



Linn Mar Volunteers Board Presentation

2022-2023



Volunteer Process



Volunteer Application



Background Screening



Face-to-face Orientation



Added to School Email Distribution Lists



Contacted about available opportunities

VOLUNTEER COORDINATORS



Angela Burke
District Volunteer
Coordinator



Kristen Beech
High School



Kerry Smith
Excelsior
Middle School



Jenny Rud
Oak Ridge
Middle School



Shawn & Angela Burke
Boulder Peak
Intermediate



Anne Morman
Hazel Point
Intermediate



Amber Scharf
Hazel Point
Intermediate



Rachel Liberty
Bowman Woods
Elementary



Kira Cannon
Echo Hill
Elementary



Kimberly Graulein
Echo Hill
Elementary



Erika Battern
Indian Creek
Elementary



Meredith Foreman
Indian Creek
Elementary



Danielle Henin
Linn Grove
Elementary



Jessica Krueger
Novak
Elementary School



Jennica Yatskis
Westfield
Elementary



Tabitha Lightfoot
Westfield
Elementary



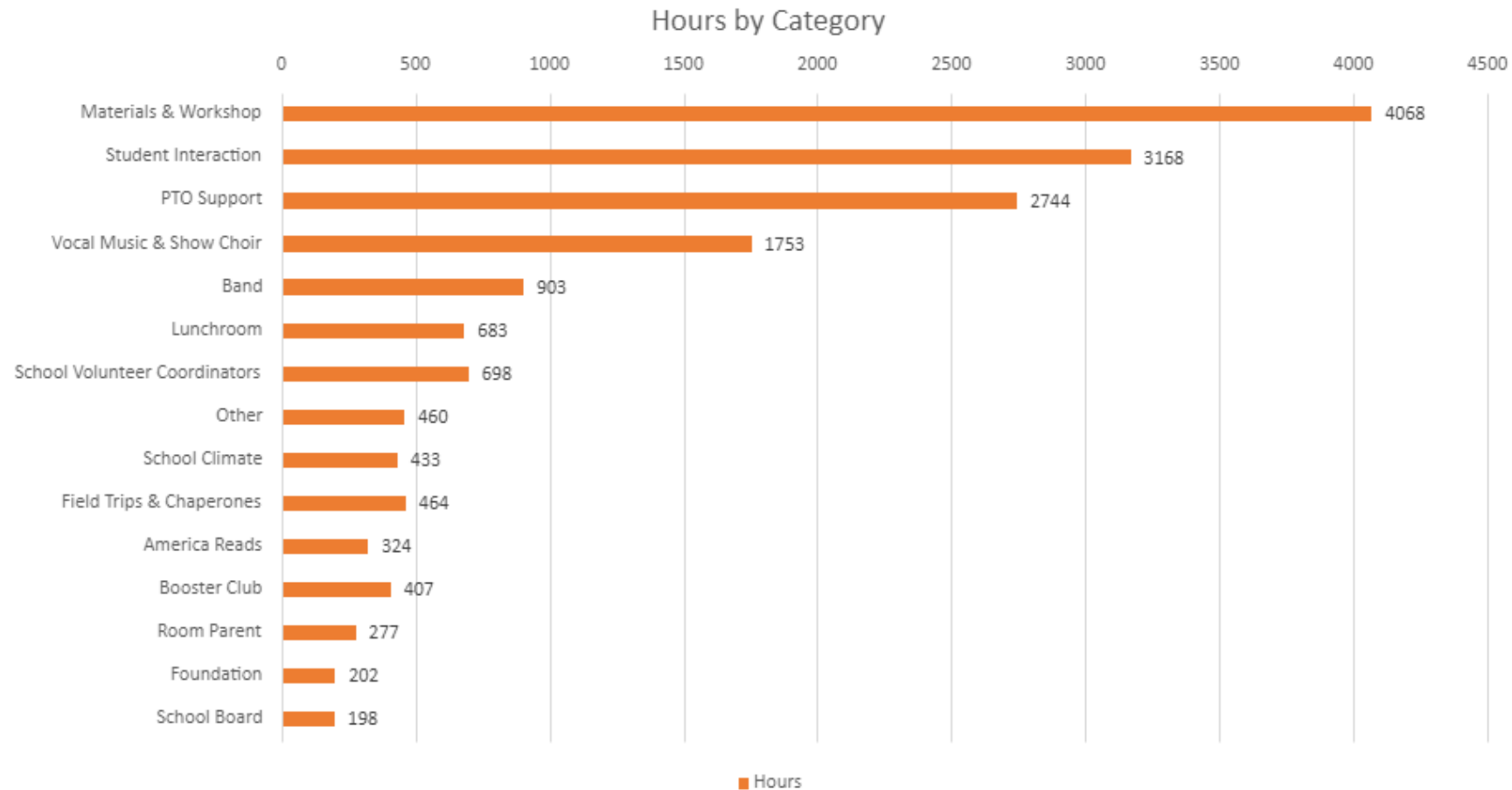
Au Vu
Wilkins
Elementary

22-23



2022-2023 Volunteers

- 1475 Approved Volunteers
- Total Hours: 16,782 Hours





America Reads Day

October 2022

- Total Readers: 405
- Total Reading Spots: 565



Encourage A Reader (EAR)

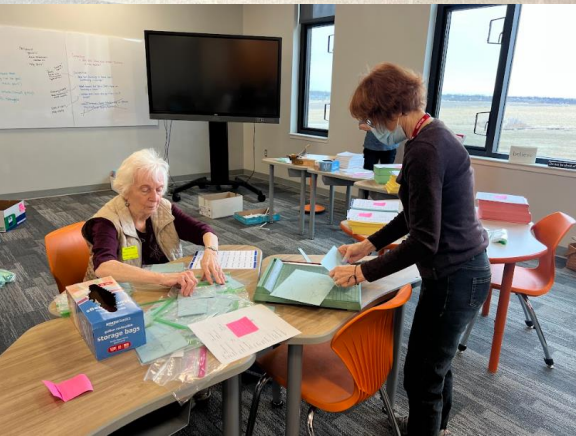
- 115 students placed with a volunteer reader
- Read each week 15-20 min.
- Video training (Karla Ries)
- Current techniques



Volunteer Appreciation

- Volunteer Appreciation Week
April 16th – April 21st
- Volunteer Recognition
- 100-Hour Volunteer Luncheon – May 23rd





Fundraising Requests
Submitted for Board Approval May 8, 2023

Sponsoring Group	Activity	Contact	Start Date	End Date	Est. Profit	Purpose of Funds
Robotics	Summer Camps	D. Niemitalo	7/10/2023	7/21/2023	\$8,000.00	parts/tools, registration fees
Athletic Dept	Golf Outing	J. Lehman	6/9/2023	6/9/2023	\$10,000.00	support athletic programs with equipment/uniforms/etc.
Cheer	Clinic	E. Taylor	TBD - need FB schedule first		\$500.00	equipment, judge fees
Cheer	Poster	E. Taylor	8/1/2023	8/31/2023	\$3,000.00	registration fees, choreographer for comp. squad
Cross Country	Poster	E. Burmeister K. Hoffman	8/1/2023	8/31/2023	\$1,500.00	uniforms, equipment, tents
Football	Apparel Sale	T. Lovell	6/1/2023	10/31/2023	\$2,500.00	equipment
Football	Gold Cards	T. Lovell	8/1/2023	8/31/2023	\$30,000.00	equipment, coach stipends
Football	Youth League	T. Lovell	8/1/2023	10/31/2023	\$10,000.00	headsets, coach stipends, equipment
Golf - Girls	Pop 4 Kids	C. James	8/14/2023	8/21/2023	\$2,000.00	golf bags, equipment, rain gear
Poms - Varsity	Kids Clinic	S. Herrera	6/10/23 10/21/23	6/10/23 10/21/23	\$8,000.00	uniforms, Nationals travel costs
Poms - Varsity	Poster	S. Herrera	6/6/2023	8/8/2023	\$4,000.00	Regionals travel, choreographer
Swim/Dive - Girls	POP - Power of Purpose	C. Hugo	8/7/2023	8/17/2023	\$2,000.00	gear, equipment, activity & competition fees
Poms - JV	Donations	K. Frazier	6/1/2023	8/8/2023	\$3,000.00	uniforms, competition costs, travel, choreography/music

LMCSD Board Meeting Minutes
April 24, 2023**100: Call to Order and Determination of a Quorum**

The Linn-Mar Board of Directors meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration present: Bisgard, Nicholson, Breitfelder, Ramos, Read, and Wear. Absent: Christian.

200: Adoption of the Agenda *Motion 190-04-24*

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

300: Special Recognitions – Exhibits 300.3-4

1. Mary Beth Fast, Executive Director of the Iowa Association of School Business Officials, recognized David Nicholson, Chief Financial/Operating Officer, for receiving the IASBO Iowa Professional Leadership Award.
2. Leisa Breitfelder, Executive Director of Student Services, and Angela Burke, Community Relations Coordinator, introduced the recipients of this year's LIONS and Volunteer Awards.
 - Legend: Marcia Grassfield and Karla Terry
 - Innovator: Ben Sanders
 - Optimizer: Kandice Hamilton
 - Newcomer: Kristin Fechner
 - Service: Debbie Stien
 - Lions Pride: Val Lawrence and Laura Whitson
 - Shirley Pantini Equity Award: Ann Fry
 - Above & Beyond Volunteer Award: Kristen Beech
 - Making a Difference Volunteer Award: Amber Hruby
3. President Morey read a proclamation for Teacher Appreciation Week (May 1-5)
4. Superintendent Bisgard read a proclamation for School Board Appreciation Month (May)

400: Public Hearing – Refer to Exhibits 701.1-2

A public hearing was held on the proposed budget for FY2023-24. No comments were received.

500: Informational Reports, Discussions, and Presentations**501: Elementary Student Assistance Specialists/School Counselors Report** – Exhibit 501.1

The elementary-level Student Assistance Specialists and School Counselors shared information on their duties, how they assist students, the elementary curriculum, and what a day in their job looks like.

502: Diversity/Equity/Inclusion Committee

Nathan Wear, Associate Superintendent, reported that the DEI Committee continued reviewing the feedback provided by the focus groups during their April 17th meeting.

503: Finance/Audit Committee

Buchholz, Morey, and Weaver reported that during the April 20th F/AC meeting they reviewed the proposed 2023-24 budget, various construction bids, PPEL renewal, and storm damage costs.

504: Board Visit

Board members reported they enjoyed seeing the students and staff excited about learning and being a part of PLC process during their April 20th visit to Indian Creek Elementary.

