



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

**Linn-Mar Community School District Board of Education  
Work Session Minutes  
May 7, 2018**

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

President Nelson called the meeting to order at 5:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Anderson and Weaver. Isenberg arrived at 5:44pm.

**200: Adoption of Agenda *Motion 146-05-07***

Motion AbouAssaly, second Lausen to approve the agenda. Voice vote, all ayes. Motion carried.

**300: Work Session**

**301: Linn-Mar Foundation**

Shelley Woods, Linn-Mar School Foundation Executive Director, gave the Board an update on the Linn-Mar Foundation. The Foundation has partnered with Iowa BIG on their website and will work on the Linn-Mar Story with the students next year. She highlighted several activities and reported that in the spring grant cycle over \$95,000 was awarded to the various projects in the District. A new initiative for this spring are the Senior Pride Walks where seniors will visit their old elementary buildings in their caps and gowns to walk the halls and participate in activities with the elementary students.

**302: Enrollment Projections**

RSP & Associates shared an update on enrollment projections. He reviewed the various metrics they look at during their study as well as the organizations where they receive information. Their five year projection shows that Linn-Mar enrollment will increase nearly 500 students. This includes over 150 student increase in both elementary and middle school and over 170 student increase in high school.

**303: Digital Ecosystem and Innovations**

Bob Read, Director of Innovations, gave an update on the district's digital ecosystem and innovations. The Board then participated in three Station Rotations to experiment with some of the activities that students have available. He also reported on the Digital Learning committee activities.

**400: Adjournment *Motion 147-05-07***

Motion AbouAssaly, second Wall to adjourn at 6:36 PM. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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Angie Morrison, Board Secretary

**Linn-Mar Community School District Board of Education**  
**Regular Meeting**  
**May 7, 2018**

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

President Nelson called the meeting to order at 7:00 PM. Roll was taken.

Present: Isenberg, Lausen, Nelson, Wall, Anderson and Weaver. Absent: AbouAssaly.

**200: Adoption of Agenda *Motion 148-05-07***

Motion Wall, second Anderson to approve the agenda. Voice vote, all ayes. Motion carried.

**300: Audience Communications**

Many teachers, parents and community members spoke in support of continuing the Reading Recovery program.

**400: Informational Reports**

401: Board Visit

Board members shared highlights of their April 27<sup>th</sup> visit to Westfield Elementary. The Kindergarten zoo was very impressive. They also enjoyed seeing the finished addition.

402: Marion City Council

Anderson updated the board on items from the City Council meeting.

403: Coffee & Conversation

Wall, AbouAssaly and JT Anderson attended along with about 10 community members. Discussion mostly revolved around the bond plan.

404: Board Book

Superintendent Shepherd shared highlights from the May 7<sup>th</sup> Board Book. Board members also discussed the Reading Recovery program and asked the administration for more information on the subject.

**500: Unfinished Business**

**501: Policy Recommendations – Second Reading *Motion 149-05-07***

Motion Anderson, second Lausen to approve the second reading of the policy recommendations as presented. Voice vote. All ayes. Motion carried.

- 504.1 Student Health and Immunization Certificates
- 504.1-E Immunization Requirements
- 504.2-E1 Communicable Disease Chart
- 504.31 Administration of Medication to Students
- Policies 603.2 thru 605.7 were reviewed with changes suggested for:
  - 603.7 Homework
  - 604.1 Guidance and Counseling

**502: Bond Petition Language Motion 150-05-07**

Motion Lausen, second Wall to approve the bond petition language as presented. Voice vote. All ayes. Motion carried.

**600: New Business****601: Open Enrollment Requests Motion 151-05-07**

Motion Anderson, second Wall to approve the list of open enrollment requests as presented. Voice vote. All ayes. Motion carried.

**Approved Out**

<b>Name</b>	<b>Grade</b>	<b>Requested District</b>	<b>Reason</b>
Wittenburg, Megan	10 <sup>th</sup>	Marion Independent	Good Cause
Wittenburg, Sydney	8 <sup>th</sup>	Marion Independent	Good Cause

**700: Consent Agenda****701: Personnel****Certified Staff: Assignment/Reassignment/Transfer**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Digmann, Lindsey	HS: Social Studies Teacher	8/15/18	BA+12, Step 6
Dixon, Megan	HS: Math Teacher	8/15/18	MA+15, Step 12
Patterson, Danielle	HS: From Student Support Services Teacher to Academic Assistance Counselor	8/1/18	Same
Schminke, Audra	OR: 6 <sup>th</sup> Gr Language Arts Teacher	8/15/18	BA, Step 1
Wynkoop, Scott	EX: Project Lead the Way Teacher	8/15/18	BA+24, Step 15

**Certified Staff: Resignation**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Kelly, Ryan	HS: Math Teacher-for 2018-19 school year	5/1/18	Other Employment
Martin, Carol	WE: 2 <sup>nd</sup> Gr Teacher	6/4/18	<b>Retirement</b>
Perez, Abbie	LG: 2 <sup>nd</sup> Gr Teacher	6/4/18	Relocation

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

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Bannister, Carmen	NS: From LG General Help/Baker to Lead Baker	5/1/18	SEIU A+.25, Step 7
Collins, Matthew	NE: Student Support Associate	4/26/18	LMSEAA II, Step 10
Cox, Shane	From HS to EX Custodian	4/23/18	Same
Fish, Andrea	NS: From NE Production Manager to NS Admin Assistant	5/14/18	Same
Gutierrez, David	From Regular Sub Driver to Bus Driver	4/20/18	Step 1
Hastings, Nikki	From NS Rover to WE Satellite Manager/General Help	5/1/18	PTNS, Step 4+.75
Kenneson, Laura	NS: From HS General Help to LG Baker/Cashier	5/14/18	SEIU A, Step 1+.25
Pollard, Dustin	From .5 LRC Custodian to 1.0 HS Custodian	4/30/18	SEIU C, Step 4
Thatcher, Ronald	From Regular Sub Driver to Bus Driver	4/20/18	Step 1
Wright, Kathleen	From HS to LRC .5 Custodian	4/30/18	Same

**Classified Staff: Resignation**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Heald Margaret	NS: EX General Help	6/1/18	Personal
Howard, Casey	WF: Student Support Associate	5/15/18	Relocation
Niemier, Rick	TR: Bus Driver	4/24/18	Termination
Olds, Jamie	LG: Student Support Associate	4/16/18	Termination
Schefter, Virginia	NE: Student Support Associate	4/27/18	Personal

Thomas, Julli	NE: Student Support Associate	5/31/18	<b>Retirement</b>
Waters, Heather	WF: Student Support Associate	6/1/18	Personal

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

Name	Assignment	Dept Action	Salary Placement
Colby, Megan	HS: From JV to Co-Head POMS Coach	8/1/18	\$2,485
Meeks, Austin	HS: .5 JV/Assistant Varsity Baseball Coach	4/20/18	\$2,130.50
Walsh, Rodger	HS: .5 JV/Assistant Varsity Baseball Coach	4/20/18	\$2,130.50

***Extra-Curricular: Resignation***

Name	Assignment	Dept Action	Reason
Johnson, Suzanne	HS: Assistant POMS Coach	5/1/18	Personal

702: Approval of April 23<sup>rd</sup> Minutes

*Exhibit 702.1*

703: Approval of April 30<sup>th</sup> Special Session Minutes

*Exhibit 703.1*

704: Approval of the May 3<sup>rd</sup> Special Session Minutes

*Exhibit 704.1*

705: Approval of Bills

*Exhibit 705.1*

706: Approval of Contracts

*Exhibits 706.1-6*

1. Agreement with Community Electric for the Indian Creek electrical upgrade
2. Independent contractor agreement with Andrew Last
3. Service contract with Center Stage Productions
4. Memorandum of understanding with Luther College
5. Letter of understanding with Grant Wood AEA for Vast Center Science Program
6. Independent contractor agreement with Darron Carr
7. Interagency agreements for special education with College CSD (1), Dubuque CS (1), Marion Independent (1), Sioux City CSD (1), and Springville CSD (1). *For student confidentiality, exhibits not provided.*

707: Disposition of Obsolete Equipment

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

708: Approval of the Consent Agenda ***Motion 152-05-07***

Motion Anderson, second Lausen to approve the consent agenda as presented. Voice vote. All ayes. Motion carried.

**800: Communications/Calendar/Committees**

Communication and calendar items were reviewed.

**900: Adjournment** ***Motion 153-05-07***

Motion Wall, second Anderson to adjourn the regular meeting at 8:24 pm. Voice Vote. All ayes. Motion carried.



# Recent Foundation Funding Highlights

The Foundation continues to be focused on supporting our district enrich the student educational experience and also help to bridge critical funding gaps our schools continue to face. The Foundation is honored to help support many curriculum priorities and enrichment areas throughout our district.

## **District-Wide National Visiting Author & Illustrator Series – 26 Years Strong!**

## **District-Wide Music In The Schools**

Opera Iowa, Orchestra Iowa, Music Connects, Pan American Steel Drum Ensembles

## **STEAM** (Science, Technology, Engineering, Arts & Math)

District Google Expeditions Units

Student iPads for eight schools

Mimio Teach Bars for staff

SPRK+ Sphero Coding Units

OSMO Genius Kits

Makerstation or “Make To Learn” STEM centers in nine schools

High School Science Lab Equipment

AquaCulture Lab Equipment

Eight New Ceramic Studio Pottery Wheels

## **Investing in Innovation & Emerging Curriculum Areas**

Aerospace Engineering

Computer Science Applications Tablets

IowaBIG Makerstation including Virtual Reality system, Drone, 360 VR camera, Lulzbot 3D printer, GoPro bundle

Ten 3D Printers for Gateway To Technology classes & High School

Makey Makey Kits – Elementary

Polar Heart Rate Systems – Middle School & HS



# Recent Foundation Funding Highlights

## **Supporting Classrooms & Media Centers**

Leveled Reading Book Carts

Student Collaboration Center

Social & Emotional Learning materials & books

## **Champions For Kids Fund-supporting students with financial obstacles**

ALO Program

Student Assistance efforts

Growl Prowl Fund Management

Musical Instruments & Beginner Band  
and Orchestra Lessons

Advanced Placement Exams

Scholarships to participate in Academics,  
Activities and Athletics

## **Senior Scholarships**

Eighteen senior scholarships awarded each May,  
approximately \$14,000

# Planning for the Future

## 17/18 Enrollment Report

Presented on **May 07, 2018**



### Discussion Points

- **Introductions**
- **Enrollment and Demographics (Part One)**
  - Key Things
  - Maps: Planning Areas and Attendance Areas
  - Sophisticated Forecast Model (SFM)
  - Demographics
  - Past Enrollment and Change
  - Baseline Maps and Data
- **Development (Part Two)**
  - Population, Development, and Enrollment Trends
  - Yield Rate of Students
  - Maps and Data
- **Enrollment Projections (Part Three)**
  - Projection Accuracy
  - Past, Current, Future Enrollment
  - Accuracy Trends
  - Building Projections
- **Moving Forward (Part Four)**
  - Key Considerations
  - Next Steps



Visualizing Success

Visualizing Success



# About RSP

- Founded in 2003
- Professional educational planning firm
- Expertise in multiple disciplines
- Over 20 Years of planning experience
- Over 80 years of education experience
- Over 20 years of GIS experience
- Clients in Arkansas, Iowa, Illinois, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, and Wisconsin
- Projection accuracy of 97% or greater

## Planning

**Robert Schwarz**  
CEO, AICP, REFP, CEFP

**Grant Lang**  
Planning Coordinator

## Educators

**Clay Guthmiller**  
Education Planner

**Craig Menozzi**  
Education Planner

**David Stoakes**  
Education Planner, EdD

**Dave Wilkerson**  
Education Planner, PhD

## GIS Analyst

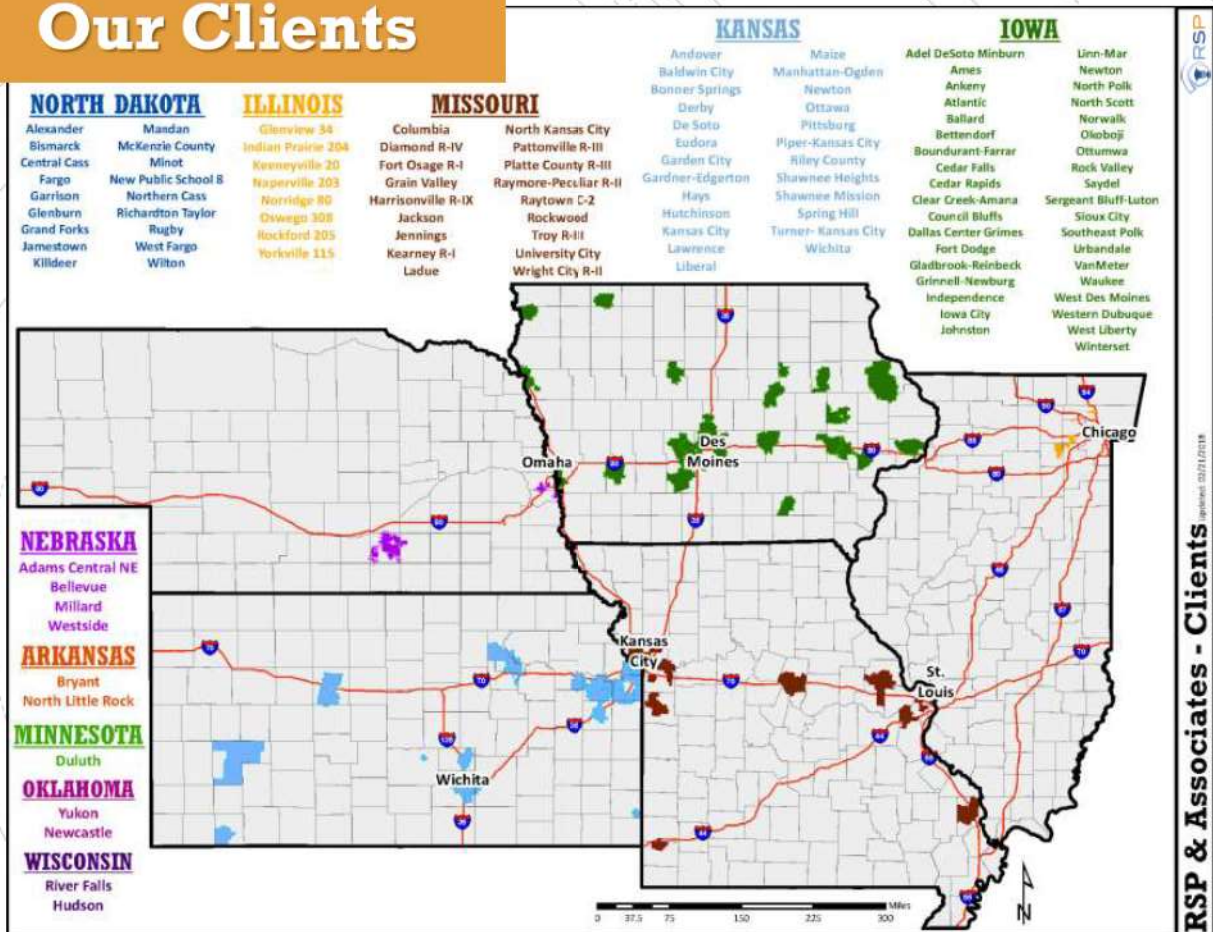
**Tyler Link**  
GIS Analyst

**Brandon Sylvester**  
GIS Analyst



Visualizing Success

# Our Clients



# Making it Happen

## Linn-Mar Community School District

- Administration

## County, City, & Others

- Linn County
- City of Cedar Rapids
- City of Marion
- United States Geological Survey
- Iowa DOT
- Census Bureau/ Esri

## Development Community

- Builders
- Developers

**Thank you!**



# Part One: Enrollment & Demographics



Visualizing Success

Visualizing Success



# Key Things About the District

## Enrollment Projections:

- Projected to increase by about 500 students (6.7%) (Annual between +0.5% and +2.0%)
- By 2022/23 K-12 enrollment closing in on 8,000 students
- By 2022/23 6-8 enrollment >1,900 students

## Capacity over Next Five Years:

- Elementary Capacity:
  - ❑ Echo Hill Elementary will be nearly at its 600-student capacity
  - ❑ Indian Creek Elementary continues to be over its 500-student capacity
  - ❑ Westfield Elementary will be nearly at its 600-student capacity
- Middle School Capacity:
  - ❑ Excelsior Middle School will be within 60 students of its 1,100-student capacity
  - ❑ Oak Ridge Middle School currently and continues to be over its 750-student capacity
- High School Capacity:
  - ❑ Linn Mar High School will near its 2,400-student capacity (LRC being used for additional space)
- Options need to be considered to improve overutilized schools and/or increase educational teaching spaces (Portables, Boundary Changes, additions, enrollment capping, etc.)

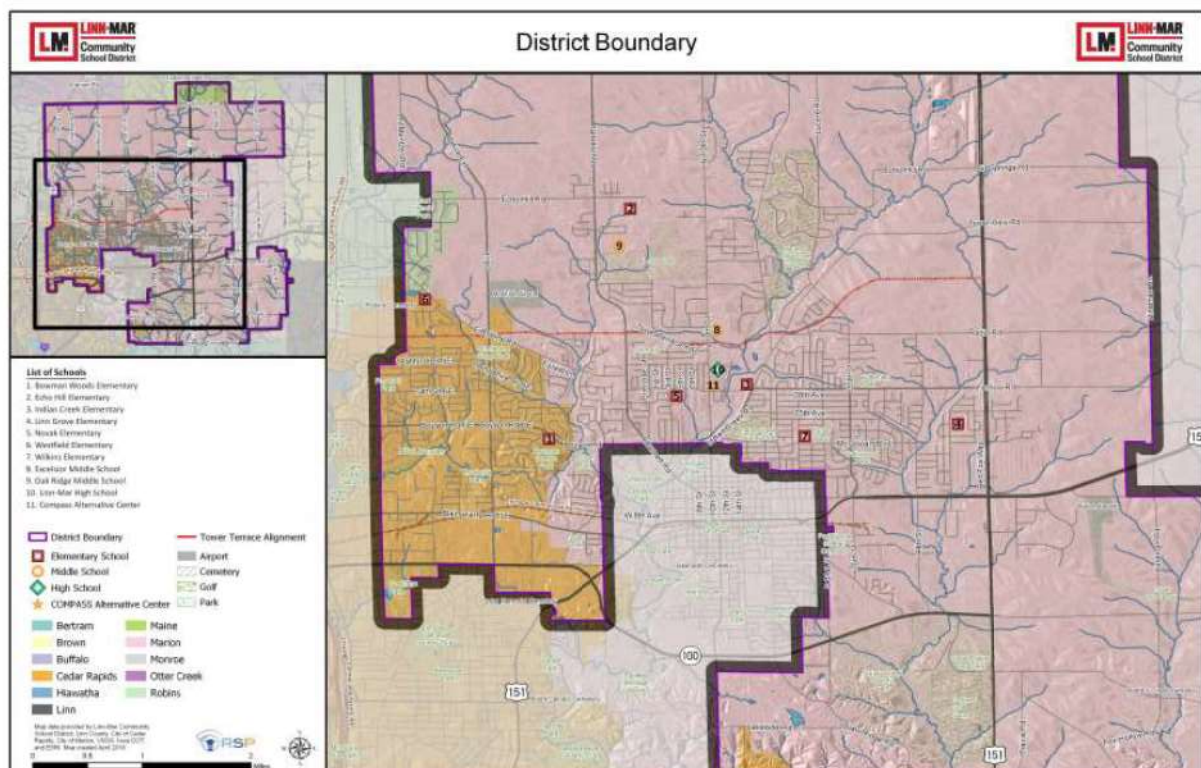
## Development Opportunities:

- Significant available land for residential development
- Speed of residential development will affect rate of enrollment increase
- The Rockwell Collins restructuring is not yet fully known how it will impact future residential activity

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## District Boundary

- District Boundary (Purple Line)
- Major Streets
- Major water features & cultural features
- Municipality Limits
  - Cedar Rapids (Orange)
  - Marion (Pink)
  - Robbins (Green)

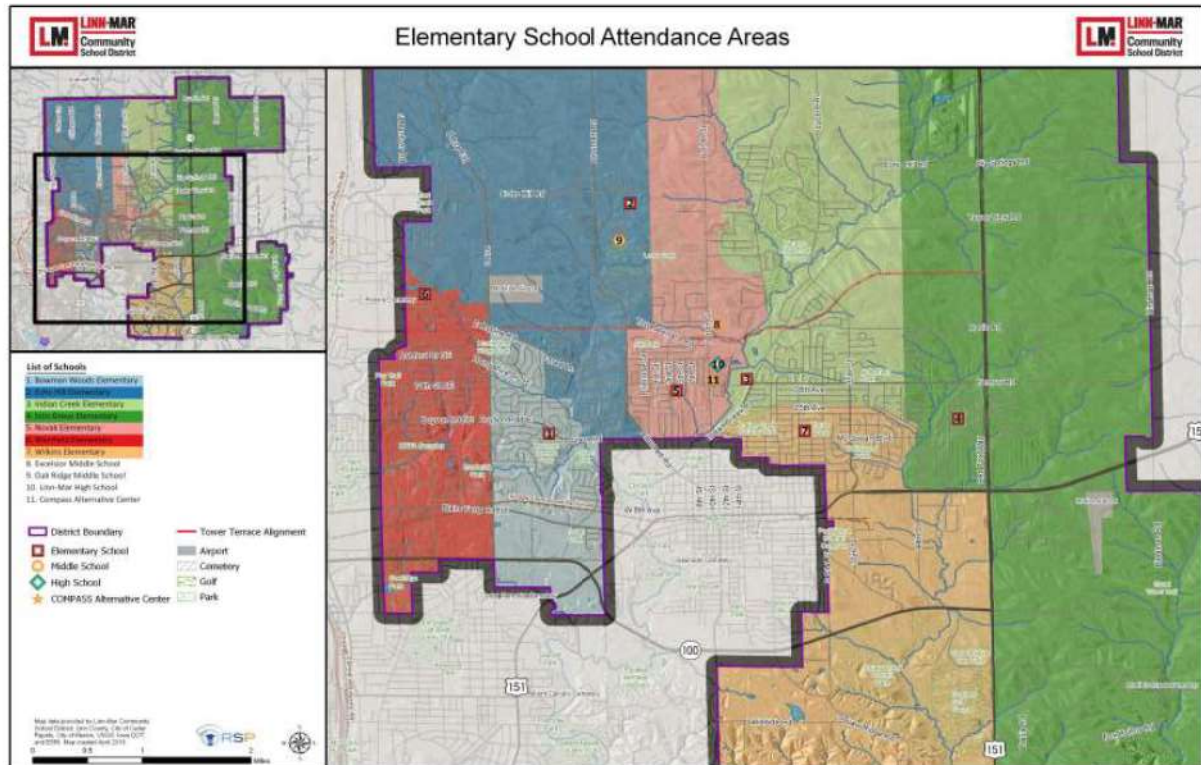


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## Elementary Attendance Areas

