

"Staffing Update 2025"

2024/2025 in Review

2024/2025 Staff by the numbers:

July 1, 2024: 1,114

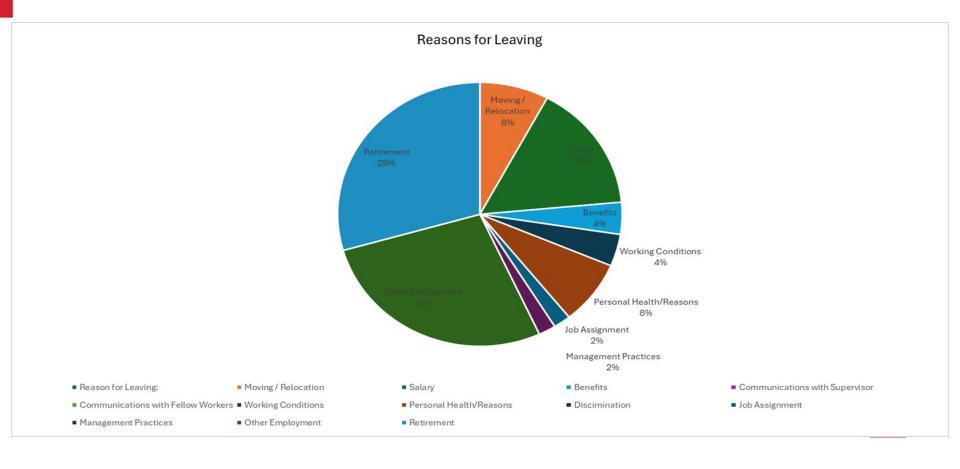
12 months:

178 hires 144 terms**

June 30, 2025: 1,131



Why did employees leave last year?

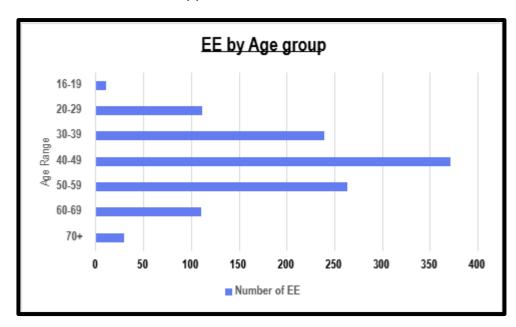


2025/2026 Staffing

Current Staff

1,138 to start school

74 hires since July 1 34 Student Support Associates

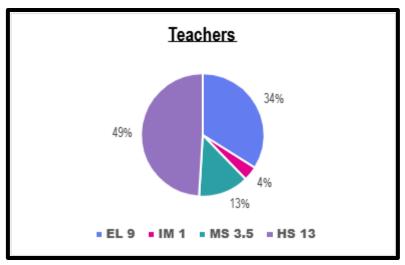


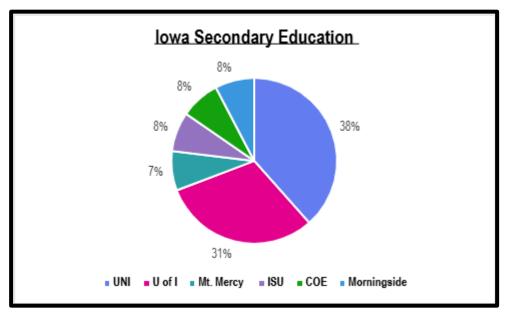




New Teachers







We have Panthers, Hawkeyes, Mustangs, a Kohawk (technically a hawk) and a Cardinal.

This state is **WILD**!

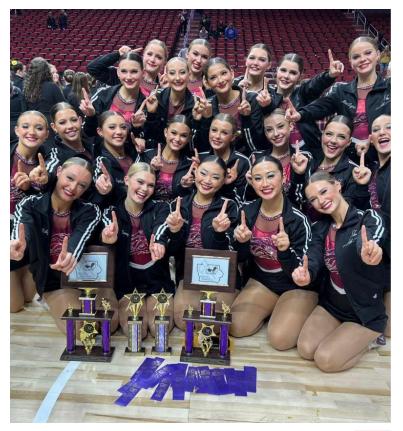
New Administrators/Directors

- Elementary Director of Teaching and Learning
- High School Director of Teaching and Learning
- Executive Director of Student Support Services
- Linn Grove Principal
- Athletic Director and Assistant Athletic Director



Moving forward

- # of openings as of 9/5/25
- Progress with Associates
- Summer job fair
- Inquiry vs. Application
- Recruiting (meet Gretchen)









District Honors & Highlights

September 8, 2025

Start of Year Highlights: Thanks to all of our families and staff that helped ensure the students had a great start to the 2025-26 school year!





Academic Honors: Congratulations to the 1,000+ Linn-Mar High School students who were recognized on September 4th during the Academic Awards assemblies. Academic Awards honor students who earned a 3.33 GPA or higher during the past academic year.

Facilities Highlights: Thanks to everyone who worked hard on the following facilities and technology projects over the last few months! Thanks, too, to the City of Marion for partnering with the district on the new Wilkins playground!

- Excelsior: New roof was installed
- Wilkins: New playground was installed
- LM High School: New stadium scoreboard installed
- LM High School: Ongoing work on the performance venue
- Ongoing security upgrades around the district
- Districtwide: New Raptor visitor and volunteer sign-in system



Homecoming Highlight: Homecoming, "Own the Moment", will be celebrated during the week of September 15-19, with the annual parade to be held on September 17th beginning at 5:15 PM. Thanks to all those working behind the scenes to make this a great success. #WeAreLinnMar

Second Reading of Policy Recommendations (25.09.08 Board Meeting Exhibit)

The following policies were reviewed by the Policy Committee on August 12, approved by the Board for first reading on 8/18, and are being submitted for second reading.

Policy #	Title
105.1	Abuse of Students by District Employees
105.1-E	Abuse of Students by District Employees Reporting Form
204.8	Open Meetings of the School Board
501.1	Compulsory Attendance
501.11	Chronic Absenteeism and Truancy
501.11-R	Chronic Absenteeism and Truancy Regulation
504.1	Student Health and Immunization Certificates
602.1	Basic Instruction Program
603.11	Health Education
605.3	Graduation Requirements

Policy Series 100 – School District Allegations of Injury or Abuse



Policy 105.1 Abuse of Students by District Employees

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers of the district under the direction and control of the district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The district will respond promptly to allegations of abuse of students by district employees by investigating or arranging for the investigation of an allegation and timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process. If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.

The district has appointed a Level Linvestigator and an alternate Level Linvestigator. The district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in conducting an investigation at the expense of the district. The names of the investigators are listed in student handbooks, published annually in the local newspaper, and posted in all school facilities. (Refer to Policy 105.1-E)

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

Adopted: 5/90

Reviewed: 3/11; 12/11; 4/13; 3/23

Revised: 2/10; 9/14; 3/17; 11/18; 6/20; 10/23; 8/24

Related Policy: 105.1-E; 401.15; 401.15-R; 505.52; 505.52-R

Legal Reference (Code of Iowa): §§ 232.67, .70, .73, .75; 235A; 256.160; 272A; 280.17; 709; 728.12(1); 281 IAC 12.3(6), 102; 103; 441 IAC 155; 175

IASB Reference: 402.03

Policy Series 100 – School District Allegations of Injury or Abuse



Policy 105.1-E Abuse of Students by District Employees Reporting Form

Please complete the following as fully as possible. If you need assistance, contact the district's Level Linvestigators Nondiscrimination Coordinators as listed at the end of the form. Please print all information.

Student's Name and Address:				
Student's Telephone	Number:			
Student's School:				
Name and place of employment of school employee accused of injuring/abusing the student:				
Allegation is of:	Physical Abuse	Sexual Abuse**		
children are the alle see and hear any ir	eged victims of or witness	rten through sixth grade and whose to sexual abuse have the right to in the investigation. Please indicate se this right:		
Yes _	No Telephone Nu	mber:		
took place, if know		te, time, and where the incident ged, also state the nature of the needed):		

Were there any witnesses to the incident or ar may have information about this incident?	·
If yes, please list by name (if known) or classif (Example: Third grade class, fourth period geo	
Complainant's Signature:	Date:
Complainant's Relationship to Student:	

Please return this completed and signed form to the Level I investigators:

- Karla Christian, Chief Human Resources Officer, Equity Equal Employment/Nondiscrimination Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - o 319-447-3036 / kchristian@Linnmar.k12.ia.us
- Nathan Wear, Associate Superintendent and Equity Nondiscrimination Coordinator
 - o 319-447-3028 / <u>nathan.wear@Linnmar.k12.ia.us</u>
- Melissa Frick, Anne Faber, Executive Director of Student Services and Special Education/Student Services Equity Nondiscrimination Coordinator
 - o 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8002

Related Policy: 105.1 Reviewed: 9/14; 3/17; 3/23 Revised: 6/20; 10/23; 8/24

Policy Series 200 – Board of Directors Meetings of the Board



Policy 204.8 Open Meetings of the School Board

Any gathering of a majority of board members, either in-person or electronically, in which deliberation of an issue within the scope of the board's policy-making duties takes place is defined as a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or no intent to avoid the purpose of the open meetings law. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open board discussion and voting by the board members on the issues properly before the board, and a public record of the proceedings in the form of written minutes. All public board meetings will be conducted in accordance with the provisions of lowa law.

The board secretary will be responsible for public notification of all meetings, arranging for recording (when necessary), producing minutes of all meetings, and retaining appropriate minutes and records as required by law. The minutes will be kept on file as the permanent official records of school legislation for the district. The secretary will act as custodian of the minutes and will make them available to any citizen who wishes to examine them during usual office hours of the district. The minutes will be posted on the district's website after board approval.

Board members who are elected or appointed to office will, within 90 days of election or taking the oath of office, participate in an approved training course on lowa's open meetings and public records laws. The training will comply with and be approved by the lowa Public Information Board (IPIB). After training is complete, the board secretary or their designee shall maintain a record of the board members' certification of completion.