505: Marion City Council

No report on the April 20th Marion City Council meeting was shared.

506: Legislative Report

Morey and Bisgard reported that the current session is scheduled to end this week. Bisgard highlighted the At-Risk bill along with SF269 (property tax/elimination of PERL), HF718 (decrease levy rate), SF391 (Chapter 12), and SF496 (transparency/parental rights).

507: Superintendent's Update – Exhibit 507.1

Bisgard shared that ground was broken on the new tennis courts project, the transition with newly-name superintendent, Amy Kortemeyer, has begun and is going smoothly, the Cabinet has continued adjusting the Strategic Plan per the board's recent input with the hopes to present to the board during the April 24th meeting, and recognized Kevin Fry, Communications/Media Coordinator, for receiving an Award of Excellence from the Iowa School Public Relations Association for the video series he compiled for the State of the District address.

600: Unfinished Business

601: Award of Bid – Exhibit 601.1 **Motion 191-04-24**

MOTION by Wall to award the bid for the construction of the new administration building to Peak Construction of North Liberty, Iowa, for a base bid of \$11,774,000. Second by Buchholz. Bisgard shared an overview of the five bids received and some of the cost issues. Voice vote, all ayes. Motion carried.

602: Second Reading of Policy Recommendations – Exhibit 602.1

Morey clarified that due to pending legislation and per advice from IASB, *Policy 504 Student Health Services* was pulled from the second reading for later review.

MOTION by Walker to approve the second reading of the policy recommendations as presented. Second by Weaver. Voice vote, all ayes. Motion carried. **Motion 192-04-24**

The full 400 series [Staff/Personnel] was reviewed, as well as several recommendations received from the Iowa Association of School Boards.

Policy #	Title
401.1	Code of Professional Conduct and Ethics
401.7	Licensed Personnel Resignation
402.1	Definition of Classified Personnel
402.2	Assignment and Transfer of Classified Personnel
402.6	Reduction in Workforce of Classified Personnel
403.4-E	Notice to Employees Regarding Substance-Free Workplace
403.11	Hazardous Chemical Disclosure
403.17-E	Employee Conflict of Interest Disclosure Form
403.21	Employee Relations, Appearance, and Conduct

Policy #	Title
403.27-R	Regulations Regarding Pay Deductions
403.31	Workers Compensation Injury/Illness on the Job
403.34	Employee Termination Voluntary/Involuntary
403.36	Safety Accountabilities and Responsibilities
504.32	Stock Prescription Medication Supply
604.1	Guidance and Counseling
902.2-R	Radon Mitigation Administrative Regulations

700: New Business

701: FY 2023-24 Budget – Exhibits 701.1-2

David Nicholson, Chief Financial/Operating Officer, shared an overview of the proposed budget for fiscal year 2023-24. Information included the purpose of the certified budget, proposed tax rates for fiscal year 2024, certified enrollment trends, and an overview of various funds, property tax impacts, and general fund expenditures.

MOTION by Buchholz to approve the budget for fiscal year 2023-24 as discussed. Second by Wall. Voice vote, all ayes. Motion carried. **Motion 193-04-24**

702: Open Enrollment Requests Motion 194-04-24

MOTION by Walker to approve the open enrollment requests as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

APPROVED IN

Student's Name	Grade	Resident District	School Year
Baker, Lorelai	K	Cedar Rapids CSD	2023-24
Boini, Riyanshi	K	Cedar Rapids CSD	2023-24
Boothe, De'Onji	9	Marion Independent	2023-24
Boyer, Lucas	K	Cedar Rapids CSD	2023-24
Brackins, Jayceon	K	Cedar Rapids CSD	2023-24
Byers, Wade	K	Cedar Rapids CSD	2023-24
Chaudhari, Soham	6	Cedar Rapids CSD	2023-24
DeLong, Annabelle	K	Cedar Rapids CSD	2023-24
Elliff, Mackenzie	K	Alburnett CSD	2023-24
Farnum, Andrea	10	Cedar Rapids CSD	2023-24
Farnum, Ryan	9	Cedar Rapids CSD	2023-24
Fisher, Maverick	K	Cedar Rapids CSD	2023-24
Fletcher, Hayden	9	Cedar Rapids CSD	2023-24
Frazier, Maliah	K	Cedar Rapids CSD	2023-24
Fry, Hannah	K	Marion Independent	2023-24
Garman, Luke	K	Alburnett CSD	2023-24
Hagen, Lincoln	K	Cedar Rapids CSD	2023-24
Hall, Bennett	K	Cedar Rapids CSD	2023-24
Hamilton Claire	JK	Springville CSD	2023-24
Hora, Agampreet	6	Cedar Rapids CSD	2023-24
Hora, Agamyaa	1	Cedar Rapids CSD	2023-24

Student's Name	Grade	Resident District	School Year
Hoyt, Hallie	K	Cedar Rapids CSD	2023-24
Jenkins, Knox	K	Cedar Rapids CSD	2023-24
Kem, Amelia	4	Cedar Rapids CSD	2023-24
Kem, Analee	1	Cedar Rapids CSD	2023-24
Krewson, Sawyer	K	Cedar Rapids CSD	2023-24
Madison, Bella	K	Center Point-Urbana CSD	2023-24
Maker, Brinkley	K	Cedar Rapids CSD	2023-24
Mara, Ishaanth	K	Cedar Rapids CSD	2023-24
McKnight, Rosaliah	K	Marion Independent	2023-24
Misener, Liam	6	Cedar Rapids CSD	2023-24
Mixdorf, Annallie	JK	Anamosa CSD	2023-24
Morales-Barrera, Darlin	K	Cedar Rapids CSD	2023-24
Morehead, Aurelia	1	Cedar Rapids CSD	2023-24
Ortman, Carley	K	Anamosa CSD	2023-24
Patel, Devarsh	K	Cedar Rapids CSD	2023-24
Perez, Henry	K	Cedar Rapids CSD	2023-24
Pink, Hannah	K	Cedar Rapids CSD	2023-24
Rawat, Aveera	2	Cedar Rapids CSD	2023-24
Rinderknecht, Raegan	K	Cedar Rapids CSD	2023-24
Schultz, Zoe	10	Marion Independent	2023-24
Seaman, Ian	1	Cedar Rapids CSD	2023-24
Shanahan, Milly	K	Cedar Rapids CSD	2023-24
Shissler, Lucille	K	Springville CSD	2023-24
Sidhar, Takshvi	K	Cedar Rapids CSD	2023-24
Siebert, Sawyer	K	Anamosa CSD	2023-24
Tamraker, Makenna	K	Cedar Rapids CSD	2023-24
Taylor, Alice	K	Cedar Rapids CSD	2023-24
Timmons, Isabelle	K	Cedar Rapids CSD	2023-24
Tooley, Maceen	K	Cedar Rapids CSD	2023-24
Tyne, Colton	K	Cedar Rapids CSD	2023-24
Valarezo, Brooklynn	K	Cedar Rapids CSD	2023-24
Veldhuizen, Cole	K	Cedar Rapids CSD	2023-24
Vonkepner, Aria	3	Alburnett CSD	2023-24
Wiley, Grady	K	Cedar Rapids CSD	2023-24
Wilson, Taytum	K	Marion Independent	2023-24

DENIED IN

Student's Name	Grade	Resident District	Reason	School Year
Kreutner, Lincoln	8	Center Point-Urbana CSD	Insufficient space	2023-24
Walker, Jaemeson	7	Cedar Rapids CSD	Insufficient space	2022-23

800: Consent Agenda Motion 195-04-24

MOTION Buchholz to approve the consent agenda as presented. Second by Wall. Voice vote, all ayes. Motion carried.

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

Name	Assignment	Dept Action	Salary Placement
Adams, Allison	From .5 HP/.5 OR PLTW to OR .5 PLTW/.5 Spanish Teacher	8/17/23	Same
Hamilton, Robert	HS: Science Teacher	8/14/23	BA, Step 8
Herber, John	HS: School Counselor	8/1/23	MA, Step 4
Marston, Kathleen	OR: Orchestra Teacher	8/14/23	BA, Step 6
Shedek-Alexander, Molly	HS: English Teacher	8/14/23	MA+15, Step 17

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Tietjen, Margaret	HS: English Teacher	6/1/23	Relocation
Wieck, Lisa	EH: Student Support Services Teacher	6/1/23	Personal

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Cimprich, Brittany	NS: NE from PTNS to Lead Cook	4/17/23	SEIU A +.25, Step 1
Hora, Sarah	EH: Student Support Associate	4/18/23	LMSEAA II, Step 1
Ismail, Shabna	OR: From Media Assistant to Counselors Secretary	4/18/23	LMSEAA IV, Step 1
Klein, Kennedy	NS: NE from Lead Cook to General Help/Baker	4/17/23	Same
Sorensen, Jim	AC: Academic Aquatic Instructor	4/11/23	\$15.00/hour
Wagner, Keely	NS: NE General Help from 6.75 to 6 hours/day	4/17/23	Same

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Colbert, Marcus	HS: Student Supervisor	6/1/23	Other employment
Krogh, David	TR: Bus Driver	4/13/23	Termination
O'Donnell, John	TR: Bus Driver	4/19/23	Personal
Presler, Marnie	HS: Student Support Associate	5/26/23	Relocation
Taylor, Daveeta	TR: Bus Driver	4/4/23	Personal

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

Name	Assignment	Dept Action	Salary Placement
Bradley, Riley	HS: Assistant JV Poms Coach	8/1/23	\$2,641
Hoagland, Ryan	HS: Percussion Instructor	4/17/23	\$2,000
Kammann, Courtney	HS: Assistant Wrestling Cheer Coach	4/15/23	\$500

Co/Extra-Curricular Staff: Resignation

Name	Assignment	Dept Action	Reason
Whitson, Barry	EX: Head Girls Tennis Coach	4/12/23	Personal

802: Approval of April 10th Minutes – Exhibit 802.1**803: Approval of Bills/Warrants – Exhibit 803.1****804: Approval of Contracts – Exhibits 804.1-9**

1. Utility Easement agreement for new administration building
2. Rathje Construction agreement for stadium parking lot expansion project
3. PowerSchool renewal of Schoology subscription

4. Grant Wood AEA SubCentral System
5. Grant Wood AEA Mentoring and Induction Consortium
6. Kirkwood Workplace Learning Connection
7. Edpuzzle subscription renewal
8. Peloton Consultant Group Adaptive Schools
9. Non-commercial licensing agreement with Sally Reck