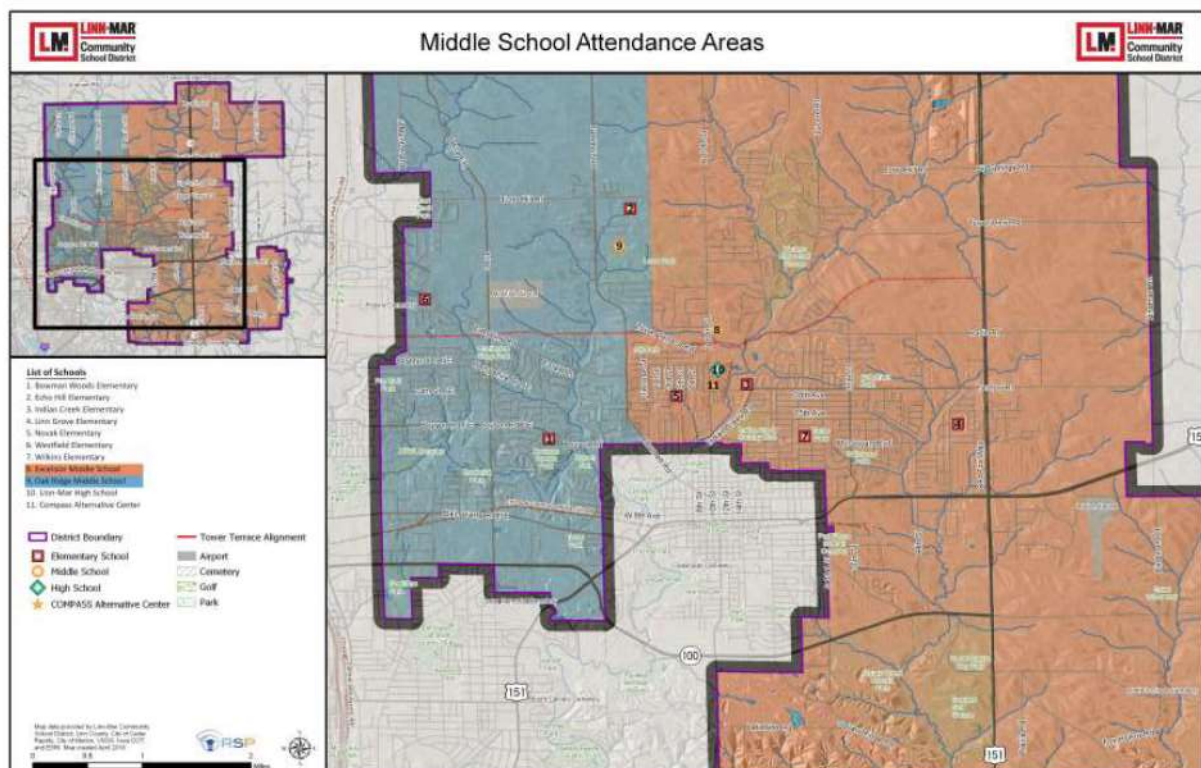
- District Boundary (Purple Line)
  - Major Streets
  - Major water features & cultural features
  - Attendance Areas
- Bowman Woods (Light Blue)
  - Echo Hill (Dark Blue)
  - Indian Creek (Light Green)
  - Linn Grove (Dark Green)
  - Novak (Pink)
  - Westfield (Red)
  - Wilkins (Yellow)



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## Middle Attendance Areas

- District Boundary (Purple Line)
  - Major Streets
  - Major water features & cultural features
  - Attendance Areas
- Excelsior (Orange)
  - Oak Ridge (Blue)

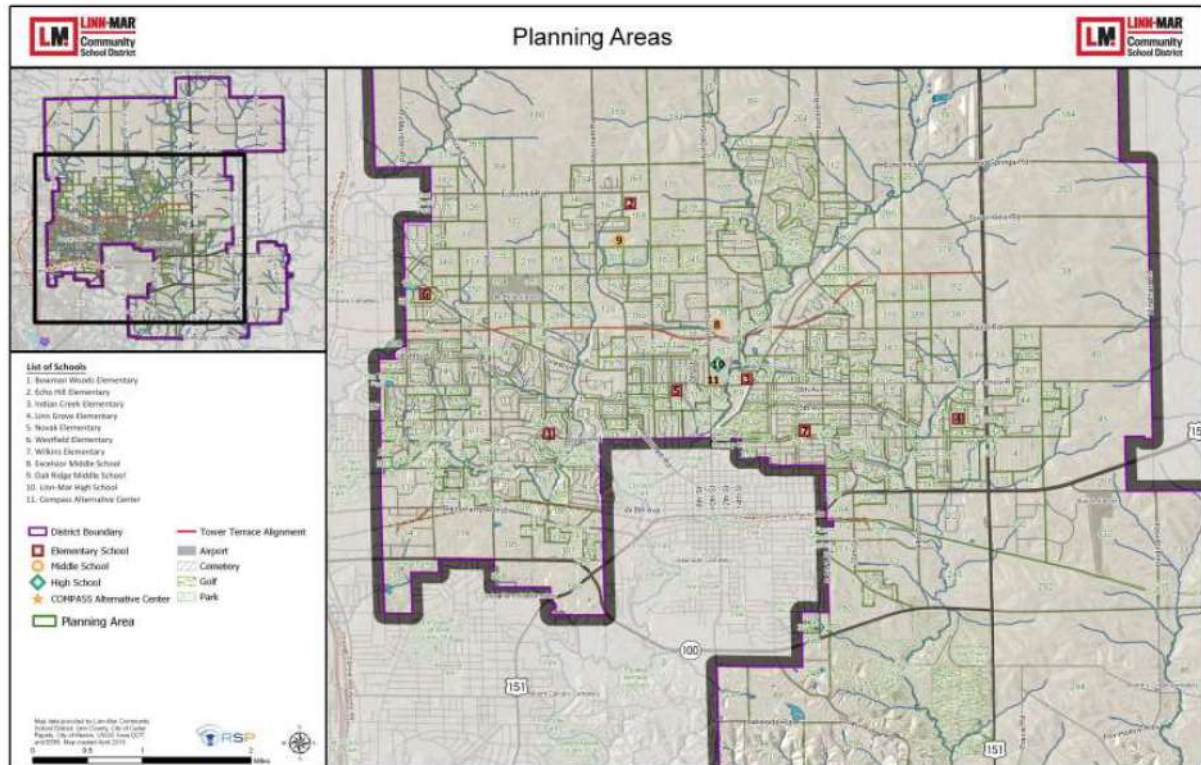


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## Planning Areas

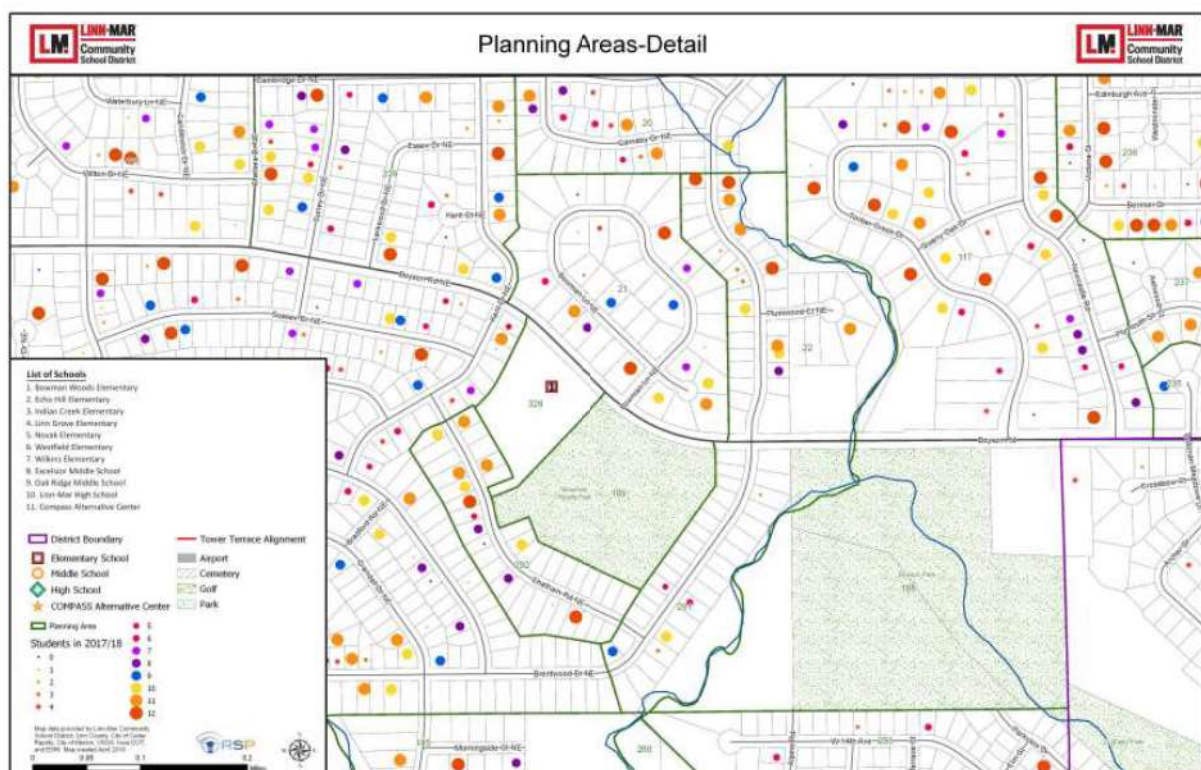
- Land Use (Residential, Commercial, Industrial)
  - Residential Density (Single-Family, Mobile Home, Duplex, Apartment)
  - Natural Features (Rivers and Creeks)
  - Manmade Features (Railroad and Streets)
  - Attendance Area
- There are over **400** planning areas RSP monitors for demographic, development, and enrollment data sets



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## Detailed Planning Areas

- Zoomed in view of Planning Areas (**Green Line**) and Bowman Woods Elementary
- Displays the power of GIS data & Information
- See where students are located (color dots) in relation to streets, subdivisions, and parcels
- Illustrates how the planning areas are tied to neighborhoods at the parcel level



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# Sophisticated Forecast Model

This is the central focus of everything RSP does. The model is based on what is happening in a school district. The best data is statistically analyzed to provide an accurate enrollment forecast. The District will be able to use RSP's report and maps to better understand demographic trends, school utilization, and the timing of construction projects.

## Built-Out

$$S_{c,t,x} = S_{c-1,t-1,x} * GC$$

Let:

- S = The number of students, either an actual count or a projected count
- x = A subscript denoting an attendance area in the School District
- c = Grade level
- t = Time (Years)
- GC = Growth component either modeling enrollment increase or decrease based on historical information, expressed as a real number

## Developing

$$S_{c,t,x} = S_{c-1,t-1,x} + (BP_{t,x} * R_{c,x})$$

$$\text{Where: } BP_{t,x} = \left( \frac{(CP_x)(BT_x)(A_x)}{\sum_x (CP_x)(BT_x)(A_x)} \right) * CT$$

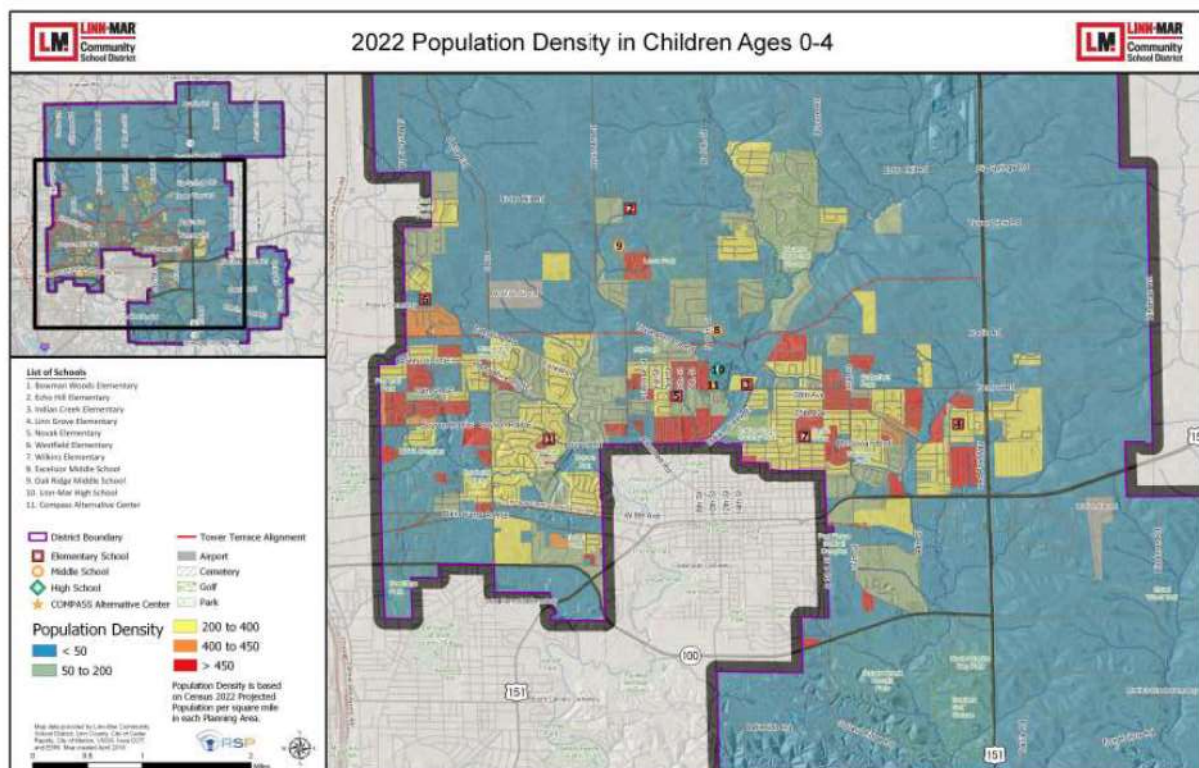
Let:

- S = The number of students, either an actual count or a projected count
- x = A subscript denoting an attendance area in the School District
- c = Grade level
- t = Time (Years)
- BP = Building permit forecast as given by the Building Permit Allocation Model (BPAM) model
- R<sub>c,x</sub> = Student enrollment ratio of cohort c in planning area x
- CP = Capacity of a planning area as expressed by available housing units
- BT = Building history trend of a planning area
- A = An index which models the likelihood of development
- CT = Building permit control total forecast

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## Population: Ages 0-4, 2022

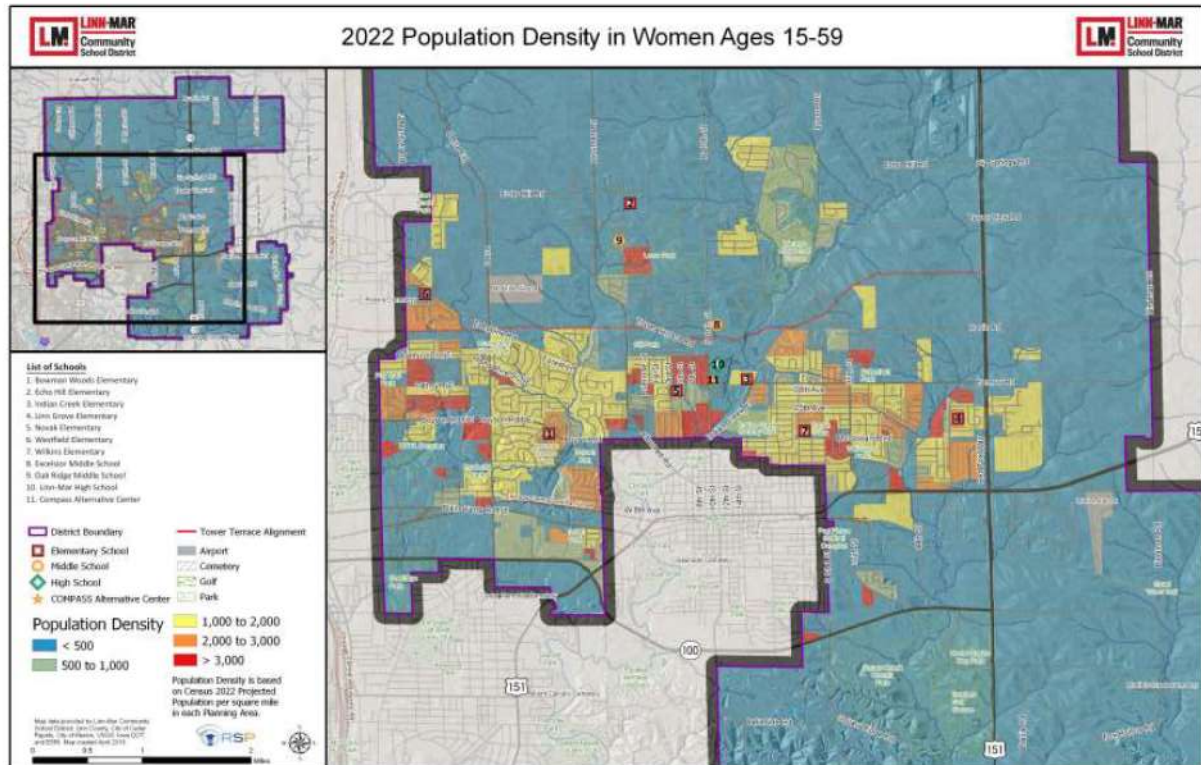
- Depicted by Census Block Group with 2022 estimates
- Density weighted by land area of each Block Group
- **Red** areas have greatest density, **Blue** have the least
- This data helps benchmark the projection model choices for future student enrollment



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## Population: Women 15-59, 2022

- Depicted by Census Block Group with 2022 estimates
- Density weighted by land area of each Block Group
- **Red** areas have greatest density, **Blue** have the least
- This data helps benchmark the projection model choices for future student enrollment



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## Demographics

### Population

2010-2017 Annual rate

**1.49%**  
Increase

### Housing Development

2010-2017 Annual Rate

**1.37%**  
Increase

### Income

Per Capita; 2017-2022 Annual Rate

**2.11%**  
Increase

### Workforce

Retail Trade

**17.7%**

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Source: US Census



# Demographic Comparison

	Linn-Mar Community School District	Linn County	Johnson County	State of Iowa
Unemployment Rate	1.8%	2.8%	2.4%	3.0%
Average Household Size	2.58	2.41	2.35	2.42
Median Age	37.2	37.7	30.5	38.9
Total Population	39,669	226,417	147,657	3,199,548
Median Household Income	\$77,372	\$59,550	\$57,517	\$54,832
Total Housing Units	15,828	97,880	62,683	1,403,034
Owner Occupied Housing Units	12,007	65,211	34,821	905,162
Renter Occupied Housing Units	3,197	26,635	24,717	374,016
Vacancy Rate	3.9%	6.2%	5.0%	8.8%

Ethnicity	Linn-Mar Community School District	Linn County	Johnson County	State of Iowa
White	86.9%	85.1%	75.7%	82.9%
Black	2.7%	5.0%	6.5%	3.6%
American Indian	0.2%	0.3%	0.2%	0.4%
Asian	4.7%	2.6%	6.8%	2.5%
Pacific Islander	0.1%	0.1%	0.0%	0.1%
Other Race	0.6%	0.9%	2.2%	2.2%
Two or More Races	2.1%	2.7%	2.8%	2.2%
Hispanic	2.7%	3.3%	5.8%	6.1%

Source: US Census

## What does this mean?

- Demographic attribute is mostly consistent between local area geographies
- The district has a decreasing vacancy rate, in 2010 the rate was 5.4% and in 2017 the rate is 3.9%, this rate is significantly lower than the U.S. average 11.3%
- Total Housing units is expected to increase from its current 15,828 in 2017 to 16,793 by 2022

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# Past School Enrollment

## Enrollment By Grade

Year	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total	Change
2000/01	367	353	375	387	361	383	344	323	321	368	342	343	307	4,574	
2001/02	375	342	359	378	400	358	401	344	320	308	334	298	295	4,512	-62
2002/03	437	327	377	366	378	390	381	394	349	301	298	326	292	4,616	104
2003/04	404	430	351	400	371	397	415	376	407	346	309	306	328	4,840	224
2004/05	476	408	448	366	411	388	398	416	381	415	349	312	309	5,077	237
2005/06	521	394	418	444	356	415	391	403	415	393	421	353	343	5,267	190
2006/07	459	507	442	430	470	394	436	410	429	449	406	414	366	5,612	345
2007/08	542	450	513	456	431	488	408	448	414	440	444	421	436	5,891	279
2008/09	598	483	478	530	468	439	494	420	451	424	443	461	424	6,113	222
2009/10	554	546	508	482	543	468	461	508	426	440	430	453	491	6,310	197
2010/11	555	506	555	506	486	544	480	466	516	432	434	434	461	6,375	65
2011/12	544	525	508	565	512	498	552	478	485	513	426	434	454	6,494	119
2012/13	608	527	528	531	561	523	503	563	488	488	505	433	476	6,734	240
2013/14	535	557	555	526	541	564	530	499	566	507	488	516	477	6,861	127
2014/15	607	527	573	574	542	552	581	542	503	567	491	483	546	7,088	227
2015/16	578	575	533	578	582	554	570	585	545	509	566	491	491	7,157	69
2016/17	569	551	594	565	591	583	569	563	594	562	508	554	475	7,278	121
2017/18	606	536	575	607	583	592	578	571	567	590	546	519	568	7,438	160

Source: Iowa Department of Education (2000/01 to 2015/16) and Linn-Mar Community School District (2017/18)

## Table Explanation:

- Largest class in 2017/18 – 3<sup>rd</sup> grade (607)
- Smallest class in 2017/18 – 11<sup>th</sup> grade (519)
- Graduating senior class smaller than the incoming Kindergarten class

Enrollment provided by the district – Student data is last school day count;  
Does not include Early Childhood, Home School, Private School, or Parochial School

