



## Board of Directors – Specific Duties of the Board

### Policy Title: School Board Conflict of Interest Code 202.7

School board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefit a board member, or to receive compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note, or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist shall include, but are not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.

3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the employment or activity falls under (3) then the board member must:

- a. Cease the outside employment or activity; or
- b. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmation action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition Funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

It is a conflict of interest for the board to enter into business with an **immediate family member** of a school board **member** during their term of service to the district.

*For purposes of this policy, "immediate family members" includes one's parents, step-parents, siblings, spouse/partner, children, step-children, foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews.*

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

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Adopted: 6/70

Reviewed: 10/11; 4/13

Revised: 8/14; 4/16; 9/16; 10/19; 3/20

Related Policy (Code#): 201.4-5; 202.1; 205.3

Legal Reference (Code of Iowa): 22 CFR § 518.42; §§ 68B; 71.1; 277.27; 279.7A; 301.28

IASB Reference: 203



**Policy Title: Equal Employment Opportunity  
Code 400.1**

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

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

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

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

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

Prior to final offer of employment for any teaching position, the district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

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

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

**Linn-Mar Community School District Equity Coordinators:**

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

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

**Affirmative Action Coordinator**

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

Address: 2999 N 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252

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

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

Iowa Civil Rights Commission  
400 E 14<sup>th</sup> Street  
Des Moines, IA, 50319-1004  
Phone: (515) 281-4121 or (800) 457-4416  
<http://www.state.ia.us/government/crc/index.html>

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

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Adopted: 7/81  
Reviewed: 12/11; 2/14; 9/14; 12/16  
Revised: 1/11; 4/13; 11/18; 3/20  
Related Policy (Code#): 400.1-E; 401.1  
Legal Reference (Code of Iowa): 29 USC §§ 621-634; 42 USC §§ 200e *et seq*; 42 USC §§ 12101 *et seq*; §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95  
IASB Reference: 401.1



## Staff/Personnel – All Employees

### Policy Title: Equal Employment Opportunity Code 400.2

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. It is a goal of the district to have a diverse workforce. Employees will support and comply with the district's established equal employment opportunity and diversity hiring practices. Employees will be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals the Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, as a covered veteran, or any other classification that is protected in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies.

Advertisements and notices for vacancies within the district will contain the following statement: *The Linn-Mar Community School District is an EEO employer dedicated to employing a diverse workforce of highly qualified employees.* This statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and polices including but not limited to complaints of discrimination will be directed to Linn-Mar Equity Coordinators who have been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and Iowa Code §280.3 (2007).

## **Linn-Mar Community School District Equity Coordinators:**

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

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

Address: 2999 N 10<sup>th</sup> Street, Marion, IA 52302

Fax: 319-377-9252

Office Hours: 7:30 AM to 4:30 PM (M-Th) and 7:30 AM to 4:00 PM (Fri)

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and federal employment laws and policies including but not limited to complaints of discrimination may also be directed in writing to the Iowa Civil Rights Commission (400 E. 14<sup>th</sup> Street, Des Moines, IA, 50319 / 800-457-4416), the Director of the Region VII Office of the United States Equal Employment Opportunity Commission (601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO, 64106 / 800-368-1019), or the US Department of Education, Office for Civil Rights (Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100 / 800-421-3481). This inquiry or complaint to the federal office may be done instead of or in addition to an inquiry or complaint at the local level.

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

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Adopted: 11/05

Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 3/20

Revised: 2/10; 9/16; 11/18

Related Policy (Code #): 400.1; 400.1-E

Legal Reference (Code of Iowa): 29 USC §§ 621-634 (2012); 49 USC §§ 12101 et seq (2012);  
§§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95;  
281 IAC 14.1; 2000



**Policy Title: Limitations to Employment References  
Code 400.4**

The Linn-Mar Community School District believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, volunteer, contractor, or agent shall not assist another school employee, volunteer, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, volunteer, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- The matter has been officially closed by the law enforcement agency;
- The individual is acquitted or otherwise exonerated of the alleged misconduct; or
- More than four years has passed since the case was opened, and no charges or indictment have been filed.

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Adopted: 3/20

Reference (Iowa Code): 20 USC §7926; 281 IAC 12.3(14)

IASB Reference: 401.6



**Policy Title: Child Abuse Reporting by Licensed Personnel  
Code 401.15**

All licensed personnel, nurses, teachers, coaches, and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within:

- The previous five years for training certificates issued prior to July 1, 2019; or
- The previous three years for training certificates issued after July 1, 2019.

After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

The superintendent is responsible for drafting administrative regulations to implement this policy.

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Adopted: 7/79

Reviewed 1/11; 12/11; 4/13

Revised: 9/14; 12/16; 3/20

Related Policy (Code#): 401.15-R

Legal Reference (Code of Iowa): §§ 232.67-77; 232A; 235A; 280.17; 441 IAC 9.2; 155; 175

IASB Reference: 402.2, 402.3





## School District – Educational Philosophy

### Policy Title: **Vision, Mission, and Beliefs** of the District Code 101.1

As a school corporation of Iowa, the Linn-Mar Community School District, acting through its board, is dedicated to promoting an equal opportunity for a quality public education to its students commensurate with the school district's ability to furnish financial support to provide for students. In cooperation with parents/guardians, the school district will strive to provide a nurturing learning environment that gives guidance and develops critical thinking in students for a lifetime.

The following vision, mission, and belief statements govern all actions of the district:

#### **Vision:**

**2020**

Spirit. Opportunity. **Future**>>

#### **Mission Statement:**

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

#### **Beliefs:**

1. Effective teaching and meaningful learning are our highest priorities;
2. Individuals are unique and learn at different rates in a variety of ways;
3. Quality instructional programming requires a rigorous curriculum, effective teaching, and ongoing assessment;
4. Our schools and facilities shall provide safe and engaging environments where civility is evident, and individuality is respected;
5. Students, staff, parents/guardians, and community members are partners, and all have responsibility in the educational process;
6. Meeting the learning needs of every student is an essential factor in their achievement; and
7. Staff make an essential difference in the lives of children, communities, and the larger context of the role that students will play as adults in the world.

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Adopted: 6/15/70

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

Revised: 10/11; 3/20

Legal Reference (Code of Iowa): §§ 256.11 (2013)

IASB Reference: 101



Curriculum development and its improvement is of primary importance and as such will be a part of the continuous improvement process put in place in the Linn-Mar Community School District.

The superintendent [or designee] will:

1. Have general coordinating authority over development of curriculum;
2. Ensure that curriculum is research-based and developed prior to selection of instructional materials;
3. Develop a process for curriculum review and development;
4. Include the participation of teachers, administrators, students, parents/guardians, and representatives from higher education, business, and industry in its curriculum development, as appropriate;
5. Keep the school board informed regarding current curriculum efforts and student achievement; and
6. Provide all necessary assistance to the school board in reviewing reports, information, and dates on each curriculum area for evaluation and adoption by the school board.

The superintendent [or designee] will establish a curriculum material review and evaluation process for each area of the curriculum, which will serve as the procedure for district-wide curriculum development. The school board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the school board. Curricular proposals from certified staff may be presented to the superintendent [or designee]. Curriculum maps, including standards and aligned assessments, will be developed and used for the various subject areas or interdisciplinary offerings. The curriculum maps will present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. The curriculum maps reflecting a correlation of standards, Iowa Core curriculum, and Common Core will be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials. The superintendent [or designee] will design procedures for the development and use of the curriculum maps.