Adopted: 9/85

Reviewed: 4/13; 8/14; 10/19; 10/22

Revised: 10/11; 9/16

Related Policy: 202.5; 204.1-5; 204.16

Legal Reference (Code of Iowa): §§ 21; 279.1-2 IASB Reference: 211

Policy Series 500 - Students Student Attendance



Policy 501.1 Compulsory Attendance

Parents within the district who have children over age 6 and under age 16 by September 15th, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board.

A child who has reached the age of 5 by September 15th, and who is enrolled in the district, shall be considered to be of compulsory attendance age unless the parent/legal guardian of the child notifies the district in writing of their intent to remove the child from enrollment in the district.

A child who has reached the age of 4 by September 15th, and who is enrolled in the statewide preschool program under Chapter 256C, shall be considered to be of compulsory attendance age unless the parent/legal guardian of the child submits written notice to the district implementing the program of their intent to remove the child from enrollment in the preschool program.

Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 90% of the approved calendar days or hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or referred to the county attorney.

Exceptions to this policy include children who:

- a. Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- b. Are excused for sufficient reason by any court of record or judge;
- c. Are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- d. Are unable to attend school due to legitimate medical reasons;
- e. Has an Individualized Education Program (IEP) that affects the child's attendance;
- f. Has a plan under Section 504 of the Federal Rehabilitation Act (29 U.S.C. §794) that affects the child's attendance;
- g. Are attending an approved or probationally approved private college preparatory school;
- h. Are attending an accredited nonpublic school;
- i. Are receiving independent private instruction; or
- j. Are receiving competent private instruction;
- k. Are a military applicant undergoing military entrance processing;
- I. Are engaged in military service;
- m. Are traveling to attend a funeral; or
- n. Are traveling to attend a wedding.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above.

Adopted: 6/70

Reviewed: 4/12; 7/13; 10/14; 1/15; 9/20 Revised: 5/11; 10/17; 2/21; 10/23; 8/24

Related Policy: 501.11; 501.11-R; 601.2

Legal Reference: lowa Code §§ 259A; 279.10-11; 299; 299.A

IASB Reference: 501.03

Mandatory Policy

Policy Series 500 - Students Student Attendance



Policy 501.11 Chronic Absenteeism and Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take great ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

CHRONIC ABSENTEEISM/ABSENCES means any absence from school for more than 10% of the days in the academic term, quarter/semester (block schedule format) established by the district.

TRUANT/TRUANCY means a child of compulsory attendance age who is absent from school for any reason for at least 20% of the days in the in the academic term, quarter/semester (block schedule format) established by the district.

Chronic absenteeism and truancy does not apply to the following students who:

- a. Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- b. Are excused for sufficient reason by any court of record or judge;
- c. Are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- d. Are unable to attend school due to legitimate medical reasons;
- e. Have an Individualized Education Program (IEP) that affects the student's attendance;
- f. Have a plan under Section 504 of the Federal Rehabilitation Act (29 U.S.C. §794) that affects the student's attendance;
- g. Are attending a private college preparatory school accredited or probationally accredited;
- h. Are excused under lowa Code §299.22;
- i. Are exempt under lowa Code §299.24;
- j. Are a military applicant undergoing military entrance processing;
- k. Are engaged in military service;
- I. Are traveling to attend a funeral; or
- m. Are traveling to attend a wedding.

Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall/in-school suspension unless the goals and objectives of the student's Individualized Education Program (IEP) are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Adopted: 9/98

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17; 10/23

Revised: 9/20; 8/24

Related Policy: 501.1; 501.11-R Legal Reference (lowa Code): §§ 294.4; 299; 281 IAC 12.3(4); 34 CFR Sec 300; 28 CFR Pt 35

Iowa Senate File 2435

IASB Reference: 501.09

Mandatory Policy

Policy Series 500 - Students Student Attendance



Policy 501.11-R Chronic Absenteeism and Truancy Regulation

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary, and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – LEGAL REQUIREMENTS

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or email to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian, or legal or actual custodian via certified mail U.S. mail, electronic mail, electronic message, or in person delivery that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the 10% threshold of the grading term, but before the student is deemed chronically absent.

School Engagement Meeting

After 10% of absences, if a student is absent from school multiple times with unexcused absences in the grading period, the school official will attempt to find the cause of the absences. and If the school official determines that the student's absences are negatively affecting the student's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian, or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan, or violate the terms of the plan, the school official will notify the county attorney.

SECTION II - ACADEMIC AND DISCIPLINARY REQUIREMENTS

Students are required to be in attendance, pursuant to board policy, for a designated amount of days or hours per school year. Preschool students have a requirement of 10 hours per week of scheduled instruction, and students in kindergarten through 12th grade have a requirement of 176 per school year. The number of hours or days a student is required to be in attendance may be adjusted if their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances, and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence.

If a student accumulates five unexcused absences in a class at the high school level, they may lose credit for the class if the student was previously warned at two unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed five days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and test submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an administrative drop (AD).

A student who loses credit due to excessive absences is assigned to supervised study hall, in-school suspension, or online course work for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who receives an administrative drop (AD) in all courses due to unexcused absences will not be allowed to participate in any school activities until the following quarter/semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and school counseling staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching five unexcused absences. Such advice, discipline, and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written

notices to the student and their parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or others as added by the principal.

Adopted: 8/24

Related Policy: 501.1; 501.11

Legal Reference (Code of Iowa): §§ 294.4; 299; 281 IAC 12.3; 28 CFR 35; 34 CFR Pt 300

IASB Reference: 501.09-R(1) Option II

Policy Series 500 - Students Student Health & Safety



Policy 504.1 Student Health and Immunization Certificates

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the district will have a physical examination by a licensed physician healthcare provider and provide proof of such examination to the district. A physical examination is recommended for students enrolling in kindergarten or first grade. A physical examination and proof of such examination may be recommended required by district the administration for students in other grades enrolling for the first time in the district.

A copy of the physical examination form signed by the physician will be on file at the student's attendance center. A certificate of health stating the results of a physical examination and signed by the licensed healthcare provider is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the district will also submit a certificate of immunization against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubeola, Rubella, Hepatitis B, Varicella, the meningococcal vaccine, and other immunizations as required by law. The student may be admitted provisionally conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirements after the provisional period will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the lowa Department of Education and the lowa Department of Health and Human Services, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid lowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. The district will include information related to immunization requirements as well as exemption requirements in the district's registration documentation as well as on the district's website.

Adopted: 6/70

Reviewed: 4/11; 4/12; 7/13; 10/14; 11/17; 12/20; 10/23

Revised: 7/07; 11/07; 4/18 Relate Policy: 504.1-E

Legal Reference (Code of Iowa): §§ 139A.8; 280.13; 281 IAC 33.5; 641 IAC 7

IASB Reference: 507.01

Policy Series 600 – Education Program Programs of Instruction



Policy 602.1 Basic Instruction Program

The basic instruction program will include, but not be limited to, the courses required for each grade level by the lowa Department of Education and reflect educational standards. The instructional approach will be gender-fair and multicultural.

The basic instruction program of students enrolled in early childhood programming will include curricula and instruction designed to develop and extend literacy skills in expressive and receptive language, numeracy, social and interaction skills, and fine and gross motor skill acquisition.

The basic instruction program of students enrolled in junior kindergarten or kindergarten is designed to develop healthy emotional and social habits, literacy and communication skills, numeracy, the capacity to complete individual tasks, character education, and the ability to protect and increase physical wellbeing with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades 1 through 6 will include English-language arts, social studies, mathematics, science, health, age-appropriate and research-based human growth and development, physical education, traffic safety, music, visual arts, and computer science. Career planning and pathways will also be taught in grades 5 and 6. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades 7 and 8 will include English-language arts; social studies including instruction related to civics; mathematics; science; health; age-appropriate and research-based human growth and development; family and consumer science; career instruction, exploration, and development; technology education; physical education; music; visual arts; world languages; and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades 9 through 12 will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), age-appropriate and research-based human growth and development, physical education (1 unit), fine arts (2 units), foreign language (2 units), financial literacy (1/2 unit), vocational education (12 units), and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities, and the method for student evaluation.

An individual student may advance through the academic sequence offered in the instruction program at an accelerated pace provided the age, appropriateness, and affordability can be reasonably accommodated.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for early childhood, junior kindergarten, kindergarten, grades 1 through 6, grades 7 and 8, and grades 9 through 12.

Adopted: 6/70

Reviewed: 6/11; 1/18; 2/24

Revised: 7/12; 9/13; 4/15; 9/19; 2/21; 6/21; 8/24; 1/25

Legal Reference (Code of Iowa): §§216.9; 256.9, .11; 279.8; 280.3-14;

281 IAC 12.5, .11; 20 USC § 1232h; 34 CFR Pt 98

IASB Reference: 603.01

Policy Series 600 – Education Program Instructional Arrangements



Policy 603.11 Health Education

Students in grades kindergarten through 12 will receive as part of their health education instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, age-appropriate and research-based human growth and development, substance abuse and non-use (including the effects of alcohol, tobacco, drugs, and poisons on the human body), human sexuality, self-esteem, stress management, interpersonal relationships, emotional and social health, health resources, prevention and control of disease, and communicable diseases (including sexually transmitted diseases and acquired immune deficiency syndrome), and current crucial health issues. The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level in compliance with relevant laws to the age and maturity level of students to aid in their understanding of the content by the students.