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# Enrollment Change

## Enrollment Grade Change

From	To	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
2000/01	2001/02	8	-25	6	3	13	-3	18	0	-3	-13	-34	-44	-48	-62
2001/02	2002/03	62	-48	35	7	0	-10	23	-7	5	-19	-10	-8	-6	104
2002/03	2003/04	-33	-7	24	23	5	19	25	-5	13	-3	8	8	2	224
2003/04	2004/05	72	4	18	15	11	17	1	1	5	8	3	3	3	237
2004/05	2005/06	45	-82	10	-4	-10	4	3	5	-1	12	6	4	31	190
2005/06	2006/07	-62	-14	48	12	26	38	21	19	26	34	13	-7	13	345
2006/07	2007/08	83	-9	6	14	1	18	14	12	4	11	-5	15	22	279
2007/08	2008/09	56	-59	28	17	12	8	6	12	3	10	3	17	3	222
2008/09	2009/10	-44	-52	25	4	13	0	22	14	6	-11	6	10	30	197
2009/10	2010/11	1	-48	9	-2	4	1	12	5	8	6	-6	4	8	65
2010/11	2011/12	-11	-30	2	10	6	12	8	-2	19	-3	-6	0	20	119
2011/12	2012/13	64	-17	3	23	-4	11	5	11	10	3	-8	7	42	240
2012/13	2013/14	-73	-51	28	-2	10	3	7	-4	3	19	0	11	44	127
2013/14	2014/15	72	-8	16	19	16	11	17	12	4	1	-16	-5	30	227
2014/15	2015/16	-29	-32	6	5	8	12	18	4	3	6	-1	0	8	69
2015/16	2016/17	-9	-27	19	32	13	1	15	-7	9	17	-1	-12	-16	121
2016/17	2017/18	37	-33	24	13	18	1	-5	2	4	-4	-16	11	14	160
3-Yr Avg		-0.3	-30.7	16.3	16.7	13.0	4.7	9.3	-0.3	5.3	6.3	-6.0	-0.3	2.0	116.7
3-Yr Wavg		10.7	-30.8	19.3	18.0	14.7	2.8	5.5	-0.7	5.5	4.7	-8.5	1.5	3.0	131.8

Source: Iowa Department of Education (2000/01 to 2015/16) and Linn-Mar Community School District (2017/18)

### What does this Mean?— Change varies by grade

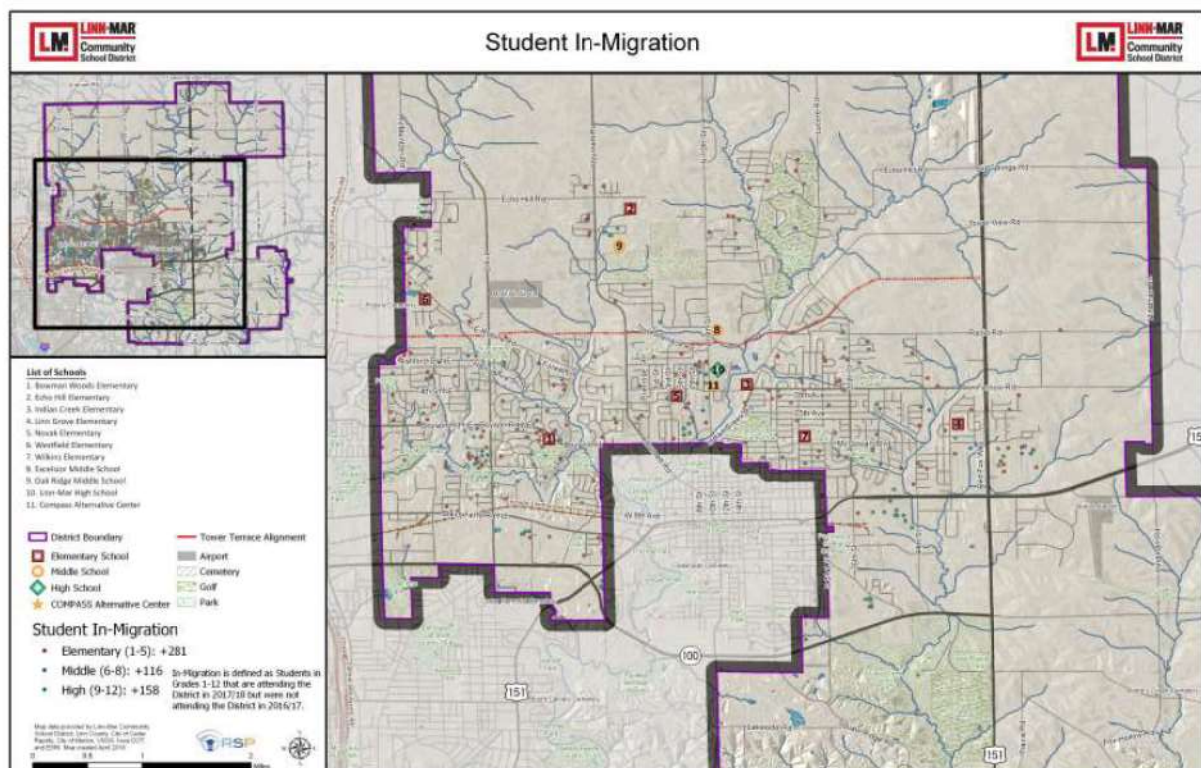
- Largest average K-12 class increase – 2<sup>nd</sup> to 3<sup>rd</sup> grade (+16)
- Largest average K-12 class decrease – K<sup>dg</sup> to 1<sup>st</sup> grade (-31)
- Propensity to have varying cohort change in every grade – unique double-digit growth in elementary

Enrollment provided by the district – Student data is last school day count;  
Does not include Early Childhood, Home School, Private School, or Parochial School

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## Student In-Migration

- 2017/18 students who are in 1<sup>st</sup> through 12<sup>th</sup> grade that were not attending the district in 2016/17 as kindergarten through 11<sup>th</sup> grade
- **574** new students in 2016/17
- **555** new students in 2017/18

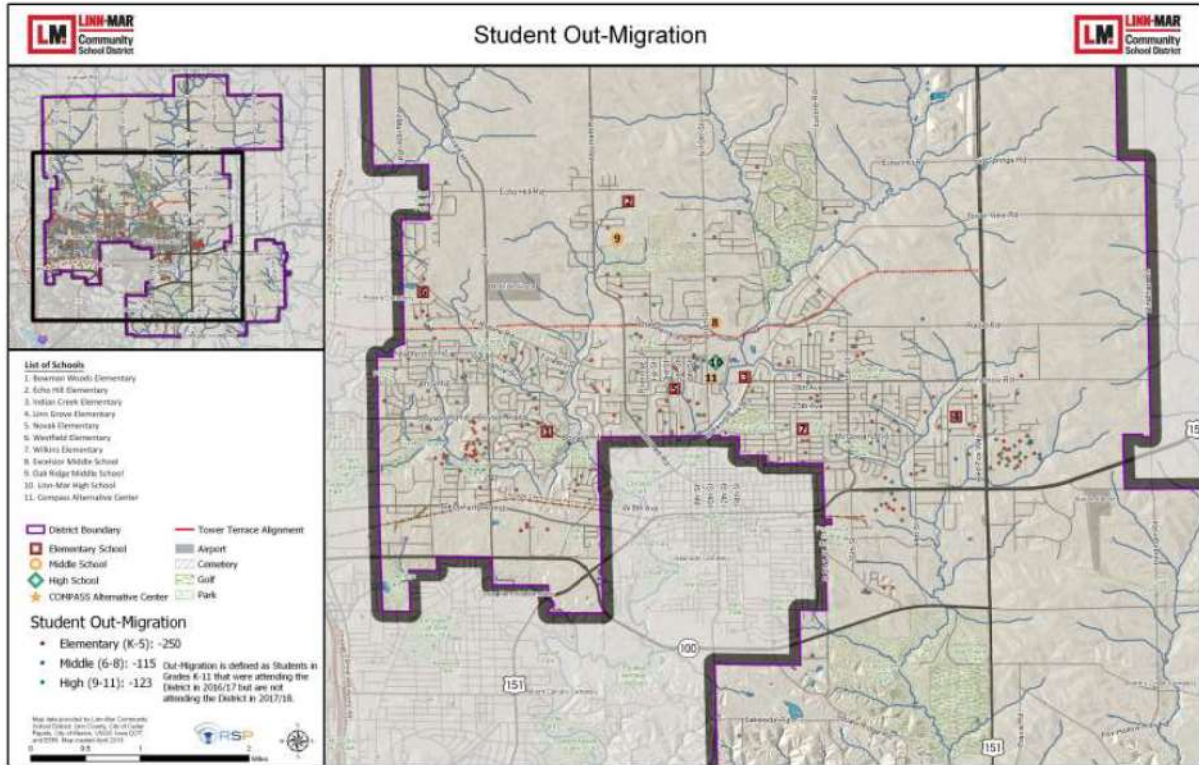


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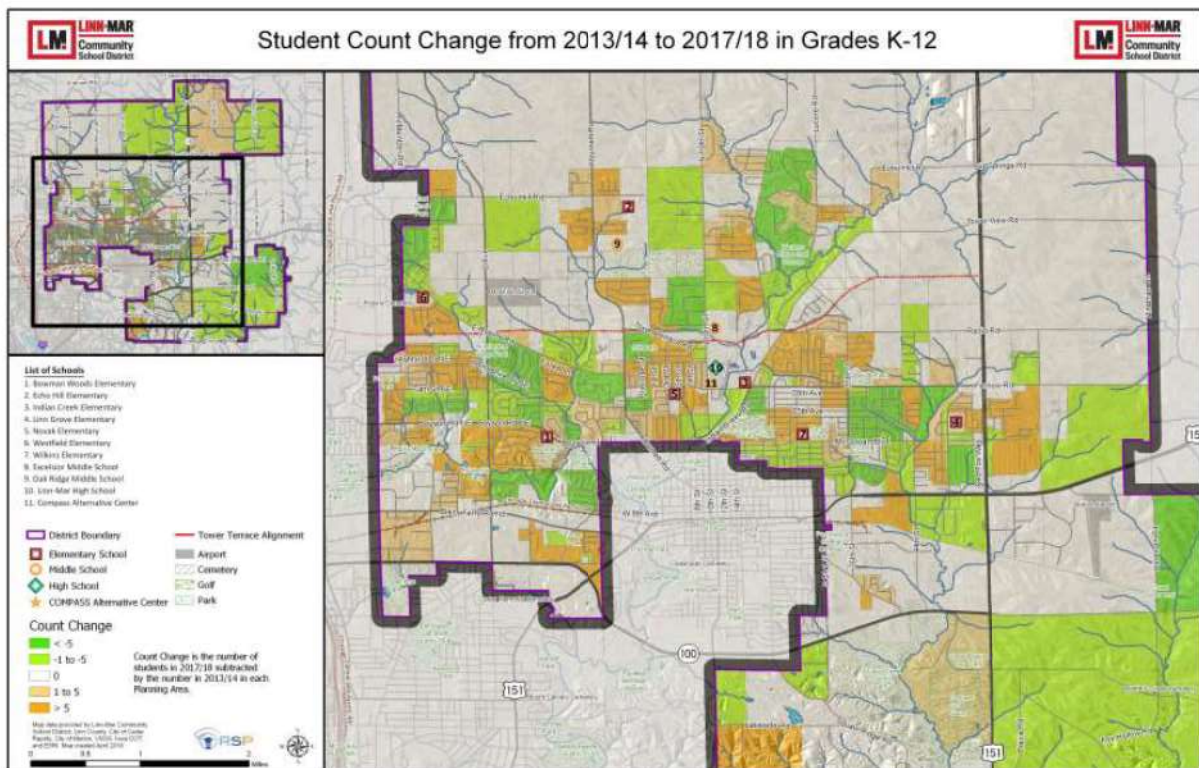
## Student Out-Migration

- Students attending the district in 2016/17 who were in kindergarten through 11<sup>th</sup> grade that did not attend in 2017/18 as 1<sup>st</sup> through 12<sup>th</sup> graders
  - 473 students left the district in 2016/17, **Total Migration +74**
  - 488 students left the district in 2017/18, **Total Migration +67**



## Student Count Change

- Depicts student movement at each Planning Area from 2013/14 to 2017/18
- **Orange** areas experienced an increase since 2013/14
- **Green** areas experienced a decrease since 2013/14
- **White** areas had no net change of students between 2013/14 to 2017/18
- New developments have a greater propensity to have more students in future years

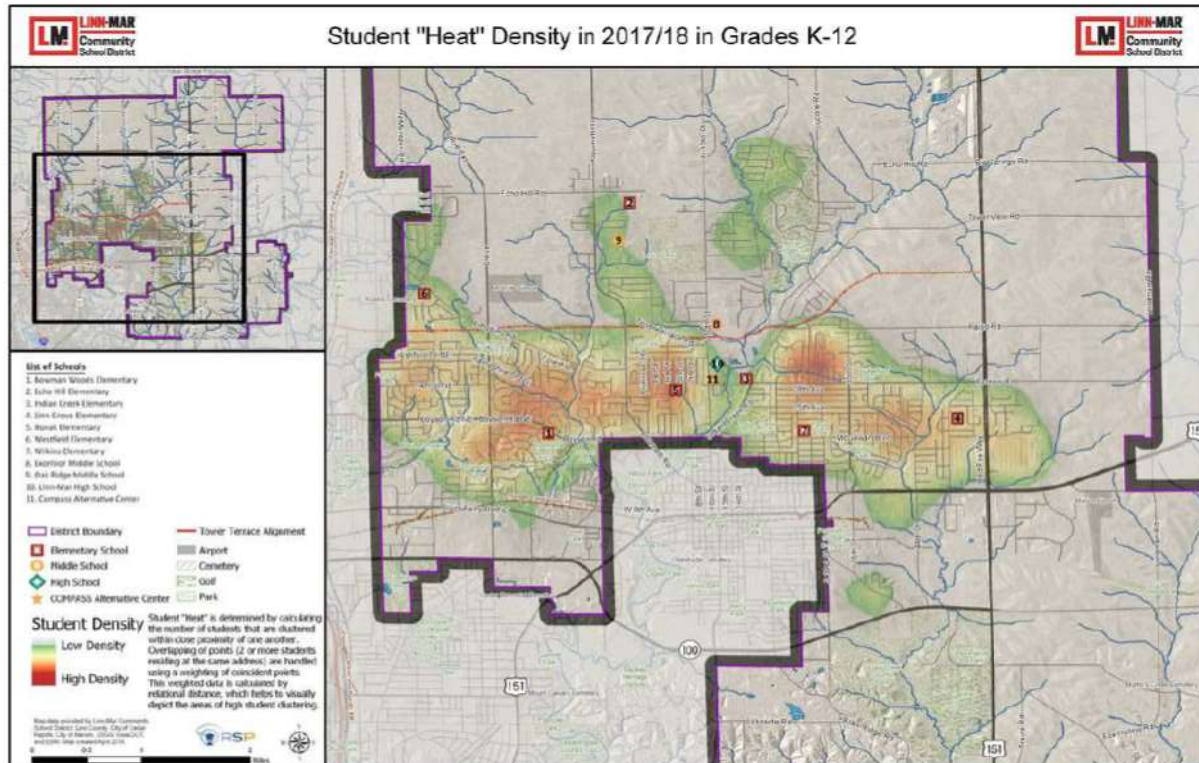




## Student "Heat" Density



- **Red** areas depict highest density of students, **Gray** as lowest student density
- Overlapping points (2 or more students) are handled using a weighting of coincident points
- Newer developments and/or most affordable areas tend to have the greatest density



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## Enrollment Conclusion

- The greatest enrollment increases have happened in the primary elementary grades
- Enrollment tends to increase from grade to grade each year at the elementary and stabilize in the middle school and high school grades
- There is considerable migration of students from year to year (In-migration and Out-migration)
- Students have elected to take advantage of district school choice options (Transfers)
- Enrollment in the northern portion of the district will continue to increase as the new developments are built and younger aged households move there
- Enrollment increases have occurred in many of the older developed areas of the community (regreen) but typically do not have as great a yield rate as when they were newer developments
- District wide capacity is at 91% not including ancillary program space

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# Part Two: Development

Visualizing Success



## Population, Development, Enrollment



Source: Linn County, Census Data, Linn-Mar Community Schools, and RSP SFM & Demographic Models

### Graphic Explanation

- Building trend indicates there has been steady new residential activity (Averaging more than 250 units)
- Student enrollment growth has remained positive over the last decade
- Census data indicates the area has an increasing population

### What Does This Mean

- The new households moving into the district may start having more children and/or school aged children
- With development similar or increasing over the next five years than the previous 5 years there are likely to be more new students
- Older areas of the community are in the subdivision life cycle of having greater children than in the past



# Student Yield Rate

## Single Family (SF)

School	Year						
	2012	2013	2014	2015	2016	2017	Avg
Bowman Woods Elementary School	0.22	0.21	0.21	0.20	0.22	0.21	0.21
Echo Hill Elementary School	0.32	0.33	0.32	0.30	0.30	0.31	0.31
Indian Creek Elementary School	0.27	0.29	0.29	0.29	0.28	0.29	0.28
Linn Grove Elementary School	0.24	0.23	0.23	0.25	0.25	0.25	0.24
Novak Elementary School	0.24	0.23	0.24	0.24	0.24	0.24	0.24
Westfield Elementary School	0.35	0.32	0.31	0.31	0.31	0.32	0.32
Wilkins Elementary School	0.18	0.16	0.16	0.17	0.18	0.17	0.17
District (K-5)	0.26	0.25	0.25	0.25	0.25	0.25	0.25

Source: Linn County and Linn-Mar Community School District.

## Multi-Family (MF)

School	Year						
	2012	2013	2014	2015	2016	2017	Avg
Bowman Woods Elementary School	0.10	0.08	0.09	0.07	0.08	0.09	0.09
Echo Hill Elementary School	0.00	0.84	0.59	0.36	0.37	0.37	0.42
Indian Creek Elementary School	0.05	0.04	0.04	0.05	0.05	0.05	0.05
Linn Grove Elementary School	0.15	0.12	0.13	0.11	0.12	0.10	0.12
Novak Elementary School	0.09	0.06	0.06	0.05	0.06	0.07	0.06
Westfield Elementary School	0.08	0.06	0.08	0.09	0.10	0.10	0.09
Wilkins Elementary School	0.13	0.10	0.13	0.13	0.12	0.12	0.12
District (K-5)	0.11	0.09	0.10	0.10	0.10	0.10	0.10

Source: Linn County and Linn-Mar Community School District.

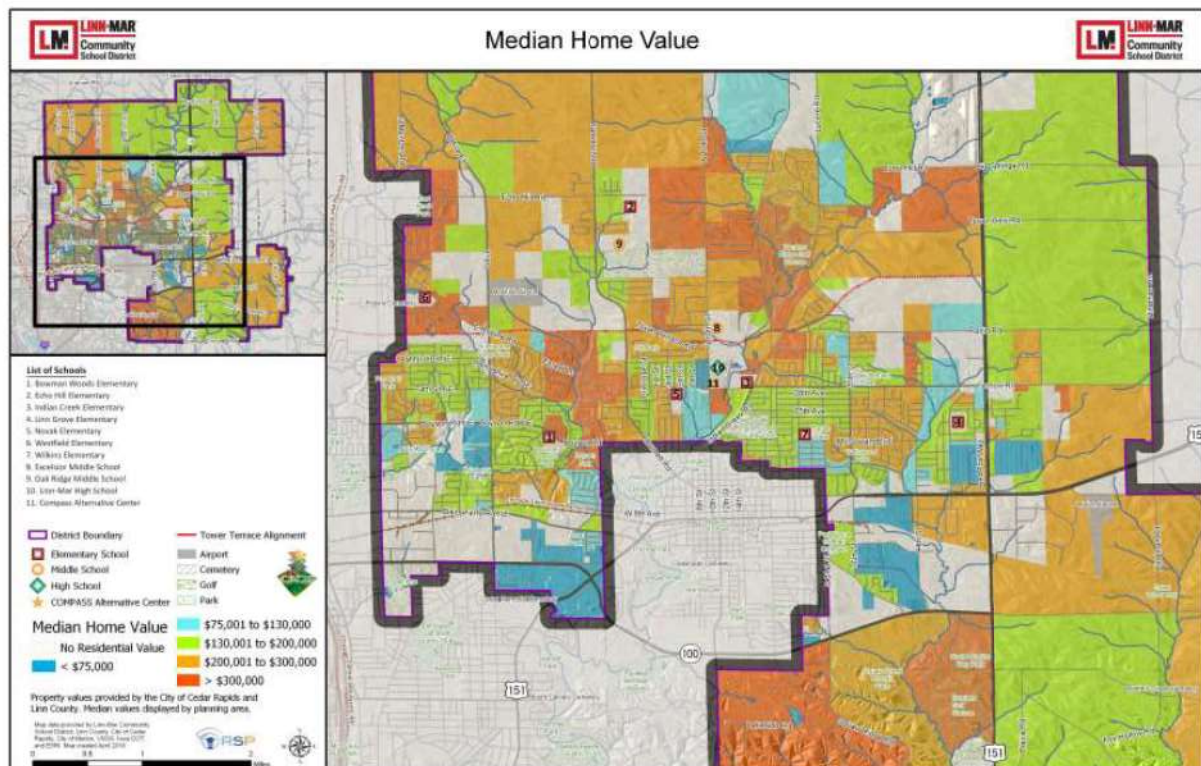
### Graphic Explanation

- Single-Family residential on average has a higher student yield rate of .25 when compared to the Multi-Family average yield rate of .10
- Echo Hill ES as a much higher average multi-family yield rate of .42 when compared to the district average

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## Median Home Value

- Based on assessed Home Value as provided and maintained by the county assessor's office
- Depicted by Median Value in each Planning Area
- Home values likely correlated to socioeconomic status – new areas tend to be the least affordable
- Areas shaded in **Orange** and **Red** have the greatest Median Home Value
- Areas shaded in **Blue** represent the greatest affordability