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Adopted: 9/99

Reviewed: 4/13; 9/16; 3/20

Revised: 9/10

Related Policy (Code #): 101.1; 602.10-13

Legal Reference (Code of Iowa): 20 USC § 1232h; 34 CFR PT 98; 216.9; 256.7; 279.8; 280.3; 281 IAC 12.5, .8

IASB Reference: 602.1 – Mandatory Policy



**Policy Title: Curriculum Development  
Code 602.10**

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what/how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc., tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensures the identified learnings are rigorous, challenging, and represent the most important learning for the students.
- Increases the probability that students will acquire the desired knowledge, skills, and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination
- Improves classroom instruction

The superintendent [or designee] is responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will, at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends, research, and expert advice regarding the content/discipline
- Study the current status of the content/discipline (what/how well student are currently learning)
- Identify content standards, benchmarks, and grade level expectations for the content/discipline
- Describe the desired learning behavior's teaching and learning environment related to the content/discipline
- Identify differences in the desired and present program and develop a plan for addressing the differences
- Communication with internal and external publics regarding the content area
- Involve staff, parents/guardians and legal custodian, students, and community in curriculum development decisions

- Verify integration of local, state, and/or federal mandates (MCGF, Iowa Core, etc.)
- Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level

The superintendent [or designee] will establish a curriculum material review and evaluation process for each area of the curriculum, which will serve as the procedure for district-wide curriculum development. The school board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the school board. Curricular proposals from certified staff may be presented to the superintendent [or designee]. Curriculum maps, including standards and aligned assessments, will be developed and used for the various subject areas or interdisciplinary offerings. The curriculum maps will present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. The curriculum maps reflecting a correlation of standards, Iowa Core curriculum, and Common Core will be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials. The superintendent [or designee] will design procedures for the development and use of the curriculum maps.

It is the responsibility of the superintendent [or designee] to keep the board apprised of necessary curriculum revisions, progress, or each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

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Adopted: 6/70

Reviewed: 6/11; 10/13; 4/15

Revised: 7/12; 3/20

Related Policy (Code#): 600.1-2; 602.11-13

Legal Reference (Code of Iowa): §§ 216.9; 256.7; 279.8; 280.3; 281 IAC 12.5, .8

IASB Reference: 602.1



**Policy Title: Quality of Instruction  
Code 101.3**

The quality of instruction the students receive is essential to their growth as lifelong learners and productive community members. The success of students in achieving the educational goals and essential learnings of the district is determined in part by the capacity of professional staff to select and deliver the appropriate instructional strategy that aligns with curriculum content, process, application, and learner need.

Professional staff development designed for continuous improvement and the acquisition of research-based methodology is necessary to build a repertoire for effective instruction for all students. Implementation of multiple teaching strategies in classroom instruction is critical to student growth and learning as students progress through the educational program at Linn-Mar.

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Adopted: 7/05  
Reviewed: 9/10; 4/13; 5/14; 9/16; 3/20  
Revised: 10/11  
Related Policy (Code #): 602.27-29-E

Delete - Duplicate Policy



The purpose of assessments is to measure individual student achievement. As students progress through the educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classrooms with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

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Adopted: 7/05  
Reviewed: 10/11; 4/13; 9/16; 3/20  
Revised: 9/10; 5/14  
Related Policy (Code #): 602.15; 605.2; 605.6  
Legal Reference (Code of Iowa): 20 USC § 1232h; §§ 280.3  
IASB reference: 505.4



A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

The purpose of assessments is to measure individual student achievement. As students progress through the educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classrooms with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

No student shall be required as part of any applicable program funded by the United States Department of Education to submit, without prior written consent from the student's parent, guardian, or legal custodian to surveys, analysis, or evaluation which reveals information concerning:

- a. Political affiliations or beliefs of the student or the student's parents, guardians, or legal custodians;
- b. Mental and psychological problems of the student or the student's family;
- c. Sexual behaviors and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom students have close family relationships;
- f. Legally recognized, privileged, and analogous relationships such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's family; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parents, guardians, or legal custodians.

It shall be the responsibility of the superintendent [or designee] in conjunction with the principals to develop administrative regulations regarding this policy.

It shall be the responsibility of the superintendent [or designee] to provide the board annual reports on the testing program.

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Adopted: 6/70

Reviewed: 6/11; 2/15; 4/18

Revised: 9/12; 10/13; 12/16; 3/20

Legal Reference (Code of Iowa): 280.3; 20 USC 1232h





As productive, responsible, lifelong learners it is essential Linn-Mar students be:

**Competent in Core Skills and Knowledge** who are proficient in reading comprehension, computation, mathematical reasoning, and technology skills and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct knowledge as needed.

**Thinkers** who independently access information and resources, who create and critically investigate multiple options, and who make decisions that effectively solve a variety of problems.

**Self-Directed Learners** who are aware of their strengths, needs, interests, and wants; who can set achievable goals, monitor and evaluate their progress, and who are resourceful in responding to change.

**Responsible Citizens** who recognize the relationships between self and others, who accept responsibility for their personal actions, and who actively participate in improving themselves, their families, and local and global communities.

**Effective Communicators** who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.

**Collaborative Workers** who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.

**Practitioners of Healthy Lifestyles** who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday lives.

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Adopted: 6/70

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

Revised: 9/10

Related Policy (Code #): 600.1

Legal Reference (Code of Iowa): §§ 600

IASB Reference: 600 Options I & II



**Policy Title: Long-Range Needs Assessment**

**Code: ~~103.1~~ 102.1**

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

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

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

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

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Adopted: 7/81

Reviewed: 10/11; 5/14; 9/16

Revised: 9/10; 4/13; 3/20

Related Policy (Code #): 100.1; 901.3

Legal Reference (Code of Iowa): §§ 21; 256.7; 280.12 (2013); 281 IAC 12.8(1)(b)

IASB Reference: 103 – Mandatory Policy



Inspire Learning.  
Unlock Potential.  
Empower Achievement.

## School Board Work Session Minutes February 24, 2020

### **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, Morey, Nelson, Wall, and Weaver. Absent: Buchholz and Lausen. Administration Present: Bisgard, Wear, Breitfelder, Ramos, K. Christian, and Anderson.

### **200: Adoption of the Agenda *Motion 130-02-24***

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

### **300: Work Session**

#### **301: Student Support Services Update – Exhibit 301.1**

Leisa Breitfelder, Executive Director of Student Support Services, reported that there are 8 teachers in the Little Lions Preschool program that serve 176 students, there are 45 languages spoken throughout the district, the district currently serves 194 students for ELL, and that the district will serve 66 Level I students at Boulder Peak Intermediate and 44 Level I students at Hazel Point Intermediate in the 2020-21 school year.

#### **302: Strategic Plan Update – Exhibit 302.1**

Superintendent Bisgard, Associate Superintendent Wear, and Karla Christian, Chief Officer of Human Resources, shared an update on the district's Strategic Plan. Updates included information on the 10-year Capital Plan, the Student Success Action Plan, assessment of staffing needs, extension of the Instructional Support Levy, and creation of employee recruiting tools and a well-being portal focused on employee wellness resources.

### **400: Closed Session**

#### **401: Motion to Move into Closed Session *Motion 131-02-24***

**MOTION** by Wall to move into closed session at 6:08 PM to discuss the purchase of particular real estate per Iowa Code Section 21.5(1)(j). Second by Isenberg. Roll call vote, all ayes. Motion carried.