805: Overnight Trip Request – Exhibit 805.1

Varsity Baseball to attend College World Series in Omaha, Nebraska, June 16-17, 2023

806: Informational Financial Reports: - Exhibits 806.1-2

1. School Finance and Cash Balance Reports as of March 31, 2022
2. School Finance and Cash Balance Reports as of March 31, 2023

900: Board Communications, Calendar, and Committees

901: Board Communications

- Morey shared information on the Wilkin's Leader in Me day (May 12th – 12:30-3:30 PM)
- Weaver requested clarification on the Success Center graduation events
- Rollinger recognized the Special Olympic athletes and Ginger Halverson

902: Board Calendar

Date	Time	Event	Location
May 3	11:30 AM	MEDCO Annual Luncheon	Twenty40 Building Concepts
May 3	5:00 PM	LIONS & Volunteer Awards Reception	Boardroom
May 4	11:30 AM	Board Visit	Linn Grove Elementary
May 4	5:30 PM	Marion City Council (Rollinger)	City Hall
May 8	5:00 PM	Board Meeting	Boardroom
May 8	7:00 PM	Senior Recognition Night	HS Auditorium
May 15	5:00 PM	Diversity/Equity/Inclusion Committee	Boardroom
May 18	7:30 AM	Finance/Audit Committee	LRC Room 203
May 18	4:00 PM	School Improvement Advisory Committee	Boardroom
May 18	5:30 PM	Marion City Council (Wall)	City Hall
May 22	5:00 PM	Board Meeting	Boardroom
May 23	Noon	100-Hour Volunteer Luncheon	Hills Bank-Marion
May 28	1:00 PM	LMHS Commencement Ceremony	Alliant Energy Powerhouse
Date	Time	Event	Location
June 8	5:30 PM	Marion City Council (Morey)	City Hall
June 12	5:00 PM	Board Meeting	Boardroom
June 22	5:30 PM	Marion City Council	City Hall

903: Committees/Advisories

Committee	2022-23 Representatives
Finance/Audit Committee	Buchholz, Morey, and Weaver
Policy Committee	Morey, Nelson, and Wall
Career & Technical Education Advisory (CTE)	Nelson, Rollinger, and Walker
School Improvement Advisory Committee (SIAC)	Rollinger, Walker, and Wall

1000: Audience Communications

1. James Thatcher – Resident – board actions
2. Cari Foss – Parent – Success story and thanks
3. Amy Hutcheson – Teacher – Thank you for visit

1100: Adjournment *Motion 196-04-24*

MOTION by Weaver to adjourn the meeting at 7:07 PM. Second by Nelson. Voice vote, all ayes.
Motion carried.

Brittania Morey, Board President

David Nicholson, Board Secretary/Treasurer

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/21/2023 - 05/04/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
BMO MASTERCARD	DUES AND FEES	\$154.00
BMO MASTERCARD	GENERAL SUPPLIES	\$1,950.15
BMO MASTERCARD	STAFF TRAVEL	\$1,188.20
IOWA CITY EELS SWIM CLUB, INC	DUES AND FEES	\$930.00
UNIVERSITY OF IA	DUES AND FEES	\$3,773.00
Fund Total:		\$7,995.35
Fund: GENERAL		
ABBOTT MEGAN	ACCOUNTS PAYABLE	\$28.99
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$812.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$100.80
ALLIANT ENERGY	ELECTRICITY	\$86,204.47
AMERICAN FIDELITY ASSURANCE COMPANY	EE LIAB-AMERICAN FIDELITY INS	\$18,823.67
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$16.17
ASIFLEX	EE LIAB-FLEX DEP CARE	\$16,869.91
ASIFLEX	EE LIAB-FLEX HEALTH	\$8,198.76
ASSETWORKS RISK MANAGEMENT INC	GENERAL SUPPLIES	\$310.00
AT & T MOBILTY	INTERNET	\$1,255.87
BARNARD INSTRUMENT REPAIR, INC	INSTRUCTIONAL SUPPLIES	\$985.00
BEACON ATHLETICS	GROUPS UPKEEP	\$1,444.00
BMO MASTERCARD	AUDIO-VISUAL MEDIA	\$206.98
BMO MASTERCARD	COMP/TECH HARDWARE	\$856.94
BMO MASTERCARD	COMPUTER SOFTWARE	\$8,700.99
BMO MASTERCARD	DATA PROCESSING AND	\$280.00
BMO MASTERCARD	DUES AND FEES	\$758.00
BMO MASTERCARD	ELECTRICAL SUPPLY	\$188.18
BMO MASTERCARD	GARBAGE COLLECTION	\$6,972.74
BMO MASTERCARD	GASOLINE	\$91.12
BMO MASTERCARD	GENERAL SOFTWARE	\$770.00
BMO MASTERCARD	GENERAL SUPPLIES	\$7,053.10
BMO MASTERCARD	HEAT/PLUMBING SUPPLY	\$40.46
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$21,160.34
BMO MASTERCARD	LIBRARY BOOKS	\$1,521.06
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$131.79
BMO MASTERCARD	OTHER PROFESSIONAL	\$133.35
BMO MASTERCARD	PROF SERV: EDUCATION	\$75.93
BMO MASTERCARD	Professional Educational Services	\$374.25
BMO MASTERCARD	SHOP TOOLS/EQUIPMENT	\$404.91
BMO MASTERCARD	STAFF TRAVEL	\$10,582.46
BMO MASTERCARD	STAFF WORKSHP/CONF	\$2,009.48
BUDGET CAR RENTAL	STAFF TRAVEL	\$206.94
CERTIFIED LABORATORIES	MAINTENANCE SUPPLIES	\$277.95
CIT CHARTERS, INC	TRANSP PRIVATE CONT	\$3,769.64
CLEAR CREEK AMANA COMMUNITY SCHOOL	TUITION OPEN ENROLL	\$11,364.12
COLLECTIVE CLARITY	PROF SERV: EDUCATION	\$7,500.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/21/2023 - 05/04/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$177.00
CUSTOM HOSE & SUPPLIES, INC.	GENERAL SUPPLIES	\$73.19
DEMCO	GENERAL SUPPLIES	\$105.56
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$3,600.00
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL	\$1,886.49
ENABLING DEVICES	INSTRUCTIONAL SUPPLIES	\$319.90
FLINN SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$2,086.30
FOLLETT CONTENT SOLUTIONS, LLC	INSTRUCTIONAL SUPPLIES	\$123.34
FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	\$1,382.23
FUZZY FEET, LLC	INSTRUCTIONAL SUPPLIES	\$110.00
GASWAY CO, J P	GENERAL SUPPLIES	\$6,320.97
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$1,199.82
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$1,348.74
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$9,680.00
GRADY INSTRUMENT SERVICE INC	INSTRUCTIONAL SUPPLIES	\$275.00
GRANT WOOD AEA	GENERAL SUPPLIES	\$6.60
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$89,797.94
GRANT WOOD AEA	Professional Educational Services	\$78,000.00
GRUNDMEYER CONSULTING	PROF SERV: EDUCATION	\$19,455.74
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$27,511.08
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$525.00
HENDRICKSON TYLER	Professional Educational Services	\$135.00
HOBART SERVICE	GENERAL SUPPLIES	\$370.14
IOWA STATE UNIVERSITY	INSTRUCTIONAL SUPPLIES	\$80.00
JCD REPAIR	INSTRUCTIONAL SUPPLIES	\$444.00
JEROME SHERMAN	GENERAL SUPPLIES	\$350.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$3,244.00
LINN COUNTY TREASURER-12246	INSTRUCTIONAL SUPPLIES	\$1,216.00
LYNCH FORD	VEHICLE REPAIR	\$3,095.36
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$40.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$1,683.30
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$208.00)
MARCO TECHNOLOGIES, LLC	Copies	\$6,150.59
MARCO TECHNOLOGIES, LLC	INSTRUCTIONAL SUPPLIES	\$108.07
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$1,921.66
MARION JANITORIAL SUPPLY CO	GENERAL SUPPLIES	\$665.18
MARION WATER DEPT	WATER/SEWER	\$9,353.90
MARK BAUMAN	INSTRUCTIONAL SUPPLIES	\$150.00
MATHESON-LINDWELD	INSTRUCTIONAL SUPPLIES	\$171.50
MEDIACOM	TELEPHONE	\$277.54
MENARDS -13127	GENERAL SUPPLIES	\$77.54
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$625.35
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$35,114.85
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	(\$47,326.61)
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$26,455.80

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/21/2023 - 05/04/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
MID AMERICAN ENERGY	NATURAL GAS	\$4,920.81
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$13,595.92
MOHWINKLE BRAD	OFFICIAL/JUDGE	\$70.00
MOUNT MERCY UNIVERSITY.	TUITION COLLEGE/UNIV	\$31,117.56
NASCO	INSTRUCTIONAL SUPPLIES	\$76.07
NATIONAL PEN CO LLC	INSTRUCTIONAL SUPPLIES	\$119.25
OFFICE EXPRESS	GENERAL SUPPLIES	\$188.49
ORKIN PEST CONTROL	OTHER PROFESSIONAL	\$575.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$84.87
PERFECTION LEARNING CORPORATION	INSTRUCTIONAL SUPPLIES	\$215.89
POINTCORE GRAPHIC SOLUTIONS	GENERAL SUPPLIES	\$2,092.27
POSTMASTER	DUES AND FEES	\$290.00
PUSH-PEDAL-PULL	GENERAL SUPPLIES	\$2,901.22
QUALITY AUTO REBUILDERS	REPAIR/MAINT SERVICE	\$60.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$1,161.24
ROHDE ERIK	Professional Educational Services	\$500.00
ROTARY CLUB OF MARION-EAST CEDAR RAPIDS	DUES AND FEES	\$195.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$322.00
SCHOLASTIC BOOK FAIR INC	GENERAL SUPPLIES	\$1,359.10
SCHOLASTIC BOOK FAIR INC	LIBRARY BOOKS	\$1,554.26
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$2,100.00
THE SHREDDER	OTHER PROFESSIONAL	\$317.00
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS	\$3,512.50
VERIZON WIRELESS	INTERNET	\$3,914.03
VERIZON WIRELESS	TELEPHONE	\$359.87
VIRCO INC	INSTRUCTIONAL SUPPLIES	\$293.76
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$523.94
WEBER COMMUNICATIONS INC	REPAIR/MAINT SERVICE	\$300.00
WELTER STORAGE EQUIPMENT CO INC	GENERAL SUPPLIES	\$450.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$279.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$5,266.76
WHOLESALE REPAIR INC	VEHICLE REPAIR	\$1,379.89
WILSON WILLIAM	OFFICIAL/JUDGE	\$85.00
Fund Total:		\$588,841.64
Fund: LOCAL OPT SALES TAX		
B&M CONSTRUCTION LLC	CONSTRUCTION SERV	\$71,748.75
RIVERSIDE TECHNOLOGIES, INC	COMP/TECH HARDWARE	\$932.00
Fund Total:		\$72,680.75
Fund: MANAGEMENT LEVY		
EMC INSURANCE	Vehicle Insurance	\$1,000.00
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT COMP	\$1,692.00
Fund Total:		\$2,692.00
Fund: NUTRITION SERVICES		
BMO MASTERCARD	PURCHASE FOOD	\$75.92