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## Residential Year Built

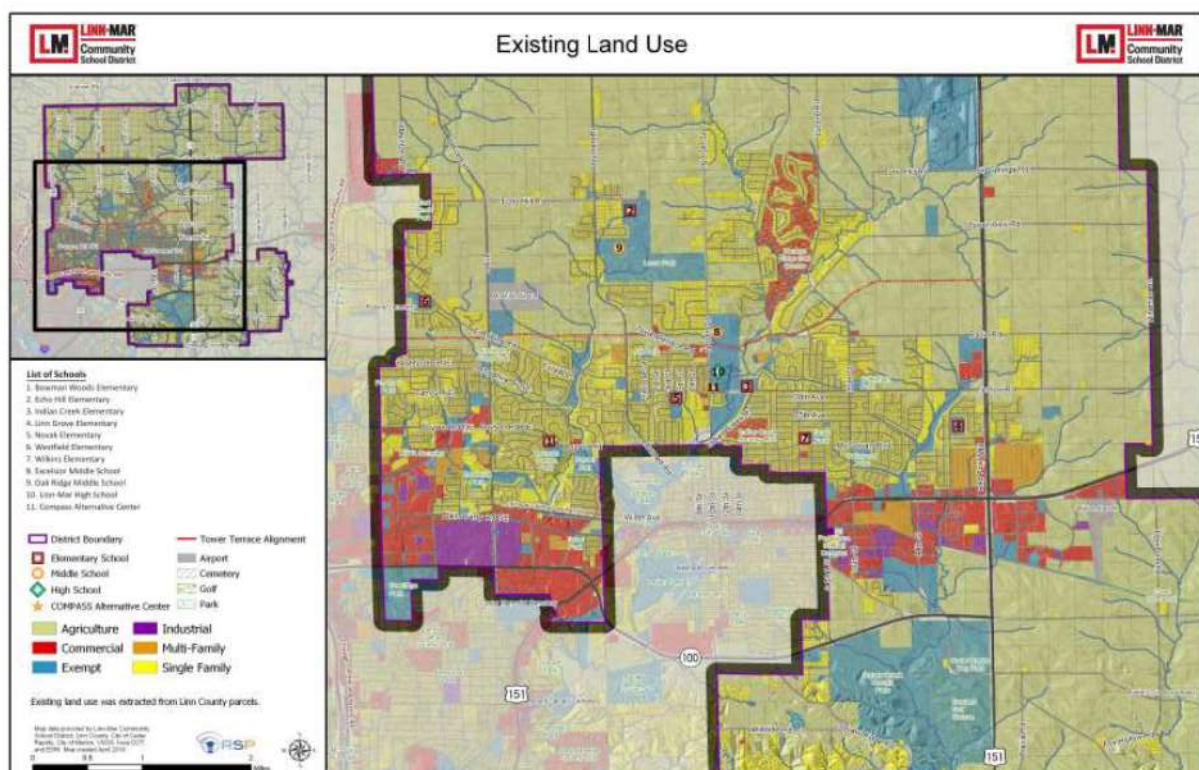
- Zoomed in view of Country Club Estates
- Reveals the clusters of where residential development has occurred
- Some new areas do not necessarily lead to similar yield rates of like developments
- Color of dots represent a specific year according to County Assessor's Office



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## Existing Land Use

- Identifies the current type of land use
- Illustrates where employment centers are located (**Purple and Red**)
- Yellow and Orange** areas represent residential

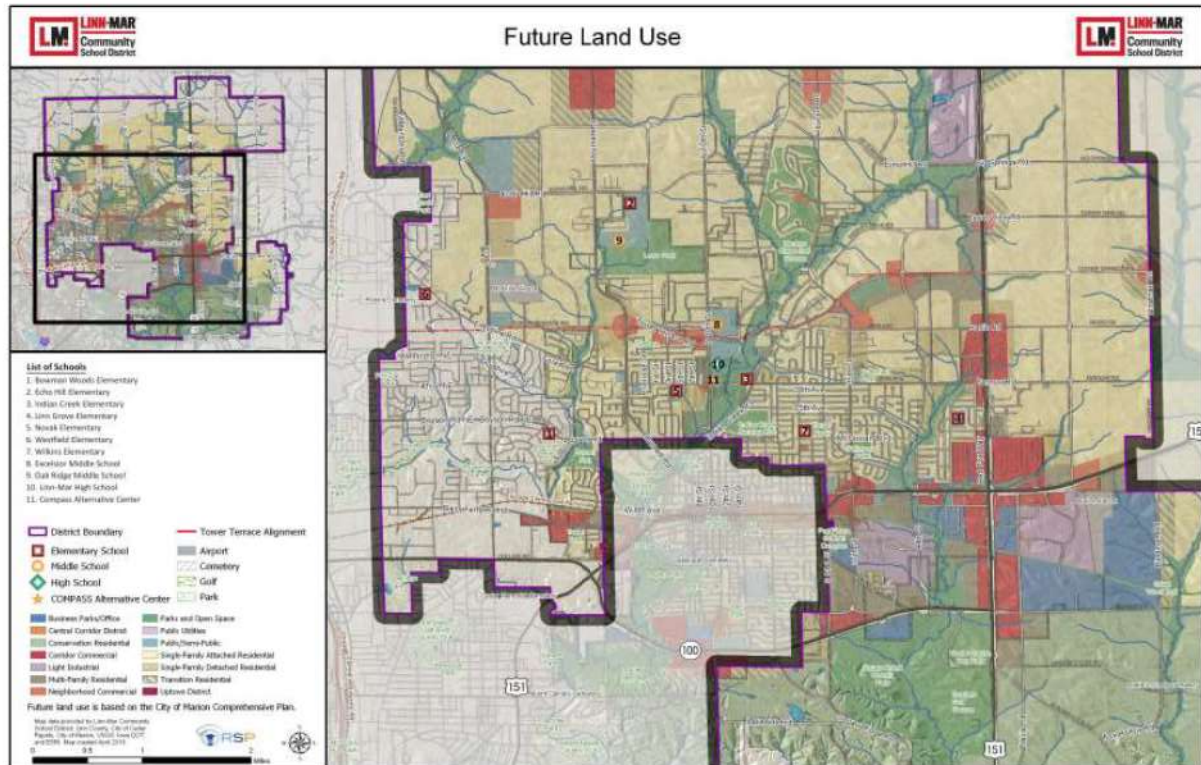


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## Future Land Use

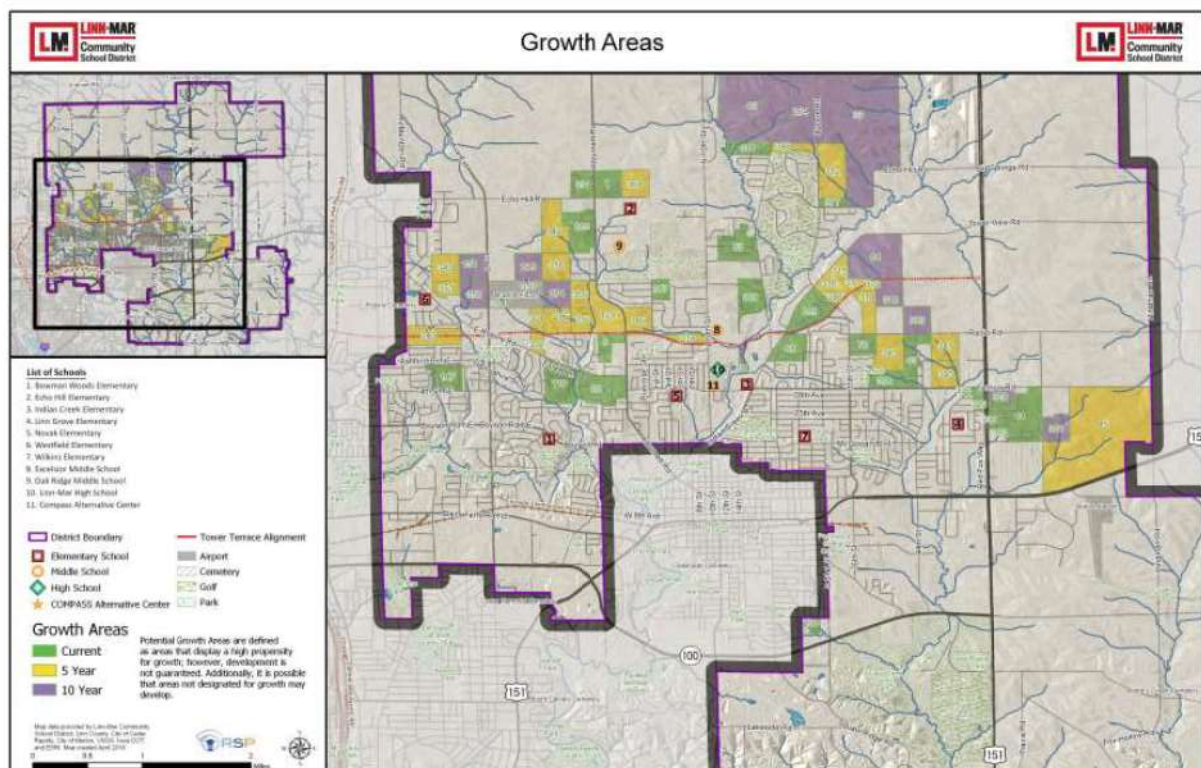
- Identifies possible areas that could develop
- Is development changing? – will it impact enrollment and use of facilities?
- Yellow** and **Orange** areas represent residential



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## Growth Areas

- Identifies where development activity is happening (**Green**)
- Identifies possible areas that could develop (**Yellow** and **Purple**)
- The market and property owner desire to build guides the timing of development
- Other properties not shown might develop while some shown might not develop



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## Development Conclusion

- Single-family residential has the highest propensity to have school aged students
- There are abundant residential development opportunities available within the district boundary as infrastructure improvements allow
- Future residential activity is dependent on the economy (job growth/expansion)
- The type of development (Single-family, Duplex, Apartments) have different yield rates
- Tower Terrace Road expansion and connection to a future I-380 Hwy interchange will influence development in the community
- Current residential development is concentrated largely in the west portion of the Linn-Mar District, largely along Alburnett Rd
- Future residential development activity outlook is promising – mostly concentrated just north of Echo Hill Rd
- Timing of new development will determine the speed of future enrollment increase

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## Part Three: Enrollment Projections

Visualizing Success



# Projection Accuracy

## Elementary

- Projected: 3,471
- Actual: 3,499
- Accuracy: **99.2%**



## High School

- Projected: 2,220
- Actual: 2,223
- Accuracy: **99.9%**

## Middle School

- Projected: 1,738
- Actual: 1,716
- Accuracy: **98.7%**

## District

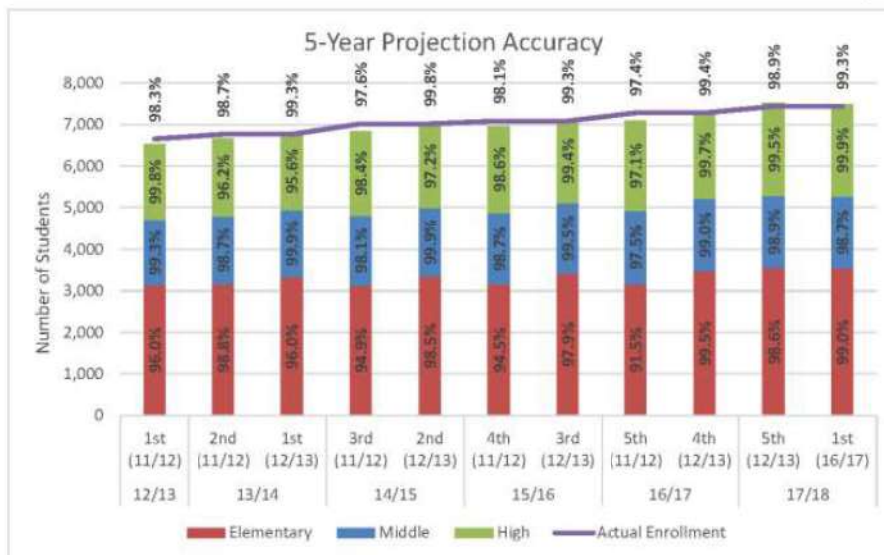
- Projected: 7,429
- Actual: 7,438
- Accuracy: **99.9%**

### Notes:

- This accuracy is the 1<sup>st</sup> year (17/18 school year) RSP projections conducted in 16/17
- Demographic shifts with millennials impacting future enrollment (Jobs, Jobs, Jobs)
- Many areas of the community having significant demographic shifts influencing changes in enrollment (type of households not generating similar yield rates of students)
- A good portion of analysis spent on the impact of potential economic changes in the community

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# Accuracy Trends



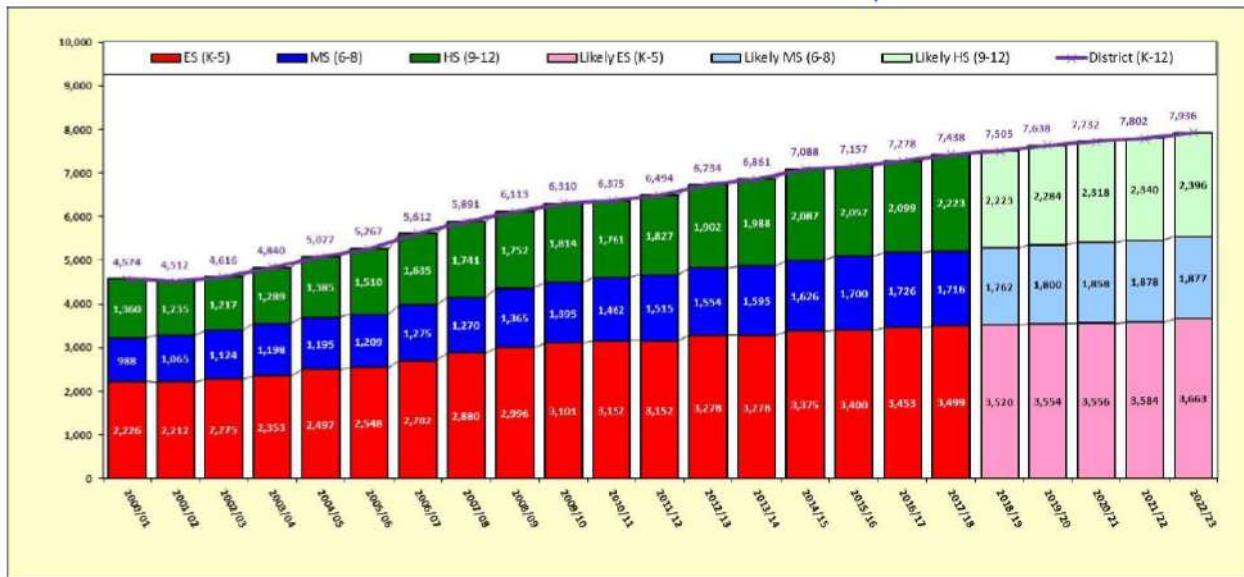
Actual enrollment provided by Linn-Mar Community School District, Projections provided by RSP SFM  
RSP & Associates, LLC was not commissioned to provide an enrollment forecast for 13/14, 14/15, 15/16

### What does this Mean?

- RSP has maintained an average of **98.7%** for district enrollment for 11 projections
- As the projection year gets closer the propensity for increased accuracy is the result
- 5<sup>th</sup> year 17/18 projections conducted in 12/13 have the accuracy of 98.9%, while 1<sup>st</sup> year 17/18 projections conducted in 16/17 have the accuracy of 99.3%
- The RSP projections should be integrated into all areas of district planning

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# Past, Current, Future Enrollment



Source: Linn-Mar Community Schools and RSP SFM & Demographic Models

- **District increases by nearly 500 students (6.7%) (+0.5% to 2.0% a year)**
- **Elementary increases by over 150 students (+4.7%) (+0.1% to 2.5% a year)**
- **Middle School increases by almost 150 students (+9.4%) (-0.1% to 3.5% a year)**
- **High School increases by over 170 students (+7.8%) (+0.1% to 2.5% a year)**

Enrollment provided by the district – student data is last school day count

Does not include Early Childhood, Home School, Private School, or Parochial School

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## Elementary Enrollment Projections

School	School Capacity	Student Location	Past School Enrollment		Projections Based on Residence				
			2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Bowman Woods Elementary K to 5th	500	Reside/Attend	453	429					
		Reside	482	459	447	428	421	412	408
		Attend	487	459					
Echo Hill Elementary K to 5th	600	Reside/Attend	566	468					
		Reside	602	494	504	538	546	570	598
		Attend	606	551					
Indian Creek Elementary K to 5th	500	Reside/Attend	493	526					
		Reside	569	593	603	596	605	637	665
		Attend	530	568					
Linn Grove Elementary K to 5th <i>Prek Not shown in enrollment</i>	600	Reside/Attend	453	412					
		Reside	485	456	465	480	477	480	490
		Attend	516	477					
Novak Elementary K to 5th	600	Reside/Attend	372	397					
		Reside	417	434	440	458	463	456	473
		Attend	444	458					
Westfield Elementary K to 5th <i>Prek Not shown in enrollment</i>	600	Reside/Attend	404	537					
		Reside	427	593	594	598	598	591	590
		Attend	425	548					
Wilkins Elementary K to 5th	500	Reside/Attend	415	418					
		Reside	471	470	467	456	446	438	439
		Attend	445	438					
ELEMENTARY TOTAL K to 5th	3,900	Reside/Attend	3,156	3,187					
		Reside	3,453	3,499	3,520	3,554	3,556	3,584	3,663
		Attend	3,453	3,499					

Source: RSP & Associates, LLC - April 2018

Over School Capacity

Note 1: Student Projections are based on the residence of the student.

Note 2: The Enrollment Model is based on a Head count of students by Planning Area at each school

Note 3: Transfers between schools are not factored into the Projections

Note 4: The Enrollment Model assumes ES(K-5) MS(6-8) and HS (9-12)

Note 5: Each planning area is assigned the 2017/18 Elementary and Middle School attendance area

Note 6: School capacity provided by the District

Note 7: Reside is based on the student home address

Note 8: Attend is based on which facility the student attends

Note 9: Reside/Attend are the students who reside in the attendance area that they have chosen to attend

**The Elementary Attendance Area Change for 2017/18 is shown in the table**

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# Secondary Enrollment Projections

School	School Capacity	Student Location	Past School Enrollment		Projections Based on Residence				
			2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Excelsior Middle School 6th and 8th	1,100	Reside/Attend	944	924					
		Reside	978	953	931	967	1,021	1,043	1,033
		Attend	972	949					
Oak Ridge Middle School 6th and 8th	750	Reside/Attend	720	738					
		Reside	748	763	831	833	837	835	844
		Attend	754	767					
Linn Mar High School 9th to 12th	2,400	Reside	2,099	2,223	2,223	2,284	2,318	2,340	2,396
		Attend	2,099	2,223					
ELEMENTARY TOTAL K to 5th	3,900	Reside/Attend	3,156	3,187					
		Reside	3,453	3,499	3,520	3,554	3,556	3,584	3,663
		Attend	3,453	3,499					
MIDDLE TOTAL 6th to 8th	1,850	Reside/Attend	3,156	3,187					
		Reside	1,726	1,716	1,762	1,800	1,858	1,878	1,877
		Attend	1,726	1,716					
HIGH TOTAL 9th to 12th	2,400	Reside	2,099	2,223	2,223	2,284	2,318	2,340	2,396
		Attend	2,099	2,223					
DISTRICT TOTALS K to 12th	8,150	Reside	7,278	7,438	7,505	7,638	7,732	7,802	7,936
		Attend	7,278	7,438					

Source: RSP & Associates, LLC - April 2018

 Over School Capacity

Note 1: Student Projections are based on the residence of the student.

Note 2: The Enrollment Model is based on a Head count of students by Planning Area at each school

Note 3: Transfers between schools are not factored into the Projections

Note 4: The Enrollment Model assumes ES(K-5) MS(6-8) and HS (9-12)

Note 5: Each planning area is assigned the 2017/18 Elementary and Middle School attendance area

Note 6: School capacity provided by the District

Note 7: Reside is based on the student home address

Note 8: Attend is based on which facility the student attends

Note 9: Reside/Attend are the students who reside in the attendance area that they have chosen to attend

**The Elementary Attendance Area Change for 2017/18 is shown in the table**

## Part Four: Moving Forward

Visualizing Success

## Key Considerations

**The following items will assist in ensuring the district is able to advance its educational goals:**

- Study the impact of future educational programming that will be integrated into the schools and its relation to available physical capacity and program adequacy need
- Specialized program locations may impact how a neighborhood changes, where households choose to reside or where the district could locate that specialized educational programming
- The type of residential development (Single-Family, Duplex, Apartments) and how affordable that housing product is will influence where a household chooses to live and as such impact and number of students that potentially could attend a school
- Recent economic developments may impact how many residential units are built, creating a greater need to have solid relationships with the city planning staff
- Recommend annually review enrollment projections and consider using for staffing decisions
- The nonresident student enrollment pressures must be monitored to ensure school capacity and staffing does not become a negative outcome
- The administration and the School Board should continue to study the enrollment, demographic, and development information/findings to plan for future student need
- Using this information, administration will be able to examine utilization opportunities which improve the student education experiences as they determine the best course of action for future need
- Continue to make decisions and communicate that information to the community so they can understand how educational opportunities will support World Class Education

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## Notes

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# Digital Ecosystem

Innovation



“Through sustained innovation shared over time, transformation is not only possible, it is inevitable.”

Blended Learning in Action

- Tucker, Wycoff, and Green



## Innovation

---

Would I want to be a learner in my own classroom?

What is best for this student?

What is this student's passion?

What are some ways we can create a true learning community?

How did this work for our student?

## Innovation in our schools

---

Reflect on past board meetings

- Middle School Practices

- Blended Learning HS

- Huntley Innovation Days

- Innovation at the elementary level

## Station Rotation Model

---

Google Expeditions

Breakout Box

MaKey MaKey

---

Learners are the driver, and technology  
is the accelerator

#innovatorsMindset

# Digital Learning Committee

---

Future Ready Schools

Building Technology Committees

Bright Bytes Data

## DLC

---

Set the vision for our Teaching & Learning Department, as well as for Linn-Mar, in regards to digital learning. This will encompass:

- Curriculum design - textbooks, open ed resources, future adoption options
- Instructional design & expectations for teachers
- Learner Management System(LMS) expectations
- Digital citizenship and digital literacy
- Professional Development needs for staff
- Determine types of devices at each level
- Device allocation including possible 1:1 planning

## Flipgrid

Voices from the committee

## Linn-Mar Innovation

School Administrators of Iowa

Present Thursday, August 9th

Blended Learning

Standards Based Grading

PBIS

Linn- Mar Innovation Day - October 2018

## Board Book: May 7, 2018

Inspire Learning. Unlock Potential. Empower Achievement.