#### **402: Motion to Return to Open Session *Motion 132-02-24***

**MOTION** by Isenberg to return to open session at 6:33 PM. Second by Morey. Roll call vote, all ayes. Motion carried.

### **500: Adjournment**

#### **501: Adjournment *Motion 133-02-24***

**MOTION** by Isenberg to adjourn the work session at 6:34 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  
February 24, 2020**

**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: Isenberg, More, Nelson, Wall, and Weaver. Absent: Buchholz and Lausen. Administration Present: Bisgard, Wear, Breitfelder, Ramos, K. Christian, and Anderson.

**200: Adoption of the Agenda *Motion 134-02-24***

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

**300: Audience Communications:** No communications received.

**400: Informational Reports**

**401: Finance/Audit Committee**

During the February 20<sup>th</sup> Finance/Audit Committee meeting construction progress on the intermediate buildings and the turn lane project at the intersection of Alburnett Road and Echo Hill Road were reviewed.

**402: Marion City Council**

During the February 20<sup>th</sup> Marion City Council meeting information was shared on the timeline for the roundabout project slated for the intersection of C Avenue and Alburnett Road.

**403: Cabinet Update – Exhibit 403.1**

Superintendent Bisgard shared highlights from the Cabinet Update and the 2018-29 Annual Report. Bisgard also reported that options for snow make up days are being discussed, with the goal of presenting a decision to the board during the March 9<sup>th</sup> meeting. Bisgard also reported that legislative funding for the upcoming year is still unclear at this time.

**500: Unfinished Business**

**501: Award Bid for Turning Lane Project – Exhibit 501.1 *Motion 135-02-24***

**MOTION** by Wall to approve the bid from Rathje Construction for the Alburnett Road/Echo Hill Road turning lane project for the base bid of \$47,745.25. Second by Weaver. A potential roundabout at this intersection has been delayed by the City to allow for an easier occupancy of Hazel Point Intermediate. Voice vote. Ayes: Morey, Nelson, Wall and Weaver. Nay: Isenberg. Motion carried.

**600: New Business**

**601: Open Enrollment Requests *Motion 136-02-24***

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

***Approved IN for CURRENT School Year (2019-20)***

Name	Grade	Resident District	Reason
Bata, Scarlett	9 <sup>th</sup>	Cedar Rapids	Good cause
Ubaid, Muntaha	3 <sup>rd</sup>	Marion Independent	Good cause

**Denied OUT for CURRENT School Year (2019-20)**

Name	Grade	Requested District	Reason
Milam, Keira	10 <sup>th</sup>	CAM	No good cause

**Approved OUT for NEXT School Year (2020-21)**

Name	Grade	Requested District	Reason
Archer, Nolynn	K	Marion Independent	Good cause
Archer, Reyna	3 <sup>rd</sup>	Marion Independent	Good cause
Banowitz, Abigail	8 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Bruno, Russell	5 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Byrd, Elijah	6 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Byrd, Isaac	4 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Cook, Calina	K	Marion Independent	Good cause
Cook, Corrigan	K	Marion Independent	Good cause
Davis, Colette	K	Marion Independent	Good cause
DeBold, Emily	K	Marion Home School Assistance Program	Good cause
Fox, Sydney	10 <sup>th</sup>	Marion Independent	Good cause
Freese, Cruz	1 <sup>st</sup>	Alburnett	Good cause
Freese, Daniel	10 <sup>th</sup>	Alburnett	Good cause
Higgins, Owen	8 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Hoose, Mia	K	Marion Home School Assistance Program	Good cause
Lamar, Daython	1 <sup>st</sup>	Marion Home School Assistance Program	Good cause
Lamar, Leighton	3 <sup>rd</sup>	Marion Home School Assistance Program	Good cause
Luckey, Alexander	3 <sup>rd</sup>	Marion Home School Assistance Program	Good cause
Luckey, Catelyn	11 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Luckey, Sydney	8 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Luckey, Tiffany	K	Marion Home School Assistance Program	Good cause
Luckey, Zachary	7 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Luth, Ethan	11 <sup>th</sup>	Marion Independent	Good cause
Mack, Elias	K	Marion Independent	Good cause
McCoy, Beth	6 <sup>th</sup>	Marion Home School Assistance Program	Good cause
McCoy, Hannah	K	Marion Home School Assistance Program	Good cause
McCoy, Sarah	3 <sup>rd</sup>	Marion Home School Assistance Program	Good cause
Mike, Dominic	K	Marion Home School Assistance Program	Good cause
Moore, Reis	5 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Moore, Rielle	7 <sup>th</sup>	Marion Home School Assistance Program	Good cause
Stephenson, Domani	9 <sup>th</sup>	Cedar Rapids	Good cause

**700: Consent Agenda Motion 137-02-24**

**MOTION** by Weaver to approve the consent agenda with the correction of the assignment for Natalie Schaffer to 5<sup>th</sup> grade teacher at Boulder Peak. Second by Morey. Voice vote, all ayes. Motion carried.

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

Name	Assignment	Dept Action	Salary Placement
Behmer, Kelly	From EX to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Berggren, Elizabeth	From EH 3 <sup>rd</sup> Gr Teacher to TIC for EH/HP	8/20/20	Same
Boekhoff, JoNel	From WE to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Bohr, Amy	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Bucklin, Cathy	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Bushlack, Betsy	From IC to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Canby, Jennifer	From WF to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Carstensen, Mindy	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Chipman, Amber	From WF to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Coonrod, Emily	From EX TIC to WE Instructional Coach	8/20/20	Same

Name	Assignment	Dept Action	Salary Placement
Cummings, Shawnett	From WE to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Dykes, Sam	From NE 3 <sup>rd</sup> Gr Teacher to TIC for BP/LG/WE	8/20/20	Same
England, Dianna	From BW to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Feller, Bella	From WE to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Fillner, Scott	From TIC at LG/WE to HP Instructional Coach	8/20/20	Same
Furler, Sara	From EX to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Gatto, Joe	From LG 5 <sup>th</sup> Gr Teacher to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Glew, Erica	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Gralund, Ben	From NE to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Hazen, Jill	From BW to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Henderson, Erin	From WF to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Henrickson, Kathleen	From EX to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Hoobler, Patsy	From IC to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Hurkett, Janelle	From EX to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Hutchinson, Andrea	From EH to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Justis, Rob	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Kindl, Kelly	From EX Science Teacher to BP Instructional Coach	8/20/20	Same
Klein, Gina	EX: From Vocal Music Teacher to TIC	8/20/20	Same
Koenen, Dennis	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Kolek, Danyel	From IC to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Kray, Kimberly	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Lillie, Monique	From OR 6 <sup>th</sup> Gr Teacher to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Long, Andrea	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Manley, Lori	From WE Instructional Coach to LG Principal	7/1/20	\$94,000/year
McDonald, CJ	From OR Associate Principal/AD to EH Principal	7/1/20	\$96,000/year
McSperrin, Kerry	From OR to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Meidlinger, Katie	From IC to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Middlekauff, Jo	HS: From English Teacher to Instructional Coach	8/20/20	Same
Mikkola, Kaitlin	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Mixdorf, Zachery	From OR 6 <sup>th</sup> Gr Teacher to HS TIC	8/20/20	Same
Morris, Rachel	NE: 4 <sup>th</sup> Gr Teacher to Instructional Coach	8/20/20	Same
Novak, Jennifer	From WF to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Oakes, Lori	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Price, Michelle	From BW to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Rodeffer, Tammra	From EH to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Russell, Sarah	From EH to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Schminke, Audra	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Shaffer, Natalie	From LG 5 <sup>th</sup> Gr Teacher to BP 6 <sup>th</sup> 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Shanstrom, Rob	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Stadtmueller, Karen	From EH to HP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Suther, Michael	From OR to HP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Telsrow, Renee	From EX to BP 6 <sup>th</sup> Gr Teacher	8/20/20	Same
Walker, Todd	From LG to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same
Walsh, Rodger	From NE to BP 5 <sup>th</sup> Gr Teacher	8/20/20	Same