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/21/2023 - 05/04/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
MARCO TECHNOLOGIES, LLC	Copies	\$6.13
MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$50,508.40
OFFICE EXPRESS	GENERAL SUPPLIES	\$82.28
Fund Total:		\$50,672.73
Fund: PHY PLANT & EQ LEVY		
BMO MASTERCARD	BLDG. CONST SUPPLIES	\$684.89
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$2,375.00
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,500.00
LIFE TIME FENCE CO	CONSTRUCTION SERV	\$3,595.00
PROFESSIONAL PLUMBING SERVICE, INC	BLDG. CONST SUPPLIES	\$17,080.00
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$4,622.90
Fund Total:		\$31,857.79
Fund: PUB ED & REC LEVY		
B&M CONSTRUCTION LLC	CONSTRUCTION SERV	\$54,126.25
OPN ARCHITECTS, INC.	ARCHITECT	\$2,638.09
Fund Total:		\$56,764.34
Fund: SALES TAX REVENUE BOND CAP PROJECT		
AHLERS AND COONEY, P.C.	BOND ISSUANCE COSTS	\$25,192.26
Fund Total:		\$25,192.26
Fund: STUDENT ACTIVITY		
ABBOTT MEGAN	ACCOUNTS PAYABLE	\$230.00
AL-YASSIRI LATIF	OFFICIAL/JUDGE	\$60.00
AMY WHITE PHOTOGRAPHY	GENERAL SUPPLIES	\$1,175.00
BAUMGARTNER CHLOE	OFFICIAL/JUDGE	\$230.00
BETTENDORF COMMUNITY SCHOOLS	DUES AND FEES	\$125.00
BMO MASTERCARD	DUES AND FEES	\$5,536.25
BMO MASTERCARD	GENERAL SUPPLIES	\$10,888.85
BMO MASTERCARD	STAFF TRAVEL	\$8,663.81
BOEHM ROMAN	OFFICIAL/JUDGE	\$105.00
BSN SPORTS	GENERAL SUPPLIES	\$3,626.09
CAPITAL ONE	INSTRUCTIONAL SUPPLIES	\$304.81
CEDAR VALLEY WORLD TRAVEL	DUES AND FEES	\$250.00
CITY HIGH SCHOOL	DUES AND FEES	\$250.00
COLLEGE COMMUNITY SCHOOLS	DUES AND FEES	\$300.00
DODGE JOHN	OFFICIAL/JUDGE	\$130.00
ELITE SPORTS	GENERAL SUPPLIES	\$644.59
GARRISON LINDSAY	STUDENT FEES	\$32.99
HALL BRIAN	OFFICIAL/JUDGE	\$235.00
HARKER THAD	OFFICIAL/JUDGE	\$125.00
HUNTERS RIDGE GOLF COURSE	GENERAL SUPPLIES	\$1,150.00
INTERNATIONAL E-Z UP INC	GENERAL SUPPLIES	\$2,904.42
IOWA FFA ASSOCIATION	DUES AND FEES	\$237.00
IOWA HIGH SCHOOL SPEECH ASSOC	GENERAL SUPPLIES	\$287.00
JANDIK DEAN	OFFICIAL/JUDGE	\$60.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/21/2023 - 05/04/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
JOE SAMPLE	OFFICIAL/JUDGE	\$125.00
KEANE STEVEN	OFFICIAL/JUDGE	\$60.00
LEVEL 10	GENERAL SUPPLIES	\$1,333.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$32.95
MICKELSON STEVE	OFFICIAL/JUDGE	\$65.00
MOHWINKLE BRAD	OFFICIAL/JUDGE	\$350.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$345.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$7,924.00
NATIONAL CHEERLEADERS ASSOCIATION	DUES AND FEES	\$4,100.00
NORTH-LINN CSD	DUES AND FEES	\$70.00
OJA BRADLEY	OFFICIAL/JUDGE	\$115.00
RAPIDS REPRODUCTIONS INC	GENERAL SUPPLIES	\$2,625.00
READ PHOTOGRAPHY	GENERAL SUPPLIES	\$665.00
RIDDELL ALL-AMERICAN	GENERAL SUPPLIES	\$810.31
SHOW CHOIR NATIONALS	GENERAL SUPPLIES	\$150.00
SMITH TIMOTHY C	OFFICIAL/JUDGE	\$125.00
SOCCER MASTER	GENERAL SUPPLIES	\$2,390.00
SOMOLINOS BRAVO RAMON	OFFICIAL/JUDGE	\$105.00
SPOELSTRA MORGAN	OFFICIAL/JUDGE	\$230.00
TRIBBLE ALAN	OFFICIAL/JUDGE	\$145.00
ULTIMATE ENTERTAINMENT	GENERAL SUPPLIES	\$595.00
VOSATKA MICHAEL	OFFICIAL/JUDGE	\$125.00
WESTCOM WIRELESS INC	GENERAL SUPPLIES	\$1,317.00
WESTERN DUBUQUE HIGH SCHOOL	DUES AND FEES	\$125.00
WILLIAMS BRAXTON	OFFICIAL/JUDGE	\$205.00
XAVIER HIGH SCHOOL	DUES AND FEES	\$100.00
Fund Total:		\$61,783.07
Fund: STUDENT STORE		
BMO MASTERCARD	GENERAL SUPPLIES	\$489.82

Fund Total: \$489.82

Grand Total: \$898,969.75

End of Report



Memorandum of Understanding 2023 – 2024

Linn-Mar CSD (IA)

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

PROVISIONS:

1. Luther College and Linn-Mar CSD (IA) 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 CSD (IA).
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 CSD (IA), 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 and grade level. 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 CSD (IA) for this process.

- ☐ Linn-Mar CSD (IA) has a system in place by which the student can complete this requirement.
- ☐ Linn-Mar CSD (IA) requires Luther College to process a National background check for the student. The student will be required to pay the processing fee and submit the completed report to Linn-Mar CSD (IA). This background check will include:

- National Sex Offender Registry
- National Criminal Database
- Criminal Search – County
- ID Trace Pro

6. Linn-Mar CSD (IA) 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. In gratitude, 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 assessments (2 observation feedback reports; 2 evaluations) from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the placement 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
 - 7-10 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 CSD (IA) **requires** cooperating teacher's stipend payments to be sent directly to the District instead of the cooperating teacher.

Printed Name: Brittania Morey **Title:** Board President
Representative, Linn-Mar CSD (IA)

Signature: _____ **Date:** 5/8/2023
Representative, Linn-Mar CSD (IA)

Signature:  **Date:** 4/20/2023
Department Chair, Luther College Education Department



March 29, 2023

Linn-Mar Community School District
2999 N 10th Street
Marion, IA 52302

Attn: Mr. David Nicholson
P: 319.447.3000
E: dnicholson@linnmar.k12ia.us

Re: Proposal for Construction Observation and Materials Testing Services
Linn Mar Tennis Court Project
4901 Alburnett Road
Marion, IA
Terracon Proposal No. P06231114

Dear Mr. Nicholson:

As requested, Terracon Consultants, Inc. (Terracon) is submitting this proposal for completion of construction observation and materials testing services for the above-referenced project. This proposal outlines our understanding of the project and scope of services, provides a fee schedule and estimated cost for our services, and presents our Supplement to Agreement for Services.

Terracon provided geotechnical engineering services for the project in 2022 (Terracon Project No. 06225144). As such, we believe our experience, work on the project as the Geotechnical Engineer, and commitment to responsive quality service will continue to make Terracon a valuable asset to the project.

1.0 PROJECT INFORMATION

- Project information available for review at the time of this proposal includes:
 - Civil and structural plans dated 10/21/2022
 - Project specifications dated 10/11/2022
 - An email conversation with Brent Jackman dated Hall and Hall Engineers to discuss preliminary scope, quantities and/or schedule information
- We understand the project consists of:
 - The construction of new post tensioned tennis courts.

- Included as part of the construction will be
 - Site grading fill placement

2.0 SCOPE OF SERVICES

2.1 Field and Laboratory Services

Terracon will provide appropriately trained employees equipped to respond to the materials testing and construction observation needs of this project as scheduled by the Client or your designated representative. Based on our review of the information provided above, we understand the scope of the on-call services includes:

- Earthwork observation or and testing
 - Compaction testing of newly placed fill
 - Subgrade observations
- Laboratory soil/aggregate testing
 - Standard Proctors
 - Atterberg Limits
 - Cement Treated Proctors
- Cast-in-place concrete reinforcing steel observation
 - Bar type and grade, size, condition, lap length, cover, position and securement
 - Note that we should be contacted to observe walls and columns taller than 5 feet both before and after formwork is set to enable proper viewing of the steel and to verify clearance
 - Cast in-place anchor bolts
- Post-tensioning steel observation
 - Formwork for shape, location and dimensions of the members being formed (including anchor pocket formers)
 - Tendons for quantity, position, cover and support
 - Tendon sheathing for condition and shape
 - Tensioning process to record elongations (contractor to clean tendons for marking)
- Portland cement concrete field testing and laboratory testing
 - Perform temperature, slump, unit weight & air content testing and cast strength specimens

Proposal for Construction Observation & Materials Testing Services

Linn-Mar Tennis Courts ■ Marion, IA

March 29, 2023 ■ Terracon Proposal No. P06231114



- We assume that strength specimens will be 4" x 8" cylinders (and/or standard beams) and that sample pickups will be performed only during normal business hours Monday through Friday unless directed otherwise. If pickups are requested outside of this timeframe, special arrangements will need to be made and additional costs will apply.
 - We assume that the concrete will be sampled as the concrete is delivered from the mixer to the conveying vehicle used to transport the concrete to the forms (ie, truck discharge) as indicated in the relevant American Concrete Institute (ACI) and American Society for Testing and Materials (ASTM) documents. If other locations for sampling are desired (such as pump discharge), we can provide this. However, we will require safe access, and additional costs may be incurred.
 - We assume that a temperature-controlled environment meeting ASTM standards will be available to us for sample storage or that it will be acceptable for us to store samples exposed on the jobsite or in a moderately controlled environment provided by us (such as a cure box). However, it is not in our scope to provide fully climate-controlled enclosures. If this is a requirement, additional costs will apply.
 - Laboratory testing
 - Compressive strength of concrete
- Project Management
- Attendance at pre-construction and project meetings at Client's request
 - Technical consulting at Client's request
 - Supervision of laboratory and field services
 - Preparation and review of project reports and invoices

If we have misunderstood any aspect of the proposed project, please advise us at once so we can evaluate the scope of services and make any necessary adjustments prior to finalizing the contract. Once the project is underway, you can request additional services. We will confirm your request by sending you a short supplemental agreement form that states the additional services, making them part of the original agreement.

