\$243.40
CRONIN TIMOTHY	OFFICIAL/JUDGE	\$243.40
DANELLE MURESAN FOSTER	OFFICIAL/JUDGE	\$120.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$450.00
DEMUTH TRACY	OFFICIAL/JUDGE	\$70.00
DUNBAR KELLY	OFFICIAL/JUDGE	\$102.20
DUNN JENNIFER	OFFICIAL/JUDGE	\$115.00
ECIVOA	INSTRUCTIONAL SUPPLIES	\$45.00
EDUCATIONAL THEATRE ASSOCIATION	DUES AND FEES	\$1,020.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$5,077.84
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$16.50
GRIFFITHS FRED	OFFICIAL/JUDGE	\$99.20
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$124.99
HEIDELBAUER CHRISTOPHER	OFFICIAL/JUDGE	\$90.00
HOME GROWN PETS INC	INSTRUCTIONAL SUPPLIES	\$146.49
HOUSE OF TROPHIES	INSTRUCTIONAL SUPPLIES	\$212.85
HOYT BOB	OFFICIAL/JUDGE	\$50.00
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$266.00
INTENSITY	INSTRUCTIONAL SUPPLIES	\$1,250.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$87.18
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$372.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$87.18
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$372.75

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 05/16/2019 - 06/06/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$357.61
IOWA FBLA-9388	DUES AND FEES	\$3,263.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	DUES AND FEES	\$3,654.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$113.56
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$170.42
JANDIK DEAN	OFFICIAL/JUDGE	\$100.00
JOE SAMPLE	OFFICIAL/JUDGE	\$115.00
KEANE STEVEN	OFFICIAL/JUDGE	\$120.00
KERR MARTIN	INSTRUCTIONAL SUPPLIES	\$13.87
KING DOUG	OFFICIAL/JUDGE	\$90.00
KUHLERS KYLE	OFFICIAL/JUDGE	\$129.20
LAMPE DANA	INSTRUCTIONAL SUPPLIES	\$77.66
LEVEL 10	INSTRUCTIONAL SUPPLIES	\$827.00
LIBERTY HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$150.00
MARQUART EUGENE	OFFICIAL/JUDGE	\$118.40
MATLOCK DEREK	OFFICIAL/JUDGE	\$123.40
McGLOTHLIN, DAWN	INSTRUCTIONAL SUPPLIES	\$95.00
MCVEIGH SEAN	OFFICIAL/JUDGE	\$130.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$1,312.02
MIELL BRET	OFFICIAL/JUDGE	\$120.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$4,194.00
MOUNT MERCY COLLEGE	INSTRUCTIONAL SUPPLIES	\$300.00
NAGLE SIGNS INC.	INSTRUCTIONAL SUPPLIES	\$1,841.36
NATIONAL CHEERLEADERS ASSOCIATION	INSTRUCTIONAL SUPPLIES	\$9,825.00
NORMAN JASON	OFFICIAL/JUDGE	\$138.40
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$43.96
PARKER JAKE	OFFICIAL/JUDGE	\$123.40
PORT'O'JONNY	INSTRUCTIONAL SUPPLIES	\$185.00
RESTORE-ALL	INSTRUCTIONAL SUPPLIES	\$350.00
RIPLEY RICHARD	OFFICIAL/JUDGE	\$105.00
ROGERS GINA	OFFICIAL/JUDGE	\$65.00
ROOSEVELT MIDDLE SCHOOL	INSTRUCTIONAL SUPPLIES	\$160.00
SCHLEGEL MATTHEW	OFFICIAL/JUDGE	\$60.00
SCHLEGEL SCOTT	OFFICIAL/JUDGE	\$120.00
SMITH TIMOTHY C	OFFICIAL/JUDGE	\$100.00
SPIELMAN'S EVENT SERVICES	INSTRUCTIONAL SUPPLIES	\$6,093.20
ST. JOHN, JOHN	OFFICIAL/JUDGE	\$118.40
STALLION NICK	OFFICIAL/JUDGE	\$105.00
TEE KRISTA	OFFICIAL/JUDGE	\$115.00
THE SIGN SHOP	INSTRUCTIONAL SUPPLIES	\$498.75
TOULA STUDIO,LLC	INSTRUCTIONAL SUPPLIES	\$625.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$131.79
TRIBBLE ALAN	OFFICIAL/JUDGE	\$115.00
TURNER TYLER	OFFICIAL/JUDGE	\$115.00
TUURI DANIEL	OFFICIAL/JUDGE	\$60.00



## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 05/16/2019 - 06/06/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
UNIVERSITY OF IA DANCE MARATHON	INSTRUCTIONAL SUPPLIES	\$3,750.00
VARIAN BOB	OFFICIAL/JUDGE	\$129.20
VOSATKA MICHAEL	OFFICIAL/JUDGE	\$115.00
WALMART	INSTRUCTIONAL SUPPLIES	\$88.61
WATERLOO COMMUNITY SCHOOL DIST	DUES AND FEES	\$225.00
WEST HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$150.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$188.00
WILDWOOD LODGE	INSTRUCTIONAL SUPPLIES	\$9,835.84
WOOD ERIC	OFFICIAL/JUDGE	\$130.00
<b>Fund Total:</b>		<b>\$104,770.22</b>
<b>Fund: STUDENT STORE</b>		
BMO MASTERCARD	GENERAL SUPPLIES	\$76.96
<b>Fund Total:</b>		<b>\$76.96</b>
<b>Grand Total:</b>		<b>\$9,625,361.80</b>

End of Report

## Personnel Walk-In Exhibit for the June 10, 2019 School Board Meeting

*The approval of the regular meeting agenda will be amended to include the following walk-in exhibit:*

### Personnel Walk-In Exhibit:

*Certified Staff – Extended Leave of Absence:*

Name	Assignment	Dept Action	Reason
Ward, Kelly	IC: School Counselor	2019-20 School Year	Family Care

**Walk-In Exhibit # 704.14 for the June 10, 2019 School Board Meeting**

***The approval of the regular meeting agenda will be amended to include the following walk-in exhibit:***

Additional contract for the consent agenda with:

Knutson Construction for the construction of the intermediate building on Echo Hill Road for a contract sum of \$28,159,000.00.