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

Name	Assignment	Dept Action	Salary Placement
House, Eileen	BW: Health Assistant	2/24/20	LMSEAA II, Step 20
Jawahar, Viji	OR: Student Support Associate	3/2/20	LMSEAA II, Step 6
Sam, Danika	OR: Student Support Associate	3/2/20	LMSEAA II, Step 10

**Classified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Brandt, Mykaela	EH: Student Support Associate	2/15/20	Other Employment
Chandran, Anju Kollambi	BW: Student Support Associate	2/7/20	Personal
Diebel, Jana	EX: Health Assistant	4/24/20	Other Employment

Name	Assignment	Dept Action	Reason
Perez, Devin	EH: Student Support Associate	2/21/20	Personal

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

Name	Assignment	Dept Action	Salary Placement
Eivins, Jared	HS: Assistant 10 <sup>th</sup> Gr Baseball Coach	2/20/20	\$4,340

702: Approval of February 10<sup>th</sup> Minutes – Exhibit 702.1

703: Approval of Bills – Exhibit 703.1

704: Approval of Contracts – Exhibits 704.1-7

1. Change order 007 with Larson Construction for Boulder Peak Intermediate
2. Change order 004 with Knutson Construction for Hazel Point Intermediate
3. Agreement with Bohnsack & Frommelt LLP for auditing services
4. Access agreement with Terracon Consultants for boring services for Indian Creek Trail Project
5. Host contract with Marzano Resources for HRS on May 1, 2020
6. Student teaching agreement for 2020-21 with Upper Iowa University
7. Student teaching agreement for 2020-21 with Mt Mercy University
8. Interagency agreements for special education with CAM CSD (1), Cedar Rapids CSD (4), College CSD (1), Dubuque CSD (2), Mason City CSD (1), and North Linn CSD (1). *For student confidentiality, exhibits not provided.*

705: Financial Reports – Exhibits 705.1-2

1. School Finance Report and Cash Balances as of January 31, 2019
2. School Finance Report and Cash Balances as of January 31, 2020

706: Overnight Excursion/Trip Requests – Exhibit 706.1

Request from FBLA to attend State Leadership Conference in Coralville, Iowa, March 26-28

**800: Board Calendar, Communications, and Committees**

801: Board Communications & Calendar

Weaver mentioned the Marion Public Library meeting rooms are fully booked most of the time and offered the suggestion that the district reach out to them to promote rental of meeting spaces around the district to outside groups for evening meetings when school is not in session.

Date	Time	Event	Location
February 26	11:30 AM	Policy Committee	Superintendent's Conference Room
February 27	11:30 AM	Board Visit to Compass	LRC Lower Level
Date	Time	Event	Location
March 5	7:30 AM	Finance/Audit Committee	LRC Room 203 Conference Room
March 5	Noon	Linn County Conference Board ( <i>Buchholz</i> )	Jean Oxley Public Service Building
March 5	5:30 PM	Marion City Council ( <i>Weaver</i> )	City Hall
March 9	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
March 12	7:30 AM	Board Visit	Oak Ridge Middle School
<i>March 16-20</i>	<i>All Day</i>	<i>Spring Break</i>	<i>Districtwide</i>
March 19	5:30 PM	Marion City Council ( <i>Wall</i> )	City Hall
March 26	11:30 AM	Board Visit	Bowman Woods Elementary
<i>March 27</i>	<i>6:00 PM</i>	<i>LM Foundation MANE Event</i>	<i>Cedar Rapids Marriott</i>

802: Board Committees/Advisories

<b>Committees/Advisories</b>	<b>2019-20 Representatives</b>
Finance/Audit Committee	Lausen, Morey, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee (CTE)	Buchholz, Morey, and Nelson
School Improvement Advisory Committee (SIAC)	Isenberg and Morey
Facilities Advisory Committee	Nelson and Weaver
Iowa BIG Advisory Board	Lausen
Community Promise	Wall
Linn County Conference Board	Buchholz

**900: Adjournment *Motion 138-02-24***

**MOTION** by Wall to adjourn the regular meeting at 7:22 PM. Second by Weaver. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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JT Anderson, Board Secretary/Treasurer



## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
<b>Fund: AQUATIC CENTER</b>		
BMO MASTERCARD	GENERAL SUPPLIES	\$906.29
BMO MASTERCARD	Social Security	\$128.10
BMO MASTERCARD	TRAVEL	\$325.54
DAKTRONICS, INC	GENERAL SUPPLIES	\$6,275.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,364.85
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$60.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$259.23
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$60.67
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$259.23
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$132.85
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES	\$516.00
SPLASH MULTISPORT	GENERAL SUPPLIES	\$321.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$61.29
		<b>Fund Total: \$12,670.72</b>
<b>Fund: CAPITAL PROJECTS GO BONDS</b>		
IRONSIDE RICK	OTHER PROFESSIONAL	\$2,000.00
KNUTSON CONSTRUCTION SERVICES	CONSTRUCTION SERV	\$2,506,000.00
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$1,579,868.86
TEAM SERVICES, INC	OTHER PROFESSIONAL	\$4,780.06
		<b>Fund Total: \$4,092,648.92</b>
<b>Fund: DEBT SERVICE</b>		
BERENS-TATE CONSULTING GROUP	OTHER PROFESSIONAL	\$2,500.00
		<b>Fund Total: \$2,500.00</b>
<b>Fund: GENERAL</b>		
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$499.98
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$502.50
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$114.06
ALBURNETT COMMUNITY SCHOOLS	TEXTBOOKS	\$740.96
ALBURNETT COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$485.04
ALLIANT ENERGY	ELECTRICITY	\$63,611.71
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$215.42
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$121.06
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$888.51
ASIFLEX	EE LIAB-FLEX DEP CARE	\$18,301.89
ASIFLEX	EE LIAB-FLEX HEALTH	\$19,199.87
ASIFLEX	OTHER PROFESSIONAL	\$793.00
ATLANTIC COCA-COLA	INSTRUCTIONAL SUPPLIES	\$675.69
BAUER BUILT	INSTRUCTIONAL SUPPLIES	\$80.70
BAUER BUILT	TIRES AND TUBES	\$381.25
BIG RIGGER BUILDERS INC	TRANSP. PARTS	\$739.92
BIO-RAD LABORATORIES, INC	INSTRUCTIONAL SUPPLIES	\$852.64
BMO MASTERCARD	COMP/TECH HARDWARE	\$2,971.03
BMO MASTERCARD	DUES AND FEES	\$229.95