2.2 Scheduling

Terracon's services will be performed on an as-requested basis with scheduling by the Client or the client's designated representative. Terracon will not be responsible for scheduling our services and will not be responsible for tests or observations that are not performed due to failure to schedule our services on the project. Since our personnel will not be at the site on a resident basis, it will be imperative that we be advised when work is in progress. Services should be scheduled a minimum of 24 hours in advance. Scheduling personnel will be on an as-available

basis which may require changes in personnel assigned to the project. For instances of short-notice requests, personnel may have to be utilized which have a higher rate than those normally assigned and this higher cost may be passed on to the client.

All requests for services should be submitted to the Cedar Rapids, Iowa office at the following phone number: (319) 221-7300. Services should not be scheduled through our field personnel.

We recommend the scope of services described in this proposal be provided to the person(s) responsible for scheduling our services so they are aware of the services that are proposed.

2.3 Data Collection and Reporting

All field technicians are responsible to provide a daily report identifying what work was found to be in compliance with the project specifications and drawings and report any non-conformances. The field technicians are required to immediately communicate any non-conformances to the site superintendent and our Project Manager. Effective and timely communication is essential for non-conforming items. Our Project Manager will be responsible for reviewing each technician's reports, keeping non-conformance lists up to date, and communicating test results in a timely manner.

To ensure our project manager and field personnel meet the goals we have set for report turnaround, we have developed report tracking software to evaluate the status of any test result or report within our system. This allows us to achieve better communication, more consistency, and faster turnaround of reporting on the project. Data, observations, and other testing and inspection information are easily entered into the system allowing for immediate availability for quality review and electronic distribution of reports.

Terracon will maintain non-conformance logs and lists for all testing types performed by us. The list will be maintained electronically in our database and can be updated and e-mailed or printed at any time.

2.3.1 CMELMS™ Management System

In order to provide our clients with real-time field and laboratory data management and reporting, Terracon developed and maintains an automated application that we call CMELMS. The acronym stands for **Construction Materials Engineering Laboratory Management System** and is utilized by construction materials engineering and testing operations in our offices.

CMELMS is a complete and comprehensive field and laboratory testing data and results management system. It automates the delivery of our testing and inspection information and can be used anywhere with an internet connection or through a wireless device. Data (test results



and inspections) can be entered into the application right from the project site so that project managers and engineering staff have real-time access to the field data. Final Client Reports are produced in the same application, which allows us to achieve better communication, more consistency, and faster turnaround of reports on the project.

2.3.2 Report Turnaround Time

Our Project Managers and/or field technicians will report failing tests or non-conformance items immediately to the designated parties and will typically have digitally-signed reports distributed by the end of the next business day. As stated, using our CMELMS software and our field reporting and communication services and capabilities, the test results and inspection information is quickly entered into the system and a report produced. Non-deviation reports will typically be digitally signed and distributed within 3 to 5 business days of service. Laboratory test reports will typically be digitally signed and distributed within 2 business days of the completion of each test. Our reports can be sent digitally via email, posted to our Client Document Website (CDW), or posted to a designated ftp website.

2.4 Terracon's Incident and Injury-Free Culture

Employee safety is a core value of Terracon and we are committed to an Incident and Injury-Free (IIF) workplace. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. All employees are expected to perform their job assignments with safety as a primary objective. Terracon dedicates the time, resources, and equipment necessary for an IIF environment and no employee will be required to work in unsafe conditions.

3.0 COMPENSATION

Fees for services provided will be based on the attached Unit Rate Schedule. These rates will apply for the duration of the project.

Based on our review of the above-referenced information, our estimated cost to perform the proposed scope of services is \$9,886.00. If the alternate scope is selected, our estimated cost to perform both the base scope of services along with the alternate scope of services is \$17,373.00. A breakdown of our cost is provided in the attached Cost Estimate. For the purposes of developing this estimate, the quantities were estimated based on typical means and methods utilized by contractors/subcontractors in this area.

It should be noted the Client would be billed only for the amount of service provided, i.e. Terracon will not bill for the total budget if the total booked is less than the budget. Please note this is only



a budget estimate and not a not-to-exceed price. Many factors, including those out of our control, such as weather and the contractor's schedule, responses to requests for information, and how often we are called to the site, will dictate the final fee for our services. Furthermore, all costs associated with deviations, re-testing and re-inspections of failing items, on-site standby time, overtime, and short-notice premiums are not included in our estimated cost.

4.0 AUTHORIZATION

This proposal may be accepted by executing the attached Supplement to Agreement for Services and returning it along with this proposal to Terracon. **We reserve the right to withhold our reports until the signed Agreement has been received by Terracon.** This Agreement, including the limitations it contains, shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within sixty days from the listed proposal date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call the undersigned if you have any questions or would like to review this proposal.

Sincerely,
Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read 'Vito T. Aiello'.

Vito T. Aiello
Project Manager

A handwritten signature in black ink, appearing to read 'Peng Cavan'.

Peng Cavan
Project Manager

Copies to:	Addressee (1 pdf)
Attachments:	Unit Rate Schedule
	Cost Estimate
	Alternate Cost Estimate
	Supplement to Agreement for Services



Unit Rate Schedule

	Rate	Unit
PERSONNEL		
1215 Field Technician	\$67.00	hour*
1205 Senior Technician	\$85.00	hour*
1257 Certified Post-Tensioning Institute Inspector	\$110.00	hour*
1140 Field Engineer	\$100.00	hour*
1141 Project Coordinator	\$85.00	hour
1127 Project Manager	\$115.00	hour
1126 Senior Project Manager	\$175.00	hour
1107 Senior Geotechnical Engineer	\$200.00	hour
LABORATORY TESTING		
2039 Standard Proctor, Soil	\$200.00	each
2040 Standard Proctor, Rock	\$240.00	each
2093 Standard Proctor, Soil/Cement	\$300.00	each
2053 Relative Density	\$400.00	each
2001 Atterberg Limits (three point)	\$125.00	each
3324 Compressive Strength Cylinder (made by Terracon)	\$20.00	each
3325 Compressive Strength Cylinder (made by others)	\$30.00	each
FIELD EQUIPMENT/MATERIALS		
1630 Nuclear Density Gauge	\$50.00	day
Miscellaneous Charges	Cost + 20%	
EXPENSES		
1620 Vehicle Charge	\$30.00	trip
1106 Project Setup	\$200.00	each
4040 Expedited Services Charge	\$40.00	each

*Overtime is defined as all hours in excess of eight (8) per day, outside of the normal hours of 7:00AM to 5:00PM Monday through Friday, and all hours worked on Saturdays, Sundays, and holidays. Overtime rates will be 1.5 times the hourly rate quoted (2 times the hourly rate for Sundays and holidays).

A 3-hour minimum charge per trip is applicable to all site visits. Field services time will be rounded up to the nearest 0.5 hour. Trip charge includes vehicle and mileage costs. Expedited service charges may apply to all field services (per trip) with less than a 4 business hour notice and all rush laboratory services.

Rates provided above are valid only if authorized within 90 days from the listed proposal date.

You will be invoiced on a periodic basis for services actually performed as authorized or requested by you or your designated representative.



COST ESTIMATE

Service Type	No. of Services	Hr(s)/ service	Rate	Unit	Cost
EARTHWORK OBSERVATION AND TESTING					
Field Technician					
Soil Sample Pickup	1	3.00	\$67.00	hour	\$201.00
Site Grading Fill Placement	4	3.00	\$67.00	hour	\$804.00
Granular Base Placement	4	3.00	\$67.00	hour	\$804.00
Senior Technician					
Subgrade Observation/Proofroll	1	4.00	\$85.00	hour	\$340.00
Trip Charge*					
Vehicle Charge	10		\$30.00	trip	\$300.00
Field Equipment					
Nuclear Density Gauge	9		\$50.00	day	\$450.00
			Subtotal =		\$2,899.00
LABORATORY SOIL / AGGREGATE TESTING					
Standard Proctor, Soil	2		\$200.00	each	\$400.00
Standard Proctor, Rock	1		\$240.00	each	\$240.00
			Subtotal =		\$640.00
REINFORCED CONCRETE OBSERVATION					
Senior Technician					
Reinforcing Steel Observation	4	1.00	\$85.00	hour	\$340.00
Trip Charge*					
Vehicle Charge	4		\$30.00	trip	\$120.00
			Subtotal =		\$460.00
PORTLAND CEMENT CONCRETE TESTING					
Field Technician					
<i>Standard testing (temp, slump, air content, compressive/flexural strength samples)</i>					
Casting of 1 Set of Cylinders	6	2.00	\$67.00	hour	\$804.00
Casting of 2 Sets of Cylinders	4	4.00	\$67.00	hour	\$1,072.00
Compressive Strength Sample Pickup	6	3.00	\$67.00	hour	\$1,206.00
Trip Charge*					
Vehicle Charge	16		\$30.00	trip	\$480.00
Laboratory Testing					
Compressive Strength Cylinder (made by Terracon)	56		\$20.00	test	\$1,120.00
			Subtotal =		\$4,682.00

Proposal for Construction Observation and Materials Testing Services

Linn-Mar Tennis Courts ■ Marion, IA

March 29, 2023 ■ Terracon Proposal No. P06231114

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/ service	Rate	Unit	Cost
PROJECT MANAGEMENT					
Project Administration					
Project Coordinator	4		\$85.00	hour	\$340.00
Project Manager	6		\$115.00	hour	\$690.00
Senior Project Manager	1		\$175.00	hour	\$175.00
Project Setup	1		\$200.00	each	\$200.00
Subtotal =					\$1,205.00

ESTIMATED OBSERVATION AND TESTING FEE**ESTIMATED TOTAL = \$9,886.00**

*We anticipate providing multiple services during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can then be revised if necessary.