Parents, guardians, or legal custodians who object to health education instruction in human growth and development may file a written request that their student be excused from the instruction. The written request (Refer to Policy 603.11-E) will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Adopted: 6/90

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18; 6/21; 2/24

Revised: 7/08

Related Policy: 603.11-E

Legal Reference (Code of Iowa): §§ 256.11; 279.8, .80; 280.3-14; 281 IAC 12.5

IASB Reference: 603.05

Mandatory Policy

Policy Series 600 – Education Program Student Progress



Policy 605.3 Graduation Requirements

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

It is the responsibility of the superintendent to ensure that students complete grades 1 through 12, and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

EARLY GRADUATION

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

GRADUATION REQUIREMENTS

Linn-Mar High School students are required to earn 250 credits to graduate. In addition, the following department requirements must be met to earn a diploma:

- English (40 credits): Must include English I or Advanced English I (10 credits each), English II or Advanced English II (may opt out if student passes English I with a 90% or higher grade), English III or Advanced English III, and one public speaking (rhetoric/speech/acting/communications) course (5 credits).
- Mathematics (30 credits): Must include Algebra 1 (10 credits) or Algebra 1A and Algebra 1B (20 credits). Students who successfully complete both semesters of Algebra 1 may not then take Algebra or Algebra 1B to fulfill the Algebra or three-year math requirement.
- Science (30 credits): Must include General Biology (10 credits) or AP Biology 1&2 (15 credits) an earth science course [Earth Science (10 credits), Earth and Space Science (10 credits), or AP Environmental Science 1&2 (15 credits)], a chemistry course [Applied Physics and Chemistry (10 credits) or Chemistry I (10 credits)], and a physics course (Earth and Space Science (10 credits), Applied Chemistry and Physics (10 credits), Physics I (10 credits), or AP Physics 1&2 (20 credits)].
- Social Studies (30 credits): Must include US History 9 or Advanced US History 9 (10 credits) or AP US History (15 credits), World History (10 credits or AP World History (15 credits), American Government (5 credits) or AP American Government (10 credits), and Introductory Psychology or Sociology (5 credits).

- Personal Finance (5 credits): Students must receive credit for Personal Finance (5 credits) or complete and demonstrate financial literacy competencies gained through MOC or a designated online financial literacy course.
- **Health/Fitness (20 credits):** Must include Health I (5 credits). Must include a Lifetime Fitness course each school year.

Graduation requirements for students with an Individualized Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. This course of study will be in alignment with the Linn-Mar High School graduation requirements. The IEP team will determine strategies to meet the graduation requirements for the student. Beginning with the class of 2022, graduation requirements for Special Education students include successful completion of four years of English, three years of math, three years of social studies, and three years of science [4-3-3-3].

COMPASS CREDITS

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

POST-SECONDARY OPPORTUNITIES (PSEO) & CONCURRENT ENROLLMENTCredit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by the individual college.

ADVANCED PLACEMENT

Linn-Mar High School offers Advanced Placement (AP) courses in Environmental Science, Art History, Calculus (AB and BC), Statistics, Biology, Chemistry, Physics (1&2), Computer Science A, English Literature & Composition, Microeconomics, Music Theory, Comparative Government, World History, Psychology, US Government, and US History. A minimal number of AP courses are available thru the Iowa AP Online Academy. Students who complete these courses can take a standard AP exam. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. More information is available through the high school counseling and TAG office.

LEGISLATIVE PAGE PROGRAM

Students who complete a regular session in the Legislative Page Program of the General Assembly at the State Capitol will receive a 1/2 credit in Social Studies.

JUNIOR ROTC

Students enrolled in the Junior Reserve Officer Training Corp Program will receive 1/8 credit in physical education for each semester they are enrolled in the program.

CIVICS TEST

Beginning with the school year starting July 1, 2026, students must receive a passing score on the civics test as set forth by the lowa Department of Education and required by relevant laws.

FEDERAL STUDENT AID

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

BOARD RECOGNITION

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

Adopted: 12/71

Reviewed: 9/12; 4/18; 6/21

Revised: 6/11; 10/3; 2/15; 11/18; 6/19; 2/21; 9/21; 10/22; 2/24

Related Policy: 605.31; 605.31-R; 605.31-E1-E2; 605.32

Legal Reference (Code of Iowa): §§ 256.7, .11, .41; 279.8; 279.61; 280.3, .14;

281 IAC 12.3(5); 12.5

IASB Reference: 505.05 Mandatory Policy

Second Reading of Policy Recommendations (25.09.08 Board Meeting Exhibit)

The following policies were reviewed by the Policy Committee on August 12, approved by the Board for first reading on August 18, and are being submitted for second reading.

Policy#	Title
104.1	Equal Educational Opportunity
104.1-R	Equal Educational Opportunity Grievance Procedures
104.2-E	Notice of Section 504 Student/Parental Rights
302.1	Superintendent: Qualifications, Recruitment, Appointment
303.1	Administrator: Qualifications, Recruitment, Appointment
400.1	Equal Employment Opportunity

Policy Series 100 – School District Equal Educational Opportunity, Nondiscrimination, and Section 504 Compliance



Policy 104.1
Equal Educational Opportunity

The following statement is to be published in written and electronic form in the district's official documents and on the district's website.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Linn-Mar Community School District does not to discriminate on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Further, the board affirms the right of all students, staff, and volunteers to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. In the delivery of the educational program, students will treat the employees with respect and students will receive the same in return. Employees have the best interest of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with school counselors or other employees.

Board policies, rules, and regulations affect students while they are on district property or on property within the jurisdiction of the district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the district.

Board policy refers to the term "parents" in many policies. The term "parents" for purposes of the Linn-Mar Community School District means the legal parents, the legal guardians or custodians of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the district to subscribe to all

applicable federal and state laws, executive orders, rules, and regulations pertaining to bullying/harassment, contract compliance, and equal opportunity.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's Equity Nondiscrimination Coordinators.

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Equal Employment/Nondiscrimination Coordinators by writing to:

Equal Employment/Nondiscrimination Coordinator/Title IX: Karla Christian, Chief Human Resources Officer 319-447-3036 / kchristian@Linnmar.k12.ia.us

Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

<u>Special Education/Student Services Nondiscrimination Coordinator</u>: Anne Faber, Executive Director of Student Services 319-730-3663 / anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, John C. Kluczynski Federal Building, 230 S Dearborn Street, 37th Floor, Chicago, IL 60604 / 312-730-1560 / Fax 312-730-1576 / OCR.Chicago@ed.gov / the lowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270 / https://icrc.iowa.gov / 515-281-4121; or the lowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319 / 515-281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Adopted: 11/08

Reviewed: 10/11; 5/14; 9/16; 3/23

Revised: 9/10; 4/13; 7/17; 10/17; 11/18; 6/20; 2/21; 10/23; 9/24

Related Policy: 104.1-R; 104.1-E1-E5; 400.1

Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3; 281 IAC 12

IASB Reference: 102 Mandatory Policy

Policy Series 100 – School District Equal Educational Opportunity, Nondiscrimination, and Section 504 Compliance



Policy 104.1-R

Regulations Regarding Equal Educational Opportunity Grievances Procedures

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator: Karla Christian, Chief Human Resources Officer 319-447-3036 / kchristian@Linnmar.k12.ia.us

Nondiscrimination Coordinator: Nathan Wear, Associate Superintendent 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Special Education/Student Services Nondiscrimination Coordinator: Anne Faber, Executive Director of Student Services 319-730-3663 / anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Students, parents of students, employees, volunteers, and applicants for employment in the district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (Example: sexual harassment and sexual assault).

LEVEL ONE: (Informal and Optional – May be bypassed by the complainant) FILING A COMPLAINT

Employees or volunteers with a complaint of discrimination based upon their race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally. This paragraph is for employees and marital status isn't a protected class for employees.

An applicant for employment with a complaint of discrimination based upon their race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status are encouraged to first discuss it with the Chief Officer of Human Resources. This paragraph is for employees and marital status isn't a protected class for employees.

A student or a parent/guardian of a student with a complaint of discrimination based upon their race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

LEVEL TWO: FILING A GRIEVANCE AND INVESTIGATION

Filing a Grievance: If the complaint is not resolved at Level One and the complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district's equity coordinators. A complainant who wishes to use this grievance procedure may do so by filing a complaint with the Equal Employment/Nondiscrimination Coordinator. An alternate investigator will be designated in the event it is claimed that the Equal Employment/Nondiscrimination Coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

The complainant will provide a written statement of the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance or from the date the complainant could reasonably become aware of such occurrence. Complaints shall be filed within 15 working days of the

event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The Equal Employment/Nondiscrimination Coordinator shall assist the complainant as needed.

The complainant may request that a meeting concerning the grievance be held with the equity coordinators. The complainant will be given the opportunity to present witnesses and other relevant information. A minor student may be accompanied at the meeting by a parent or guardian. The equity coordinators shall assist the complainant as needed.

LEVEL TWO: INVESTIGATION

Within 15 working days, the Equal Employment/ Nondiscrimination Coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "Equal Employment/ Nondiscrimination Coordinator) and attempt to resolve it. If the complainant is under 18 years of age, the Equal Employment/Nondiscrimination Coordinator shall notify his or her parents/guardians that they may attend investigatory meetings in which the complainant is involved. The grievance complaint and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include but is not limited to the following:

- a. A request for the complainant to provide a written statement regarding the nature of the complaint;
- b. A request for the individual named in the grievance complaint to provide a written statement;
- c. A request for the witnesses identified during the course of the investigation to provide a written statement;
- d. Interviews of the complainant, respondent, or witnesses;
- e. An opportunity to present witnesses or other relevant information; and
- f. Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the Equal Employment/Nondiscrimination Coordinators shall complete the investigation and issue a report with respect to the findings.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents/guardians have a right to an impartial hearing to resolve the issue.

LEVEL THREE: DECISION AND APPEAL TO THE SUPERINTENDENT

The Equal Employment/Nondiscrimination Coordinator shall notify the complainant and respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

LEVEL THREE: DECISION AND APPEAL

If the grievance is not resolved at Level Two, the complainant may appeal it to Level Three by presenting a written appeal detailing why they believe the

decision should be reconsidered to the superintendent within 10 working days after the complainant receives the report from the equity coordinators.