# AIA<sup>®</sup> Document A101<sup>™</sup> – 2017

## **Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

**AGREEMENT** made as of the Twenty-first day of May in the year Two Thousand Nineteen  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Linn-Mar Community School District  
2999 North Tenth Street  
Marion, IA 52302

and the Contractor:  
(Name, legal status, address and other information)

Knutson Construction  
2351 Scott Boulevard SE  
Iowa City, IA 52240

for the following Project:  
(Name, location and detailed description)

Linn-Mar Intermediate Schools Echo Hill Building  
Echo Hill Road  
Marion, IA 52302

OPN Project #: 18245000

Single prime contract (civil, general, mechanical, and electrical combined) for a new Intermediate school.

The Architect:  
(Name, legal status, address and other information)

OPN Architects, Inc.  
200 Fifth Avenue SE, Suite 201  
Cedar Rapids, IA 52401

The Owner and Contractor agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101<sup>™</sup>-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201<sup>™</sup>-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

- ] The date of this Agreement.
- ] A date set forth in a notice to proceed issued by the Owner.
- ] Established as follows:  
*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

#### § 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

- ] Not later than ( ) calendar days from the date of commencement of the Work.
- ] By the following date: July 28, 2020

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Twenty-Eight Million One Hundred Fifty-Nine Thousand Dollars and Zero Cents (\$ 28,159,000.00 ), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2 Alternates**

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
Alternate 2 - Deduct	(\$ 15,000.00)
Alternate 3 - Deduct	(\$ 58,000.00)
Alternate 6 - Deduct	(\$ 28,000.00)

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
None		

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price
None	

§ 4.4 Unit prices, if any: (Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
Unit Price 1: Subgrade stabilization with suitable soil	Cubic yard	\$25.00/cubic yard
Unit Price 2: Subgrade stabilization with crushed rock	Cubic yard	\$42.00/cubic yard
Unit Price 3: Replace unsatisfactory subgrade material under footing bearing surfaces	Cubic yard	\$25.00/cubic yard
Unit Price 4: Provide additional length to horizontal geothermal loop	Lineal foot	\$12.00/lineal foot
Unit Price 5: Decrease length of horizontal geothermal loop	Lineal foot	\$7.00/lineal foot

§ 4.5 Liquidated damages, if any: (Insert terms and conditions for liquidated damages, if any.)

The Contractor and the Contractor’s surety, if any, shall be liable for and shall pay the Owner the sum hereinafter stipulated as liquidated damages for each calendar day of delay starting 14 calendar days after the date established for

Substantial Completion in the Contract Documents until the Work is substantially complete: Two Thousand Dollars (\$2,000.00) per calendar day. Such costs are in no way a penalty but represent additional expenses to the Owner caused by the Contractor's delay in completing the Work.

**§ 4.6 Other:**

*(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)*

Not Applicable

**ARTICLE 5 PAYMENTS**

**§ 5.1 Progress Payments**

**§ 5.1.1** Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

**§ 5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

**§ 5.1.3** Provided that an Application for Payment is received by the Architect not later than , two weeks prior to next scheduled Linn-Mar Community School District normal monthly Board meeting, the Owner shall make payment of the amount certified to the Contractor one week after the Board meeting. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty ( 30 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

**§ 5.1.4** Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

**§ 5.1.5** Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

**§ 5.1.6** In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

**§ 5.1.6.1** The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

**§ 5.1.6.2** The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and

Init.

.5 Retainage withheld pursuant to Section 5.1.7.

**§ 5.1.7 Retainage**

**§ 5.1.7.1** For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

5%

**§ 5.1.7.1.1** The following items are not subject to retainage:

*(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)*

Not Applicable

**§ 5.1.7.2** Reduction or limitation of retainage, if any, shall be as follows:

*(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)*

If the Contractor makes a proper request for early release of retainage funds, the Owner will release all retainage funds at the next monthly Board meeting or within Thirty (30) days of receipt of the request, whichever is less, except it may retain from the released retainage the following:

An amount equal to 200% of the value of any Chapter 573 claims currently on file at the time of Request for Release of Retainage is approved. If the Owner withholds an amount from the retainage payment to the Contractor, the Owner will provide a reason the request is being denied to the Contractor within Thirty (30) days of the receipt of the request.

**§ 5.1.7.3** Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

*(Insert any other conditions for release of retainage upon Substantial Completion.)*

On any work remaining on outstanding punch list.