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
BMO MASTERCARD	ELECTRICAL SUPPLY	\$12.06
BMO MASTERCARD	GARBAGE COLLECTION	\$4,388.64
BMO MASTERCARD	GENERAL SUPPLIES	\$8,068.32
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$26,183.81
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$139.63
BMO MASTERCARD	OTHER PROFESSIONAL	\$6,832.44
BMO MASTERCARD	PROF SERV: EDUCATION	\$11,661.19
BMO MASTERCARD	REF & RSRCH MATERIAL	\$2,241.51
BMO MASTERCARD	REPAIR PARTS	\$324.50
BMO MASTERCARD	SMALL TOOLS	\$499.96
BMO MASTERCARD	STAFF WORKSH/CONF	\$11,474.44
BMO MASTERCARD	TRANSP PRIVATE CONT	\$100.00
BMO MASTERCARD	TRAVEL	\$11,475.11
C.J. COOPER & ASSOCIATES	PHYSICALS	\$180.00
C4 OPERATIONS BACKGROUND CHECK SERVICES	OTHER PROFESSIONAL	\$20.00
CAM COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$4,359.60
CAMBIUM ASSESSMENT, INC	PROF SERV: EDUCATION	\$4,515.00
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$50.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$7,338.43
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$4,125.00
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$162,122.08
CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL	\$2,105.28
CEDAR RAPIDS TIRE	REPAIR PARTS	\$226.08
CEDAR VALLEY WORLD TRAVEL	RENTALS EQUIPMENT	\$835.00
CENTER POINT-URBANA HIGH SCHOOL	TUITION IN STATE	\$3,368.00
CENTER POINT-URBANA HIGH SCHOOL	TUITION OPEN ENROLL	\$275.20
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$310.18
CENTURYLINK	TELEPHONE	\$381.90
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$413.52
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$382.81
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$88.47
CITY OF ROBINS	WATER/SEWER	\$546.00
COE COLLEGE	INSTRUCTIONAL SUPPLIES	\$90.00
COLLECTION	EE LIAB-GARNISHMENTS	\$1,497.34
CONVERGE ONE	TECH REPAIRS	\$1,350.00
CRESCENT ELECTRIC	ELECTRICAL SUPPLY	\$330.19
CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	\$64.79
CULLIGAN	GENERAL SUPPLIES	\$556.70
CUMMINS CENTRAL POWER LLC	TRANSP. PARTS	\$42.40
DEMCO	GENERAL SUPPLIES	\$324.37
DRY CLEANING PLUS	INSTRUCTIONAL SUPPLIES	\$506.00
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL	\$1,611.09
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,500.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$112.39
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$400,878.98

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$1,892.64
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$3,213.07
GASWAY CO, J P	GENERAL SUPPLIES	\$26,014.40
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$787.64
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$75.99
GRAINGER	MAINTENANCE SUPPLIES	\$1,165.83
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$146.45
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$9,242.62
GRIGGS MUSIC INC	EQUIPMENT REPAIR	\$157.00
HACH COMPANY	INSTRUCTIONAL SUPPLIES	\$430.29
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$29,001.60
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$920.00
HASSINGER ENTERPRISES LLC	TRAVEL	\$758.00
HOAGLAND RYAN	PROF SERV: EDUCATION	\$2,000.00
HOGLUND BUS CO. INC	TRANSP. PARTS	\$3,262.34
IAAE	INSTRUCTIONAL SUPPLIES	\$350.00
IDALS	DUES AND FEES	\$75.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$7,612.09
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$32,547.76
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$7,612.09
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$32,547.76
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$26,355.87
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$130.95
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$127.95
IOWA DIVISION OF LABOR	DUES AND FEES	\$40.00
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$767.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$1,192.05
ISFIS	DUES AND FEES	\$250.00
JORSON & CARLSON CO.	REPAIR/MAINT SERVICE	\$36.00
KANE STEVE	GASOLINE	\$40.00
L.L. PELLING CO	GROUND UPKEEP	\$71.10
LINN CO-OP OIL	GASOLINE	\$17,831.67
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$1,680.00
LINN COUNTY EXTENSION	DUES AND FEES	\$35.00
LINN COUNTY REC	ELECTRICITY	\$25,755.99
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$276.30
LYNCH FORD	TRANSP. PARTS	\$250.21
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$410.56
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$89.82
MARION WATER DEPT	WATER/SEWER	\$6,068.36
MARZANO RESOURCES LLC	PROF SERV: EDUCATION	\$20,220.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$332.29
MID AMERICAN ENERGY	NATURAL GAS	\$6,349.06
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$21,909.59
MOUNT MERCY UNIVERSITY.	TUITION COLLEGE/UNIV	\$750.00

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
MT.VERNON COMM.SCHOOL DIST	TUITION IN STATE	\$8,606.88
NOTEWORTHY MUSIC SERVICES, INC	INSTRUCTIONAL SUPPLIES	\$755.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$215.98
ORCHESTRA IOWA	Professional Educational Services	\$227.50
ORKIN PEST CONTROL	Pest Control	\$290.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$1,004.31
PLUMBERS SUPPLY COMPANY	HEAT/PLUMBING SUPPLY	\$5,144.53
POOL TECH, A WGHK INC, COMPANY	GENERAL SUPPLIES	\$1,038.05
POWER KATHRYN	INSTRUCTIONAL SUPPLIES	\$91.55
QUILL CORPORATION	GENERAL SUPPLIES	\$37.03
QUINN STORAGE	FACILITY RENTAL	\$170.00
REALLY GOOD STUFF, LLC	INSTRUCTIONAL SUPPLIES	\$181.26
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$693.89
RHOMAR INDUSTRIES, INC	GENERAL SUPPLIES	\$540.24
RICHARD BRIGGS	OFFICIAL/JUDGE	\$90.00
ROCK VALLEY PHYSICAL THERAPY CENTER	PROF SERV: EDUCATION	\$15,000.00
RONALD BENJAMIN ROYBAL	PROF SERV: EDUCATION	\$1,500.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$65.00
SADLER POWER TRAIN	TRANSP. PARTS	\$71.73
SAFEGUARD	GENERAL SUPPLIES	\$1,192.94
SANDSTROM STEVE	INSTRUCTIONAL SUPPLIES	\$70.00
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$549.59
SCHULTZ STRINGS INC	EQUIPMENT REPAIR	\$460.50
SECRETARY OF STATE	GENERAL SUPPLIES	\$30.00
SESKER KENT	OFFICIAL/JUDGE	\$90.00
SHARON K. GONZALEZ,	TAXES AND ASSESSMENT	\$3,520.00
SOCIAL STUDIES SCHOOL SERVICE	TEXTBOOKS	\$598.15
SUNDANCE/NEWBRIDGE ED PUBLISHING	INSTRUCTIONAL SUPPLIES	\$346.50
SYNOVIA SOLUTIONS, LLC	COMPUTER SOFTWARE	\$288.35
TENNIS SERVICES OF IOWA	GROUNDS UPKEEP	\$650.00
THE CURIOSITY PATH,LLC	INSTRUCTIONAL SUPPLIES	\$360.00
THE PAPER CORPORATION	GENERAL SUPPLIES	\$3,282.84
THE POWDER SHOP, INC	VEHICLE REPAIR	\$200.00
THERAPY SHOPPE INC	INSTRUCTIONAL SUPPLIES	\$83.96
THINK SAFE INC	GENERAL SUPPLIES	\$214.80
THINKING COLLABORATIVE, LLC	STAFF WORKSHHP/CONF	\$4,241.60
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$95.38
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$14,560.81
TREBRON COMPANY, INC	COMPUTER SOFTWARE	\$24,933.33
TRI-CITY ELECTRIC COMPANY OF IOWA	COMPUTER SOFTWARE	\$420.00
UNIVERSITY OF IOWA HANCHER AUDITORIUM	INSTRUCTIONAL SUPPLIES	\$80.00
VALUE INSPIRED PRODUCTS/SERVICES	OTHER PROFESSIONAL	\$345.00
VAN METER CO	ELECTRICAL SUPPLY	\$667.51
VOYAGER SOPRIS LEARNING	INSTRUCTIONAL SUPPLIES	\$1,637.41
WALMART	INSTRUCTIONAL SUPPLIES	\$675.47