ALTERNATE COST ESTIMATE

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
EARTHWORK OBSERVATION AND TESTING					
Field Technician					
Soil Sample Pickup	1	3.00	\$67.00	hour	\$201.00
Cement Treated Soil Testing	2	3.00	\$67.00	hour	\$402.00
Site Grading Fill Placement	4	3.00	\$67.00	hour	\$804.00
Granular Base Placement	4	3.00	\$67.00	hour	\$804.00
Senior Technician					
Subgrade Observation/Proofroll	1	4.00	\$85.00	hour	\$340.00
Trip Charge*					
Vehicle Charge	12		\$30.00	trip	\$360.00
Field Equipment					
Nuclear Density Gauge	10		\$50.00	day	\$500.00
Subtotal =					\$3,411.00
LABORATORY SOIL / AGGREGATE TESTING					
Standard Proctor, Soil	2		\$200.00	each	\$400.00
Standard Proctor, Rock	1		\$240.00	each	\$240.00
Standard Proctor, Soil/Cement	2		\$300.00	each	\$600.00
Subtotal =					\$1,240.00
POST-TENSIONING STEEL OBSERVATION					
Certified Post-Tensioning Institute Inspector					
Pre-Pour Placement Observation	4	4.00	\$110.00	hour	\$1,760.00
Tensioning Observation and Elongation Measurements	4	8.00	\$110.00	hour	\$3,520.00
Trip Charge*					
Vehicle Charge	8		\$30.00	visit	\$240.00
Subtotal =					\$5,520.00
REINFORCED CONCRETE OBSERVATION					
Senior Technician					
Reinforcing Steel Observation	4	1.00	\$85.00	hour	\$340.00
Trip Charge*					
Vehicle Charge	4		\$30.00	trip	\$120.00
Subtotal =					\$460.00

Proposal for Construction Observation and Materials Testing Services

Linn-Mar Tennis Courts ■ Marion, IA

March 29, 2023 ■ Terracon Proposal No. P06231114

**ALTERNATE COST ESTIMATE**

Service Type	No. of Services	Hr(s)/ service	Rate	Unit	Cost
PORTLAND CEMENT CONCRETE TESTING FOR POST-TENSIONING STEEL					
Field Technician					
<i>Standard testing (temp, slump, air content, compressive/flexural strength samples)</i>					
Casting of 1 Set of Cylinders	6	2.00	\$67.00	hour	\$804.00
Casting of 2 Sets of Cylinders	4	4.00	\$67.00	hour	\$1,072.00
Compressive Strength Sample Pickup	6	3.00	\$67.00	hour	\$1,206.00
Trip Charge*					
Vehicle Charge	16		\$30.00	trip	\$480.00
Laboratory Testing					
Compressive Strength Cylinder (made by Terracon)	56		\$20.00	test	\$1,120.00
Casting of Field Cured Cylinders for PT (made by Terracon)	32		\$20.00	test	\$640.00
Subtotal =					\$5,322.00
PROJECT MANAGEMENT					
Project Administration					
Project Coordinator	6		\$85.00	hour	\$510.00
Project Manager	8		\$115.00	hour	\$920.00
Senior Project Manager	2		\$175.00	hour	\$350.00
Senior Geotechnical Engineer	0.5		\$200.00	hour	\$100.00
Subtotal =					\$1,880.00
ESTIMATED OBSERVATION AND TESTING FEE					
ESTIMATED TOTAL =					\$17,373.00

*We anticipate providing multiple services during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can then be revised if necessary.

SUPPLEMENT TO AGREEMENT FOR SERVICES**CHANGE TO
SCOPE OF SERVICES AND FEES**

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 09/09/2022, Agreement reference number P06225144) is between Linn-Mar Community School District ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

See Proposal No. P06231114 dated March 29, 2023.

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

See Proposal No. P06231114 dated March 29, 2023.

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Terracon Consultants, Inc.**
By:  Date: **3/29/2023**
Name/Title: **Peng Cavan / Project Manager**
Address: **2640 12th St SW**
Cedar Rapids, IA 52404-3440
Phone: **(319) 366-8321** Fax: **(319) 366-0032**
Email: **Peng.Cavan@terracon.com**

Client: **Linn-Mar Community School District**
By: _____ Date: _____
Name/Title: **David Nicholson /**
Address: **2999 N 10th St**
Marion, IA 52302
Phone: **(319) 447-3000** Fax: _____
Email: **dnicholson@linnmar.k12.ia.us**



1500 River Drive, Suite 200
Moline, Illinois 61265
563.343.9595
www.governmentalservice.com

April 21, 2023

To the Board of Education
Linn- Mar Community School District
2999 N. 10th Street
Marion, Iowa 52302

Attention: David Nicholson, Chief Financial Officer/Board Treasurer

We are pleased to confirm our understanding of the services we are to provide for Linn-Mar Community School District for the year ending June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Linn-Mar Community School District as of and for the year ending June 30, 2023.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Linn-Mar Community School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Linn-Mar Community School District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule
- 3) Schedule of Changes in Total Other Post-Employment Benefit Liability and Related Ratios
- 4) Schedule of the District's Proportionate Share of the Net Pension Liability of the Iowa Public Employees Retirement System
- 5) Schedule of District Contributions to the Iowa Public Employees Retirement System

We have also been engaged to report on supplementary information other than RSI that accompanies Linn-Mar Community School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

- 1) Schedule of expenditures of federal awards
- 2) Combining nonmajor fund statements and other schedules

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory section
- 2) Statistical section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and the issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on—

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will be conduct in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement. We have identified the following significant risk(s) of material misstatement as part of our audit planning.

- Revenue recognition
- Management override of controls
- Grant restrictions
- Compliance with state financial measurement benchmarks

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Linn-Mar Community School District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Linn-Mar Community School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Linn-Mar Community School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Linn-Mar Community School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards.

The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations including federal statutes, rules, and the provisions of contracts and grant agreements including award agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for accuracy and completeness of that information including information from outside of the general and subsidiary ledger. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including

noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior findings should be available for our review on the first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accept responsibility for them.

The District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the District agrees to contract us before it includes our reports or otherwise makes reference to us in any public or private securities offering. We may conclude that we are not otherwise associated with the proposed offering and that our association with the proposed offering is not necessary, providing the District agrees to clearly indicate that we are not associated with the contents of the official statement. The District agrees that the following disclosure will be prominently displayed in the official statement: Bohnsack & Frommelt LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Bohnsack & Frommelt LLP also has not performed any procedures relating to this official statement.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency or other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, debt or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District however management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bohnsack & Frommelt LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bohnsack & Frommelt LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by a cognizant agency or oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Mia Frommelt is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them.

Our fees for these services are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in this letter will not exceed \$27,900 unless the scope of the engagement is changed, the assistance the District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

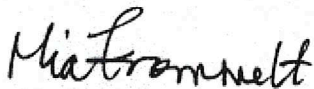
Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Linn-Mar Community School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will state the (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Linn-Mar Community School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Mia Frommelt, Partner

Bohnsack & Frommelt LLP

RESPONSE:

This letter correctly sets forth the understanding of Linn-Mar Community School District.

Management signature: _____

Title: David Nicholson, Chief Financial/Operating Officer

Date: May 8, 2023

Governance signature: _____

Title: Brittania Morey, School Board President

Date: May 8, 2023

COMMISSIONING SERVICES

Linn-Mar Admin Building

Commissioning Services



SystemWorksLLC
Commissioning Sustainable Buildings

Mechanical Commissioning Scope of Work

SYSTEMS TO BE COMMISSIONED

- HVAC Systems and Equipment
 - Geothermal Well Field Pumps
 - Water-Sourced VRF Condensing Units (Serving VRF, ERUs, and IT CRAC Unit)
 - Energy Recovery Units (Core HEX with VRF Coil)
 - VRF Terminal Units (57, 20% sampling)
 - Electric Unit Heaters (20% sampling)
 - Air-cooled Minisplit Cooling System
- Fire Alarm Control Sequence for TU-5, TU-6 and associated Dampers (simulate a Clean Agent Event)
- Emergency Generator & Loss of Power Test
- Domestic HW System
- Verification of BAS Control System Features (Graphics, Alarming, Function, etc.)
 - Electrical Meter, Freezer and Generator Alarm Monitoring via integration
- Excluded Systems: Fire Alarm & Clean Agent System, UPS/Data Center electrical systems, Interior/Exterior Lighting Controls and shade controls

CONSTRUCTION PHASE SCOPE

- Develop a Commissioning Plan
 - A Commissioning Plan is a narrative description of the activities that will be accomplished during each phase of Commissioning, including the personnel intended to accomplish each of the activities.
 - A listing of the specific equipment, systems and controls sequences to be tested, and a description of the tests to be performed.
 - Conditions under which the test will be performed. At a minimum, testing will verify winter and summer design conditions and full outside air conditions.
 - Measurable criteria for performance.
- Hold a Commissioning Kick-off Meeting with the construction team to present the commissioning process.
 - A site visit will be performed in conjunction with the Kick-off Meeting. It will be scheduled once the majority of piping has been installed and prior to the flush/fill.
 - Piping and components will be the primary focus of the site visit, along with overall MEP systems installation.
- Controls Review Meeting - The purpose of this meeting is to review the sequence of operation of the building's systems with the mechanical engineer, owner, control contractor and commissioning agent.
 - SystemWorks will review the control contractor submittal, design engineer plans, specifications, sequences of operation and prepare a log of detailed questions and concerns to review and discuss at the onsite control meeting. SystemWorks will prepare meeting minutes to document the agreed upon path forward for each item discussed and follow up official (ASI/ITC, Re-Submittal, etc.) documentation will be back checked to verify.
- Develop Functional Performance Testing procedures. SystemWorks will generate written test procedures as required to verify functional performance and correct sequence of operation of the commissioned systems.



- SystemWorks will visit the site periodically during construction, prior to function testing, to review the mechanical systems installation. These Cx site visits will be documented with a report sent to the entire team.
 - Emphasis will be placed on mechanical system installation details to identify potential issues during construction before installation is complete, systems are covered or filled.
 - Three (3) total site visits are anticipated, with increasing frequency towards substantial completion.