**§ 5.1.8** If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

**§ 5.1.9** Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

**§ 5.2 Final Payment**

**§ 5.2.1** Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

**§ 5.2.2** The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

In accordance with Iowa Code 573.14 Retention of Unpaid Funds: the funds provided for in Section 573.13 shall be retained by the public corporation for a period of Thirty (30) days after the completion and final acceptance of the improvement. If at the end of the thirty-day period claims are on file are provided the public corporation shall continue to retain from the unpaid funds a sum equal to double the total amount of all claims on file. The remaining

Init.



balance of unpaid funds, or if no claims are on file, the entire unpaid funds, shall be released and paid to the Contractor.

### § 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.  
*(Insert rate of interest agreed upon, if any.)*

Payments due and unpaid under the Contract Documents shall bear interest from the date the payment is due and shall bear interest at the rate established by Section 74A.2, Code of Iowa.

## ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.  
*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

Not Applicable

### § 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:  
*(Check the appropriate box.)*

- Arbitration pursuant to Section 15.4 of AIA Document A201–2017
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

*(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)*

None

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

## ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

*(Name, address, email address, and other information)*

J.T. Anderson  
Chief Financial/Operating Officer  
Linn-Mar Community School District  
2999 North Tenth Street  
Marion, IA 52302

§ 8.3 The Contractor's representative:  
(Name, address, email address, and other information)

Brad Johnson  
Vice President and General Manager  
Knutson Construction  
2351 Scott Boulevard SE  
Iowa City, IA 52240

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in Exhibit A where the basis of payment is a Stipulated Sum, Exhibit A, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in the attached Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

See Specification Section 00 22 13, Article 7, Paragraph 1.A – Contractor to provide Performance Bond.

§ 8.7 Other provisions:

Not Applicable

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor  
*(Paragraph deleted)*
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203-2013 incorporated into this Agreement.)*  
No Exhibit E Required
- .5 Drawings

Exhibit B: Index Sheet of Drawings

Number	Title	Date
--------	-------	------

.6 Specifications

Section	Title	Date	Pages
Exhibit C: Table of Contents of Specifications dated April 11, 2019			

.7 Addenda, if any:

Number	Date	Pages
Addendum 1	April 23, 2019	5 pages Addendum Narrative 10 pages Specification Sections 3 pages Drawing Sheets
Addendum 2	April 29, 2019	6 pages Addendum Narrative 4 pages Bid Form 10 pages Specification Sections 16 pages Drawing Sheets 1 page Schedule Sheet
Addendum 3	May 3, 2019	12 pages Addendum Narrative 4 pages Bid Form 44 pages Drawing Sheets

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

*(Check all boxes that apply and include appropriate information identifying the exhibit where required.)*

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this Agreement.)*

The Sustainability Plan:

Title	Date	Pages
-------	------	-------

Supplementary and other Conditions of the Contract:

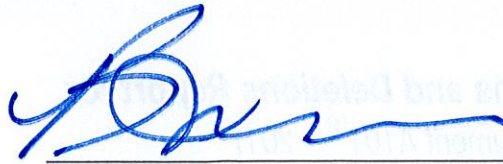
Document	Title	Date	Pages
00 73 00	Supplementary Conditions	April 11, 2019	00 73 00-1 to 00 73 00 - 37

.9 Other documents, if any, listed below:

*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)*

Not Applicable

This Agreement entered into as of the day and year first written above.



OWNER (Signature)

CONTRACTOR (Signature)

Sondra Nelson, Board President  
(Printed name and title)

Brad Johnson, Vice President and General Manager  
(Printed name and title)



Init.

# Additions and Deletions Report for AIA® Document A101™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:05:58 ET on 06/03/2019.

## PAGE 1

**AGREEMENT** made as of the Twenty-first day of May in the year Two Thousand Nineteen

...

Linn-Mar Community School District  
2999 North Tenth Street  
Marion, IA 52302

...

Knutson Construction  
2351 Scott Boulevard SE  
Iowa City, IA 52240

...

*(Name, location and detailed description)*

Linn-Mar Intermediate Schools Echo Hill Building  
Echo Hill Road  
Marion, IA 52302

OPN Project #: 18245000

Single prime contract (civil, general, mechanical, and electrical combined) for a new Intermediate school.

...

OPN Architects, Inc.  
200 Fifth Avenue SE, Suite 201  
Cedar Rapids, IA 52401

## PAGE 2

### 9 ENUMERATION OF CONTRACT DOCUMENTS

#### EXHIBIT A – INSURANCE AND BONDS

...

The date of this Agreement.

...

By the following date: July 28, 2020

PAGE 3

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Twenty-Eight Million One Hundred Fifty-Nine Thousand Dollars and Zero Cents (\$ 28,159,000.00), subject to additions and deductions as provided in the Contract Documents.

...

<u>Alternate 2 - Deduct</u>	<u>(\$ 15,000.00)</u>
<u>Alternate 3 - Deduct</u>	<u>(\$ 58,000.00)</u>
<u>Alternate 6 - Deduct</u>	<u>(\$ 28,000.00)</u>

...

None

...

None

...

<u>Unit Price 1: Subgrade stabilization with suitable soil</u>	<u>Cubic yard</u>	<u>\$25.00/cubic yard</u>
<u>Unit Price 2: Subgrade stabilization with crushed rock</u>	<u>Cubic yard</u>	<u>\$42.00/cubic yard</u>
<u>Unit Price 3: Replace unsatisfactory subgrade material under footing bearing surfaces</u>	<u>Cubic yard</u>	<u>\$25.00/cubic yard</u>
<u>Unit Price 4: Provide additional length to horizontal geothermal loop</u>	<u>Lineal foot</u>	<u>\$12.00/lineal foot</u>
<u>Unit Price 5: Decrease length of horizontal geothermal loop</u>	<u>Lineal foot</u>	<u>\$7.00/lineal foot</u>

...