PATHWAYS		TECHNOLOGY		FACILITIES	
Goal #1 Inspire Learning	Goal #2 Inspire Learning	Goal #3 Unlock Potential	Goal #4 Unlock Potential	Goal #5 Empower Achievement	Goal #6 Empower Achievement
<i>Articulate</i>	<i>Support</i>	<i>Challenge</i>	<i>Success</i>	<i>Involve</i>	<i>Build</i>
<i>Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.</i>	<i>Create effective and agile organization that is individually responsible to the needs of the whole child.</i>	<i>Become an excellent learning organization through a culture of continuous improvement.</i>	<i>Maximize achievement by increasing digital literacy utilizing 21<sup>st</sup> century digital tools.</i>	<i>Enhance engagement opportunities through focused strategic partnerships.</i>	<i>Construct physical learning environments using fiscally responsible and sustainable practices.</i>

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**Refer to the [Strategic Plan](#) for Year 2 Strategic Initiatives and Measures of Success.**

## Goal #1: Inspire Learning (Articulate)

*Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.*

### Year 1:

Strategic Initiatives	Measures of Success
Develop a framework for students to experience and successfully pursue post-secondary career offerings.	Begin baseline tracking and reporting of % college acceptance rates (2017-18) and graduation rates (2011-2017) in order to establish reliable benchmark targets and enhance program offerings. {Improve college acceptance and college graduation rates (post-secondary student success metrics)}
Review policies to ensure the district's theory of action for teaching and learning is articulated.	By summer 2017: Administration will work with Policy Committee to review, edit, and recommend policy changes, if necessary (Instructional Consistency).
Curricular alignment to essential knowledge and skills supported by a coherent and aligned assessment system.	K-4: In 2017-18, in the area of literacy (reading, foundational, literature, and informational text and writing) we will document unwrapped standards, student "I can" statements, and identification of priority standards (on report card). Once priority standards are determined, we will begin to work on developing assessments and rubrics that ensure priority standards are being learned by students.
	Grades 5-7: In 2017-18, common assessments will be created for each unit of study in all subject areas. The creation of a middle level report card based on standards will be developed. Common assessments and the middle level report card will be used for reporting purposes in the 2017-18 school year.
	Grades 10-12: By the fall of 2017, identification of priority standards will be documented (via PowerSchool) to ensure priority standards are being learned by students.
	High School: By 2017-18 the Linn-Mar High School Program of Studies will be updated to include Innovation Center/Iowa BIG. This allows for a more aligned curriculum for core courses, AP coursework and Kirkwood offerings.
	Special Education Programming: By the end of 2017-18, using Iowa's Specially Designed Instruction Framework, a core special education group will analyze the recommended key components and critical features to operationally define specially designed instruction in our district.

*No updates at this time.*

## Goal #2: Inspire Learning (Support)

*Create effective and agile organization that is individually responsible to the needs of the whole child.*

### Year 1:

Strategic Initiatives	Measures of Success
Individualized and data-driven instruction.	During the 2017-18 school year, all schools will plan for individualized academic interventions (priority standards/content) for all students regardless of need based on an understanding of child development and learning theories within PLCs 100% of the time as measured by team notes. PLCs will develop and implement differentiated classroom instructional opportunities (in specified areas per grade level) for all students. Measure: The use of common formative assessments to differentiate instruction.
	Explore opportunities to better communicate pathway opportunities for students through better articulation during instruction.
Each student enters school healthy and learns about/practices healthy lifestyle.	Develop a Health Curriculum Committee to review health education guidelines and determine district needs. Final recommendations will be made by June of 2017.
	Work with Community Relations on a communications plan to engage parents prior to students entering school regarding wellness and wellbeing of children to be completed in spring 2017.
Each student learns in a physically and emotionally safe environment.	Staff, students, and family members establish and maintain school and classroom behavioral expectations, rules, and routines that teach students how to manage their behavior and help students improve problem behavior.
	Schools teach, model, and provide opportunities to practice social-emotional skills, including effective listening, conflict resolution, problem solving, personal reflection and responsibility, and ethical decision making.
	Mental Health Needs: In 2017-18, continue partnerships and continue to explore additional family/staff education opportunities as they arise.
	Throughout the 2017-18 school year, Board of Education members will serve as PBIS "School Champions" and report school successes as part of regular board meetings in order to facilitate district-wide communication and support of the program.
	In 2017-18, schools will report goals, benchmarks and outcome data regularly through the Board Book to the school board and community.
	As a district, focus on making connections with kids. Progress will be tracked via Gallup Poll and Olweus.
	ALICE Trainings: begin classroom lessons, communication on training w/ staff, families, and community, active trainings to begin spring or early fall.

### Updates on Goal #2: Inspire Learning (Support)

*Create effective and agile organization that is individually responsible to the needs of the whole child.*

**National School Walkout:** On April 20th Linn-Mar High School students participated in the National School Walkout which coincided with the 19th anniversary of the Columbine High School shooting. Students marched from the high school to City Square Park in downtown Marion to raise awareness on school safety, gun violence, and civic responsibilities. Although the district prefers student to be in class learning, they recognized the importance of this action and applauded the students for their efforts to make their voices heard. Participation in the walkout was organized by students, voluntary, and considered an unexcused absence.

**PBIS at Oak Ridge:** During the April 30th Professional Development Day, the Oak Ridge staff made the decision to become a PBIS school. PBIS stands for Positive Behavior Intervention and Supports. Oak Ridge will spend the 2018-19 school year working with Grant Wood Area Education Agency (GWAEA) to learn more about PBIS and begin the implementation process. They anticipate fully implementing PBIS during the 2019-20 school year.

**Safety and Security Advisory Committee:** The committee met on April 26th to discuss next steps for safety and security throughout the district. High school students are a part of this committee and were able to speak to the group on improvement areas they feel are needed for the district from the students' perspective. The committee focused on the improvement areas included in the district safety audit results. The committee took the improvement areas and defined what each area meant for the district. They discussed, in small groups, a definition of each improvement area as well as possible solutions to help improve within that area. This committee meets again May 17th where they will begin prioritizing these defined areas.



## Goal #3: Unlock Potential (Challenge)

*Become an excellent learning organization through a culture of continuous improvement.*

### Year 1:

Strategic Initiatives	Measures of Success
Promote understanding of total compensation at Linn-Mar and recognize compensation as a competitive tool to drive organizational results.	Conduct a thorough job analysis for each certified and classified position over the 2017-18 school year.
Provide ongoing professional development for teaching staff that supports core instruction, interventions and curriculum implementation.	Create and implement a three-year flexible, professional development plan; thoughtfully allocating state categorical funding to support PD plan. This plan will be shared with the Board of Education in the winter of 2016-17.
	Throughout the 2016-17 school year, provide professional learning at each PDD on measuring the success of specific teaching strategies in an effort to identify and know how to utilize the most 'high impact' learning strategies. (Many resources can be used to do this including Hattie's Visible Learning and Marzano's Art and Science of Teaching).
Effective and efficient use of data.	By March 2017 we will develop a foundational understanding of Smarter Balanced Assessments with staff, students, and community and be prepared to implement Smarter Balanced for the 2017-18 school year.
	Explore dashboard (performance metrics) possibilities for % of students in AP/honors/IB; % of students who show academic growth on NWEA, FAST, Iowa Assessment; % of students who achieve IEP Goals; and other relevant "predictive gateways" for academic success.
Curriculum, instruction and assessment demonstrate high expectations for all students.	Using relevant achievement gap information, identify opportunities to increase the number of students performing at or above grade level in math and reading.
	Expand early literacy within the early childhood programs by using creative curriculum assessment information to drive instruction.
	Provide substantive support to enhance math and reading skills PreK-5.
	During the 2016-17 school year, identify all level 3 and level 4 questions used on all common formative or summative assessments within each course at the high school level.
	During the 2016-17 school year we will closely monitor and update our stakeholders as appropriate, federal and state initiatives including Smarter Balanced, ESSA, ELI and CASA.
	By the end of 2016-17, develop a K-8 standards based report card.

## Goal #3: Unlock Potential (Challenge) *Continued*

*Become an excellent learning organization through a culture of continuous improvement.*

### Year 1:

Strategic Initiatives	Measures of Success
Becoming Deliberately Developmental about our staff as we shift from "Human Resources" to "Talent Management".	Research well-being and insurance models/best practices and explore community partnerships (Ex. Blue Zones) to improve Linn-Mar and community health and well-being, reduce health care claim costs from five-year historical averages, and enhance productivity.
	Reduce employee workers compensation claims from five-year average info.
	By spring 2017, develop integrated marketing and communications programs that position Linn-Mar as the district of choice for world class teaching, learning and student achievement. Develop and begin to execute and assess integrated strategic marketing and communications programs, both internal and external, to strengthen, promote and protect Linn-Mar's brand identity, relevance, accomplishments and excellence.
	Explore opportunities to expand mentor programs for all employee groups and leverage their talent/knowledge to improve our overall performance.
	Work to create and maintain a predictable, respectful, compliant, labor relations environment, alignment and consistency with the overall employee relations strategy based on proactive and open communications.
	Research comprehensive and engaging performance management plans for classified and professional staff.
	Foster a positive, engaging, diverse and inclusive work environment while identifying and responding to the changing needs of the Linn-Mar community.
Cultivate a high achieving performance culture.	Revise recruitment strategy and branding program by late winter (2016-17).
	Always promote a school culture with the belief system of all students can learn.

## Goal #3: Unlock Potential (Challenge) *Continued*

*Become an excellent learning organization through a culture of continuous improvement.*

### Year 1:

Strategic Initiatives	Measures of Success
Strengthen leadership capability throughout Linn-Mar to promote high levels of performance and productivity and sustain excellence.	Make school building-level communication the major focus of the communication efforts.
	Provide training to district leaders to address all aspects of the employee life cycle.
	Begin to develop a leadership ladder (succession planning) throughout Linn-Mar in all employee groups with a focus on recruitment and retention.
	Identify employee skill gaps, provide opportunity for improvement/workout plan or coaching out (coach up or counsel out).
	School Board, district leaders, and building administrators continually seek to improve knowledge of upcoming trends in education and research on school improvement by having memberships to professional organizations, attending relevant conferences, and networking with other administrative professionals.
	Board Policy Committee to develop and deploy board learning plan and work to strategically align all board committee work under the <a href="#">Strategic Plan</a> .

**Updates on Goal #3: Unlock Potential (Challenge)***Become an excellent learning organization through a culture of continuous improvement.*

**Reading Recovery Change:** Starting in the 2018-19 school year, the district will discontinue the use of Reading Recovery in the elementary schools, while maintaining its entire reading support staff, 18.5 full-time employees (FTE). The reading support staff is an important asset to our district in providing students with additional support in the area of reading. Linn-Mar has supported the training and implementation of Reading Recovery in its elementary buildings for many years. Over the course of this same time, the number of students in each of our buildings has grown and the number of district reading teachers (FTE) has decreased slightly. At the start of the 2011 school year, the 7 elementary buildings had 3,092 students enrolled in school and the district had 19.0 FTE in reading teacher support. At the beginning of the 2017 school year, the same 7 elementary buildings had 3,501 students enrolled in school, but the district had 18.5 FTE in reading teacher support. We have seen an increase of about 400 students across our district from 2011 to 2017, with a decline in reading teacher support of 0.5 FTE.

In 2014, the state of Iowa signed into law, *Iowa Code 279.68-Early Literacy Implementation (ELI)*. The legislators' purpose behind Early Literacy Implementation was to ensure all students were proficient readers by the end of third grade. This high expectation, as well as the Department of Education's review of our district's FAST screening data, has caused us to re-evaluate our core instruction and our diagnostic and intervention system in the area of reading. This included looking at the number of students our reading teachers are providing services to over the course of their day.

Reading Recovery is an intense reading program which requires one-on-one instruction for 30 minutes and does not allow for flexibility in adding additional students to each session. This means, each Reading Recovery teacher provides services to four students over the course of two hours per day. This one-on-one, intense instruction lasts an average of 20 weeks per student. Each of our Reading Recovery teachers could, potentially, support an average of 20 to 24 additional students over the same two hours without the implementation of Reading Recovery. Six out of seven of the elementary buildings currently have two Reading Recovery teachers, this could mean 40 to 48 more students would receive additional reading support outside of the general education classroom, per building.

The district acknowledges most students grow greatly in the area of reading with this type of intense instruction and it realizes many of our Reading Recovery students are dismissed from the program. This type of intense instruction cannot be duplicated in the general education classroom even with the support of an extra intervention time. This makes it very difficult for students to maintain the same type of growth once dismissed from the Reading Recovery program. The district has looked at assessment data on students who have received Reading Recovery support. The data would indicate many of these students do not meet benchmark/proficiency targets in the areas of reading fluency or comprehension on our district's screener, second assessment, and the state-mandated assessment. The data shows we lose an average of 25% of our Reading Recovery students whose families have moved from the district.

The district acknowledges Reading Recovery has great strategies to influence student learning and provides wonderful professional development to staff members who teach Reading Recovery. Early Literacy Implementation has compelled us to re-evaluate how we structure our classroom literacy time, our reading teachers' time, and the intervention used to impact student reading. As we continue to grow as a district, we have more students that need additional support in the area of reading. While maintaining all of our reading staff, one way to help us accomplish this goal is to discontinue Reading Recovery at the elementary level so we can provide reading support to more students.

### Updates on Goal #3: Unlock Potential (Challenge) - *Continued*

*Become an excellent learning organization through a culture of continuous improvement.*

**Certified Staff Professional Development:** The April 30th Professional Development Day was a busy day that was packed with a lot of learning for Linn-Mar teachers. The highlights of the day at each level are listed below:

- Elementary: Building meetings were held in the morning. In the afternoon each grade level and department met across the district to continue their work with proficiency scales, standards based grading, and common and formative assessments in English/Language Arts.
- Middle School: Teachers spent the morning meeting in grade level teams. Eighth grade teachers from both Excelsior and Oak Ridge then met with high school staff in the afternoon to work on vertical curriculum alignment.
- High School: Staff participated in a rotation of small group learning opportunities. The three rotations included priority standards and proficiency scales, Professional Learning Communities (PLCs), and digital engagement. In the afternoon, select staff met with eighth grade teachers from Oak Ridge and Excelsior to work on vertical curriculum alignment.

## Goal #4: Unlock Potential (Success)

Maximize achievement by increasing digital literacy utilizing 21<sup>st</sup> century digital tools.

### Year 1:

Strategic Initiatives	Measures of Success
Digital Content	Explore and clarify LM working definitions related to digital learning (blended learning, digital content, etc.) to establish a shared vision.
	Identify specific areas to provide district, building, and instructional support for technology integration and implementation.
	Review, update and curate our PreK-12 digital curriculum to ensure it is rigorous and relevant.
	Identify and develop an online course option, aimed primarily at LMHS 11th and 12th grade students, in each department area that may or may not be a required course.
Digital Citizenship	During 2016-17 explore PreK-12 Digital Citizenship Curriculum (i.e. CommonSense Media).
	2016-17 TICs provide professional development on digital citizenship.
Digital Equity	Review technology equity procedures to inform future policy decisions.
	Establish a uniform, digital checkout process for students who do not have Wi-Fi or computer outside of school.
	Using assessment information, implement the appropriate assistive technology tools for students with special needs in the general education classroom.
	By increasing understanding of assistive technology, promote a culture of individualizing learning needs.
Digital Pedagogy	Begin a process to ensure all faculty have the qualifications and training necessary to deliver courses in a variety of modes; specifically regarding online instruction.
	Create a faculty mentor program or peer review system as a way to improve online/hybrid courses.
	Explore potential resources and processes for future curriculum.
	Utilize Technology Instructional Coaches (TICs) to provide coaching support for teachers integrating technology into their instruction.
Digital Communication	Use annual staff/student/parent/community survey data to determine effective use of school website for consistent district and building level communication.
	Explore possibilities for better alignment and integration of systems used by parents (i.e. PowerSchool, TouchBase and Total Access).
	Promote current electronic communication services for staff to access relevant information regarding resources.

### Updates on Goal #4: Unlock Potential (Success)

*Maximize achievement by increasing digital literacy utilizing 21<sup>st</sup> century digital tools.*



**Linn-Mar Robotics to Host Robo Fair May 19th:** Linn-Mar Robotics is gearing up to host Robo Fair! The event will take place in the south commons of Linn-Mar High School on Saturday, May 19th from 10:00 AM to 4:00 PM. The fair will spotlight a variety of events throughout the day which include robot racing, programming booth, and robot creation and design for competition.

The event is open is open to the public. Students from the age of 7-18 who are interested in STEM (Science, Technology, Engineering and Mathematics) or FIRST (For Inspiration and Recognition of Science and Technology) won't want to miss this first-time event!

[Learn more about Robo Fair by visiting the Linn-Mar Robotics website.](#)

## Goal #5: Empower Achievement (Involve)

*Enhance engagement opportunities through focused strategic partnerships.*

### Year 1:

Strategic Initiatives	Measures of Success
Internal Partnerships	Investigate and research district administration practices and processes to enable principals to focus more on instructional leadership.
	Promote opportunities for district employees to volunteer in classrooms.
	Explore and clarify the purpose and structure of district leadership meetings to align with Strategic Plan.
External Partnerships	Create conditions to provide transparent, accurate and accessible information through dashboards.
	Broaden opportunities for local businesses and historically underutilized businesses to work with the district.
	Explore opportunities for the city and local districts to share costs for shared services.
	Develop/nurture relationships and work with community partners and media to define, promote, expand and market signature programs.
	Begin to establish a network of information ambassadors.
	Enhance established partnerships with the business community, as well as nationwide, to broaden recruitment, wellness, volunteer and diversity initiatives.
	Promote external partners to join district committees and district staff participate in outside committee groups.

*No updates at this time.*



## Goal #6: Empower Achievement (Build)

*Construct physical learning environments using fiscally responsible and sustainable practices.*

### Year 1:

Strategic Initiatives	Measures of Success
Facilities Restructure	During the 2016-17 school year the Board of Education, with feedback from community patrons, will approve a long-term facility structure plan that benefits all Linn-Mar students.
	Determine what the most appropriate and cutting edge learning environments look like at each of the grade level configurations and prioritize goals for the physical components for each of the environments.
	Establish a communication campaign to foster support and approval of district restructure needs.
	Develop a funding plan to support 10-year restructure plan, including the outline of a possible bond campaign strategy.
	Engage architects, engineers, demographers and other applicable services to assist in the planning and implementation of the facility restructure plan.
	Identify an off-site facility for Linn-Mar extension of Iowa BIG.
	Occupy Westfield Elementary addition.
Facilities Preservation	Address priority needs to improve district facilities by actively maintaining 10-year facilities and preventative maintenance plan, including identifying energy-saving opportunities.
	Develop a funding plan to support 10-year preventative maintenance schedule.
	Complete walkthroughs with principals, Crisis Committee members, and Operations & Maintenance to determine building needs in reference to safety and security.
Operational Resource Allocation	Work to optimize resources (buildings, personnel, programs, etc.) to ensure they are utilized efficiently and effectively.
	Explore procedures to effectively evaluate programs from a financial aspect to ensure resources are being utilized to full potential.
	Continually review categorical funding streams to ensure resources are being properly spent and that all expenditures are properly allocated.

*No updates at this time.*

## Achievements and Honors

**Coe College Honor Bands:** On April 14-15, Coe College hosted honor bands comprised of elementary through high school students from more than 40 schools around the state. Congratulations to the following Linn-Mar students and their directors for being chosen to participate in this event!

### Elementary Honor Band Participants:

*Fifth Grade Directors: Kevin Makinster and Amy Sams*

*Sixth Grade Directors: Stephanie Nuss and Steve King*

- Fifth Grade Students: Evie Phillipp and Ryal Hanson (flute), Madeline Turner, Mariselle Jones, and Jonas Jaritz (clarinet), Micah Langley (tenor sax), Tomina Gerst (cornet), Molly Newton and Adam Kmetz (French horn), Owen Hanson (trombone), Makenna Grimm (baritone), Thanh Beech (tuba), and Caden Beckmann (percussion)
- Sixth Grade Students: Lucie Scott (flute), Alyssa Niemeyer (clarinet), Graedyn Morrissey (bassoon), Addison Gates and Kinsey Widdel (alto sax), Aiden Klaren (tenor sax), Owen Hilbert (trumpet), Lucas Rabe, Dylan Ascher, and Emmarie Dart (trombone), Gabe Gates and Ethan Crawford (tuba), and Jayden Schumacher and Zachary Kendrick (percussion)

### Middle School Honor Band Participants:

*Middle School Directors: Stephanie Nuss, Steve King, Shawn Sandersfeld, and Brett Dupree*

- Anna Kautz, Hanna Langley, and Aadarsh Kumar (flute), Madison Marcus, Maddie Nuss, Samantha Solis, and Evan Shanley (clarinet), Shrey Kapoor (baritone sax), Nikhil Reuben (trumpet) Moosa Hamad and Vivian Shanley (French Horn), Brendan Brooks (trombone), Ryan Getz (tuba), and Arjun Palaniappan (percussion)

### High School Honor Band Participants:

*High School Directors: Aaron Nuss, Dan Terrell, and Jennifer Tiede*

- Mikayla Langhurst (flute), Sam Kelly and Madison Kuhlman (clarinet), Katie Greiner (alto sax), Anna Kelly (trumpet), John Herschberger, Wade Schaeffer, and Ashley Schmidt (French horn), Isaac Langley (bass trombone), Nancy Herschberger (bassoon), and Jake Varner (tuba)



**Indian Creek Elementary Principal Named:** Congratulations to Kelly Kretschmar, current Director of Elementary Teaching & Learning, for being named Indian Creek Principal. She has worked for the district for 19 years as an educator, instructional strategist, and in her current role. Mrs. Kretschmar will assume her new role on July 1st and shared, "I'm very excited to be named principal at Indian Creek...a place I called home for 15 years. As the new administrator, my goal is to positively contribute to the incredible experiences already happening within the Indian Creek community."

### Athlete, Team, and Coach of the Week:

- Congrats to Luke VanDonslear, 10th grade tennis player, for being named KCRG's Athlete of the Week!
- Congrats to Girls Soccer for being named the KGYM's Team of the Week!
- Congrats to Tennis Coach Chris Wundram for being named KGAN's Ed Thomas Coach of the Week!