The complainant may request a meeting with the superintendent. The superintendent may also request a meeting with the complainant to discuss the appeal. The complaint is closed after the Equal Employment/Nondiscrimination Coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The Equal Employment/Nondiscrimination Coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days the superintendent shall affirm, reverse, or amend the decision or direct the Equal Employment/Nondiscrimination Coordinator to gather additional information. The superintendent shall notify the complainant, respondent, and the Equal Employment/Nondiscrimination Coordinator within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

LEVEL FOUR: APPEAL TO THE SCHOOL BOARD

If the complainant is not satisfied with the superintendent's decision, they can file a written appeal with the school board president within 5 days of the superintendent's decision detailing why they believe the decision should be reconsidered. It is within the discretion of the school board to determine whether it will hear the appeal.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person filed a grievance complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Adopted: 9/10

Reviewed: 10/11; 9/16; 3/23

Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20; 10/23; 9/24 Related Policy: 104.1; 104.1-E1-E5

IASB Reference: 102-R(1)

Policy Series 100 – School District Equal Educational Opportunity, Nondiscrimination, and Section 504 Compliance



Policy 104.2-E
Notice of Section 504 Student/Parental Rights

The following statement is to be published in written and electronic form in the district's official documents and on the district website.

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent you have the right to the following:

- 1. Participation of your child in district programs and activities including extra-curricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities;
- 2. Receipt of free educational services to the extent they are provided students without disabilities;
- 3. Receipt of information, either orally or written, about your child and your child's educational programs and activities in your native language about your child and your child's educational programs and activities;
- 4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation of your child;
- 5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- 6. A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to have the decision of the impartial hearing officer reviewed.

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Section 504 coordinator:

Section 504 Coordinator:

Megan Brunscheen Associate Director of Student Services

Address: 3556 Winslow Road, Marion, IA 52302

Phone: 319-447-3359 Fax: 319-403-8002

Email: megan.brunscheen@Linnmar.k12.ia.us

Adopted: 11/08

Reviewed: 10/11; 4/13; 5/14; 9/16; 3/23

Revised: 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1.E1-E5; 104.2

IASB Reference: 102-E(3)

Policy Series 300 – Administration Superintendent



Policy 302.1

Superintendent: Role Qualifications, Recruitment, Appointment

The school board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the district, and to implement board policy with the power and duties prescribed by the board and law.

The board will consider applicants that meet or exceed the standards set by the lowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Adopted: 8/14

Reviewed: 12/16; 11/19; 3/23

Related Policy: 300.1; 301.1; 302.2-302.6; 304.1

Legal Reference (Code of Iowa): §§ 21.5(1)(i); 35C; 216; 279.8, .20; 281 IAC 12.4(4)

IASB Reference: 302.01 Mandatory Policy

Policy Series 300 – Administration Administrative Employees



Policy 303.1 Administrator Qualifications, Recruitment, Appointment

The board will employ building principals, and other administrators, and managers in addition to the superintendent, to assist in the daily operations of the district.

The board will consider applicants who meet or exceed the standards set by the lowa Department of Education and the qualifications established in the job descriptions for the position. In employing an administrator or manager, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In approving the selection of choosing an administrator or manager, the board will also consider the district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative or managerial position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators or managers.

Adopted: 8/14

Reviewed: 12/16; 11/19; 3/23

Related Policy: 300.1; 301.1; 303.2-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21; 281 IAC 12.4 IASB Reference: 303.02

Reference: 303.02
Mandatory Policy

Policy Series 400 – Staff/Personnel Employment, Equity, Opportunity, and Qualifications



Policy 400.1

Educational and Employment Equity Equal Employment Opportunity

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity (EEO) and affirmative action (AA) laws, directives, and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

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

Individuals who file an application with the district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status. In keeping with the law, the board will consider the veteran status of applicants.

Prior to final offer of employment, the district will perform the background checks required by law. Based upon the results of the background checks, the district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the Board of Educational Examiners (BOEE), then the requirement for a background check is waived. The district will perform repeat background checks on the applicable employees as required by law.

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

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

Linn-Mar Community School District Equal Employment Coordinator

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

Address: 3556 Winslow Road, Marion IA 52302

Fax: 319-403-8008

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

Equal Employment Opportunity Commissions

Milwaukee Area Office - Reuss Federal Plaza 310 West Wisconsin Avenue, Suite 800 Milwaukee, WI 53203-2292

800-669-4000 or TTY 800-669-6820

Website: http://www.eeoc.gov/field/milwaukee/index.cfm

Iowa Civil Rights Commission

400 E 14th Street 6200 Park Avenue, Suite 100 Des Moines, IA 50319-1004 50321-1270

515-281-4121 or 800-457-4116

Website: http://www.state.ia.us/government/crc/index.html https://icrc.iowa.gov/

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

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

Adopted: 7/81 Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23

Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24; 9/24

Related Policy: 400.1-E; 401.1; 403.11

Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95; HF672

IASB Reference: 401.01 Mandatory Policy

Fundraisers for Board Approval September 8, 2025

Sponsoring Group	Activity	Contact	Start Date	End Date	Est. Profit	Purpose of Funds
B/G Bowling	Poster	Steve Tschantz	10/19/2025	11/2/2025	\$800.00	poster costs, banquet
	Apparel Sale	Chris Robertson	10/1/2025	11/30/2025	\$500.00	equipment, uniforms
Basketball - Boys	Youth Camp	Chris Robertson	Jun-26	Jun-26	\$10,000.00	uniforms, charter bus, equipment, volunteer coaches
Boulder Peak Artroom	Artsonia	Kelly Bailey	25-Aug	26-Jun	\$5,000.00	classroom supplies
Oak Ridge Choir	4 Seasons Crowd Funding	Liz Fontenot	10/8/2025	10/20/2025	\$3,000.00	music, rights, registration fees
Jazz Band	Jazz-a-Thon	Jen Tiede	12/4/2025	12/4/2025	\$10,000.00	instruments, music, charter bus, repairs
FBLA	Stadium Concessions	Barb Schult	8/30/2025	6/28/2026	\$12,000.00	conference registration, accommodations
FBLA	Business Sponsorships	Barb Schult	9/1/2025	5/15/2026	\$3,000.00	conference registration, accommodations
Skills USA	Woodwork Sale	Grady Finchum	10/2/2025	12/23/2025	\$300.00	memberships, clothing, materials



8/7/25 50

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	Fundraisers should NOT start until the day immediately following
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	board approval
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: Lnn-Mar Hish School Sponsoring Group: Boys + Girls Bowling

Contact Name: Steve Tschantz Contact Phone: 319-350-7370		
Contact Email: Steve. 15 Chantz of mar Kiz. Bistrict Account Code: 6686		
Description of Fundraising Activity (All information is required for the request to be considered)		
Fundraising Activity: Postels		
Activity Start/End Dates: 10/19/25 / 11/2/25 Estimated Proceeds: 800 Purpose/Use of Funds Raised (Must be specific): 12a.3, ng money to pay for yearly		
Purpose/Use of Funds Raised (Must be specific): 12a.3ing money to pay for yearly		
for Banquet food.		
DESCRIPTION OF STREET,		
Administrator Approval:		
Building Administrator's Signature: Date:		
CONTRACTORISTICS IN THE PROPERTY OF THE PROPER		
Business Office and Board Review/Approval:		
Business Office Review/Approval:		
Board Review/Approval: Date:		
Summary Due Date: <u>DC 12</u> , 2025		

Revised: 6/22; 7/22



6/22/259

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

30-935 W. C. C. C.	Request Form Due	Board Approval Date	Fundraiser Start Date
First day of sc	hool for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	
	of school before Thanksgiving break for draisers occurring from January 1 st thru March 31 st	December meeting	Fundraisers should NOT start until the day immediately following
By February 15 th for fundraisers occurring from April 1 st thru May 31 st		March meeting	board approval
Ву Арг	il 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	×

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: LM High School Sponsoring Group: Boxs Baskefall
Contact Name: CHRIS ROBERTSON Contact Phone: 447-3051
Contact Email: Crobic Sand linnar. K12.14.43 District Account Code: 21-3209 - 1900 - 920 - 6711
Description of Fundraising Activity (All information is required for the request to be considered)
Fundraising Activity: Player T-Shirts
Activity Start/End Dates: Oct - Nov 2025 Estimated Proceeds: # 500
Purpose/Use of Funds Raised (Must be specific):
- Equipment - Lower Level uniforms
- Lower Level uniforms
TROUBLESS II II DESCRIPTION II II DESCRIPTION II II CONTENNES II II RESCRIPTION II II II RESCRIPTION II
Administrator Approval:
I approve that this request is necessary to provide funds for the purposes described above.
10) VARIANDENIAN MACHINE IN THE STATE AND A SHOULD A
I approve that this request is necessary to provide funds for the purposes described above.
I approve that this request is necessary to provide funds for the purposes described above. Building Administrator's Signature: Date: 9/2/2/ Business Office and Board Review/Approval:
I approve that this request is necessary to provide funds for the purposes described above. Building Administrator's Signature: Date: 9/2/2/ Business Office and Board Review/Approval:
I approve that this request is necessary to provide funds for the purposes described above. Building Administrator's Signature: Date: Place





Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1st thru December 31st	First meeting in September	
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	Fundraisers should NOT start until the day immediately following
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	board approval
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	-

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: L-M + tr5h Sch Sponsoring Group: Boys Daske 18611			
Contact Name: CHRIS RIBERTION Contact Phone: 447-			
Contact Email: Croba Kon @ limmar. K12.ig.upistrict Account Code: 21-	3209-1900-920-6711		
Description of Fundraising Activity (All information is required for the request to be c			
Fundraising Activity: Youth Basketsall Camp			
Activity Start/End Dates: June 2026 Estimated Proce	eeds: <u>\$ 10,000</u>		
Purpose/Use of Funds Raised (Must be specific):			
-Uniforms - Equipmont			
- Charles Byses			
- Volvateer Coaches			
RECOMMENDE IN IN RESECUCIONES IN IN EXECUTABLES IN IN RESECUCIONES IN IN RESECUCIONES IN IN RESECUCIONES IN IN RESECUCIONES IN INCREMENTAL IN	NE PROGRAMMENTO SI ES SANCHESSARENO IS EL RESSOURCESE		
Administrator Approval:			
I approve that this request is necessary to provide funds for the purposes described a	hove		
Building Administrator's Signature:Da			
Building Administrator's Signature: Da MACHELEZONA R N RECEIVEMENT R N R R R R R R R R R R R R R R R R R	n и компонения и и соностивно и и компонен		
Building Administrator's Signature: Da Note: Control of the Cont			
Building Administrator's Signature: Da Resolution H H ROBERTHOUSH H	ete:		