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
WALSH DOOR & HARDWARE	REPAIR PARTS	\$260.00
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$395.29
WEST MUSIC CO	EQUIPMENT REPAIR	\$171.30
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$2,463.94
WINDSTREAM	TELEPHONE	\$761.22
WOODWARD COMMUNITY MEDIA	ADVERTISING	\$444.89
ZIPPY'S SALT BARN LLC	GROUNDS UPKEEP	\$6,167.21
<b>Fund Total:</b>		<b>\$1,194,076.87</b>
<b>Fund: LOCAL OPT SALES TAX</b>		
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$2,323.00
<b>Fund Total:</b>		<b>\$2,323.00</b>
<b>Fund: NUTRITION SERVICES</b>		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$20,656.05
BMO MASTERCARD	DUES AND FEES	\$148.00
BMO MASTERCARD	MEETING EXP/SERVICES	\$46.75
BMO MASTERCARD	PURCHASE FOOD	\$8.94
CITY LAUNDERING COMPANY	PROFESSIONAL	\$1,332.41
COLLECTION	EE LIAB-GARNISHMENTS	\$218.40
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$3,968.86
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$48,257.46
HEISLER LYDIA	UNEARNED REVENUE	\$24.60
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$923.32
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,947.78
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$923.32
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,947.78
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,219.75
OFFICE EXPRESS	GENERAL SUPPLIES	\$172.49
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$34.00
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$4,901.95
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$89,628.20
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,643.11
<b>Fund Total:</b>		<b>\$184,003.17</b>
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
APPLEBY & HORN	CONSTRUCTION SERV	\$1,028.20
DRYSPACE INC	CONSTRUCTION SERV	\$12,694.40
FUTURE LINE	EQUIPMENT >\$1999	\$1,938.07
HAWKEYE ENVIRONMENTAL	CONSTRUCTION SERV	\$4,100.00
PLUMBERS SUPPLY COMPANY	BLDG. CONST SUPPLIES	\$493.92
SHIVE-HATTERY INC.	ARCHITECT	\$6,759.12
THE WELD WORX	EQUIPMENT >\$1999	\$1,625.00
TRI-CITY ELECTRIC COMPANY OF IOWA	CONSTRUCTION SERV	\$4,608.03
<b>Fund Total:</b>		<b>\$33,246.74</b>
<b>Fund: STUDENT ACTIVITY</b>		
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$18,124.72

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
BMO MASTERCARD	TRAVEL	\$4,216.04
BOB ROGERS TRAVEL	TRAVEL	\$1,713.00
CALLAHAN MEGAN	INSTRUCTIONAL SUPPLIES	\$591.24
CEDAR VALLEY WORLD TRAVEL	TRAVEL	\$1,230.00
CHRISTOPHER YOUNG	INSTRUCTIONAL SUPPLIES	\$1,438.99
CITYWIDE CLEANERS	INSTRUCTIONAL SUPPLIES	\$114.40
CUSICK DAVE	OFFICIAL/JUDGE	\$95.00
DAVIS CHURCHMAN	INSTRUCTIONAL SUPPLIES	\$392.82
DUGGAN KYLE	OFFICIAL/JUDGE	\$160.00
ECISOA	INSTRUCTIONAL SUPPLIES	\$70.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$135.64
FEDEX	STUDENT FEES	\$11.75
GAIL MCINNIS PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$13,384.82
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$37.13
HANSEN PEGGY	OFFICIAL/JUDGE	\$110.00
HELTON SEAN	OFFICIAL/JUDGE	\$95.00
HORST JEFF	OFFICIAL/JUDGE	\$95.00
HOYT BOB	OFFICIAL/JUDGE	\$100.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$2.28
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$9.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$2.28
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$9.75
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$14.77
IOWA HIGH SCHOOL ATHLETIC ASSOC	DUES AND FEES	\$2,508.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$275.00
JEFFRY DOWNING	OFFICIAL/JUDGE	\$62.00
JOHNSON ROGER	OFFICIAL/JUDGE	\$95.00
KELLEY ANDREA	INSTRUCTIONAL SUPPLIES	\$855.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$210.41
MAJOR RONALD	OFFICIAL/JUDGE	\$62.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$48.66
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$194.43
MILTON ANDY	OFFICIAL/JUDGE	\$136.40
MORRISON DALE	OFFICIAL/JUDGE	\$62.00
MUXEN ANDREW	INSTRUCTIONAL SUPPLIES	\$1,351.20
NELSON JAREN	OFFICIAL/JUDGE	\$50.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$190.99
PATIK KIM	OFFICIAL/JUDGE	\$62.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$400.99
RSCHOOL TODAY	INSTRUCTIONAL SUPPLIES	\$1,190.00
SAM SLINGLUFF	INSTRUCTIONAL SUPPLIES	\$875.81
SHERRIE MARICLE	INSTRUCTIONAL SUPPLIES	\$250.00
STEITZER MATTHEW	OFFICIAL/JUDGE	\$57.00
STREICHER DOUGLAS	TRAVEL	\$130.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$5.43

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 02/24/2020 - 03/05/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
TURNER TERRY	OFFICIAL/JUDGE	\$62.00
VASKE, MICHAEL	OFFICIAL/JUDGE	\$57.00
WALMART	INSTRUCTIONAL SUPPLIES	\$224.81
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$750.00
WILDEN RAY	OFFICIAL/JUDGE	\$134.10
WILDWOOD LODGE	TRAVEL	\$8,013.60
WINDSTAR LINES	TRAVEL	\$12,735.00
WOOD LOREN	OFFICIAL/JUDGE	\$62.00
<b>Fund Total:</b>		<b>\$73,265.21</b>
<b>Fund: STUDENT STORE</b>		
BMO MASTERCARD	GENERAL SUPPLIES	\$642.59
BRANDED BILLS LLC	GENERAL SUPPLIES	\$519.95
COLDESI, INC	GENERAL SUPPLIES	\$346.00
<b>Fund Total:</b>		<b>\$1,508.54</b>
<b>Grand Total:</b>		<b>\$5,596,243.17</b>

End of Report

**00500**  
**AGREEMENT**  
**LINN MAR COMMUNITY SCHOOL DISTRICT**  
**OAK RIDGE MIDDLE SCHOOL/LOWE PARK RUNNING TRACK**

**THIS AGREEMENT** is by and between Linn Mar Community School District (hereinafter called OWNER) and L.L. Pelling Company, Inc., (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE 1 - THE PROJECT**

1.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally referred to as follows:

**Linn Mar Community School District, Oak Ridge Middle School/Lowe Park Running Track**

**ARTICLE 2 - WORK**

2.01 CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Work to be performed includes but not limited to clearing and grubbing, removal of existing vegetation, striping, stockpiling, and re-spread of existing topsoil. Grading and subgrade preparation for a new 6-lane asphalt running track on crushed stone base with a 13mm synthetic surface, football field grading, storm sewer and subdrain installation and chain link fence construction and other work identified by Oakridge Middle School / Lowe Park Running Track Contract Documents.

The Linn Mar Community School District has awarded the base bid in the contract amount of \$742,000.

**ARTICLE 3 - ENGINEER**

3.01 The Project will be administered by Hall & Hall Engineers, Inc. who is hereinafter called ENGINEER and who is to act as OWNER's representative, assume all duties and responsibilities, and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 - CONTRACT TIMES**

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

B. The start date is April 15<sup>th</sup>, 2020

4.02 *Working Days for Completion and Final Payment*

A. NONE



4.03 *Dates for Milestone*

- A. September 5<sup>th</sup>, 2020 – All work complete

4.04 *Liquidated Damages – Not Used*

**ARTICLE 5 - CONTRACT PRICE**

5.01 OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to paragraphs below:

- A. For all Lump Sum Work, an amount equal to the sum of the percentage complete of each schedule of value prices.