The Contractor and the Contractor's surety, if any, shall be liable for and shall pay the Owner the sum hereinafter stipulated as liquidated damages for each calendar day of delay starting 14 calendar days after the date established for Substantial Completion in the Contract Documents until the Work is substantially complete: Two Thousand Dollars (\$2,000.00) per calendar day. Such costs are in no way a penalty but represent additional expenses to the Owner caused by the Contractor's delay in completing the Work.

PAGE 4

Not Applicable

...

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than ~~the day of a month~~, two weeks prior to next scheduled Linn-Mar Community School District normal monthly Board meeting, the Owner shall make payment of the amount certified to the Contractor ~~not later than the day of the month~~ one week after the Board meeting. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than ~~(thirty (30) days~~ after the Architect receives the Application for Payment.

PAGE 5

5%

...

Not Applicable

...

If the Contractor makes a proper request for early release of retainage funds, the Owner will release all retainage funds at the next monthly Board meeting or within Thirty (30) days of receipt of the request, whichever is less, except it may retain from the released retainage the following:

An amount equal to 200% of the value of any Chapter 573 claims currently on file at the time of Request for Release of Retainage is approved. If the Owner withholds an amount from the retainage payment to the Contractor, the Owner will provide a reason the request is being denied to the Contractor within Thirty (30) days of the receipt of the request.

...

On any work remaining on outstanding punch list.

...

In accordance with Iowa Code 573.14 Retention of Unpaid Funds: the funds provided for in Section 573.13 shall be retained by the public corporation for a period of Thirty (30) days after the completion and final acceptance of the improvement. If at the end of the thirty-day period claims are on file are provided the public corporation shall continue to retain from the unpaid funds a sum equal to double the total amount of all claims on file. The remaining balance of unpaid funds, or if no claims are on file, the entire unpaid funds, shall be released and paid to the Contractor.

**PAGE 6**

%—Payments due and unpaid under the Contract Documents shall bear interest from the date the payment is due and shall bear interest at the rate established by Section 74A.2, Code of Iowa.

...

Not Applicable

...

Litigation in a court of competent jurisdiction

...

None

**PAGE 7**

J.T. Anderson  
Chief Financial/Operating Officer  
Linn-Mar Community School District  
2999 North Tenth Street  
Marion, IA 52302

...

Brad Johnson  
Vice President and General Manager  
Knutson Construction  
2351 Scott Boulevard SE

Iowa City, IA 52240

...

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in ~~AIA Document A101™ 2017, Standard Form of Agreement Between Owner and Contractor Exhibit A~~ where the basis of payment is a Stipulated Sum, Exhibit A, ~~Insurance and Bonds~~, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in ~~AIA Document A101™ 2017~~ the attached Exhibit A, and elsewhere in the Contract Documents.

...

See Specification Section 00 22 13, Article 7, Paragraph 1.A – Contractor to provide Performance Bond.

...

Not Applicable

...

~~.2 — AIA Document A101™ 2017, Exhibit A, Insurance and Bonds~~

...

No Exhibit E Required

...

Exhibit B: Index Sheet of Drawings

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Exhibit C: Table of Contents of Specifications dated April 11, 2019

...

<u>Addendum 1</u>	<u>April 23, 2019</u>	<u>5 pages Addendum Narrative</u> <u>10 pages Specification Sections</u> <u>3 pages Drawing Sheets</u>
<u>Addendum 2</u>	<u>April 29, 2019</u>	<u>6 pages Addendum Narrative</u> <u>4 pages Bid Form</u> <u>10 pages Specification Sections</u> <u>16 pages Drawing Sheets</u>
<u>Addendum 3</u>	<u>May 3, 2019</u>	<u>1 page Schedule Sheet</u> <u>12 pages Addendum Narrative</u> <u>4 pages Bid Form</u> <u>44 pages Drawing Sheets</u>

...

Supplementary and other Conditions of the Contract:

...

<u>00 73 00</u>	<u>Supplementary</u> <u>Conditions</u>	<u>April 11, 2019</u>	<u>00 73 00-1</u> <u>to 00 73 00</u>
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...

Not Applicable

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Sondra Nelson, Board President

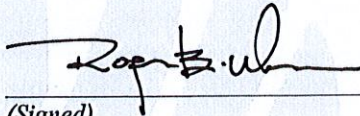
Brad Johnson, Vice President and General Manager



## Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:05:58 ET on 06/03/2019 under Order No. 2319188452 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ – 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



\_\_\_\_\_  
(Signed)

Principal

\_\_\_\_\_  
(Title)

June 3, 2019

\_\_\_\_\_  
(Dated)

## APPENDIX \_\_\_\_\_

## LINN-MAR COMMUNITY SCHOOL DISTRICT

**MINIMUM INSURANCE REQUIREMENTS:****COMMERCIAL GENERAL LIABILITY:**

General Aggregate Limit	\$2,000,000
Products - Completed Operation Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to a Premises Rented to You Limit	\$ 100,000
Medical Payments	\$ 5,000

Commercial General Liability policy shall be written on an occurrence form using ISO form CG 00 01 or equivalent form.