**Orchestras News:** Congrats to the LM orchestras for an outstanding showing at the Cedar Rapids Jefferson Invitational! The Middle School Chamber Orchestra, comprised of students from Excelsior and Oak Ridge Middle Schools, was named grand champion in the middle school division. The high school orchestras did great as well! The Philharmonic Orchestra placed fourth, Concert Orchestra placed third, Symphony Orchestra placed second, and Grand Sinfonia was named grand champion in the high school division.

**PBIS Recognitions:** The Iowa Department of Education has recognized Excelsior Middle School and Linn Grove Elementary, among 110 schools statewide, for their work in implementing Positive Behavioral Interventions and Supports (PBIS).

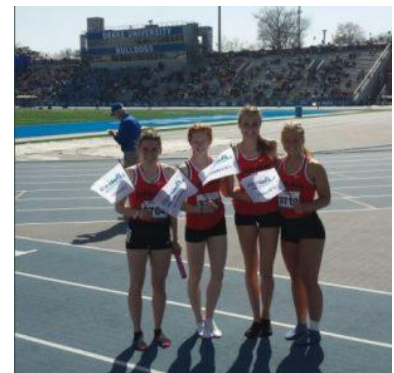
PBIS is a multi-tiered system of support for behavior and provides the framework for teachers to provide and monitor prevention and intervention practices. PBIS has been shown to reduce major disciplinary infractions, reduce out-of-school suspensions, improve prosocial behaviors, academic achievement, and school climate.

Excelsior and Linn Grove achieved Banner Level recognition. Banner level schools are sustaining universal systems and practices. Students are accessing interventions such as check-in/check-out and 50% are responding positively to the support.



**LEGO League Honor:** The Oak Ridge LEGO Blasters were selected by the Iowa Environmental Council to receive the 2018 Youth Innovation Award for their water-saving Ecomode design. The team will be recognized at the Pro H2O event on June 14th beginning at 6:30 PM at The River Center (340 SW 3rd, Des Moines). Pro H2O is an annual event hosted by the Iowa Environmental Council to raise community awareness and celebrate a shared vision for clean water and healthy land in Iowa. Congratulations to the Oak Ridge LEGO Blasters!

**Drake Relays:** The Linn-Mar girls shattered two records at the Drake Relays in Des Moines in a strong showing for our girls track team. Chana Northrup (sophomore), Olivia Hubler (senior), Jill Bennett (junior), and Payton Wensel (senior) set an all-time state record with an impressive time of 1:44.07 in the sprint medley. Payton Wensel also set a new Drake Relays mark with a time of 1:00:25 in the 400-meter hurdles; the second-best time in Iowa history. Payton was also voted as the most outstanding girls' high school performer at the event. In the high jump, Skyler Presler (sophomore) took home third place clearing a height of 5'4". Congratulations to our girls on their amazing performance at the Drake Relays!



**Girls Soccer Community Outreach:** Congratulations to the girls soccer team for joining with Kennedy to raise \$3,000 for cancer research. This is the ninth year the teams worked together for a great cause!



## 2017-18 LIONS Awards and Volunteer Recognition Recipients:



### LIONS Award Recipients:

Living Legend: Marilee McConnell, Indian Creek Principal  
 Optimizer: Sean Smith, Student Support Services  
 Newcomer: Bobby Kelley, Aquatic Center Manager  
 Service: Sandy Schneekloth, 5th Grade Teacher  
 Lions Pride: Tom Daubs, School Resource Officer



### Volunteer Recognition Recipients:

Making a Difference: Angela & Shawn Burke  
 Unsung Hero: Judy Frantz  
 Above & Beyond: Beth Morrissey and Karen Daubs

*The recipients were recognized during the annual LIONS Awards and Volunteer Recognition open house on May 2nd. Congratulations to all the recipients!*

**ITEMS TO INCLUDE ON AGENDA**

**LINN-MAR COMMUNITY SCHOOL DISTRICT**

- Resolution Ordering a Special Election on the Issuance of \$55,000,000 General Obligation School Bonds

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

May 7, 2018

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

\_\_\_\_\_

\_\_\_\_\_

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

\* \* \* \* \*



The President of the Board called the meeting together and stated that a Petition had been filed purporting to be signed by eligible electors of the School District numbering at least 25% of those voting at the last election of school officials. The Petition requests that an election be called on the issuance of bonds in an amount not to exceed \$55,000,000, to provide funds to construct, build, furnish and equip two 5th-6th grade intermediate buildings and to improve those sites.

The President submitted the Petition to the Board which examined the Petition. \_\_\_\_\_ qualified electors voted at the last election of school officials; the number of eligible electors who have signed the petition is \_\_\_\_\_.

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

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

\_\_\_\_\_

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

The President declared the Resolution adopted as follows:

RESOLUTION ORDERING A SPECIAL ELECTION ON THE  
ISSUANCE OF \$55,000,000 GENERAL OBLIGATION  
SCHOOL BONDS

WHEREAS, there has been filed with the President of this Board a Petition of eligible electors of this School District asking that an election be called to submit the question of contracting indebtedness and issuing bonds of the School District in an amount not to exceed \$55,000,000 to provide funds to construct, build, furnish and equip two 5th-6th grade intermediate buildings and to improve those sites; and

WHEREAS, this Board has examined the Petition and finds that it is signed by eligible electors of the School District numbering at least 25% of those voting at the last election of school officials and that the purposes set forth in the petition cannot be accomplished within the limit of one and one-quarter percent of the assessed value of the taxable property in the School District; and

WHEREAS, the proposal for the issuance of Bonds or any other proposal incorporating any portion of it has not or will not have been submitted to the qualified electors of the School

District for a period of at least six months prior to the date of election being called in these Proceedings;

NOW, THEREFORE, IT IS RESOLVED BY THE LINN-MAR COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF LINN, STATE OF IOWA:

Section 1. That an election is called of the qualified electors of the Linn-Mar Community School District in the County of Linn, State of Iowa, on Tuesday, September 11, 2018. The following Proposition is approved, and the Secretary is authorized and directed to submit and file the Proposition for the Ballot with the Linn County Commissioner of Elections at least 46 days prior to the election:

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

YES [ ]

NO [ ]

Proposition A

Shall the Board of Directors of the Linn-Mar Community School District in the County of Linn, State of Iowa, be authorized to contract indebtedness and issue General Obligation Bonds in an amount not to exceed \$55,000,000 to provide funds to construct, build, furnish and equip two 5th-6th grade intermediate buildings and to improve those sites?

[END OF BALLOT LANGUAGE]

Section 2. That the notice of the election and ballot form used at the election shall be prepared in accordance with the provisions of the Iowa Code and Iowa Administrative Rules. The District requests the polls will open at 7:00 A.M. and close at 8:00 P.M.

Section 3. That the Election Board for the voting precinct or precincts be appointed by the County Commissioner of Elections, not less than 15 days before the date of the election, a certified copy of which appointment must be officially placed on file in the office of the Secretary.

Section 4. The Commissioner of Elections is requested and directed to make publication of the Notice of Election at least once, not less than four days nor more than twenty days prior to the date of the election, in a legal newspaper, printed wholly in the English language, as defined by Iowa Code Section 618.3.

Section 5. The *Marion Times* in Marion, Iowa, a legal newspaper, has substantial circulation within the District and is hereby designated to make the publication of the Notice of Election.

Section 6. Linn County, Iowa is the control county of this School District; this election will be conducted by the County Auditor as Commissioner of Elections.

Section 7. That the County Commissioner of Elections shall prepare all ballots and election registers and other supplies as necessary for the proper and legal conduct of this election and the Secretary of the Board is authorized and directed to cooperate with the Commissioner of Elections in the preparation of the necessary proceedings.

Section 8. That the Secretary is directed to file a certified copy of this Resolution in the Office of the County Commissioner of Elections to constitute the "written notice" to the County Commissioner of Elections of the election date, required to be given by the governing body under the provisions of Iowa Code Chapter 47.

PASSED AND APPROVED this 7th day of May, 2018.

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PRESIDENT, Board of Directors

ATTEST:

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SECRETARY, Board of Directors



## CERTIFICATE

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) SS

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

WITNESS my hand this                      day of                      , 2018.

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



**Linn-Mar Community School District Board of Education  
Work Session Minutes  
April 23, 2018**

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

President Nelson called the meeting to order at 5:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Isenberg, Anderson and Weaver.

**200: Adoption of Agenda *Motion 129-04-23***

Motion Wall, second Lausen to approve the agenda. Voice vote, all ayes. Motion carried.

**300: Work Session**

**301: Elementary Focus**

*Exhibit 301.1*

Kelly Kretschmar, Director of Elementary Teaching & Learning, along with elementary principals and staff gave an update on their work with standards based grading. They explained how they have been unwrapping the standards and prioritizing them at each grade level. They led the board through some activities to demonstrate this process. Next steps include writing proficiency scales for language and speaking standards and then beginning the unwrapping process for math, fine arts and technology standards. They will also be exploring the newly developed social studies standards. They plan to send out communication to parents at the end of this school year. Principals also shared information on the digital ecosystem and highlighted some of the innovative projects going on in their buildings.

**302: Peer-Mediated Social Interactions**

*Exhibit 302.1*

Carol O'Donnell, Novak Elementary Principal, and Novak instructors shared information on peer-mediated social interactions. They have been working with the LEAP program to improve social interaction in these pilot classrooms. They have had positive results and shared data in regard to a large decrease in office referrals amongst the students in the program.

**400: Adjournment *Motion 130-04-23***

Motion AbouAssaly, second Anderson to adjourn at 6:35 PM. Voice vote, all ayes.

Motion carried.

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Sondra Nelson, Board President

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Angie Morrison, Board Secretary



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

**Linn-Mar Community School District Board of Education  
Regular Meeting Minutes  
April 23, 2018**

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

President Nelson called the meeting to order at 7:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Anderson and Weaver. Absent: Isenberg.

**200: Adoption of Agenda *Motion 131-04-23***

Motion AbouAssaly, second Anderson to approve the agenda. Voice vote, all ayes.

Motion carried.

**300: Special Recognitions**

**301: LIONS Awards and Volunteer Recognitions**

The winners of the 2017-18 LIONS Awards and Volunteer Recognitions were introduced. Recipients of the LIONS Awards were: Living Legend for Excellence in Leadership- Marilee McConnell; Optimizer for Excellence in Teamwork-Sean Smith; Newcomer for Excellence in New Ideas- Bobby Kelley; Service for Excellence and Superior Performance- Sandy Schneekloth; Lion Pride Award for Going the Extra Mile- Officer Tom Daubs. Volunteer Award Winners include: Above and Beyond Leadership Award- Beth Morrissey and Karen Daubs; Making a Difference Award-Angela and Shawn Burke; Unsung Hero- Judy Frantz.

**302: Teacher Appreciation Week**

Board President Sondra Nelson read a proclamation announcing May 1<sup>st</sup>-5<sup>th</sup> as Teacher Appreciation Week.

**303: School Board Recognition Month**

Superintendent Shepherd read a proclamation announcing May 2018 as School Board Recognition Month. Certificates were given to board members.

**400: Audience Communications**

Scott Foens, LM parent, shared a story with the board recognizing a bus driver and the district for their high concern of safety for students.

**500: Informational Reports**

**501: Policy Committee**

Board members shared highlights of the April 11<sup>th</sup> Policy Committee meeting. This is found on page 3 of the Board Book.

**502: Finance/Audit Committee**

Board members shared information from the April 19<sup>th</sup> Finance/Audit Committee meeting. Topics are covered on page 14 of the Board Book.



### 503: Marion City Council

There was no information to present.

### 504: Board Book

*Exhibit 504.1*

Superintendent Shepherd shared highlights from the April 23<sup>rd</sup> Board Book.

## **600: Unfinished Business**

### 601: Bid Approval ***Motion 132-04-23***

*Exhibit 601.1*

Motion AbouAssaly, second Anderson to approve the quote from Randy's Flooring in the amount of \$84,632.40 for the Excelsior flooring replacement project. Voice vote. All ayes. Motion carried.

### 602: School Facilities 10-Year Capital Plan ***Motion 133-04-23***

*Exhibit 602.1*

Motion Lausen, second AbouAssaly to approve the school facilities 10-year capital plan as presented. Board members stated that it was important to remember that this is a fluid document that needs to be continually reviewed and updated. They also stated that while there are many projects they would like to do, money needs to be allocated and prioritized with learning at the center of all decisions. Voice vote. All ayes. Motion carried.

## **700: New Business**

### 701: Offer of Early Separation for Class of 2019 ***Motion 134-04-23***

Motion Weaver, second Lausen to approve offering 15 early separation packages for the Class of 2019 per Board *Policy 401.10-Licensed Personnel Early Separation*. Voice vote. All ayes. Motion carried.

### 702: Policy Recommendations – First Reading ***Motion 135-04-23***

*Exhibit 702.1*

Motion AbouAssaly, second Wall to approve the first reading of the policy recommendations as presented. Voice vote. All ayes. Motion carried.

### 703: Open Enrollment Requests ***Motion 136-04-23***

Motion Wall, second Lausen to approve the list of open enrollment requests as presented. Voice vote. All ayes. Motion carried.

### ***Approved In***

<b>Name</b>	<b>Grade</b>	<b>Resident District</b>	<b>Reason</b>
Dhupar, Vihaan	K	Cedar Rapids	On time
Gregorich, Summer	K	Cedar Rapids	On time
Lowe, Cecelia	K	Cedar Rapids	On time
Nehls, Savannah	K	Cedar Rapids	On time
Witter, Paisley	K	Springville	On Time

### ***Denied In***

<b>Name</b>	<b>Grade</b>	<b>Resident District</b>	<b>Reason</b>
Fisher, Jackson	8 <sup>th</sup>	Marion Independent	Late, no good cause

***Denied Out***

<b>Name</b>	<b>Grade</b>	<b>District Requested</b>	<b>Reason</b>
Bruce, Karlee	8 <sup>th</sup>	CAM	Late, no good cause

**800: Consent Agenda****801: Personnel*****Certified Staff: Assignment/Reassignment/Transfer***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Kelly, Ryan	HS: Math Teacher	8/15/18	BA Step 8
Kretschmar, Kelly	LRC Dir of Elementary Teaching & Learning to Indian Creek Principal	7/1/18	\$92,500/year
Peyton, Natalie	OR: Science Teacher	8/15/18	BA Step 1

***Certified Staff: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Dabroski, Molly	BW: 1 <sup>st</sup> Gr Teacher	6/4/18	Other Employment
Jones, Janelle	HS: Student Support Services Teacher	6/4/18	Relocation
McSweeney, Christine	LRC: Director of Off-Site Programming	6/30/18	Other Employment

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

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Fitzgerald, Samantha	AC: Aquatic Instructor	4/9/18	\$13.00/hour
Greve, Calvin	AC: Aquatic Instructor	4/18/18	\$11.00/hour
Haars, Lily	AC: Aquatic Instructor	4/9/18	\$11.00/hour
Hansen, Maureen	NS: From LG Lead Baker/Cashier to Production Manager	5/1/18	\$19.00/hour
Henderson, Roxanne	WE: Student Support Associate	4/9/18	LMSEAA II, Step 10
Kelley, Andrea	AC: Swim Lesson Coordinator	4/2/18	\$15.00/hour
King, Raylee	AC: Aquatic Instructor	4/9/18	\$11.00/hour
Vilardo, Christine	AC: Aquatic Instructor	4/11/18	\$13.00/hour
Weber, Lilly	AC: Aquatic Instructor	4/9/18	\$11.00/hour

***Classified Staff: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Conway, Kristy	EH: Student Support Associate	4/21/18	Other Employment
Dietz, Cindy	NS: WE General Help	4/27/18	Other Employment

***Extra-Curricular: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Reeves, Kortlan	HS: Assistant Varsity Girls' Swim Coach	4/6/18	Personal

**802: Approval of April 9th Minutes***Exhibit 802.1***803: Approval of Bills***Exhibit 803.1***804: Approval of Contracts***Exhibits 804.1-3*

1. Cooperative agreement with Iowa State University for student teaching.
2. 28E agreement with Cedar Rapids CSD and College CSD regarding Iowa BIG.
3. Non-commercial licensing agreement with Bobbi Larson, Fan Apparel Coordinator for the LM Red 13U baseball team.

4. Interagency agreements for special education with Cedar Rapids CSD (4), College CSD (1), Davenport CSD (2), and Iowa City CSD (1). *For student confidentiality, exhibits not provided.*

**805: Overnight Excursion/Trip Request**

*Exhibit 805.1*

1. FBLA National Leadership Conference – June 26-July 2, 2018

**806: Disposition of Obsolete Equipment**

Per Iowa Code (§§ 297.22-25) and policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. *No items at this time.*

**807: Informational Reports**

*Exhibits 807.1-2*

1. Financial and cash balance reports as of 3/31/17
2. Financial and cash balance reports as of 3/31/18

**808: Approval of the Consent Agenda *Motion 137-04-23***

Motion AbouAssaly second Lausen to approve the consent agenda. Voice vote. All ayes. Motion carried.

**900: Communications/Calendar/Committees**

Communication and calendar items were reviewed.

**1000: Adjournment *Motion 138-04-23***

Motion Anderson, second AbouAssaly to adjourn the regular meeting at 7:46 PM. Voice Vote. All ayes. Motion carried.

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Sondra Nelson, Board President

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Angie Morrison, Board Secretary

*Minutes recorded by Angie Morrison*





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

**Linn-Mar Community School District  
Board of Education  
Special Session Minutes  
April 30, 2018**

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

The Linn-Mar Community School District Board of Education special session was called to order at 4:30 PM in the LRC boardroom. Roll was taken to determine a quorum. Present: AbouAssaly, Lausen, Nelson, Weaver, Anderson, Isenberg, and Wall.

**200: Adoption of Agenda *Motion 139-04-30***

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

**300: Special Session**

**301: Superintendent Search**

Board members discussed the characteristics they would like to see in a new superintendent. Kristy Latta, Attorney with Ahlers & Cooney, P.C., went over the search options and answered questions received from the board.

**400: Adjournment *Motion 140-04-30***

Motion by AbouAssaly to adjourn the special session at 5:11 PM, second by Anderson. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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Angie Morrison, Board Secretary

*Minutes submitted by Angie Morrison*



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

**Linn-Mar Board of Education  
Special Session Minutes  
May 3, 2018**

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

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

**200: Adoption of Agenda *Motion 141-05-03***

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

**300: Special Session**

**301: Motion to Move into Closed Session *Motion 142-05-03***

Motion by Wall to move into closed session at 5:01 PM to discuss records required or authorized by state or federal law to be kept confidential as provided by Iowa Code Section 21.5(1)(a) and to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session as provided by Iowa Code Section 21.5(1)(i), second by Isenberg. Roll call vote, all ayes. Motion carried.

**302: Exempt Session *Motion 143-05-03***

Motion by Lausen to move into exempt session to discuss strategy in matters relating to employment conditions of employees not covered by a collective bargaining agreement as provided by Iowa Code section 21.9, second by Weaver. Roll call vote, all ayes. Motion carried.

**303: Motion to Return to Open Session *Motion 144-05-03***

Motion by Lausen to return to open session at 8:18 PM, second by Isenberg. Roll call vote, all ayes. Motion carried.

**400: Adjournment *Motion 145-05-03***

Motion by AbouAssaly to adjourn the special session at 8:19 PM, second by Lausen. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

*Minutes recorded by Sondra Nelson*

## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
<b>Fund: Aquatic Center</b>		
BMO MASTERCARD	GENERAL SUPPLIES	\$546.40
BMO MASTERCARD	TRAVEL	\$2,427.15
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$6,825.44
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$125.55
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$536.72
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$125.55
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$536.72
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$484.38
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$691.30
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,037.58
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$6.91
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$14.30
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$19.20
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$696.53
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$212.96
USA SWIMMING/IOWA SWIMMING, INC	GENERAL SUPPLIES	\$228.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$88.08
<b>Fund Total:</b>		<b>\$14,605.77</b>
<b>Fund: DEBT SERVICE</b>		
BANKERS TRUST COMPANY	INTEREST	\$524,956.25
BANKERS TRUST COMPANY	OTHER PROFESSIONAL	\$500.00
BANKERS TRUST COMPANY	PRINCIPAL REDEMPTION	\$1,525,000.00
<b>Fund Total:</b>		<b>\$2,050,456.25</b>
<b>Fund: GENERAL</b>		
ADVANCE AUTO PARTS	MAINTENANCE SUPPLIES	\$145.35
ADVANCE AUTO PARTS	TRANSP. PARTS	\$1,508.27
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$313.50
AIRFX TRAMPOLINE PARK	INSTRUCTIONAL SUPPLIES	\$483.00
AL YASSERI KADHUM	OFFICIAL/JUDGE	\$70.00
ALBERTSON JIM	OFFICIAL/JUDGE	\$70.00
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$240.72
ALLIANT ENERGY	ELECTRICITY	\$69,637.68
AMERICAN INSTITUTES FOR RESEARCH	INSTRUCTIONAL SUPPLIES	\$215.00
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$778.52
APPLE COMPUTER INC	GENERAL SUPPLIES	\$897.00
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$3,538.00
ARETELABS	INSTRUCTIONAL SUPPLIES	\$165.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$320.70
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$498.32
ASIFLEX	EE LIAB-FLEX DEP CARE	\$19,981.26
ASIFLEX	EE LIAB-FLEX HEALTH	\$16,332.84
ASIFLEX	OTHER PROFESSIONAL	\$1,592.50
ATLANTIC COCA-COLA	INSTRUCTIONAL SUPPLIES	\$303.12