8/28/2550

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	Fundraisers should NOT start until the day immediately following
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	board approval
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: Boulder Peak Sponsoring Group: Artsonia

Contact Name: Kelly Bailey Contact Phone: 730-31002
Contact Email: Kebaiky@linnmar.K-12.ia. District Account Code: 10.0472, 1013,1028039
Description of Fundraising Activity (All information is required for the request to be considered)
Fundraising Activity: Artsonia
Activity Start/End Dates: Aug 25, 2025 / Sure Estimated Proceeds: 500.00
Purpose/Use of Funds Raised (Must be specific):
Ordering and maintaining extra supplies for example, glue,
Ordering and maintaining extra supplies for example, glue, paint, paper, markers, Sharpies, ect.
Administrator Approval: I approve that this request is necessary to provide funds for the purposes described above.
Building Administrator's Signature: Date:
Business Office and Board Review/Approval:
Business Office Review/Approval: Date:
Board Review/Approval: Date:
Summary Due Date: Aug II, WW Revised: 6/22; 7/22



8/22/25 80

Building Name: Oak Ridge Middle School

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1st thru December 31st	First meeting in September	Fundraisers should NOT start until the day
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	immediately following board approval
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Sponsoring Group: Oak Ridge Choir

Contact Name: Liz Fontenot	Contact Phone: 319-200-1588		
Contact Email: <u>liz.fontenot@linnmar.k12.ia.us</u>	District Account Code: 10.0445.1101.112.9211.001999		
Description of Fundraising Activity (All information is requ	ired for the request to be considered)		
Fundraising Activity: 4 Seasons Crowd Funding Fundraiser			
Activity Start/End Dates: October 8th-October 20th, 2025	Estimated Proceeds: \$3,000-5,000		
Purpose/Use of Funds Raised (Must be specific): Fundrais	er earnings will be used to help fund the Oak Ridge Vocal		
Music Program. This includes the purchase of music to be performed, the performance rights to the music, and			
registration fees for vocal music events, such as honor choirs and show choir competitions.			
Administrator Approval: I approve that this request is necessary to provide funds fo Building Administrator's Signature:	r the purposes described above. Date: 8.22.25		
Verset			
Business Office and Board Review/Approval: Business Office Review/Approval:			
Board Review/Approval:	Date:		

Summary Due Date: May 12, 2025

Policy Series 1000 – School and Community Relations Community Activities Involving Students



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date	
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept		
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	Fundraisers should NOT start until the day	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	immediately following board approval.	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May		

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: High School Sponsoring Group: Jan Band					
Contact Name: Jen Tiede Contact Phone: 319-447-3094					
Contact Email: Tiedee Nimmar 1612.ic. District Acct Code: 21.0109.1900.913.					
Description of Fundraising Activity (Information required for the request to be considered)					
Fundraising Activity: Jazzathan					
Activity Start/End Dates: Dec. 4, 2025 Estimated Proceeds: \$ 10,000.00					
Purpose/Use of Funds Raised: (Must be specific) New MStruments for [azz band] azz band music, Charter bus rental, instrument Cables,] azz instrument repairs					
Administrator Approval:					
I approve this request as necessary to provide funds for the purposes described above.					
Building Administrator Signature: Date: 8-25-25					
Business Office and Board Review/Approval: Business Office Review/Approval: Date: 9/3/25					
Board Review/Approval: Date:					
Date Request Received: 8 25 25 so Summary Due Date: Jun 15, 2026					

Revised: 6/22; 7/22

Related Policy: 1005.4; 1005.4-R; 1005.4-E2

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	
Last day of school before Thanksgiving break for fundraisers occurring from January 1st thru March 31st	December meeting	Fundraisers should NOT start until the day
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	immediately following board approval
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

fundraiser ends. Proceeds should be spent during the year funds are raised.						
Building Name: H	ligh School	Sponsoring Grou	p: Future Business Leaders of America (FBLA)			
	Contact Name: Barb Schult		Contact Phone: 563-608-1395			
LINN-MAR Community School District	Contact Email: barbara.schult@li	innmar.k12.ia.us	District Account Code: 7404			
Description of Fu	ndraising Activity (All information	is required for the r	request to be considered)			
Fundraising Activi	ity: Aramark, University of Iowa Kir	nnick Stadium Cond	cessions			
Activity Start/End	d Dates: August 30, 2025-June 28,	2026 Estimated	Proceeds: \$12,000.00			
	d for registration and accommodati rences and FBLA local activities.	ion costs for the Fa	Ill State Leadership, District, State and National			
Ministry and the state of the s						
Administrator Approval:						
	s request is necessary to provide fu	inds for the purpos				
Building Administr	rator's Signature:	MA	Date: 8/22/25			
		V				
Business Office ar	nd Board Review/Approval:					
Business Office Re	eview/Approval:		Date:			
Board Review/App	proval:		Date:			
Recid 8/2	25/25 50	***************************************				
Summary Due Da	te: Aug 7, 2026					



Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	Fundraisers should NOT start until the day
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By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

fundraiser ends. Proceeds should be spent during the	year funds are raised.
Building Name: High School	Sponsoring Group: Future Business Leaders of America (FBLA)
Contact Name: Barb Schult	Contact Phone: 563-608-1395
Contact Email: barbara.schult@linnmar.k12.ia.us	District Account Code: 7404
Description of Fundraising Activity (All information Fundraising Activity: Business Sponsorships	is required for the request to be considered)
Activity Start/End Dates: September 1, 2025-May 1 Purpose/Use of Funds Raised (Must be specific): Futhe Fall State Leadership, District, State and Nat	unds will be used for registration and accommodation costs fo
Administrator Approval: I approve that this request is necessary to provide fur Building Administrator's Signature:	nds for the purposes described above. Date: 3/22/25
Business Office and Board Review/Approval: Business Office Review/Approval:	Date: 01/3/25
Board Review/Approval: Recid 8 25 25 50 Summary Due Date: June 76 7624	
Summary Due Date: VIIN & CO.	

Policy Series 1000 – School and Community Relations Community Activities Involving Students



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	
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By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	board approval.
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: High School Sponsoring Group: Skills USA	
Contact Name: Grady Findow Contact Phone: 363-57-8088	
Contact Email: grady. firewood : anner. KIZ. District Acct Code: Zl.0109.1900.950.7418.729	<u> ೨</u> ೦୯
Description of Fundraising Activity (Information required for the request to be considered)	
Fundraising Activity: Selling Wooden Cardy Trays 4 Holiday gill	
Activity Start/End Dates: 10/2 - 12/30 2025 Estimated Proceeds: \$ 300	
Purpose/Use of Funds Raised: (Must be specific) Douring for student mentures, clothing, and materials.	
A desinistrator A processis	
Administrator Approval: I approve this request as necessary to provide funds for the purposes described above.	
Building Administrator Signature: Zuel Might Date: 8/22/25	
V	
Business Office and Board Review/Approval: Business Office Review/Approval: Board Review/Approval: Date:	
Board Review/Approval: Date:	
Date Request Received: 8 25 25 50 Summary Due Date: Felo 10, 2026	

Revised: 6/22; 7/22

Related Policy: 1005.4; 1005.4-R; 1005.4-E2



INSPIRE LEARNING. UNLOCK POTENTIAL. EMPOWER ACHIEVEMENT.

BOARD OF DIRECTORS MINUTES AUGUST 18, 2025

Click here for YouTube recording

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Linn-Mar Board of Directors was called to order at 5:00 PM in the boardroom of the Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Mansoor, Morey, Thomas, Walker, and Lowe Lancaster. Administration present: Kortemeyer, Galbraith, Christian, Faber, Nelson, Ramos, and Wear.

200: ADOPTION OF AGENDA

- Motion 25.08.18

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

300: AUDIENCE COMMUNICATIONS

(SPG #1-Community Engagement)

No audience communications were received.

400: INFORMATIONAL REPORTS

<u>401: Marion City Council Report</u> (SPG #1-Community Engagement / BG #3.d-District Culture) Director Thomas reported that there was no business pertaining to the district during the August 7th Marion City Council meeting.

402: Facilities Advisory Committee Report

Director Morey reported that during the August 8th Facilities Advisory Committee meeting discussion included the performance venue and indoor activities center schematics; playground inspections; the potential issuing of RFPs for a demographer, architect for the OR band project, and facility needs; and a review of the 10-year facilities plan. (SPG #1-Community Engagement & #5-Resource Management / BG #3.c-District Culture)

403: Policy Committee Report - Refer to Exhibits 602.1 & 603.1

Director Walker reported that during the August 12th Policy Committee meeting several policies from the IASB June Primer were reviewed, as well as a few policies that were approved during the July 7th second reading that needed additional IASB recommended edits. Vice President Buchholz thanked the Policy Committee members and Cabinet for their hard work.

(BG #1.a-Visionary Team)

404: Superintendent's Report - Exhibit 404.1

(SPG #1-Community Engagement)

Superintendent Kortemeyer shared several district honors and highlights, reviewed the current facilities projects, highlighted several recent district events including welcoming 20 new teachers, shared a staffing update, and highlighted several upcoming events.