Policy shall include the following endorsements:

1. ISO endorsement CG 20 10 or equivalent endorsement naming the Linn-Mar Community School District, its board members, employees and agents as an additional insured.
2. ISO endorsement CG 20 32 or equivalent endorsement naming Project Engineers, Architects and Surveyors as an additional insured.
3. ISO endorsement CG 20 37 or equivalent endorsement naming the Linn-Mar Community School District, its board members, employees and agents as an additional insured for completed operations. This endorsement shall be maintained for a minimum of two years after completion and acceptance of the project by the Linn-Mar Community School District.
4. ISO Endorsement CG 20 01 or equivalent endorsement indicating additional insured status for the Linn-Mar Community School District, its board members, employees and agents is primary and non-contributory.
5. ISO endorsement CG 25 03 or equivalent endorsement, Designated Construction Project(s) General Aggregate Limit.
6. ISO endorsement CG 24 04 or equivalent endorsement, Waiver of Transfer of Rights of Recovery Against Others to Us, naming the Linn-Mar Community School District.
7. Governmental Immunities Endorsement (see attached specimen).

**BUSINESS AUTOMOBILE LIABILITY:**

Combined single limit of \$1,000,000

**Or**

Bodily Injury (per person)	\$1,000,000
Bodily Injury (per accident)	\$1,000,000
Property Damage	\$1,000,000

Business auto liability shall be written on ISO form CA 00 01 or equivalent form.

1. Policy shall include Symbol 1 (Any Auto). If no owned autos, hired and non-owned auto liability is acceptable.
2. Include ISO endorsement CA 04 44 or equivalent endorsement, Waiver of Transfer of Rights of Recovery Against Others to Us, naming the Linn-Mar Community School District.
3. Include ISO endorsement CA 99 48, Pollution Liability – Broadened Coverage for Covered Autos, or equivalent endorsement if the Contractor has vehicles that transport fuel onto Linn-Mar Community School District property.

**WORKERS COMPENSATION & EMPLOYERS LIABILITY:**

1. Workers Compensation – Statutory – State of Iowa
2. Employers Liability

Bodily Injury Limit Each Accident	\$500,000
Bodily Injury Disease – Policy Limit	\$500,000
Bodily Injury Disease – Limit Each Employee	\$500,000

Workers Compensation shall include the following endorsement: WC 0003 13, Waiver of Our Right to Recover from Others, in favor of the Linn Mar Community School District.

Sole Proprietors, Partners and Members must be included for coverage. Executive Officers may not be excluded from coverage.

**UMBRELLA OR EXCESS LIABILITY:**

Limit Each Occurrence	\$5,000,000
Aggregate Limit	\$5,000,000

Umbrella or Excess liability policy shall provide excess coverage and be at least as broad in coverage as the following required policies and endorsements: Commercial General Liability, Business Auto and Employer's Liability.

LINN-MAR COMMUNITY SCHOOL DISTRICT  
GOVERNMENTAL IMMUNITIES ENDORSEMENT

1. Nonwaiver of Governmental Immunity. The insurance carrier expressly agrees and states that the purchase of this policy and the including of Linn-Mar Community School District as an Additional Insured does not waive any of the defenses of governmental immunity available to the Linn-Mar Community School District under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
2. Claims Coverage. The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. Assertion of Governmental Immunity. The Linn-Mar Community School District shall be responsible for asserting any defense of governmental immunity and may do so at any time and shall do so upon the timely written request of the insurance carrier.
4. Non-Denial of Coverage. The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the Linn-Mar Community School District under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the Linn-Mar Community School District.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

APPENDIX \_\_\_\_\_

**ACKNOWLEDGMENT AND CERTIFICATION**

[Insert name of vendor/supplier/contractor/subcontractor] (ACompany@) is providing services to the LINN-MAR Community School District (ADistrict@), as a vendor, supplier, contractor or subcontractor and/or is operating or managing the operations of a vendor, supplier, or contractor. The services provided by the Company may involve the presence of Company's employees upon the real property of the schools of the District.

The Company acknowledges that the Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor, vendor or supplier of services or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company but has signed it knowingly and voluntarily.

Date: \_\_\_\_\_

\_\_\_\_\_  
[insert name of contractor or subcontractor]  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