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
BMO MASTERCARD	ADVERTISING	\$108.87
BMO MASTERCARD	COMP/TECH HARDWARE	\$984.50
BMO MASTERCARD	COMPUTER SOFTWARE	\$80.65
BMO MASTERCARD	DUES AND FEES	\$60.45
BMO MASTERCARD	EQUIPMENT >\$1999	\$2,571.37
BMO MASTERCARD	EQUIPMENT REPAIR	\$824.70
BMO MASTERCARD	GARBAGE COLLECTION	\$4,898.10
BMO MASTERCARD	GASOLINE	\$181.36
BMO MASTERCARD	GENERAL SOFTWARE	\$38.87
BMO MASTERCARD	GENERAL SUPPLIES	\$3,888.61
BMO MASTERCARD	GROUNDS UPKEEP	\$654.00
BMO MASTERCARD	HEAT/PLUMBING SUPPLY	\$683.76
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$20,109.39
BMO MASTERCARD	LIBRARY BOOKS	\$463.85
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$974.49
BMO MASTERCARD	OTHER PROFESSIONAL	\$661.08
BMO MASTERCARD	PROF SERV: EDUCATION	\$2,278.62
BMO MASTERCARD	REF & RSRCH MATERIAL	\$28.00
BMO MASTERCARD	REPAIR PARTS	\$105.86
BMO MASTERCARD	STAFF WORKSHP/CONF	\$4,561.31
BMO MASTERCARD	TEXTBOOKS	\$531.09
BMO MASTERCARD	TRANSP PRIVATE CONT	\$162.00
BMO MASTERCARD	TRAVEL	\$6,587.68
BOOKHOUSE	LIBRARY BOOKS	\$915.49
C.J. COOPER & ASSOCIATES	PHYSICALS	\$90.00
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$565.00
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$177.67
CEDAR RAPIDS COMM. SCHOOL/RW	INSTRUCTIONAL SUPPLIES	\$10,182.48
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$530.50
CEDAR VALLEY WORLD TRAVEL	RENTALS EQUIPMENT	\$1,520.00
CENTRAL PROGRAMS, INC	LIBRARY BOOKS	\$645.00
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$864.96
CENTURY CAB INC	TRANSP PRIVATE CONT	\$338.50
CENTURYLINK	TELEPHONE	\$726.38
CENTURYLINK	TELEPHONE	\$347.11
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$495.44
CITY OF MARION.	OTHER PROFESSIONAL	\$1,386.97
CLEMENS CANVAS & MFG. CO.	GENERAL SUPPLIES	\$112.50
COLLECTION	EE LIAB-GARNISHMENTS	\$3,675.00
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
COMMUSA	REPAIR/MAINT SERVICE	\$333.94
CR SISTERS FACE PAINTING	INSTRUCTIONAL SUPPLIES	\$150.00
CURRICULM ASSOCIATES, LLC	INSTRUCTIONAL SUPPLIES	\$67.89
DAN MALLOY, JR	INSTRUCTIONAL SUPPLIES	\$95.00
DRYSPACE INC	REPAIR/MAINT SERVICE	\$3,114.47



# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
DUCHESS CLEANERS	INSTRUCTIONAL SUPPLIES	\$2,047.21
EDGEWOOD LOCKER INC	INSTRUCTIONAL SUPPLIES	\$141.00
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL	\$2,907.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$23.00
ERICA WARREN, LLC	INSTRUCTIONAL SUPPLIES	\$128.69
EXPANDING EXPRESSION LLC	INSTRUCTIONAL SUPPLIES	\$273.90
FAMILY VIDEO	FACILITY RENTAL	\$3,687.04
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$100.81
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,776,038.78
FEDEX	DUES AND FEES	\$8.82
FEDEX	GENERAL SUPPLIES	\$14.49
FEINER SUPPLY	INSTRUCTIONAL SUPPLIES	\$105.90
FOLLETT SCHOOL SOLUTIONS, INC	TEXTBOOKS	\$2,779.35
GASWAY CO, J P	GENERAL SUPPLIES	\$24,670.51
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$224.40
GRANT WOOD AEA	ADVERTISING	\$317.74
GRANT WOOD AEA	DUES AND FEES	\$25.00
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$68,830.51
GRANT WOOD AEA	PROF SERV: EDUCATION	\$31,621.91
HALLS PHOTO	GENERAL SUPPLIES	\$112.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$27,738.48
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$243.00
HAPPY JOE'S PIZZA	INSTRUCTIONAL SUPPLIES	\$226.96
HERFF JONES	GENERAL SUPPLIES	\$3,353.32
HOGLUND BUS CO. INC	TRANSP. PARTS	\$5,058.91
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$56,911.06
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$243,343.84
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$56,911.06
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$243,343.84
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$338,030.91
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$677.70
INVOLTA	OTHER TECH SER	\$345.00
IOWA DEPT OF REVENUE - ADMIN WAGE LEVY	EE LIAB-GARNISHMENTS	\$133.16
IOWA FIRE PROTECTION	REPAIR/MAINT SERVICE	\$300.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$283,130.90
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$424,934.63
IOWA SHARES	EE LIAB-CHARITY	\$28.00
IOWA STATE UNIVERSITY.	INSTRUCTIONAL SUPPLIES	\$2,750.00
JEFFERSON HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$600.00
JERACH TOOL SUPPLY	GENERAL SUPPLIES	\$62.28
JOHNSTONE SUPPLY	REPAIR PARTS	\$143.09
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$200.00
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$195.45
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$884.74
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$70.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

**Date Range:** 04/20/2018 - 05/03/2018

**Fiscal Year:** 2017-2018

Vendor Name	Description	Check Total
LAST ANDREW	INSTRUCTIONAL SUPPLIES	\$332.68
LETTER PERFECT	GENERAL SUPPLIES	\$924.70
LINN CO-OP OIL	GASOLINE	\$14,405.18
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$2,576.53
LINN COUNTY REC	ELECTRICITY	\$22,237.05
LMEA	EE LIAB-UNION DUES	\$296.40
LYNCH FORD	VEHICLE REPAIR	\$1,598.87
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,801.53
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$13,359.71
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	\$144.00
MARION TIMES	ADVERTISING	\$818.36
MARION WATER DEPT	WATER/SEWER	\$4,596.25
MARK BAUMAN	INSTRUCTIONAL SUPPLIES	\$250.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$263.57
MERCY EAP SERVICES	PROF SERV: EDUCATION	\$1,800.00
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$94.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$6,381.40
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$493,248.88
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$2,449.18
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$25,810.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$20,927.90
MID AMERICAN ENERGY	NATURAL GAS	\$8,715.95
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$20,088.55
MIDWAY OUTDOOR EQUIPMENT INC	MAINTENANCE SUPPLIES	\$1,235.03
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$915.00
MIXEMONG CHRISTINA	Professional Educational Services	\$159.50
MUTUAL WHEEL CO	VEHICLE REPAIR	\$948.58
NASCO	INSTRUCTIONAL SUPPLIES	\$249.72
NATURE'S WAY CLEANERS	INSTRUCTIONAL SUPPLIES	\$40.00
NICHOLAS P. PIPINO ASSICIATES, INC	INSTRUCTIONAL SUPPLIES	\$104.60
NORSOLV SYSTEMS ENVIRONMENTAL SERVICE	GREASE,OIL,LUBE,COOL	\$90.00
NORTHSTAR AV	AUDIO-VISUAL MEDIA	\$344.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$58.83
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$172.04
OHM BEVERLY	INSTRUCTIONAL SUPPLIES	\$95.00
ORKIN PEST CONTROL	Pest Control	\$135.00
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$234.00
PERMA-BOUND BOOKS	LIBRARY BOOKS	\$449.97
PET SMART	INSTRUCTIONAL SUPPLIES	\$109.53
PIONEER VALLEY EDUCATIONAL PRESS	INSTRUCTIONAL SUPPLIES	\$1,816.56
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$43.98
PLUMBERS SUPPLY COMPANY	HEAT/PLUMBING SUPPLY	\$784.22
POWER KATHRYN	TRAVEL	\$73.19
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$1,927.43
PUSH-PEDAL-PULL	INSTRUCTIONAL SUPPLIES	\$185.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$689.12
QUINN STORAGE	FACILITY RENTAL	\$160.00
RADIO ENGINEERING INDUSTRIES	REPAIR/MAINT SERVICE	\$209.72
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$261.15
SADLER MACHINE COMPANY	VEHICLE REPAIR	\$500.00
SCHOLASTIC BOOK CLUBS	INSTRUCTIONAL SUPPLIES	\$468.00
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$118.81
SCHOOL MATE	INSTRUCTIONAL SUPPLIES	\$1,137.00
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$56.66
SCHUETT STEVE	RETIREE INSURANCE	\$229.14
SEIU LOCAL 199	EE LIAB-UNION DUES	\$630.74
SICO AMERICA INC	REPAIR PARTS	\$513.64
STANDARD BEARINGS	HEAT/PLUMBING SUPPLY	\$1,267.29
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,229.90
SUPERSKATE	INSTRUCTIONAL SUPPLIES	\$240.00
SYSTEMS UNLIMITED, INC.	INSTRUCTIONAL SUPPLIES	\$1,347.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$616.14
TRALAU CAROL A.	INSTRUCTIONAL SUPPLIES	\$100.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$186,197.04
TRUCK BUILDERS	VEHICLE REPAIR	\$4,949.23
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$1,149.25
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$882.09
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$67,241.70
WALMART	INSTRUCTIONAL SUPPLIES	\$578.98
WAVERLY-SHELLROCK HIGH SCHOOL	TUITION IN STATE	\$10,141.04
WIELAND & SONS LUMBER CO	INSTRUCTIONAL SUPPLIES	\$507.50
WINDSTAR LINES	RENTALS EQUIPMENT	\$2,685.00
WINDSTREAM	TELEPHONE	\$783.34
ZIO JOHNNO'S	INSTRUCTIONAL SUPPLIES	\$253.75

**Fund Total: \$5,741,983.18**

**Fund: LOCAL OPT SALES TAX**

RIVERSIDE TECHNOLOGIES, INC	COMP/TECH HARDWARE	\$15,843.16
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**Fund Total: \$15,843.16**

**Fund: NUTRITION SERVICES**

ASH ROHONDA	UNEARNED REVENUE	\$37.65
BAKER CATRINA	UNEARNED REVENUE	\$40.40
BISGARD SHANNON	UNEARNED REVENUE	\$54.90
BMO MASTERCARD	DUES AND FEES	\$835.00
BMO MASTERCARD	GENERAL SUPPLIES	\$40.24
CHLYSTUN DEANDRA	UNEARNED REVENUE	\$30.40
COLLECTION	EE LIAB-GARNISHMENTS	\$182.00
DEUSO MICHELLE	UNEARNED REVENUE	\$40.65
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$53,016.01
GOODWIN TUCKER GROUP	EQUIPMENT REPAIR	\$25.50
GRIGGS LISA	UNEARNED REVENUE	\$61.40

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
HARM CHRISTINE	UNEARNED REVENUE	\$41.05
HIGH KARLA	UNEARNED REVENUE	\$26.60
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,031.52
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,410.70
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,031.52
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,410.70
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$4,286.63
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$9,034.56
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$13,559.50
JARRETT ELLEN	UNEARNED REVENUE	\$43.65
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$150.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$208.36
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$251.84
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$16,657.08
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$1,188.88
OFFICE EXPRESS	GENERAL SUPPLIES	\$53.77
PARKER RAELENE	UNEARNED REVENUE	\$86.85
PHILLIPS MICHELLE	UNEARNED REVENUE	\$27.05
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$303.58
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$4,409.83
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$104,383.55
RETTIG GARY	UNEARNED REVENUE	\$29.30
RICH JOSH	UNEARNED REVENUE	\$109.35
SEIU LOCAL 199	EE LIAB-UNION DUES	\$32.82
STOLLEY LESA	UNEARNED REVENUE	\$32.95
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$64.20
TRACIE GUENTHER-YOKE	UNEARNED REVENUE	\$90.50
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$2,418.67
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$185.65
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$780.00
WILLETT CYNTHIA	UNEARNED REVENUE	\$56.65

**Fund Total: \$223,761.46**

**Fund: PHY PLANT & EQ LEVY**

CARROLL CONSTRUCTION SUPPLY	BLDG. CONST SUPPLIES	\$94.88
CROELL REDI-MIX INC	BLDG. CONST SUPPLIES	\$2,346.75
DESIGN ENGINEERS. P.C.	ARCHITECT	\$562.50
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$64,896.46
PRIMARY SYSTEMS	BLDG. CONST SUPPLIES	\$614.03

**Fund Total: \$68,514.62**

**Fund: PUB ED & REC LEVY**

D & K PRODUCTS	GROUNDS UPKEEP	\$1,272.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,567.81
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$30.57
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$130.67
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$30.57



# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$130.67
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$161.54
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$147.92
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$221.99
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$7.28
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$437.16
TENNIS SERVICES OF IOWA	GROUPS UPKEEP	\$640.40
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$86.66

**Fund Total: \$4,867.74**

**Fund: STUDENT ACTIVITY**

ALL-AMERICAN TIMING	DUES AND FEES	\$200.00
ANKENY SCHOOLS	INSTRUCTIONAL SUPPLIES	\$150.00
B & H PHOTO	EQUIPMENT >\$1999	\$2,674.90
B & H PHOTO	INSTRUCTIONAL SUPPLIES	\$730.97
BELIN-BLANK CENTER	DUES AND FEES	\$50.00
BMO MASTERCARD	DUES AND FEES	\$62.00
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$7,754.19
BMO MASTERCARD	TRAVEL	\$6,555.56
BRANDED APPAREL	INSTRUCTIONAL SUPPLIES	\$5,229.05
BSN SPORTS	EQUIPMENT >\$1999	\$3,625.00
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$3,183.25
CAST OF THOUSANDS PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	\$540.00
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$945.74
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$85.00
CHARLES CITY COMMUNITY SCHOOLS	DUES AND FEES	\$70.00
CITY HIGH SCHOOL	DUES AND FEES	\$180.00
CITY OF MARION.	INSTRUCTIONAL SUPPLIES	\$268.75
CLEPPER RYAN	OFFICIAL/JUDGE	\$110.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$2,208.25
ECISOA	DUES AND FEES	\$160.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$682.73
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$55.00
GEMS OF HOPE INC	INSTRUCTIONAL SUPPLIES	\$1,192.00
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$157.25
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$35.00
HOYT BOB	OFFICIAL/JUDGE	\$100.00
HUFFMAN MAX	OFFICIAL/JUDGE	\$170.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$12.20
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$52.13
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$12.20
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$52.13
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$83.69
IOWA FFA ASSOCIATION	DUES AND FEES	\$336.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$68.92

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/20/2018 - 05/03/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$103.42
IOWA SPORTS SUPPLY	IN-DIRECT COSTS	\$1,831.11
IOWA SPORTS SUPPLY	INSTRUCTIONAL SUPPLIES	\$1,553.89
JAMES PAUL	TRAVEL	\$250.38
JEFFERSON HIGH SCHOOL	DUES AND FEES	\$100.00
KEITH M MERRICK CO INC	INSTRUCTIONAL SUPPLIES	\$546.02
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$272.20
MCVEIGH SEAN	OFFICIAL/JUDGE	\$115.00
MEIER MICHELLE	INSTRUCTIONAL SUPPLIES	\$350.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$111.85
MILBURN JON	OFFICIAL/JUDGE	\$100.00
MONTICELLO SPORTS	EQUIPMENT >\$1999	\$2,250.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$540.00
NEFF	INSTRUCTIONAL SUPPLIES	\$779.13
PORT'O'JONNY	INSTRUCTIONAL SUPPLIES	\$185.00
POWER KATHRYN	INSTRUCTIONAL SUPPLIES	\$24.00
PRECISION PRO GOLF COMPANY	INSTRUCTIONAL SUPPLIES	\$604.21
SANBORN, SYMON	OTHER ACT INCOME	\$70.00
SMITH TIMOTHY C	OFFICIAL/JUDGE	\$100.00
STATE OF IOWA	INSTRUCTIONAL SUPPLIES	\$15.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$33.44
UCA/UDA- SUMMER CAMPS	INSTRUCTIONAL SUPPLIES	\$4,700.00
ULTIMATE ENTERTAINMENT	PROF SERV: EDUCATION	\$495.00
UNIVERSITY OF IA DANCE MARATHON	INSTRUCTIONAL SUPPLIES	\$2,000.00
WALMART	INSTRUCTIONAL SUPPLIES	\$22.63
WASHINGTON HIGH SCHOOL-23046	DUES AND FEES	\$300.00
WEST HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$150.00
XAVIER HIGH SCHOOL	DUES AND FEES	\$90.00
ZIO JOHNNO'S	INSTRUCTIONAL SUPPLIES	\$430.00

**Fund Total: \$55,914.19**

**Fund: Student Store**

BMO MASTERCARD	GENERAL SUPPLIES	\$36.66
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**Fund Total: \$36.66**

**Grand Total: \$8,175,983.03**

End of Report



# AIA® Document A101™ – 2017

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

**AGREEMENT** made as of the Sixth day of April in the year Two Thousand Eighteen  
(In words, indicate day, month and year.)

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

Linn-Mar Community School District  
Learning Resource Center  
2999 North 10th Street  
Marion, IA 52302

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

Community Electric, Inc.  
1510 Falls Avenue  
PO Box 1198  
Waterloo, IA 50701

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

LinnMar Indian Creek Elementary - Electrical Upgrade  
Marion, IA  
The project consists of replacement of the main electrical service and several branch panels.

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

Design Engineers  
8801 Prairie View Lane SW, Suite 200  
Cedar Rapids, IA 52404  
Telephone Number: 319-841-1944  
Fax Number: 319-841-1949

The Owner and Contractor agree as follows.

### ADDITIONS AND DELETIONS:

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

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

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

Init.

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User Notes:

(3B9ADA1E)

## TABLE OF ARTICLES

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

## EXHIBIT A INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

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

### ARTICLE 2 THE WORK OF THIS CONTRACT

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

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

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

*(Check one of the following boxes.)*

☒ [ X ] The date of this Agreement.

☐ [ ] A date set forth in a notice to proceed issued by the Owner.

☐ [ ] Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

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

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

#### § 3.3 Substantial Completion

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

Init.



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

☐ Not later than ( ) calendar days from the date of commencement of the Work.

☒ By the following date: August 3, 2018

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

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

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

#### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Seventy-Nine Thousand Eight Hundred Dollars (\$ 79800 ), subject to additions and deductions as provided in the Contract Documents.

#### § 4.2 Alternates

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

Item	Price
------	-------

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

Item	Price	Conditions for Acceptance
------	-------	---------------------------

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

Item	Price
------	-------

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

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

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

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

Init.

## ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

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

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

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Thirtieth day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Forty-Five ( 45 ) days after the Architect receives the Application for Payment.

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

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

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

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

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

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

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

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

### § 5.1.7 Retainage

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

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

Five percent

Init.

§ 5.1.7.1.1 The following items are not subject to retainage:  
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:  
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

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

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

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

## § 5.2 Final Payment

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

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

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

## § 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

NaN %

## ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Init.

## § 6.2 Binding Dispute Resolution

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

*(Check the appropriate box.)*

☐ Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☒ Litigation in a court of competent jurisdiction

☐ Other *(Specify)*

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

## ARTICLE 7 TERMINATION OR SUSPENSION

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

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

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

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

## ARTICLE 8 MISCELLANEOUS PROVISIONS

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

§ 8.2 The Owner's representative:

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

JT Anderson  
Learning Resource Center  
2999 North 10th Street  
Marion, IA 52302

Email Address: jtanderson@linnmar.k12.ia.us

§ 8.3 The Contractor's representative:

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

David Primrose  
710 51st Street, Bldg 2, Unit 2  
PO Box 252  
Marion, IA 52302

Init.

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User Notes:

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Telephone Number: 319-377-4877  
Fax Number: 319-377-4878

Email Address: davep@community-electric.com

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

**§ 8.5 Insurance and Bonds**

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

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

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

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

§ 8.7 Other provisions:

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203-2013 incorporated into this Agreement.)*

.5 Drawings

Number	Title	Date
See attached List of Drawings		

.6 Specifications

Section	Title	Date	Pages
See attached Table of Contents			

.7 Addenda, if any:

Number	Date	Pages
Addendum 1	March 23, 2018	2 pages
Addendum 2	March 28, 2018	1 page

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract

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User Notes:

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Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

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

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

☐ The Sustainability Plan:

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

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Project Manual	General and Supplementary Conditions	March 9, 2018	4 pages

.9 Other documents, if any, listed below:

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

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

OWNER (Signature)

Sondra Nelson, School Board President  
(Printed name and title)

CONTRACTOR (Signature) PRESIDENT

Michael Palmer, President  
(Printed name and title)

4-13-18

Init.

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

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

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:24:18 on 04/11/2018.

### PAGE 1

AGREEMENT made as of the Sixth day of April in the year Two Thousand Eighteen

...

Linn-Mar Community School District  
Learning Resource Center  
2999 North 10th Street  
Marion, IA 52302

...

Community Electric, Inc.  
1510 Falls Avenue  
PO Box 1198  
Waterloo, IA 50701

...

LinnMar Indian Creek Elementary - Electrical Upgrade  
Marion, IA  
The project consists of replacement of the main electrical service and several branch panels.

...

Design Engineers  
8801 Prairie View Lane SW, Suite 200  
Cedar Rapids, IA 52404  
Telephone Number: 319-841-1944  
Fax Number: 319-841-1949

### PAGE 2

[ X ] The date of this Agreement.

### PAGE 3

[ X ] By the following date: August 3, 2018

...

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Seventy-Nine Thousand Eight Hundred Dollars (\$ 79800 ), subject to additions and deductions as provided in the Contract Documents.

PAGE 4

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Thirtieth day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Forty-Five ( 45 ) days after the Architect receives the Application for Payment.

...

Five percent

PAGE 5

NaN %

PAGE 6

☒ Litigation in a court of competent jurisdiction

...

JT Anderson  
Learning Resource Center  
2999 North 10th Street  
Marion, IA 52302

Email Address: jtanderson@linnmar.k12.ia.us

...

David Primrose  
710 51st Street, Bldg 2, Unit 2  
PO Box 252  
Marion, IA 52302  
Telephone Number: 319-377-4877  
Fax Number: 319-377-4878

Email Address: davep@community-electric.com

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See attached List of Drawings.

...

See attached Table of Contents.

...

Addendum 1  
Addendum 2

March 23, 2018  
March 28, 2018

2 pages  
1 page

PAGE 8

Project Manual

General and  
Supplementary  
Conditions

March 9, 2018 4 pages

...