500: UNFINISHED BUSINESS

600: NEW BUSINESS

601: Approval of Open Enrollment Requests (SPG #2-Learning Excellence & 3-Learner Experience) **MOTION** by Morey to approve the open enrollment requests as presented. Second by Mansoor. Voice vote, all ayes. Motion carried. — Motion 26.08.18

	Student Name	Grade	Resident District
	Bennett, Alexander	3 rd	Cedar Rapids CSD
	Bennett, Elyah	3 rd	Cedar Rapids CSD
Approved	Bennett, Zechariah	K	Cedar Rapids CSD
Approved IN	Calvert, Adalyn	2 nd	Marion Independent
	Candler, Bentley	K	Cedar Rapids CSD
	Khan, Tayyiba	4 th	Marion Independent
	Khan, Zareen	9 th	Marion Independent
	Peters, Dhiamand	9 th	College CSD

Denied	Student Name	Grade	Requested District	Reason
OUT	Rothchild, Adam	9 th	Marion Independent	Late, no good cause

602: First Reading of Policy Recommendations – **Exhibit 602.1** (BG #1.a-Visionary Team) **MOTION** by Thomas to approve the first reading of the policy recommendations as presented in Exhibit 602.1. Second by Walker. Director Morey recommended that the stricken language in policy 103.1 regarding sexual harassment be retained. Director Walker clarified that it was removed because policy 104.3 covers sexual harassment, but recommended the stricken language be moved into policy 104.3. Director Morey recommended policy 1001.4-R be reviewed due to a duplicated paragraph contained in the policy and requested clarification on the intention in the policy. Renee Nelson clarified the intention of the policy. Voice vote, all ayes. Motion carried.

- Motion 27.08.18

603: First Reading of Policy Recommendations – Exhibit 603.1

MOTION by Thomas to approve the first reading of the policies 104.1, 104.1-R, 104.2-E, 302.1, 303.1, and 400.1, as presented in Exhibit 603.1. Second by Buchholz. Voice vote, all ayes. Motion carried. (BG #1.a-Visionary Team) — <u>Motion 28.08.18</u>

700: CONSENT AGENDA (SPG #4-People/Culture & #5-Resource Mngmt / BG #3.a, c, d-District Culture) **MOTION** by Buchholz to approve the consent agenda as presented. Second by Morey.

Voice vote, all ayes. Motion carried.

- Motion 29.08.18

701: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Lang, Ericka	EX: .5 Reading Teacher	8/13/25	MA+30, Step 18
Neihart, Julia	IC: 1 st Gr Teacher	8/13/25	BA, Step 1

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Bagwell, Hunter	LMHS: Student Support Associate	8/18/25	LMSEAA A, Step 1
Chauhan, Shivangi	From BW to HP Student Support Assoc	8/19/25	Same
Friberg, Thomas	O&M: IC Part-Time Custodian	8/18/25	LMSA C, Step 1
Kirsteatter, Wade	TR: Regular Sub Bus Driver	8/6/25	Step 1
Kramer, Alison	BP: Student Support Associate	9/2/25	LMSEAA A, Step 1
Larson, Dalean	WF: Student Support Associate	8/8/25	LMSEAA A, Step 1
Leete, Barbara	WE: From SSA to Paraprofessional	8/19/25	LMSEAA B, Step 4
Mazzella, Stephanie	NS: EX General Help/Cashier	8/11/25	PTNS, Step 1
Nace, Mackenzie	NS: WE General Help	8/18/25	Same
Noltensmeier, Claire	IC: Student Support Associate	8/19/25	LMSEAA A, Step 1
Patterson, Dalton	O&M: LG Custodian	8/5/25	LMSA C, Step 1
Prall, Hannah	LG: Student Support Associate	8/18/25	LMSA C, Step 1
Sandhanam, Latha	EH: SSA from 5 to 6.5 hours/day	8/19/25	Same
Smith, Monica	LMHS: Student Assistance Specialist	8/13/25	\$54,000/year
Stark, Thomas	O&M: LG Custodian	8/14/25	LMSA C, Step 1
Wetrich, Thomas	O&M: OR Custodian	8/14/25	LMSA C, Step 1
Witting, Madison	NS: EX General Help/Lead Cook	8/18/25	LMSA A+.25, Step 1

Classified Staff: Resignation

Sidosifica Staff Resignation				
Name Assignment		Dept Action	Reason	
Akili, Nadine	IC: Student Support Associate	8/5/25	Personal	
Ludwig, Maya	WE: Student Support Associate	8/1/25	Personal	
McCurren, Jean	LMHS: Student Support Associate	8/4/25	Other Employment	
Rudd, Alisha	LMHS: Student Support Associate	8/11/25	Personal	
Tennyson, Jill	WE: Paraprofessional	8/1/25	Other Employment	
Voss, Luke	NS: EX General Help/Cashier	8/7/25	Other Employment	
Wynkoop, Scott	EX: Lego League Sponsor	8/8/25	Personal	

Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Battern, Josh	EX: Asst 8 th Gr Boys Basketball	8/25/25	\$3,132.00
Beke, Cathy	OR: Lego League Sponsor	8/25/25	\$2,000.00
Croy, Bruce	LMHS: Girls Tennis Camp Coach	7/2/25	\$2,500.00
Katz, Phil	EX: Asst 8 th Gr Football Coach	8/18/25	\$3,132.00
Lovell, Tim	EX: Asst 8 th Gr Football Coach	8/8/25	\$3,132.00
Mueller, Heath	LMHS: Girls Tennis Camp Coach	7/2/25	\$1,000.00
Novak, Jenny	LMHS: Girls Tennis Camp Coach	7/2/25	\$1,000.00

702: Approval of August 4th Board Minutes - Exhibit 702.1

703: Approval of Bills/Warrants - Exhibit 703.1

704: Approval of Contracts/Agreements – Exhibits 704.1-16

- 1. City of Cedar Rapids Memorandum of Understanding for crossing guard program
- 2. McComas-Lacina Construction Change Order #10 for the performance venue
- 3. Franklin Covey professional development session with building principals
- 4. AHK Choreography independent contractor agreement-work with LM Varsity Poms
- 5. Brittney Bennett independent contractor agreement-work with LM Varsity Poms
- 6. Carey Bostain independent contractor agreement-work with LMHS Orchestra
- 7. Joshua DeVries independent contractor agreement-work with LMHS Orchestra
- 8. Tyler Hendrickson independent contractor agreement-work with LMHS Orchestra
- 9. Anna Hilty independent contractor agreement-work with LM Varsity Poms
- 10. Miera Kim independent contractor agreement-work with LMHS Orchestra
- 11. Paulette Milewski independent contractor agreement-communication workshop with Venture Academics
- 12. Alyssa Ottmar independent contractor agreement-work with LMHS Orchestra
- 13. John Schultz independent contractor agreement-work with LMHS Orchestra
- 14. United All Stars independent contractor agreement-work with LMHS Cheer Team
- 15. Austin Vawter independent contractor agreement-work with LMHS Orchestra
- 16. Rachel Walter independent contractor agreement-work with LMHS Orchestra

705: Fundraising Requests - Exhibits 705.1-4

- 1. LMHS Orchestra to sell program ads to cover guest artists and equipment
- 2. LMHS Orchestra to host Driven Coffee sales to cover clinicians, guest artists, and equipment
- 3. LMHS Athletics to host Bound online donations to cover uniforms, buses, coaches, and equipment
- 4. LMHS Athletics to host garage sale to cover uniforms, equipment, and buses

800: BOARD CALENDAR & COMMUNICATIONS

801: Board Calendar & Communications

President Lowe Lancaster highlighted several items on the calendar and shared a reminder about the November school board elections.

Date	Time	Event	Location
August 19		Professional Day	
August 20		Professional Day	
August 21		Teacher Workday	
August 21	5:30 PM	Marion City Council Meeting (Morey)	City Hall
August 22		Professional Day	
August 25		First Day of School K's (A-M) thru 9 th Grades	
August 26		First Day of School K's (N-Z) and 10 th -12 th Grades	
August 26	4:00 PM	Facilities Advisory Committee	Boardroom
Date	Time	Event	Location
September 1		No School (Labor Day)	
September 2		First Day of School Pre-K	
September 4	5:30 PM	Marion City Council Meeting (Mansoor)	City Hall
September 8	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
September 11	8:30 AM	Board Visit	Oak Ridge
September 18	8:30 AM	Finance/Audit Committee Meeting	Boardroom

Date	Time	Event	Location
September 18		High School Conferences	
September 18	5:30 PM	Marion City Council Meeting (Mansoor)	City Hall
September 22	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
September 25	11:30 AM	Board Visit	Boulder Peak
September 29		No School (Professional Day)	

802: Board Committees/Advisories

Required Board Committees/Advisories

Committee/Advisory	Board Representatives
Finance/Audit Committee (F/AC) Buchholz, Foss, Morey	
Policy Committee	Lowe Lancaster, Thomas, Walker
Career & Technical Education Advisory (CTE)	Mansoor, Morey, Thomas
School Improvement Advisory Committee (SIAC)	Lowe Lancaster, Mansoor, Morey

Additional District Committees/Advisories

Committee/Advisory	Board Representatives	
Facilities Advisory Committee	Foss, Mansoor, Morey	
Venture Academics Advisory (VAA)	Morey, Walker	
LMHS School Counselors Advisory	Mansoor, Walker	
MEDCO Community Promise Advisory	Buchholz	
Linn County Conference Board	Buchholz	
Legislative Liaisons	Foss, Thomas	

900: ADJOURNMENT

- Motion 30.08.18

MOTION by Buchholz to adjourn the meeting at 5:24 PM. Second by Mansoor. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President
Jonathan Galbraith, Board Secretary/Treasurer



BOARD OF DIRECTORS WORK SESSION MINUTES AUGUST 18, 2025

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The Linn-Mar Board of Directors work session was called to order at 5:33 PM in the boardroom of the Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Mansoor, Morey, Thomas, Walker, and Lowe Lancaster. Administration present: Kortemeyer, Galbraith, Christian, Faber, Nelson, Ramos, and Wear.

200: ADOPTION OF AGENDA

- <u>Motion 31.08.18</u>

MOTION by Mansoor to approve the agenda as presented. Second by Thomas. Voice vote, all ayes. Motion carried.

300: WORK SESSION

President Lowe Lancaster and Superintendent Kortemeyer facilitated a discussion and review of the new performance venue project.