# Exhibit B

## VOLUME 1

G901	COVER SHEET
<b>CIVIL DRAWINGS</b>	
C100.	EXISTING TOPOGRAPHICAL SURVEY AND DEMOLITION PLAN
C200.	SITE LAYOUT PLAN
C300.	SITE UTILITY PLAN
C400.	SITE GRADING AND EROSION CONTROL PLAN
C401.	SWPPP PLAN - MASS GRADING
C402.	SWPPP PLAN - SITE CONSTRUCTION
C403.	SWPPP PLAN - SITE STABILIZATION
C404.	DETENTION BASIN SITE GRADING AND EROSION CONTROL PLAN
C500.	SITE PAVING PLAN
C501.	SITE PAVING PLAN
C502.	SITE PAVING PLAN
C600.	SITE FIRE ACCESS ROAD
C700.	SITE CONSTRUCTION NOTES AND DETAILS
<b>LANDSCAPE DRAWINGS</b>	
L101	OVERALL SITE PLAN
L151	SITE PLAN ENLARGEMENTS
L152	SITE PLAN ENLARGEMENTS
L301	SITE DETAILS
<b>STRUCTURAL DRAWINGS</b>	
S001	STRUCTURAL NOTES & GENERAL INFORMATION
S101	LEVEL 1 STRUCTURAL PLAN - AREA A
S102	LEVEL 1 STRUCTURAL PLAN - AREA B
S103	LEVEL 1 STRUCTURAL PLAN - AREA C
S104	LEVEL 2 STRUCTURAL PLAN - AREA A
S105	LEVEL 2 STRUCTURAL PLAN - AREA B
S106	LEVEL 2 STRUCTURAL PLAN - AREA C
S107	LEVEL 3 STRUCTURAL PLAN - AREA A
S108	LEVEL 3 STRUCTURAL PLAN - AREA B
S109	LEVEL 3 STRUCTURAL PLAN - AREA C
S501	STRUCTURAL DETAILS
S502	STRUCTURAL DETAILS
S503	STRUCTURAL DETAILS
S504	STRUCTURAL DETAILS
S505	STRUCTURAL DETAILS
S506	STRUCTURAL DETAILS
S507	STRUCTURAL DETAILS
S800	STRUCTURAL SCHEDULES, ANCHOR ROD AND BASE PLATE DETAILS
S901	COLUMN SCHEDULE
S902	COLUMN SCHEDULE
<b>ARCHITECTURAL DRAWINGS</b>	
G001	LEVEL 1 LIFE SAFETY AND CODE SUMMARY
G002	LEVEL 2 LIFE SAFETY AND CODE SUMMARY
G003	GENERAL DRAWING INFORMATION
G004	EXTERIOR ASSEMBLIES
G005	INTERIOR WALL TYPES
G006	INTERIOR DOOR & WINDOW ELEVATIONS
G007	INTERIOR PRODUCT SPECIFICATIONS
G008	CASEWORK SECTIONS
301	LEVEL 1 OVERALL FLOOR PLAN
302	LEVEL 2 OVERALL FLOOR PLAN
101	EXTERIOR PARTIAL LEVEL 1 FLOOR PLAN
102	EXTERIOR PARTIAL LEVEL 1 FLOOR PLAN
103	EXTERIOR PARTIAL LEVEL 1 FLOOR PLAN
104	EXTERIOR PARTIAL LEVEL 2 FLOOR PLAN
105	EXTERIOR PARTIAL LEVEL 2 FLOOR PLAN
106	EXTERIOR PARTIAL LEVEL 2 FLOOR PLAN
111	ROOF PLAN
121	EXTERIOR ELEVATIONS
122	EXTERIOR ELEVATIONS
123	EXTERIOR ELEVATIONS
131	BUILDING SECTIONS
132	EXTERIOR WALL SECTIONS
133	EXTERIOR WALL SECTIONS
134	EXTERIOR WALL SECTIONS
135	EXTERIOR WALL SECTIONS
141	EXTERIOR SECTION DETAILS
142	EXTERIOR SECTION DETAILS
143	EXTERIOR SECTION DETAILS
151	EXTERIOR PLAN DETAILS
162	EXTERIOR PLAN DETAILS
153	EXTERIOR PLAN DETAILS
162	GLAZING TYPES - ECHO HILL
163	GLAZING TYPES AND EXTERIOR DOOR SCHEDULE - ECHO HILL
171	PRECAST PANEL ELEVATIONS
172	PRECAST PANEL ELEVATIONS
181	EXTERIOR CANOPY
201	LEVEL 1 FLOOR PLAN - AREA A
202	LEVEL 2 FLOOR PLAN - AREA A
203	ENLARGED FLOOR PLAN - GYM COURT LINES
221	LEVEL 1 REFLECTED CEILING PLAN - AREA A
222	LEVEL 2 REFLECTED CEILING PLAN - AREA A
231	LEVEL 1 FINISH FLOOR PLAN - AREA A
232	LEVEL 2 FINISH FLOOR PLAN - AREA A
233	INTERIOR ELEVATIONS - AREA A
234	INTERIOR ELEVATIONS - AREA A
235	INTERIOR ELEVATIONS - AREA A
240	WALL SECTIONS AND SECTION DETAILS - AREA A
241	PLAN DETAILS - AREA A
250	STAIR PLANS, SECTIONS, & DETAILS - AREA A
301	LEVEL 1 FLOOR PLAN - AREA B
302	ENLARGED PLAN - FOODSERVICE
321	LEVEL 1 REFLECTED CEILING PLAN - AREA B
331	LEVEL 1 FINISH FLOOR PLAN - AREA B
332	INTERIOR ELEVATIONS - AREA B
340	WALL SECTIONS AND SECTION DETAILS - AREA B