FIELD TESTING PHASE SCOPE

- SystemWorks will verify that the building's energy related systems are installed, calibrated and perform according to the owner's project requirements (OPR), basis of design (BOD), control sequences and construction documents (CDs).
 - Major/critical systems will be tested 100%. All VRFs and other redundant/common components will be verified via BAS summaries for heating and cooling functionality. Based on the results of the summary testing, a 20% sample of these units will be fully commissioned. Our approach is to focus this sample on the units which were underperforming or displayed other operational concerns during the heating and cooling summaries.
- Perform functional testing. SystemWorks will:
 - Coordinate testing with the associated contractors once start-up and TAB is complete
 - Review system installation compared with plans and approved drawings
 - Step through the controls programming to verify sequences of operation
 - Simulate alarm and failure conditions
 - Sample verification of sensor calibration and point to point mapping
 - Utilize our own NIST certified test equipment as needed during testing
 - Control contractor assistance time is not included but will be required
- Generate and utilize an Issue Log to track deficiencies and verify corrections are accomplished. This document will be continually updated. Reasonable time for back-checking and reverification has been included.

ACCEPTANCE PHASE SCOPE

- Final Commissioning Report Content (one hard copy to be provided to the Owner):
 - Executive Summary with the list of participants and roles, project description, overview of commissioning scope and a description of the testing and verification methods.
 - Recommendations for any improvements to equipment or operations.
 - Functional performance status including observations or conclusions from testing of the equipment.
 - Completed functional testing forms, issue log and meeting minutes.
- 10 Month Review - SystemWorks has included time on site to review with facility team the current building operation and document any outstanding commissioning related issues within 10 months of substantial completion, prior to the end of the warranty period. A report will be issued to the owner and design team.



Professional Services Proposal

By and Between:

Linn-Mar Admin Building

SystemWorks LLC
409 Fifth Street
West Des Moines, Iowa 50265

and

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

We are pleased to provide the following fee for review and consideration. Our fee is comprehensive, and it reflects the scope of services detailed on the previous pages.

PROFESSIONAL SERVICES

Linn-Mar Admin Building	Fee	Reimbursables	Accepted
Mechanical Commissioning Services	\$ 40,380	Included	Yes No

SystemWorks' hourly rate is \$135/hour for commissioning services, plus material and expenses for any additional work requested. No additional work will be performed without prior approval.

This proposal is effective through: June 1, 2023

SystemWorks LLC



Andrew Bennett, PE, CCP
Principal

Andrew.Bennett@systemworkslc.com
515-975-0575 office

Linn-Mar Community School District

Approved By: Brittania Morey

School Board President

Title

May 8, 2023

Date



**Memorandum of Understanding and Agreement Between
Goodwill of the Heartland and
Linn Mar Community Schools**

Goodwill of the Heartland agrees to provide pre-employment and job placement activities for Linn Mar Community Schools between October 2023 and July 2024. Goodwill will provide career exploration, work readiness training, job placement and employer consultation. The goal is to offer the following activities to students ages 14-21 with the desire to work:

- Provide individual and group work readiness training to help prepare students with the skills needed to obtain and maintain employment.
- Provide career exploration to help students identify career interests and plans as they transition into the adult world.
- Create an Individual Service Plan that identifies student employment goals and supports needed to reach these goals.
- Engage area employers to identify hiring needs related to student interests.
- Provide job placement activities including application and resume assistance, mock interviews, employer development and interview assistance.
- Assist students with obtaining part time employment that matches their career interests and goals.
- Provide follow-up post-placement and assist with issues as needed at job sites to ensure the student is successful at the job site. Intensive job coaching services will not be provided under this contract. In the event intensive supports are needed, further discussion will need to be done to secure supports to ensure student success.

Goodwill will bill Linn Mar Community Schools in the amount of \$39.74 per hour up to 20 hours per week for the above listed activities. A maximum of \$28,760 will be billed over a 40-week period beginning October 1, 2023 through July 31, 2024. Goodwill will only bill for actual team member hours worked with or on behalf of students in the program.

RESPONSIBILITIES OF LINN MAR COMMUNITY SCHOOLS:

- To refer up to 30 students for the 2023-2024 school year. Students referred for pre-employment activities should have the desire to obtain part time employment and should be capable of working without on site supports at job site.
- To provide relevant IEP and background referral information on the student.
- To maintain follow up with Goodwill staff on the services provided to students.
- To respond to recommendations made by the service.
- To provide feedback on student outcome/results to Goodwill personnel to facilitate outcome measurement and follow up efforts.
- To promptly process claims for payment no later than 30 days after the invoice has been submitted to the district.

RESPONSIBILITIES OF GOODWILL PERSONNEL:

- Provide the student with pre-employment and job placement activities in the shortest possible period of time that matches the students career interests.
- Provision of information regarding the pre-employment and job placement program procedures, policies, and capacity to work effectively with the student.
- Provision of appropriate, high-quality services that allow the student to reach his/her highest level of independence.
- Provision of clear, comprehensive, accurate and timely reports on service results.
- Provide monthly data necessary for evaluation requirements as requested by the District.
- Provide monthly invoices for services rendered.

Insurance and Indemnification

Goodwill agrees to obtain and maintain professional liability insurance for its employee's rendering services under this Agreement in an amount usual and customary and to provide evidence to the District of the coverage. Goodwill shall immediately notify the District of any adverse actions filed against the employees or of any loss or modification of insurance.

Goodwill agrees to indemnify and hold harmless the District, its officers, employees and agents, from any claims or causes of action against the District, including reasonable attorneys fees, for any actions or inactions of its employees. This indemnification obligation shall survive termination of this Agreement.

The District agrees to indemnify and hold harmless Goodwill, its officers, employees and agents, from any claims or causes of action against the District, including reasonable attorneys fees, for any actions or inactions of its employees. This indemnification obligation shall survive termination of this Agreement.

Term and Termination

The term of this Agreement shall be October 1, 2023 through July 31, 2024. Either party may terminate this Agreement by written notice to the other party of termination for any reason and this Agreement shall be deemed terminated 30 days after giving of such notice.

By _____

Typed Name: Carmen Heck, Vice President of Mission Services

Goodwill of the Heartland

Date: _____

By _____

Typed Name: Brittania Morey, Board President

Linn-Mar Community School District

Date: _____

**Memorandum of Understanding and Agreement Between
Goodwill of the Heartland and
Linn Mar Community Schools**

Goodwill of the Heartland agrees to provide work experience services for Linn Mar Community Schools between August 2023 and June 2024. Goodwill will provide unpaid work experience opportunities for students. The goal is to offer the following activities:

- Provide meaningful work activities in the community as part of the student's school day.
- Students will participate in a work experience, approximately 40 hours in length over a quarter (4-5 hours per week), at a community employer based on the interests of the student.
- Students will gain real work experience to help transition them to the adult world after graduation.
- Goodwill staff will be responsible for coordinating and monitoring and providing support at each work experience site.
- Students will have the opportunity to demonstrate the desire to work in the community, willingness to try new things, ability to work without 1:1 constant supervision, willingness to ask for help, and demonstrate socially responsible behavior in a work setting.

Goodwill will bill Linn Mar Community Schools in the amount of \$2420.00 per student for each work experience opportunity developed and completed. Goodwill will only bill for students referred to the work experience program. A maximum of 20 students will be accepted per this contract of up to 5 students per quarter. An invoice will be sent at the completion of each student work experience that includes the date of the work experience, name of student and amount to be billed. Billing will not exceed \$48,400 under this contract.

RESPONSIBILITIES OF LINN MAR COMMUNITY SCHOOLS:

- To refer up to 5 students per quarter for the 2023-2024 school year. A maximum of 20 students will be accepted over the course of the school year.
- To provide relevant IEP and background referral information on the student prior to the start of each quarter.
- To maintain follow up with Goodwill staff on the services provided to students.
- To respond to recommendations made by the service.
- To provide feedback on student outcome/results to Goodwill personnel to facilitate outcome measurement and follow up efforts.
- To promptly process claims for payment no later than 30 days after the invoice has been submitted to the district.

RESPONSIBILITIES OF GOODWILL PERSONNEL:

- Placement of the student in the work experience program in the shortest possible period of time that matches the students career interests.
- Provision of information regarding the work experience program procedures, policies, and capacity to work effectively with the student.
- Provide transportation for students outside of the work experience driver hours employed by the district.
- Provision of appropriate, high-quality services that allow the student to reach his/her highest level of independence.
- Provision of clear, comprehensive, accurate and timely reports on service results.
- Provide monthly data necessary for evaluation requirements.
- Provide monthly invoices for services rendered.

Insurance and Indemnification

Goodwill agrees to obtain and maintain professional liability insurance for its employee's rendering services under this Agreement in an amount usual and customary and to provide evidence to the District of the coverage. Goodwill shall immediately notify the District of any adverse actions filed against the employees or of any loss or modification of insurance.

Goodwill agrees to indemnify and hold harmless the District, its officers, employees and agents, from any claims or causes of action against the District, including reasonable attorneys fees, for any actions or inactions of its employees. This indemnification obligation shall survive termination of this Agreement.

The District agrees to indemnify and hold harmless Goodwill, its officers, employees and agents, from any claims or causes of action against the District, including reasonable attorneys fees, for any actions or inactions of its employees. This indemnification obligation shall survive termination of this Agreement.

Term and Termination

The term of this Agreement shall be August 1, 2023 through June 30, 2024 or the last day of school. Either party may terminate this Agreement by written notice to the other party of termination for any reason and this Agreement shall be deemed terminated 30 days after giving of such notice.

By _____

Typed Name: Carmen Heck, Vice President of Mission Services
Goodwill of the Heartland

Date: _____

By _____

Typed Name: Brittania Morey, Board President
Linn-Mar Community School District

Date: _____



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 4-26-23 (So)

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

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

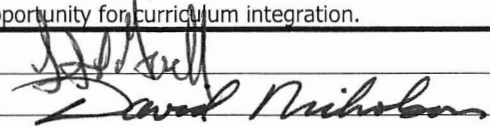
The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

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

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

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date 4/26/23
Chief Financial/Operating Officer Approval			Date 4/26/2023
Board of Directors Approval			Date

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America request to attend and compete at the FBLA National Leadership Conference, June 27 – July 1, 2023, Atlanta, GA.

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

The FBLA National Leadership Conference is the culmination of competitive events, keynote speakers, workshops and election of national officers for eligible FBLA members. Students have competed in events at the district and state level against other state chapters and are now eligible to advance and compete at the National level. This event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school. Students will also represent the local Linn-Mar Chapter and Iowa State Chapter during Regional and National voting sessions.

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

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students have attended many individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers are present at these sessions and have input to help the students achieve to the best of their ability. Students with prejudged projects submitted their projects to the Iowa Professional Division for review. Professional Division members send feedback and suggestions for changes prior to the student's final submission for the National Competition.