The Linn Mar Community School District reserves the right to award any portion or individual Bid Item from **ALTERNATE BID ITEM No. 1.**

**ARTICLE 6 - PAYMENT PROCEDURES**

6.01 *Submittal and Processing of Payments*

- A. CONTRACTOR shall submit to ENGINEER for review and Application for Payment filled out and signed by the CONTRACTOR by the 4<sup>th</sup> Friday of the same month in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment on or about the 25<sup>th</sup> day of each month (or net 30 days if payment application received after the 5<sup>th</sup> day of the month) during performance of the Work as provided in paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established in paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Project Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as ENGINEER may determine or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions:
  - a. 95% of Work completed (with the balance being retainage). If the Work has been 95% completed as determined by ENGINEER, and if the character and progress of the Work have been satisfactory to OWNER and ENGINEER, OWNER, on recommendation of ENGINEER, may determine that as long as the character and progress of the Work remain satisfactory to them, there will be no retainage on account of Work subsequently completed, in which case the remaining progress payments prior to Final Completion will be in an amount equal to 100% of the Work completed less the aggregate of payments previously made; and
  - b. 100% of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
2. OWNER shall pay retainage to CONTRACTOR in accordance with paragraph 14.02.B.5 of the General Conditions.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07.

**ARTICLE 7 – NOT USED**

**ARTICLE 8 - CONTRACTOR'S REPRESENTATIONS**

8.01 In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. CONTRACTOR has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. CONTRACTOR is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. CONTRACTOR has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site, if any, and all Drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site, if any, (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions and (2) reports and Drawings of a Hazardous Environmental Condition, if any, at the Site which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions. CONTRACTOR acknowledges that such reports and Drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR acknowledges that OWNER and ENGINEER do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to Underground Facilities at or contiguous to the Site.
- E. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all such supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site or otherwise which may affect the cost, progress, performance or furnishing of the Work as CONTRACTOR considers necessary for the performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto.
- F. CONTRACTOR does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. CONTRACTOR is aware of the general nature of Work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and Drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

- I. CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in the Contract Documents, and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.
- J. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- K. CONTRACTOR is competent and has sufficient equipment, personnel and financial resources to perform Work in accordance with the Contract Documents.

**ARTICLE 9 - CONTRACT DOCUMENTS**

9.01 *Contents*

A. The Contract Documents consist of the following items (either bound herein or separately) as marked with an "X".

Included    Not Included

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
|                                     |                                     | 1. This Agreement   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | a. Pages 1 to 8, inclusive;   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | b. Exhibit 500-A, Unit Price Work (page 1, inclusive);  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | c. Exhibit 500-B, Supplemental Unit Price Work (pages 1 to [ ], inclusive);   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 2. Notice of Hearing and Letting.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 3. Performance Bond (pages 1 to 4 inclusive);   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 4. Payment Bond (pages 1 to 4 inclusive);   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 5. Other Bonds (pages [ ] to [ ], inclusive), (name of bond);   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | a. [ ] (pages [ ] to [ ], inclusive);   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | b. [ ] (pages [ ] to [ ], inclusive);   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | c. [ ] (pages [ ] to [ ], inclusive);   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 6. Bid Form Attachments   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | a. Attachment I – Equal Employment Opportunity/Non-Discrimination Policy Statement  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | b. Attachment II – Non-Collusion Affidavit  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | c. Attachment III – Disadvantaged Business Enterprise (DBE) Certification for Non-Rolling Stock Materials or Services     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | d. Attachment IV – Disadvantaged Business Enterprise (DBE) List   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | e. Attachment V – Debarment and Suspension Certification  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | f. Attachment VI – Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | g. Attachment VII – Part 661 – Buy America Requirements – Surface Transportation Assistance Act of 1982, As Amended       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | h. Attachment VIII – Certification of Restrictions on Lobbying  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | i. Attachment IX – Certification of Nonsegregated Facilities  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | j. Attachment X – Targeted Small Business (TSB) Pre-Bid Contact Information   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 7. Standard Documents;  |

- a. Statewide Urban Design and Specifications (SUDAS)
- b. City of Marion, Iowa Supplemental Specifications to SUDAS
- 8. Supplementary Conditions, Section 00800, (pages 1, inclusive);
- 9. Special Provisions and Specifications as listed in the table of contents of the Project Manual;
- 10. Drawings consisting of a cover sheet and sheets numbered C100-C601, E300 and E500, inclusive, with each sheet bearing the following general title: Oakridge Middle School/Lowe Park Running Track
- 11. Addenda (numbers 1 to 11, inclusive);
- 12. Exhibits to this Agreement (enumerated as follows):
  - a. Notice to Proceed (pages [ ] to [ ], inclusive);
  - b. CONTRACTOR's Bid Exhibit 00300A (pages 1 to 1, inclusive);
  - c. Documentation submitted by CONTRACTOR prior to Notice of Award (pages [ ] to [ ], inclusive);
  - d. Insurance Certificates;
  - e. ;
- 13. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Written Amendments;
  - b. Work Change Directives;
  - c. Change Order(s).

- B. The documents listed in paragraph 9.01.A are incorporated by reference (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9. Any attachments within an appendix not listed in Article 9, are not part of the Contract Documents. The CONTRACTOR has limited reliance on these appendices, in accordance with the General Conditions.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in paragraph 3.04 of the General Conditions.

**ARTICLE 10 - MISCELLANEOUS**

10.01 *Terms*

- A. Terms used in this Agreement will have the meanings indicated in the General Conditions.

10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Other Provisions – NOT USED*

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or on their behalf.

This Agreement will be effective on the date the Award is approved by the Linn Mar Community School Board as acting on behalf of the OWNER.

OWNER: Linn Mar Community School District CONTRACTOR: L.L. Pelling Company, Inc.  
 By: \_\_\_\_\_ By: DeWayne Heintz  
 \_\_\_\_\_ (Title) Project Manager \_\_\_\_\_ (Title)  
 Date: \_\_\_\_\_ Date: February 17, 2020

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest \_\_\_\_\_ Attest Melinda ~~Steb~~

Address for giving notices: Address for giving notices:  
Linn Mar Community School District L.L. Pelling Company, Inc.  
2999 N 10<sup>th</sup> Street 1425 W. Penn Street  
Marion, Iowa 52302 North Liberty, Iowa 52317

License No. \_\_\_\_\_  
 License No. C097225  
 (Where applicable)

(If OWNER is a corporation, attach evidence of authority to sign. If OWNER is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of OWNER-CONTRACTOR Agreement.)

Agent for service of process:  
\_\_\_\_\_

Designated Representative:  
 Name: Brent Jackman, P.E.  
 Title: Principal  
 Address: Hall and Hall Engineers  
1860 Boyson Road  
Hiawatha, Iowa 52233  
 Phone: (319) 361-8579  
 Email: brent@halleng.com

Designated Representative:  
 Name: DeWayne Heintz  
 Title: Project Manager  
 Address: 1425 W Penn St  
Po Box 230  
North Liberty, IA 52317  
 Phone: 319-626-4600  
 Facsimile: 319-626-4605

**INSTRUCTIONS FOR EXECUTING CONTRACT**

If the Agreement is to be signed by the Secretary of the corporation, the certificate below should be executed by some other officer of the corporation, under the corporate seal. **In lieu of the foregoing certificate, there may be attached to the Agreement copies of so much of the records of the corporation which will show the official character and authority of the officers signing, duly certified by the secretary or assistant secretary under the corporate seal to be true copies.**

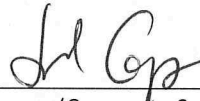
The full name and business address of CONTRACTOR should be inserted and the Agreement should be signed with CONTRACTOR's official signature. Please have the name of the signing party printed under all signatures of the Agreement.