<b>ARCHITECTURAL DRAWINGS</b>	
A341	WALL SECTIONS AND SECTION DETAILS - AREA B
A342	PLAN DETAILS - AREA B
A401	LEVEL 1 FLOOR PLAN - AREA C
A402	LEVEL 2 FLOOR PLAN - AREA C
A421	LEVEL 1 REFLECTED CEILING PLAN - AREA C
A422	LEVEL 2 REFLECTED CEILING PLAN - AREA C
A431	LEVEL 1 FINISH FLOOR PLAN - AREA C
A432	LEVEL 2 FINISH FLOOR PLAN - AREA C
A433	INTERIOR ELEVATIONS - AREA C
A434	INTERIOR ELEVATIONS - AREA C
A435	INTERIOR ELEVATIONS - AREA C
A440	WALL SECTIONS, SECTION DETAILS, AND PLAN DETAILS - AREA C
A441	ELEVATOR SECTION & DETAILS - AREA C
A450	STAIR PLANS, SECTIONS, & DETAILS - AREA C
A451	STAIR PLANS, SECTIONS, & DETAILS - AREA C
A501	LEVEL 1 FLOOR PLAN - AREA D
A502	LEVEL 2 FLOOR PLAN - AREA D
A521	LEVEL 1 REFLECTED CEILING PLAN - AREA D
A522	LEVEL 2 REFLECTED CEILING PLAN - AREA D
A531	LEVEL 1 FINISH FLOOR PLAN - AREA D
A532	LEVEL 2 FINISH FLOOR PLAN - AREA D
A533	INTERIOR ELEVATIONS - AREA D
A534	INTERIOR ELEVATIONS - AREA D
A540	WALL SECTIONS AND SECTION DETAILS - AREA D
A541	WALL SECTIONS, SECTION DETAILS, AND PLAN DETAILS - AREA D
A542	SECTION DETAILS - AREA D
A543	PLAN DETAILS - AREA D
A550	STAIR PLANS, SECTIONS, & DETAILS - AREA D
A560	ENLARGED CASEWORK PLANS & DETAILS - AREA D
A561	ENLARGED CASEWORK PLANS & DETAILS - AREA D
A601	LEVEL 1 FLOOR PLAN - AREA E
A602	LEVEL 2 FLOOR PLAN - AREA E
A621	LEVEL 1 REFLECTED CEILING PLAN - AREA E
A622	LEVEL 2 REFLECTED CEILING PLAN - AREA E
A631	LEVEL 1 FINISH FLOOR PLAN - AREA E
A632	LEVEL 2 FINISH FLOOR PLAN - AREA E
A633	INTERIOR ELEVATIONS - AREA E
A640	WALL SECTIONS, SECTION DETAILS, AND PLAN DETAILS
A650	STAIR PLANS, SECTIONS, & DETAILS
A701	LEVEL 1 FLOOR PLAN - AREA F
A702	LEVEL 2 FLOOR PLAN - AREA F
A721	LEVEL 1 REFLECTED CEILING PLAN - AREA F
A722	LEVEL 2 REFLECTED CEILING PLAN - AREA F
A731	LEVEL 1 FINISH FLOOR PLAN - AREA F
A732	LEVEL 2 FINISH FLOOR PLAN - AREA F
A801	SIGNAGE SCHEDULE AND DETAILS

<b>HVAC DRAWINGS</b>	
H204	LEVEL 2 HVAC DUCTWORK PLAN - AREA A
H205	LEVEL 2 HVAC DUCTWORK PLAN - AREA B
H206	LEVEL 2 HVAC DUCTWORK PLAN - AREA C
H300	HVAC GROUND HEAT EXCHANGER PLAN
H400	HVAC ENLARGED PLANS
H410	HVAC SECTIONS
H420	HVAC EQUIPMENT PLANS AND ELEVATIONS
H500	HVAC CONTROLS
H501	HVAC CONTROLS
H502	HVAC CONTROLS
H510	HVAC PIPING SCHEMATICS
H520	HVAC DETAILS
H521	HVAC DETAILS
H530	HVAC SCHEDULES
H540	HVAC SCHEDULES, NOTES AND SYMBOLS

<b>ELECTRICAL DRAWINGS</b>	
E101	LEVEL 1 ELECTRICAL LIGHTING PLAN - AREA A
E102	LEVEL 1 ELECTRICAL LIGHTING PLAN - AREA B
E103	LEVEL 1 ELECTRICAL LIGHTING PLAN - AREA C
E104	LEVEL 2 ELECTRICAL LIGHTING PLAN - AREA A
E105	LEVEL 2 ELECTRICAL LIGHTING PLAN - AREA B
E106	LEVEL 2 ELECTRICAL LIGHTING PLAN - AREA C
E201	LEVEL 1 ELECTRICAL POWER PLAN - AREA A
E203	LEVEL 1 ELECTRICAL POWER PLAN - AREA B
E204	LEVEL 1 ELECTRICAL POWER PLAN - AREA C
E205	LEVEL 2 ELECTRICAL POWER PLAN - AREA A
E206	LEVEL 2 ELECTRICAL POWER PLAN - AREA B
E300	ELECTRICAL DEMOLITION SITE PLAN
E301	ELECTRICAL SITE PLAN
E400	ELECTRICAL LEVEL 1 OVERALL PATHWAYS PLAN
E401	ELECTRICAL LEVEL 2 OVERALL PATHWAYS PLAN
E402	ELECTRICAL ENLARGED KITCHEN PLAN
E403	ENLARGED ROOMS AND SECTIONS
E500	ELECTRICAL SCHEMATIC RISER INFORMATION
E510	ELECTRICAL POWER SCHEDULES
E511	ELECTRICAL POWER SCHEDULES
E512	ELECTRICAL POWER SCHEDULES
E513	ELECTRICAL POWER SCHEDULES
E520	ELECTRICAL LIGHTING SCHEDULES AND CONTROLS
E521	ELECTRICAL LIGHTING SCHEDULES AND CONTROLS
E530	ELECTRICAL DETAILS
E531	ELECTRICAL DETAILS
E540	ELECTRICAL NOTES AND SYMBOLS