400: ADJOURNMI	E١	١T
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- <u>Motion 32.08.18</u>

MOTION by Walker to adjourn the work session at 6:36 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President
Jonathan Galbraith, Board Secretary/Treasure

IA- Warrants Paid Listing

Criteria

Date Range:

08/14/2025 - 09/03/2025

Fiscal Year: 2024-2025

	Vendor Name	Description	Check Total
und:	GENERAL		
	CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$241,884.99
	CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL	\$9,046.86
	CENTRAL CITY COMMUNITY SCHOOL	TUITION OPEN ENROLL	\$536.52
	COLLECTION	EE LIAB-GARNISHMENTS	\$1,455.59
	COLLEGE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$33,653.66
	CONSTELLATION NEWENERGY	NATURAL GAS	\$912.83
	FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,470,731.21
	HANDS UP COMMUNICATIONS	INSTRUCTIONAL SUPPLIES	\$154.00
	INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$49,171.34
	INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$210,249.64
	INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$49,171.34
	INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$210,249.64
	INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$284,525.63
	IOWA DEPARTMENT OF EDUCATION	INTERGOVERNMENTAL	\$12,510.06
	IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$225,618.87
	IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$338,607.16
	IOWA SHARES	EE LIAB-CHARITY	\$3.00
	JOHNSTON COMMUNITY SCHOOL DIST	TUITION IN STATE	\$26,380.69
	LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$35.00
	MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2,755.00
	MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$8,388.71
	METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$416,548.12
	METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$28,130.00
	ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$82.00
	THE ARC OF EAST CENTRAL IOWA	DIF Grant - Prof Serv: Education	\$6,791.68
	TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$99,024.30
	UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$110.00
	VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$43,139.66
	WEST LIBERTY COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$4,360.56
	WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,758.19
	WEST MUSIC CO	PROF SERV: EDUCATION	\$282.27
		Fund Total:	\$4,776,268.52
und:	PHY PLANT & EQ LEVY		
	BIG RIGGER BUILDERS INC	VEHICLE REPAIR > \$2500	\$6,489.88
	SERVPRO OF CEDAR RAPIDS	CONSTRUCTION SERV	\$7,755.61
	STREFF ELECTRIC INC	CONSTRUCTION SERV	\$2,051.00
		Fund Total:	\$16,296.49
Fund:	STUDENT ACTIVITY		
	FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,726.65
	INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$28.89
	INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$123.58
	INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$28.89
	INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$123.58
	INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$158.38
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| IA- Warrants Paid Listing | Criteria | O8/14/2025 - 09/03/2025 | O8/14/2025 | O8/

Fiscal Year: 2024-2025

Vendor NameDescriptionCheck TotalIOWA PUBLIC EMPL RETIR SYSTEMEE LIAB-IPERS\$140.49IOWA PUBLIC EMPL RETIR SYSTEMER LIAB-IPERS\$210.85TREASURER ST OF IASTATE INCOME TAX WITHHOLDING\$55.60

Fund Total: \$2,596.91

Grand Total: \$4,795,161.92

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IA- Warrants Paid Listing	Data Bangai	<u>Criteria</u>
Fiscal Year: 2025-2026	Date Range:	08/14/2025 - 09/03/202
Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$28,087.01
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$497.40
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$2,126.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$497.40
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$2,126.75
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$1,121.29
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,303.07
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,955.66
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$7.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$17.80
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$911.38
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$402.03
	Fund To	otal: \$39,054.04
Fund: DEBT SERVICE UMB BANK, N.A.	OTHER PROFESSIONAL SERVICES	\$600.00
5.11.1 (1.1.1 t.	Fund To	
Fund: GENERAL	Tuliu To	otal. \$000.00
1ST AYD CORP	TRANSP. PARTS	\$136.95
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL SERVICES	\$3,833.33
ACCURATE TRANSLATION BUREAU	Professional Educational Services	\$74.25
ADVANCE AUTO PARTS	TRANSP. PARTS	\$20.08
ADVANTAGE CHIROPRACTIC	PHYSICALS	\$480.00
ADVANTAGE RECORDS MANAGEMENT	GENERAL SUPPLIES	\$99.16
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$5,416.00
ALLIANT ENERGY	ELECTRICITY	\$148,443.87
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$35.34
ARK DATA CENTERS LLC	OTHER TECH SER	\$111.82
ARNOLD MOTOR SUPPLY	REPAIR PARTS	\$163.09
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$58.35
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$198.97
ASCENDANCE TRUCKS EASTERN IOWA LLC	TRANSP. PARTS	\$1,654.44
ATLANTIC COCA-COLA	GENERAL SUPPLIES	\$334.78
BLACK HAWK ROOF CO., INC	REPAIR/MAINT SERVICE	\$264.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$29,992.80
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$350.32
CARROLL CONSTRUCTION SUPPLY	GROUNDS UPKEEP	\$868.11
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,086.55
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$1,202.62
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,132.30
CENTURYLINK	TELEPHONE	\$1,696.78
CESA # 5	GENERAL SUPPLIES	\$3,075.00
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$274.20
		\$200.00
CITY OF MARION	OTHER PROFESSIONAL SERVICES	56 20 10 10 10

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Vendor Name	Description	Check Total
COLLECTION	EE LIAB-GARNISHMENTS	\$15.00
COMMERCIAL SHADING SYSTEMS LLC	MAINTENANCE SUPPLIES	\$2,250.00
CONSTELLATION NEWENERGY	NATURAL GAS	\$817.73
CR/LC SOLID WASTE AGENCY	GROUNDS UPKEEP	\$15.00
CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	\$152.22
CRISIS PREVENTION INSTITUTE INC	DUES AND FEES	\$200.00
CROWBAR'S	GENERAL SUPPLIES	\$115.70
CROWBAR'S	TRANSP. PARTS	\$39.64
CULLIGAN	GENERAL SUPPLIES	\$6,719.60
D & K PRODUCTS	GROUNDS UPKEEP	\$81.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$61,783.68
DOUG ELSBURY	GENERAL SUPPLIES	\$404.00
DRY CLEANING PLUS	PROF SERV: EDUCATION	\$70.00
EDVOTEK	INSTRUCTIONAL SUPPLIES	\$219.78
EMSLRC	INSTRUCTIONAL SUPPLIES	\$25.50
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$636,760.84
FEDEX	INSTRUCTIONAL SUPPLIES	\$29.90
FLINN SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$1,875.99
GASWAY CO, J P	GENERAL SUPPLIES	\$316.30
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$682.23
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$781.00
GRAINGER	GENERAL SUPPLIES	\$932.16
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$3,461.63
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$1,066.00
HARRIS BRITTANY	Staff Tuition & Continue ED payment	\$4,737.79
HAWKEYE ENVIRONMENTAL	OTHER PROFESSIONAL SERVICES	\$4,955.00
HAWKEYE FIRE & SAFETY COMPANY	OTHER PROFESSIONAL SERVICES	\$2,106.40
HOWIES ATHLETIC TAPE	GENERAL SUPPLIES	\$735.72
IMON COMMUNICATIONS LLC	TELEPHONE	\$1,567.97
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$12,972.68
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$55,431.11
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$12,972.68
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$55,431.11
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$80,808.42
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$406.34
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$1,141.65
IOWA CERAMICS CENTER AND GLASS STUDIO	INSTRUCTIONAL SUPPLIES	\$430.00
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA DEPT OF ADMIN SERVICES	DUES AND FEES	\$900.00
IOWA DIVISION OF CRIMINAL INVEST	OTHER PROFESSIONAL SERVICES	\$950.00
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$959.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$69,189.13
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$103,838.74
IOWA SHARES	EE LIAB-CHARITY	\$20.00
ISBGA	OTHER PROFESSIONAL SERVICES	\$300.00

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Vendor Name	Description	Check Total
JEFFERSON HIGH SCHOOL [DUES AND FEES	\$175.00
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$405.25
JOSTENS, INC	GENERAL SUPPLIES	\$2,950.00
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$4,558.25
	COMP/TECH HARDWARE	\$3,884.80
K-12 TECHNOLOGY GROUP INC	COMPUTER SOFTWARE	\$2,500.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$1,275.00
LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	\$73.60
	TIRES AND TUBES	\$3,806.64
LINN CO-OP OIL	REPAIR PARTS	\$406.97
	REPAIR/MAINT SERVICE	\$276.66
	TAXES AND ASSESSMENT	\$2,613.00
	EE LIAB-CHARITY	\$109.00
	TRANSP. PARTS	\$113.28
	DISTRICT LIFE INSURANCE	\$2,721.00
	ER LIAB-DISTRICT DISABILITY	\$2,120.28
	RETIREE INSURANCE	(\$232.00)
	DUES AND FEES	\$175.00
WATCH HERE! EITE EITE	WATER/SEWER	\$6,856.31
	GENERAL SUPPLIES	\$895.10
WEDGO SUFFET	GENERAL SUPPLIES	\$4,545.83
	INSTRUCTIONAL SUPPLIES	\$651.66
WENANDO TOTZ	GENERAL SUPPLIES	\$959.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$241,369.85
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	(\$92.00)
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$49,996.41
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$147.19
MID AMERICAN ENERGY	NATURAL GAS	\$1,498.99
MID-AMERICAN RESEARCH CHEMICAL	GENERAL SUPPLIES	\$204.64
MIDWEST ALARM SERVICES	ELECTRICAL SUPPLY	\$436.51
	REPAIR/MAINT SERVICE	\$346.00
MIDWEST ALARM SERVICES	TRANSP. PARTS	\$1,514.57
NAPA AUTO PARTS (GPC)	PROF SERV: EDUCATION	\$8,239.00
NAVIGATE360,LLC	DUES AND FEES	\$40.00
NEIBA NORSOLV SYSTEMS ENVIRONMENTAL SERVICE		\$54.50
NORSOLV STSTEMS ENVIRONMENTAL SERVISE	GENERAL SUPPLIES	\$376.05
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$1,678.65
OFFICE EXPRESS	OTHER PROFESSIONAL SERVICES	\$355.00
ORKIN PEST CONTROL	GENERAL SUPPLIES	\$416.46
PARTS TOWN, LLC	GENERAL SUPPLIES	\$35.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$795.90
PEPPER J.W. & SON, INC	DUES AND FEES	\$1,678.80
PITNEY BOWES	GENERAL SUPPLIES	\$501.93
PITTSBURGH PAINTS	HEAT/PLUMBING SUPPLY	\$95.02
PLUMB SUPPLY CO.	GENERAL SUPPLIES	\$21.00