If CONTRACTOR is operating as a partnership, each partner should sign the Agreement. If the Agreement is not signed by each partner, there should be attached to the Agreement a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such Agreement for and in behalf of the partnership.

If CONTRACTOR is an individual, the trade name (if CONTRACTOR is operating under a trade name) should be indicated in the Agreement and the Agreement should be signed by such individual. If signed by other than CONTRACTOR, there should be attached to the Agreement a duly authenticated power of attorney evidencing the signer's authority to execute such Agreement for and in behalf of CONTRACTOR.

If CONTRACTOR is a corporation, the following certificate should be executed:

I, Joel Gnyp, certify that I am the Vice President of the corporation named as CONTRACTOR herein above; that Delwayne Heintz, who signed the foregoing Agreement on behalf of CONTRACTOR was then Project Manager of said corporation; that said Agreement was duly signed for and in behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers.



(Corporate Seal)

END OF SECTION 00500

## LINN-MAR/KIRKWOOD COMMUNITY COLLEGE AGREEMENT

This Agreement is made and entered into on March 3, 2020 by and between the Linn-Mar Community School District and Kirkwood Community College. The parties agree as follows:

1. Purpose: The purpose of this Agreement is to provide for procedures for the placement, assignment, supervision, evaluation, and termination of student teachers and to provide instruction to the District's students. For the purpose of this agreement, the term "student teacher" is defined as but is not limited to, student teachers, field experience students, practicum students, counseling practicum students, and nursing students.
2. Term: The term of this agreement shall be from March 3, 2020 to June 1, 2020.
3. Placement:
  - 3.1 The placement of individuals as student teachers shall be accomplished on a cooperative basis involving both the District and the Institution subject to the terms and conditions of this Agreement.
  - 3.2 The placement of individuals as student teachers shall be initiated by Institution personnel contacting designated District personnel.
  - 3.3 The Institution shall provide to the District a list of appropriately qualified individuals who have successfully completed a background check that is satisfactory to the District indicating the grade level, preferred subjects, and other relevant information regarding the individuals for the District to review in making a decision regarding whether an individual shall serve as a student teacher in the District.
  - 3.4 The District may refuse the placement of any individual as a student teacher based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
  - 3.5 The Institution may refuse the placement of any individual as a student teacher in the District based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.



4. Assignment:

4.1 The District or the Institution may terminate or change the assignment of any student teacher at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

4.2 Only one student teacher shall be assigned to a District teacher, unless other arrangements are mutually agreed upon by the District and the Institution.

4.3 The student teacher shall schedule an orientation meeting with the District teacher before beginning the student teacher's assignment.

4.4 Student teachers shall be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.

4.5 Student teachers shall report directly to the appropriate principal's office the first day of their assignment and complete an emergency contact information form and turn it into appropriate District personnel.

4.6 Student teachers shall be on duty each regularly scheduled school day for the length of time that is required by the District. Student teachers shall follow the District's schedule, not the Institution's schedule.

4.7 A student teacher's assignment consists of, but is not limited to recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans, and working on special projects.

4.8 The student teacher's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties and an extension is mutually agreed upon by the District and the Institution.

5. Supervision and Evaluation of Student Teachers:

5.1 The Institution shall designate an appropriate person who shall serve as supervisor of the student teacher in cooperation with designated District personnel.

5.2 Student teachers shall be subject to all of the policies, procedures, rules, and regulations that are applicable to the District's teachers.

5.3 Student teachers shall be subject to all of the policies, procedures, rules, and regulations of the Institution that are applicable to students.

5.4 The District shall monitor the student teacher's attendance.

5.5 The student teacher shall notify the District of planned absences at least two

weeks prior to the absence or a minimum of twenty-four hours advance notice, where practicable, in the event of an emergency.

5.6 The District shall notify the Institution if there are issues with a student teacher's attendance including, but not limited to, absences without appropriate notification to the District.

5.7 The Institution shall be responsible for the final evaluation of the student teacher. The District shall have the opportunity to provide input to the Institution regarding its final evaluation of the student teacher.

6. Miscellaneous

6.1 Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself and its employees. Each party shall be responsible for its own negligence and that of its officers and employees. Neither party shall indemnify nor hold the other party harmless. Neither party shall insure the actions of the other.

6.2 This Agreement is by and between the District and the Institution only. There are no third party beneficiaries to this Agreement.

6.3 This Agreement represents the entire agreement between the District and the Institution. Any subsequent changes or modifications to the terms of this Agreement in the form of a duly executed amendment to this Agreement.

6.4 The parties acknowledge and agree that if any paragraph, provision or term of this Agreement is deemed illegal or void by any court or other appropriate authority, the remaining provision of this Agreement shall remain in full force and effect.

6.5 Any notice required under this Agreement shall be given to each party through the parties contacts at the addresses listed below:

Linn-Mar Community School District

Kirkwood Community College

\_\_\_\_\_  
President, Board of Directors  
Linn-Mar Community School District

\_\_\_\_\_  
Authorized Institution Representative

Date:

\_\_\_\_\_

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

**COOPERATIVE AGREEMENT**  
by and between  
**UNIVERSITY OF NORTHERN IOWA and COOPERATING EDUCATIONAL AGENCIES**  
for the 2020-2021 Academic Year

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

**Section 262.30 CONTRACTS FOR PRACTITIONER PREPARATION provides:**

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

AND see also **Section 256.16(1)(m)**.

**1. Scope of Agreement**

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

**2. Options of Student Teachers and other Educational Experience Students**

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

**3. Placement of Students**

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

**4. Termination or Change of Assignment**

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

**5. Supervision of Students**

- 5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.
- 5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.
- 5.3 The students shall be subject to the policies, rules and regulations of the cooperating educational agency, UNI Office of Student Field Experiences, University of Northern Iowa and the Professional Code of Ethics.

(over)

5.4 All interaction between the cooperating teacher/educational agency supervisor or nonpublic cooperating educational agency and the student shall occur without regard to religious education, religious indoctrination, religious beliefs, or involvement with religious activities. Students shall not be present or participate in the instruction or discussion of religious subjects or any other religious activity of the cooperating educational agency.

**6. Evaluation**

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

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

- 7.1 Students shall have status and authority in accordance with section 256.16 Code of Iowa.
- 7.2 Students actually engaged under the terms of this contract in a public school shall be entitled to the same tort liability protection under the provisions of section 670.8 Code of Iowa, as is afforded by said section to officers and employees of the school district/agency during the time they are so assigned.
- 7.3 Students actually engaged under the terms of this contract in a non-public school shall be named as additional insured under the liability insurance coverage of the cooperating nonpublic school during the time they are so assigned. The cooperating nonpublic school shall provide a certificate of insurance to the University of Northern Iowa as evidence of such coverage prior to the beginning of the student teacher's activities pursuant to this agreement.

**8. Substitute Teaching**

- 8.1 Students shall not be used as substitute teachers.

**9. Compensation to Cooperating Teachers for Work with Student Teachers**

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

**APPROVED**

\_\_\_\_\_  
Designee, Cooperating Educational Agency

\_\_\_\_\_  
Printed name

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

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

  
\_\_\_\_\_  
Designee, President of University of Northern Iowa

Mary Donegan-Ritter  
Printed name

Date: 2/26/2020