Sondra Nelson, School Board President

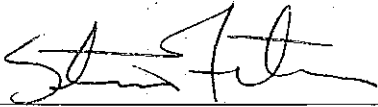
Michael Palmer, President



## Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Steve Foster, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:24:18 on 04/11/2018 under Order No. 2681419684 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ – 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)

Business Manager

(Title)

4/11/18

(Dated)

## **SECTION 00001 - TABLE OF CONTENTS**

### **DIVISION 00**

00 0001	Table of Contents
00 0020	List of Drawings
00 0100	Instruction to Bidders
00 0300	Bid Form
00 0500	Agreement
00 0700	General and Supplementary Conditions
00 0800	Special Conditions

### **DIVISION 01 - GENERAL REQUIREMENTS**

01 0100	Summary of Work
01 0450	Cutting and Patching
01 1000	Project Procedures
01 5000	Temporary Facilities
01 7050	Contract Closeout
01 7200	Project Record Documents

### **DIVISION 26 - ELECTRICAL**

26 0010	Electrical General Provisions
26 0500	Common Work Results for Electrical
26 0519	Low-Voltage Electrical Power Conductors and Cables
26 0526	Grounding and Bonding for Electrical Systems
26 0529	Hangers and Supports for Electrical Systems
26 0533	Raceway and Boxes for Electrical Systems
26 0553	Identification for Electrical Systems
26 2416	Panelboards

*END OF SECTION 00 0001*

**SECTION 00 0020 – LIST OF DRAWINGS**

**Cover Sheet**

G100 COVER SHEET

**Electrical**

ED100 ELECTRICAL DEMOLITION PLAN  
E100 LEVEL 1 ELECTRICAL PLAN  
E500 ELECTRICAL SCHEMATIC RISER INFORMATION  
E510 ELECTRICAL POWER SCHEDULES  
E511 ELECTRICAL POWER SCHEDULES  
E520 ELECTRICAL NOTES AND SYMBOLS

*END OF SECTION 00 0020*

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

## Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the 6th day of April in the year 2018  
(In words, indicate day, month and year.)

for the following PROJECT:  
(Name and location or address)

LinnMar Indian Creek Elementary - Electrical Upgrade  
Marion, IA

**THE OWNER:**  
(Name, legal status and address)

Linn-Mar Community School District  
Learning Resource Center  
2999 North 10th Street  
Marion, IA 52302

**THE CONTRACTOR:**  
(Name, legal status and address)

Community Electric, Inc.  
1510 Falls Avenue  
PO Box 1198  
Waterloo, IA 50701

### TABLE OF ARTICLES

#### A.1 GENERAL

#### A.2 OWNER'S INSURANCE

#### A.3 CONTRACTOR'S INSURANCE AND BONDS

#### A.4 SPECIAL TERMS AND CONDITIONS

##### ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201<sup>™</sup>-2017, General Conditions of the Contract for Construction.

##### ARTICLE A.2 OWNER'S INSURANCE

###### § A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

### ADDITIONS AND DELETIONS:

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

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

This document is intended to be used in conjunction with AIA Document A201<sup>™</sup>-2017, General Conditions of the Contract for Construction. Article 11 of A201<sup>™</sup>-2017 contains additional insurance provisions.

Init.

#### § A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

#### § A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 **Causes of Loss.** The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

*(Indicate below the cause of loss and any applicable sub-limit.)*

Causes of Loss

Sub-Limit

§ A.2.3.1.2 **Specific Required Coverages.** The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

*(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)*

Coverage

Sub-Limit

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 **Deductibles and Self-Insured Retentions.** If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 **Occupancy or Use Prior to Substantial Completion.** The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

#### § A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

Init.



**§ A.2.4 Optional Extended Property Insurance.**

The Owner shall purchase and maintain the insurance selected and described below.

*(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)*

- ☐ § A.2.4.1 **Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- ☐ § A.2.4.2 **Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- ☐ § A.2.4.3 **Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- ☐ § A.2.4.4 **Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- ☐ § A.2.4.5 **Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- ☐ § A.2.4.6 **Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- ☐ § A.2.4.7 **Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

**§ A.2.5 Other Optional Insurance.**

The Owner shall purchase and maintain the insurance selected below.

*(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)*

Init.

§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.

§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.

**§ A.3.3 Contractor's Other Insurance Coverage**

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

*(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)*

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

*(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)*

- ☐ § A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:  
*(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)*

Products and Completed Operations: \$1,000,000 aggregate; maintain for one year after final payment. Broad form property damage coverage shall include completed operations.

- ☐ § A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate, for Work within fifty (50) feet of railroad property.
- ☐ § A.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.
- ☐ § A.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.
- ☐ § A.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.
- ☐ § A.3.3.2.6 Other Insurance  
*(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)*

## Coverage

## Limits

| *(Paragraphs Deleted)*

| *(Table Deleted)*

| *(Paragraph Deleted)*

### ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

Init.

AIA Document A101™ – 2017 Exhibit A. Copyright © 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:26:01 on 04/11/2018 under Order No. 2681419684 which expires on 03/20/2019, and is not for resale.

User Notes:

(3B9ADA18)

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

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

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:26:01 on 04/11/2018.

### PAGE 1

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the 6th day of April in the year 2018

...

LinnMar Indian Creek Elementary - Electrical Upgrade  
Marion, IA

...

Linn-Mar Community School District  
Learning Resource Center  
2999 North 10th Street  
Marion, IA 52302

...

Community Electric, Inc.  
1510 Falls Avenue  
PO Box 1198  
Waterloo, IA 50701

### PAGE 4

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One Million Dollars (\$ 1000000 ) each occurrence, Two Million Dollars (\$ 2000000 ) general aggregate, and One Million Dollars (\$ 1000000 ) aggregate for products-completed operations hazard, providing coverage for claims including

### PAGE 5

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than One Million Dollars (\$ 1000000 ) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

...

§ A.3.2.6 Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$ 500000 ) each accident, Five Hundred Thousand Dollars (\$ 500000 ) each employee, and Five Hundred Thousand Dollars (\$ 500000 ) policy limit.

PAGE 6

Products and Completed Operations: \$1,000,000 aggregate; maintain for one year after final payment.  
t. Broad form property damage coverage shall include completed operations.

PAGE 7

**~~§ A.3.4 Performance Bond and Payment Bond~~**

...

~~The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:~~

...

~~(Specify type and penal sum of bonds.)~~

...

Type	Penal Sum (\$0.00)
Payment Bond	
Performance Bond	

...

~~Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.~~





COMMU-2

OP ID: JT

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Sinnott Agency, Inc. 622 W 4th St., PO Box 1918 Waterloo, IA 50704 Steven Sinnott		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 319-233-6103 <b>FAX (A/C, No):</b> 319-234-8133 <b>E-MAIL ADDRESS:</b> janant@sinnottagency.com		
<b>INSURED</b> <b>COMMUNITY ELECTRIC, INC</b> <b>PRIMARY SYSTEMS</b> <b>PO BOX 1198</b> <b>WATERLOO, IA 50704</b>		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A: HASTINGS MUTUAL</b>		
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
<b>INSURER F:</b>				

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CPP6098355	03/01/2018	03/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS		ACV6098356	03/01/2018	03/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		ULC6098358	03/01/2018	03/01/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC6098357	03/01/2018	03/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED UNDER THE GENERAL LIABILITY POLICY WHEN REQUIRED IN WRITTEN CONTRACT PER CON6063.

## CERTIFICATE HOLDER

## CANCELLATION

<b>LINN MAR</b>  <b>LINN MAR COMMUNITY SCHOOL DISTRICT</b> <b>3333 N TENTH ST</b> <b>MARION, IA 52302</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

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## Independent Contractor Agreement Linn-Mar Community School District

---

**WHEREAS**, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Andrew Last, Independent Contractor ("IC"), for the performance of certain services, with the goal being to provide Choir Clinic to or for the District or the District's High School Choirs.

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

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following Choir Clinic services which shall generally involve Choir. The services to be provided shall be performed within the phases (or timeline or dates) outlined below:  
Work with choirs at the high school on music in preparation for State Large Group Contest

2. **TERMS OF PAYMENT:**  
The sum is to be paid at the close of the May 4, 2018 session.

The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this Agreement. As compensation for the services rendered by IC under this Agreement, District shall pay IC a total of \$\_\_\_\_\_ for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Total fees for services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC upon completion of all services on May 4, 2018. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10<sup>th</sup> St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

- A. N/A
- B.
- C.
- D.
- E.

4. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

5. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

6. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.

7. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

8. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.

9. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

10. **TERM:** This Agreement shall begin on May 4, 2018 and shall continue in effect until May 4, 2018, unless earlier terminated by either party in accordance with Section 11.

11. **TERMINATION.** This Agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.

12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC's duties or obligations under this Independent Contractor Agreement without the prior written consent of District.

13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.

14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 30 day of April, 2018.

**Independent Contractor**

**Linn-Mar Community School District**

By: 

Andrew Last

Title: Director of Choral Activities  
Luther College

By: \_\_\_\_\_

Title: \_\_\_\_\_

Board President



## Center Stage Productions Service Contract

AGREEMENT made this 25 day of April, 20  , by and between LinnMar HS Sheri Crandall hereinafter referred to as the Purchaser, and Center Stage Productions, hereinafter referred to as the DJ.

WITNESSETH NOW THEREFORE, in consideration of the promises and the agreements herein contained and intending to be legally bound hereby, the Parties do agree as follows:

1. The Purchaser hereby engages the DJ to provide a DJ service. The service to be performed at Event Location:

(Venue): Linn Mar High School

(Address): \_\_\_\_\_

(Phone #): \_\_\_\_\_

2. Center Stage Productions hereby agrees to provide a DJ service for the Purchaser at the above-mentioned location.

3. The said DJ service shall consist primarily of providing musical entertainment by means of a recorded music format.

4. Center Stage Productions hereby agrees to render their professional services and is at all times to have complete control of their program.

5. The Parties hereby agree that the DJ service shall be provided and accepted on the following date(s) and time(s) of the engagement:

Date(s): May 16, 2020

Start Time(s): 7:30 AM/~~PM~~

Finish Time(s): 11 AM/~~PM~~

6. The Purchaser in consideration of the DJ service to be rendered by the DJ, and the mutual promises contained herein, hereby agrees to pay to the DJ the following consideration:

A non-refundable reservation fee of \$ 0, is required to secure the services of Center Stage Productions for the engagement. The reservation fee is due at the time the Service Contract is signed payable by cash, personal check, or certified check. This amount shall be applied toward the Performance Fee. The difference between the Performance Fee and the reservation fee will be your final payment due 5 days before your engagement payable by cash, personal check, or certified check.

The Performance Fee is \$ 500 for the time frame outlined above. Final payment is \$ 500.

Services requested that exceed the time frame will be charged at the rate of \$50 per hour, payable the day of the engagement. It may not always be possible to provide additional performance time. However, when feasible, requests for extended playing time will be accommodated.

Purchaser Initials \_\_\_\_\_ Center Stage Productions \_\_\_\_\_

### **Additional Terms and Conditions**

The agreement of the DJ to perform is subject to proven detention by accidents, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond their control. If such circumstances arise, all reasonable efforts will be made by Center Stage Productions to find replacement entertainment at the agreed upon fees. Should Center Stage Productions be unable to secure a replacement, Purchaser shall receive a full refund. Purchaser agrees that in all circumstances, Center Stage Productions' liability shall be exclusively limited to an amount equal to the amount that Center Stage Productions has received to that point and that Center Stage Productions shall not be liable for indirect or consequential damages arising from any breach of contract. All deposits are nonrefundable if cancelled within 60 days of the engagement, unless the DJ cancels the engagement. All final payments are nonrefundable if cancelled within 30 days of the engagement, unless the DJ cancels the engagement.

Pictures and videotape of the event are permitted for the private use of the contracting party only. Center Stage Productions is not responsible for any costs, fees, or notifications from social media usage. The DJ reserves the right to take photographs, video, and audio recordings for promotional use on their website, in print, and social media without any compensation to purchaser.

The purchaser and DJ agree that this contract is not subject to cancellation unless both parties have agreed to such cancellation in writing. In the event the Purchaser breaches the contract, he or she shall pay the DJ the amount set forth above as "Wage agreed upon" as liquidated damages, 10% interest thereon, plus a reasonable attorney's fee.

It is understood that if this is a "Rain or Shine" event, Center Stage Productions' compensation is in no way affected by inclement weather. For outdoor performances, Purchaser shall provide overhead shelter for setup area. The DJ reserves the right, in good faith, to stop or cancel the performance should the weather pose a potential danger to him, the equipment, or audience. Every effort will be made to continue the performance, however, safety is paramount in all decisions.

Purchaser shall provide Center Stage Productions with safe and appropriate working conditions. This includes a minimum 10-foot by 15-foot area for setup, space for setting up speakers and lighting stands. Center Stage Productions requires a minimum of one 15-20-amp circuit outlet from a reliable power source within 50 feet (along the wall) of the set-up area. This circuit must be free of all other connected loads. Any delay in the performance or damage to DJ's equipment due to improper power is the responsibility of the purchaser. Two circuits are preferred, where possible. Additional outlets on separate circuits for lighting are required.

Purchaser shall provide crowd control if warranted. Purchaser is responsible for paying any charges imposed by the venue. These charges may include, but are not limited to, parking, use of electric power, and fire marshal if necessary (for use of fog). It is hereby further agreed that the Purchaser shall be held liable for any injury or damages to the DJ, or property of the DJ, while on the premises of said engagement, if damage is caused by Purchaser or guest, members of his organization, engagement invitees, employees, or any other party in attendance, whether invited or not.

Purchaser Initials \_\_\_\_\_ Center Stage Productions \_\_\_\_\_



### Additional Terms and Conditions

In the event of circumstances deemed to present a threat or implied threat of injury or harm to Center Stage Productions' staff or any equipment in Center Stage Productions possession, Center Stage Productions reserves the right to cease performance. If the Purchaser is able to resolve the threatening situation in a reasonable amount of time (maximum of 15 minutes), Center Stage Productions shall resume performance in accordance with the original terms of this agreement. Purchaser shall be responsible for payment in full, regardless of whether the situation is resolved or whether Center Stage Productions resumes performance. In order to prevent equipment damage or liability arising from accidental injury to any individual attending this performance, Center Stage Productions reserves the right to deny any guest access to the sound system, music recordings, or other equipment.

The Purchaser shall at all times have complete direction and supervision of the performance of Center Stage Productions at this engagement and Purchaser expressly reserves the right to control the manner, means and details of the performance of the services of Center Stage Productions. A written event/music planner or music request list must be received from the Purchaser and forwarded to Center Stage Productions at least two weeks prior to the date of the engagement for it to be included in Center Stage Productions programming guidelines. With or without the aid of an event/music planner or music request list, Center Stage Productions shall attempt to play Purchaser's and Purchaser's guests music requests but shall not be held responsible if certain selections are unavailable. Center Stage Productions will make an extra effort to have music requests available if they are received IN WRITING at least two weeks prior to the engagement. Center Stage Productions reserves the right to edit, manipulate, or "fade out" as they deem appropriate and makes final determination as to what is appropriate for the engagement.

In the event of non-payment, Center Stage Productions retains the right to attempt collection through the courts. Purchaser will be held responsible for all court fees, legal fees, and collection costs incurred by Center Stage Productions. Purchaser shall be charged \$40 for each bounced check plus a \$25.00 service charge for each collection notice.

This agreement guarantees that Center Stage Productions will be ready to perform at the start time of the engagement. No guarantee is made as to Center Stage Productions time of arrival; however, Center Stage Productions requests that they be permitted 180 minutes before the engagement and 60 minutes after the engagement for teardown. Center Stage Productions also requests ramp or elevator access between the parking/service entrance and the setup area if necessary. If Purchaser or venue requires Center Stage Productions to complete setup more than two hours before the start time, or to postpone takedown more than an hour after the end time indicated, the additional time will be charged at the rate of \$50.00 per half-hour.

Engagements in excess of 250 miles (one way from Cedar Rapids, Iowa) will require accommodations be made for an overnight stay in a local hotel/motel for Center Stage Productions to be provided by Purchaser.

Special Provisions & Additional Services Requested:

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Purchaser Initials \_\_\_\_\_ Center Stage Productions \_\_\_\_\_

### Additional Terms and Conditions

By executing this contract as Purchaser, the person executing said contract, either individually, or as an agent or representative, represents and warrants that he or she is eighteen (18) years of age, and further, if executing said contract as agent or representative, that he or she has the authority to enter into this agreement and should he or she not have such authority, he or she personally accepts and assumes full responsibility and liability under the terms of this contract.

All attached riders are an integral part of this contract. This contract will supersede any other contract. If any part of this contract is illegal or unenforceable, the remaining provisions of this contract will remain valid and enforceable to both parties. This contract contains the entire agreement between the parties and no statement, promises, or inducements made by any party hereto, or agent or representative or either party hereto, which are not contained in this written contract, shall be valid or binding. This contract shall not be enlarged, modified, or altered except in writing by both parties and endorsed hereon.

The laws of the State of Iowa shall govern this agreement. In the event of suit involving or relating to this agreement, Purchaser agrees that venue will be in Linn County. Purchaser agrees to defend, indemnify, assume liability for and hold Center Stage Productions harmless from any claims, damages, losses and expenses by or to any person, regardless of the basis, which pertains directly or indirectly to Center Stage Productions' performance. In the event that a civil action arises in an effort to enforce any provision of this agreement, the losing party shall pay the attorney's fee and court costs of the prevailing party. Purchaser may not transfer this contract to another party without the prior written consent of Center Stage Productions. This agreement is not binding until signed by both Purchaser and Center Stage Productions has received it. Any changes must be written and signed by both the Purchaser and Center Stage Productions. Oral agreements are non-binding. If any clause in this agreement is found to be illegal, the rest of the agreement shall remain in force.

Center Stage Productions may elect not to exercise their rights as specified in this agreement. By doing so, Center Stage Productions does not waive their right to exercise those options at a future date.

THE PARTIES hereto promise to abide by the terms of this agreement and intend to be legally bound thereby.

**Purchaser:**

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

Printed Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Center Stage Productions: \_\_\_\_\_

Max Johnson, Owner  
centerstageprod@netins.net  
319-210-0607

**Please make checks payable to Center Stage Productions**





## Memorandum of Understanding 2018 – 2019

### Linn-Mar Community School District

This memorandum of understanding is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and Linn-Mar Community School District, 2999 N Tenth St, Marion, IA 52302.

#### *PROVISIONS:*

1. Luther College and Linn-Mar Community School District agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to student teaching, student observations, and other field experiences.
2. Luther College will provide supervision, by one or more Luther faculty member(s) or a credentialed specialist in education, for students participating in clinical field experiences that are placed in Linn-Mar Community School District.
3. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Linn-Mar Community School District, as well as the option of Luther College, should circumstances warrant such an action.
4. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area. It may not be their first year in their current assignment/building.
5. Luther College's clinical field experience program requires all students to be screened for any history of criminal behavior. Students are required to follow the guidelines set by Linn-Mar Community School District for this process. If the school does not have a system in place by which the student can complete this requirement, Luther College will process an extensive National background check for the student. The student will be required to pay the processing fee and submit the completed report to Linn-Mar Community School District. This background check will include:
  - National Sex Offender Registry
  - National Criminal Database
  - Criminal Search – County
  - ID Trace Pro
6. Linn-Mar Community School District and Luther College agree to provide equal educational opportunities and equal access to facilities for all qualified persons. To not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.



7. Luther College pays cooperating teachers a stipend for each student placed in a clinical field experience. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed Student Teacher Evaluation from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period.

- January Term beginning practicum (EDUC 185 & EDUC 215) - \$75
- January Term developing practicum (Methods) - \$100
- Student teaching
  - 4 weeks - \$100
  - 6-9 weeks - \$175

Luther College will send the stipend payment to the cooperating teacher's home address unless the box below is checked.

☐ Please check here if Linn-Mar Community School District requires cooperating teacher's stipend payments to be sent directly to the District instead of the cooperating teacher.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative, Linn-Mar Community School District

Signature: Barbara Bobach Date: 4-6-18  
Department Chair, Luther College Education Department

Signature: Kevin Kraus Date: 4/10/18  
Academic Dean, Luther College



**2018-19 Letter of Understanding**  
Between  
**Grant Wood Area Education Agency and Linn Mar Community School**  
**VAST Center Science Program**

**The purpose of the Letter of Understanding is to coordinate the services of Grant Wood Area Education Agency with local school districts in providing the VAST Center Science Program**

**Grant Wood Area Education Agency (GWAEA) agrees to:**

- replenish units for circulation
- establish and distribute a circulation schedule to district buildings
- maintain program inventory and determine purchasing needs
- communicate with area educators
- provide financial support to underwrite program costs
- conduct required introductory professional learning for new teachers and teachers new to a grade level
- document training records
- maintain instructional materials at a high standard and keep them up to date
- assist educators in the appropriate implementation of science units
- provide access to the VAST Center staff through e-mail, phone, etc.
- make available VAST Center infrastructure & experience
- provide access to additional teacher manuals at VAST Center negotiated discounted rate
- invoice the participating school district on or about April 1, 2019 for the 2018-19 program

**Linn Mar Community School will:**

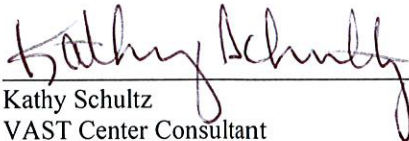
- register their school(s) with Grant Wood AEA for participation in the VAST Center Science program for 2018-19
- provide accurate staffing information
- notify VAST staff of any teaching assignment changes
- send new teachers and teachers new to their grade level to required introductory professional learning
- reimburse GWAEA and the VAST Center for damaged and/or missing items if necessary
- provide annual payment of approximately \$132\* per K-5 unit on or about May 1, 2019
- provide annual payment of approximately \$468\* per 6-8 unit to GWAEA on or about May 1, 2019.

(\*Note: This fee represents a 2% increase.)

Please complete:

- ☐ Our district will participate in the elementary program
- ☐ Our district will participate in the middle school program

\_\_\_\_\_  
Quintin Shepherd  
Superintendent  
Linn Mar Community School

  
\_\_\_\_\_  
Kathy Schultz  
VAST Center Consultant  
Grant Wood AEA

***Please return to Kathy Schultz, Grant Wood AEA,***  
**By August 3rd, 2018**

# Independent Contractor Agreement

## Linn-Mar Community School District

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**WHEREAS**, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Darron Carr, Independent Contractor ("IC"), for the performance of certain services to or for the District or the District's frontline mini camp instructor.

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

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following frontline instruction services which shall generally involve frontline instruction. The Services to be provided shall be performed within the phases (or timelines or dates) outlined below:

**Frontline Mini Camp - May 31 and June 1**

2. **TERMS OF PAYMENT:** The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this agreement. As compensation for the services rendered by the IC under this Agreement, District shall pay IC a total of \$ 300 OR at a rate of \$ \_\_\_\_\_, not to exceed \$ \_\_\_\_\_ for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Fees for the services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10<sup>th</sup> St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

4. **TERM:** This Agreement shall begin on June 1, 2018 and shall continue in effect until June 1, 2018, unless earlier terminated by either party in accordance with section 11.

5. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

6. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither party has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

7. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment tax.

8. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

9. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.

10. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

11. **TERMINATION:** This agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.

Board President