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

FBLA NLC participants will share their experiences with the Linn-Mar High School student body during the activity fair and membership drive in the fall of the 2023-2024 school year. Throughout the school year the NLC participants will continue to inform and educate FBLA members about FBLA's mission, the benefits provided through membership, meetings, conferences and competitions. During the District and State Leadership conferences students will help other students prepare to compete in competitive events.

Students will receive their scores/critique from the judges. Students can begin to prepare for competition the following year.

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

Student will compete against other students from across the nation. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top ten are recognized during the Awards Ceremony.

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

Booster Club funds help students offset a portion of registration costs. Funds from the 2022-2023 Aramark Concession fundraising efforts will be applied toward the conference costs. Students will fund a small amount of the conference.

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

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience “real life” situations that will better prepare them for the business world. They also will participate in the election and installation of their National and Regional officers.

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

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

Linn-Mar Competitors and Their Events

Alexys Ciha-12th Grade-4th Place Future Business Leader

Tanvi Gopalam-11th Grade-2nd Place Public Service Announcement

Matieis Mayes-10th Grade-3rd Place Business Plan

Devasena Manikandan-11th Grade-2nd Place Public Service Announcement

Aditya Sur-10th Grade-1st Place Python Programming

Overnight Accommodations

Atlanta Marriott Marquis

www.marriott.com

265 Peachtree Center Avenue NE, Atlanta, GA 30303

(404) 521-0000

June 27-July 1 (4 nights) \$280 per night x 3 rooms x 4 nights=\$3,360.00 Total Cost

Rm 1	Alexys Ciha	Tanvi Gopalam	Devasena Manikandan	
Rm 2	Matieis Mayes	Aditya Suri		
Rm 3	Adviser Barb Schult			

Matieis Mayes’ mother, Monique Clark, and Aditya Suri’s parents will be traveling to Atlanta, GA for the conference.

Mode of Transportation

Linn-Mar FBLA will utilize an 8-passenger school van from the high school to the Des Moines, IA International Airport. We will fly Delta Airlines from Des Moines, IA (DSM) to Atlanta, GA (ATL).

Travel dates-June 27, 2023

Depart Linn-Mar High School, Door 3, 8 a.m.

Arrive at Des Moines International Airport 10:15 a.m.

Delta Flight #2556 Departure time 11:58 a.m.

Arrival time 3:05 p.m. Atlanta International Airport

July 1, 2023

Arrive at Atlanta International Airport 7:50 a.m.

Delta Flight #2556 Departure time 9:50 a.m.

Arrival time 10:58 a.m. Des Moines International Airport

Arrive Linn-Mar High School, Door 3, 1:45-2:15 p.m.

Conference Expenses Per Person

Student Conference Registration, payable to FBLA-PBL $\$210 \times 5 = \$1,050.00$

Adviser Conference Registration, payable to FBLA-PBL \$115

Iowa FBLA Package (Airport Shuttle, T-Shirt, Snack Bag), payable to Iowa FBLA $\$25 \times 6 = \150.00

Trading Pins $\$1.00 \times 120 = \120.00

Transportation Cost-Delta Airfare- $\$440.05 \times 6 = \2640.30

Baggage- $\$60 \times 6 = \360.00

Airport Parking- $\$7.00 \times 5 \text{ days} = \35.00

Lodging $\$280 \times 3 \text{ rooms} \times 4 \text{ nights} = \$3,360.00$

NLC Group Event-Georgia Aquarium $\$25 \times 6 = \150.00

Total Expense: $\$7,980.30 / 5 = \1596.06

[ABOUT FBLA](#)[DIVISIONS](#)[CONFERENCES & PROGRAMS](#)[ADVISERS](#)

2023 National Leadership Conference

FBLA Middle School & High School

Schedule at a Glance

[NLC Home](#)

Schedule at a Glance

[FBLA
Collegiate >
NLC](#)

Competitive event schedules will be posted after May 15th.

Individual event presentation times will be available through the conference app.

[FBLA
Middle
School &
High
School >
NLC](#)

Monday, June 26, 2023

2:00 PM – 5:00 PM	Early Conference Check-In & Helpdesk Open
TBD	State Meetings (Optional)

Tuesday, June 27, 2023 (Day 1)

[Conference
Resources >](#)

8:00 AM – 5:00 PM	Competitive Events Info Desk Open
8:00 AM – 6:00 PM	Conference Check-In & Helpdesk Open
9:00 AM – 5:00 PM	Objective Testing
10:00 AM – 4:00 PM	Workshops
10:00 AM – 4:00 PM	Future Leaders Expo Hall Open
12:00 PM – 4:30 PM	MS Preliminary Presentation Events
6:00 PM – 7:00 PM	Pre-Show for Opening Session
7:00 PM – 10:00 PM	Opening Session

[Travel
Information >](#)[Get
Involved >](#)



ABOUT FBLA

CONFERENCES & PROGRAMS

ADVISERS



TIME	EVENTS
8:00 AM – 5:30 PM	HS Preliminary Presentation Events
8:00 AM – 5:30 PM	Objective Testing
9:00 AM – 4:00 PM	Workshops
9:00 AM – 4:00 PM	Future Leaders Expo Hall Open
5:30 PM – 9:30 PM	FBLA Night at the Georgia Aquarium

Thursday, June 29, 2023 (Day 3)

7:00 AM – 5:00 PM	Conference Helpdesk Open
7:00 AM – 5:30 PM	Competitive Events Info Desk Open
8:00 AM – 5:30 PM	MS & HS Final Presentation Events
8:30 AM – 12:30 PM	Objective Testing (Incl. Open Events)
9:00 AM – 1:30 PM	Future Leaders Expo Hall Open
9:00 AM – 2:00 PM	Workshops

Friday, June 30, 2023 (Day 4)

8:00 AM – 5:00 PM	Explore Atlanta
6:00 PM – 7:00 PM	Pre-Show for Awards of Excellence Ceremony
7:00 PM – 10:00 PM	Awards of Excellence Ceremony

Future Business Leaders of America, Inc.
National Center Headquarters: 12100 Sunset Hills Drive, Suite
200, Reston, Virginia, 20190
Remit Address (W-9): P.O. Box 79063, Baltimore, Maryland,
21279



Excursions and Trips Request Form

Exhibit 705.2

Code 603.3-R2

Date Request Received by CFO/COO: 5-1-2023

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

Overnight excursions/trips require prior approval of the building administrator, the superintendent [or designee], and the school board. In authorizing excursions/trips, the building principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

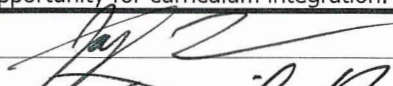
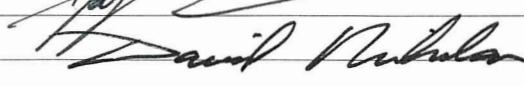
The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

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

Group: Varsity Boys Basketball Submitted by: CHRIS ROBERTSON
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date 5/1/23
Chief Financial/Operating Officer Approval			Date 5/1/23
Board of Directors Approval			Date

Monday, May 1, 2023

Request for overnight trip:

The Varsity Boys Basketball team is requesting permission to attend the University of Wisconsin Team Camp on Thursday, June 29 & Friday, June 30. We would spend the night in a hotel on Thursday, June 29. We are planning to take 10-12 players to the camp. All games are played on the campus of the University of Wisconsin. The University of Wisconsin is actively recruiting one of our players and has invited us to attend their Team Camp.

Our Varsity Coaching Staff will be chaperoning this trip:

Head Coach: Chris Robertson Assistant Coaches: Jordan Printy, Scott Nelson & Marcus Colbert

Our team will be staying in a hotel in Madison, WI. I will work with Kelsey in the Athletic Office to secure a hotel. Since the trip is out of state, we will be renting vans to transport the team to Madison. We will pay the entry fee of the camp and the cost of the hotel out of our Basketball Coaches Account. The cost of the camp is \$350.

Respectfully Submitted

Chris Robertson

University of Wisconsin Basketball Team Camp

Camp will consist of games with certified high school and college officials. All team players must have high school eligibility remaining. Individuals must be part of an attending team in order to complete the online registration and attend this session. All campers will receive a Badger Basketball Camp T-shirt. All camp locations will have health services staff on hand.

Individuals must be part of an attending team in order to complete the online registration and attend this session

- **Interested teams should contact badgercamps@athletics.wisc.edu in order to receive more information on how to register!**
- Registration is first-come, first-served. Teams will be approved once payment is received!
- \$350 per High School and AAU team
REGISTER BEFORE APRIL 1 AND SAVE \$50
No refunds after June 1.
- No overnight housing will be provided
- Format: 4 game guarantee, all bracket play.
- Check-in: June 29 from 5:00-7:00 pm at the Kohl Center
- Please note: Teams will play their first game or two in the evening on Thursday, June 29th and the brackets will play out Friday.
- All teams will be required to supply a person over the age of 18 to work the scorer's table for each of their games!
- Open to any and all entrants entering grades 9-12

Registration will close on June 28 at 11:59 pm or when maximum capacity has been reached.

Individuals on attending teams: Please click the "Register Now" button to complete registration at our secure third-party registration site.

State of Iowa School Redistricting Worksheet

School District Information

School District: Linn-Mar Community School District

School District Population (use 2020 Census number): 42,733

School District Point of Contact Information for Redistricting Process

Name: David Nicholson

Title: Chief Financial/Operating Officer and Board Secretary/Treasurer

Telephone: 319-447-3008 / Email: david.nicholson@linnmar.k12.ia.us

Address: 2999 N. 10th Street, Marion, IA 52302

Method of Election for 2023 Regular School Election (choose one)

- ☒ 1. All directors elected at-large by entire district.
- ☐ 2. School district is divided into single director or multi-director districts. Directors are elected at-large, but directors must live in the single or multi-director districts.
- ☐ 3. School district is divided into single director or multi-director districts. No more than half of the directors are elected at-large; remaining directors are elected at-large but must live in the single or multi-director district.
- ☐ 4. School district is divided into single director or multi-director districts. Directors are elected by director district, and directors must live in the director district.
- ☐ 5. School district is divided into seven director districts. Three directors are elected at-large with no more than two elected at each regular school election. Four directors are elected by director district and must live in the director district with no more than two elected at each regular school election.

Number of Directors (choose one)

- | | |
|--------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> 1. Five Directors (no change) | <input type="checkbox"/> 3. Increase to Seven Directors |
| <input checked="" type="checkbox"/> 2. Seven Directors (no change) | <input type="checkbox"/> 4. Decrease to Five Directors |

Signed: _____ Date: May 8, 2023
 President of School Board

Print Name: Brittania Morey