## FIRE ALARM DRAWINGS

FA101	LEVEL 1 FIRE ALARM PLAN - AREA A
FA102	LEVEL 1 FIRE ALARM PLAN - AREA B
FA103	LEVEL 1 FIRE ALARM PLAN - AREA C
FA104	LEVEL 2 FIRE ALARM PLAN - AREA A
FA105	LEVEL 2 FIRE ALARM PLAN - AREA B
FA106	LEVEL 2 FIRE ALARM PLAN - AREA C
FA500	FIRE ALARM SCHEDULES AND DETAILS

## TELECOMMUNICATIONS DRAWINGS

T101	LEVEL 1 TELECOM PLAN - AREA A
T102	LEVEL 1 TELECOM PLAN - AREA B
T103	LEVEL 1 TELECOM PLAN - AREA C
T104	LEVEL 2 TELECOM PLAN - AREA A
T105	LEVEL 2 TELECOM PLAN - AREA B
T106	LEVEL 2 TELECOM PLAN - AREA C
T400	ENLARGED TELECOM ROOM 1126 PLANS
T401	ENLARGED TELECOM ROOM 1211 PLANS
T402	ENLARGED TELECOM ROOM 2203 PLANS
T403	LEVEL 1 TELECOM OVERALL PLAN
T404	LEVEL 2 TELECOM OVERALL PLAN
T500	TELECOM SCHEMATICS
T501	TELECOM SCHEMATICS
T502	TELECOM SCHEMATICS
T510	TELECOM SCHEDULES AND DETAILS

## TECHNOLOGY AND AUDIO DRAWINGS

TA101	LEVEL 1 AUDIO VISUAL PLAN - AREA A
TA102	LEVEL 1 AUDIO VISUAL PLAN - AREA B
TA103	LEVEL 1 AUDIO VISUAL PLAN - AREA C
TA104	LEVEL 2 AUDIO VISUAL PLAN - AREA A
TA105	LEVEL 2 AUDIO VISUAL PLAN - AREA B
TA106	LEVEL 2 AUDIO VISUAL PLAN - AREA C
TA500	AUDIO VISUAL SCHEMATICS
TA510	AUDIO VISUAL SCHEDULES, NOTES, AND SYMB

## FOOD SERVICE DRAWINGS

FS100	FOODSERVICE EQUIPMENT PLAN & SCHEDULE
FS101	FOODSERVICE SPECIAL CONDITIONS PLAN
FS102	FOODSERVICE ELEVATIONS
FS103	FOODSERVICE DETAILS AND ELEVATIONS
FS200	FOODSERVICE PLUMBING ROUGH IN PLAN
FS300	FOODSERVICE ELECTRICAL ROUGH IN PLAN
FS400	FOODSERVICE MECHANICAL ROUGH IN PLAN

## VOLUME 2

G001	COVER SHEET
<b>FIRE SUPPRESSION DRAWINGS</b>	
FX001	LEVEL 1 FIRE SUPPRESSION ZONING PLAN
FX002	LEVEL 2 FIRE SUPPRESSION ZONING PLAN
FX101	LEVEL 1 FIRE SUPPRESSION PLAN - AREA A
FX102	LEVEL 1 FIRE SUPPRESSION PLAN - AREA B
FX103	LEVEL 1 FIRE SUPPRESSION PLAN - AREA C
FX104	LEVEL 2 FIRE SUPPRESSION PLAN - AREA A
FX105	LEVEL 2 FIRE SUPPRESSION PLAN - AREA B
FX106	LEVEL 2 FIRE SUPPRESSION PLAN - AREA C
FX500	FIRE SUPPRESSION SCHEDULES AND DETAILS
<b>PLUMBING DRAWINGS</b>	
P001	UNDERSLAB PLUMBING PLAN - AREA A
P002	UNDERSLAB PLUMBING PLAN - AREA B
P003	UNDERSLAB PLUMBING PLAN - AREA C
P101	LEVEL 1 PLUMBING PLAN - AREA A
P102	LEVEL 1 PLUMBING PLAN - AREA B
P103	LEVEL 1 PLUMBING PLAN - AREA C
P104	LEVEL 2 PLUMBING PLAN - AREA A
P105	LEVEL 2 PLUMBING PLAN - AREA B
P106	LEVEL 2 PLUMBING PLAN - AREA C
P107	OVERALL ROOF PLUMBING PLAN
P400	ENLARGED PLUMBING PLANS
P401	ENLARGED PLUMBING PLANS
P402	ENLARGED PLUMBING KITCHEN PLANS
P410	PLUMBING SECTIONS
P420	PLUMBING SUPPLY ISOMETRICS
P421	PLUMBING SUPPLY ISOMETRICS
P422	PLUMBING WASTE AND VENT ISOMETRICS
P500	PLUMBING DETAILS
P501	PLUMBING SCHEDULES
<b>HVAC DRAWINGS</b>	
H101	LEVEL 1 HVAC PIPING AND DIFFUSER PLAN - AREA A
H102	LEVEL 1 HVAC PIPING AND DIFFUSER PLAN - AREA B
H103	LEVEL 1 HVAC PIPING AND DIFFUSER PLAN - AREA C
H104	LEVEL 2 HVAC PIPING AND DIFFUSER PLAN - AREA A
H105	LEVEL 2 HVAC PIPING AND DIFFUSER PLAN - AREA B
H106	LEVEL 2 HVAC PIPING AND DIFFUSER PLAN - AREA C
H201	LEVEL 1 HVAC DUCTWORK PLAN - AREA A
H202	LEVEL 1 HVAC DUCTWORK PLAN - AREA B
H203	LEVEL 1 HVAC DUCTWORK PLAN - AREA C



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