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Criteria **IA- Warrants Paid Listing** Date Range: 08/14/2025 - 09/03/2025 Fiscal Year: 2025-2026 Vendor Name Description Check Total PRAIRIE MUSIC ASSOCIATION **DUES AND FEES** \$175.00 PRO-ED INC. **INSTRUCTIONAL SUPPLIES** \$440.00 PROJECT LEAD THE WAY PROF SERV: EDUCATION \$2,400.00 QUILL CORPORATION **INSTRUCTIONAL SUPPLIES** \$2,829.56 RAPTOR TECHNOLOGIES LLC COMPUTER SOFTWARE \$20,654,32 RIVERSIDE TECHNOLOGIES, INC. COMPUTER SOFTWARE \$38,435,20 SADLER POWER TRAIN TRANSP, PARTS \$1,218,10 SCHOLASTIC MAGAZINE **INSTRUCTIONAL SUPPLIES** \$58.17 SCHOOL BUS SALES TRANSP. PARTS \$282.70 SCHOOL HEALTH CORP **GENERAL SUPPLIES** \$2,276,12 SCHOOL HEALTH CORP INSTRUCTIONAL SUPPLIES \$7.15 SCHULTZ STRINGS INC **EQUIPMENT REPAIR** \$586.50 SHERWIN-WILLIAMS **GENERAL SUPPLIES** \$50.69 SOURCE ONE LOGOS INSTRUCTIONAL SUPPLIES \$2,325.00 STERICYCLE INC **DUES AND FEES** \$19.45 SUN LIFE FINANCIAL EBG EE LIAB-VOL/SUN LIFE INS \$4,723,13 THE FILTER SHOP, INC MAINTENANCE SUPPLIES \$3,334.80 THE SHREDDER OTHER PROFESSIONAL SERVICES \$402.00 TRANE U.S. INC. REPAIR/MAINT SERVICE \$3,283.50 TRANSPORTANT INC **DUES AND FEES** \$54,600.00 TREASURER ST OF IA STATE INCOME TAX WITHHOLDING \$24,752.43 TRI-CITY ELECTRIC COMPANY OF IOWA EQUIPMENT >\$5,000 \$21.015.09 TYLER TECHNOLOGIES INC OTHER PROFESSIONAL SERVICES \$1,160.00 VAN METER CO **ELECTRICAL SUPPLY** \$1,149.48 **VERIZON WIRELESS TELEPHONE** \$192.25 VOYA RETIREMENT INSURANCE EE LIAB-403 (B) \$20,625.00 VOYAGER SOPRIS LEARNING INSTRUCTIONAL SUPPLIES \$15,096.00 WENDLING QUARRIES **GROUNDS UPKEEP** \$1,351.22 WEST MUSIC CO **INSTRUCTIONAL SUPPLIES** \$2,539.50 WEST MUSIC CO PROF SERV: EDUCATION \$651.73 Fund Total: \$1,915,101.76 Fund: MANAGEMENT LEVY TRUENORTH COMPANIES, LC WORKERS COMP \$50.00 Fund Total: \$50.00 Fund: NUTRITION SERVICES **FARMERS STATE BANK** EE LIAB-DIR DEP NET PAY \$10.677.34 **HOOD MELISSA** UNEARNED REVENUE \$29.80 **INTERNAL REVENUE SERVICE-9343** EE LIAB-MEDICARE \$201.81 INTERNAL REVENUE SERVICE-9343 EE LIAB-SO SEC \$862.95 **INTERNAL REVENUE SERVICE-9343** ER LIAB-MEDICARE \$201.81 INTERNAL REVENUE SERVICE-9343 **ER LIAB-SOC SEC** \$862.95 **INTERNAL REVENUE SERVICE-9343** FEDERAL INCOME TAX WITHHOLDING \$1,169.07 IOWA PUBLIC EMPL RETIR SYSTEM **EE LIAB-IPERS** \$923.76 IOWA PUBLIC EMPL RETIR SYSTEM **ER LIAB-IPERS** \$1,386.35 MADISON NATIONAL LIFE INS. CO., INC DISTRICT LIFE INSURANCE \$15.00 Printed: 09/03/2025 9:10:57 AM Report: rptIAChecksPaidListing

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Fisca	ıl Year: 2025-2026		ate italige.	00/14/2020
	Vendor Name	Description		Check Total
A on diversion of	MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY		\$34.24
	TREASURER ST OF IA	STATE INCOME TAX WITHHOLDI	NG	\$399.84
			Fund Tota	1: \$16,764.92
Fund	: PHY PLANT & EQ LEVY			
	ACCESS SYSTEMS	COMPUTER/COPIER RENT		\$12,113.55
	APPLEBY & HORN	CONSTRUCTION SERV		\$1,504.00
	CAPITAL SANITARY	EQUIPMENT >\$5,000		\$19,557.44
	CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL		\$1,187.50
	DRYSPACE INC	CONSTRUCTION SERV		\$4,151.62
	EMPOWERED PROPERTIES, LLC	FACILITY RENTAL		\$3,675.00
	JOHNSON CONTROLS	CONSTRUCTION SERV		\$15,896.27
	SCHOOL BUS SALES	VEHICLES		\$578,011.00
	STREFF ELECTRIC INC	CONSTRUCTION SERV		\$2,105.00
	STREFF ELECTRIC INC	REPAIR/MAINT SERVICE		\$955.00
	TNT TUCKPOINTING & BUILDING RESTORATION,	CONSTRUCTION SERV		\$23,154.00
	WALSH DOOR & HARDWARE	BLDG. CONST SUPPLIES		\$6,450.00
	WALSH DOOR & HARDWARE	CONSTRUCTION SERV		\$60,571.00
	WILBER MASONRY INC	CONSTRUCTION SERV		\$77,165.00
	A Value of the second		Fund Tota	l: \$806,496.38
Fund	I: PUB ED & REC LEVY			
	FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY		\$2,286.38
	INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE		\$42.80
	INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC		\$183.00
	INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE		\$42.80
	INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC		\$183.00
	INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHO	LDING	\$161.23
	IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS		\$192.45
	IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS		\$288.83
	MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE		\$2.50
	MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY		\$5.81
	METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE		\$364.41
	TREASURER ST OF IA	STATE INCOME TAX WITHHOLD	ING	\$85.85
			Fund Tota	il: \$3,839.06
Fund	1: STUDENT ACTIVITY			
	AHK CHOREOGRAPHY	PROF SERV: EDUCATION		\$2,000.00
	BB CHOREO LLC	PROF SERV: EDUCATION		\$2,000.00
	BSN SPORTS	GENERAL SUPPLIES		\$5,692.20
	CEDAR FALLS HIGH SCHOOL	DUES AND FEES		\$100.00
	CEDAR RAPIDS CORVETTE CLUB	GENERAL SUPPLIES		\$30.00
	COTTON GALLERY LTD.	GENERAL SUPPLIES		\$500.00
	CR SIGNS, INC	GENERAL SUPPLIES		\$271.00
	ELITE SPORTS	GENERAL SUPPLIES		\$991.75
	FAREWAY STORES	GENERAL SUPPLIES		\$17.98

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Vendor Name	Description	Check Total
GRECO MATTHEW	PROF SERV: EDUCATION	\$2,150.00
HENKLE NOLAN	PROF SERV: EDUCATION	\$1,000.00
HILTY ANNA	PROF SERV: EDUCATION	\$7,000.00
HUDI	DUES AND FEES	\$23,500.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$142.61
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$609.84
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$142.61
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$609.84
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$235.97
IOWA BPA	DUES AND FEES	\$30.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$523.06
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$784.99
MISSISSIPPI VALLEY CONFERENCE	DUES AND FEES	\$1,600.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$460.00
THE SIGN SPOT	GENERAL SUPPLIES	\$50.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$77.92

Fund Total:

\$57,637.62

Grand Total:

\$2,839,543.78

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Exhibit 704.1

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a s	school corporation, intends to contract with
Brenda Cerwick	, Independent Contractor ("IC"), for the
performance of certain services,	

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

1.	SERVICES TO BE PERFORMED: Hazel Point Orchestra Coaching
2.	GROUP/DEPARTMENT WORKING WITH: Linn-Mar Orchestra
3.	AMOUNT OF PAYMENT: \$30/hour x 250 hours = \$7500

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on June 10th, 2026 , which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

- 4. INDEPENDENT CONTRACTOR RELATIONSHIP: The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. PAYROLL OR EMPLOYMENT TAXES: No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7.	INSURANCE: No workers' comlimited to professional liability in IC. The IC shall comply with the respect to the IC's employment.	surance) has be workers' com	een or will be	obtained by the	district on acc	count of the
	INDEMNIFICATION: The IC soliabilities, claims, debts, taxes, of court costs, and costs of appeals independent contractor agreement taxes arising out of the IC's performer proceeding is instituted in interpret or enforce any rights unfrom the non-prevailing party, all incurred by the prevailing party,	bligations, cos s) that the dist ent or negligen ent by the IC, c formance of ser connection wit nder this agree attorney's fee	is, and expensifict may incur of the control of the	es (including reasor sustain as a read of sustain as a read of sustain as a read of suit, a listrict. If a suit, a cersy arising out of wailing party shall the witness fees, and or sustains aread of the sustains of the sus	sonable attor sult of any but he performant ny employme ction, arbitrat this agreem be entitled t	ney's fees, reach of this nce of this nt or income tion, or ent or to o recover
9.	TERM: This agreement shall beg	nin on Septem	ber 9	, 20	25	and
	shall continue in effect until _Jur			, 20 26		and , unless
12.	ASSIGNMENT: The IC acknowled to assign IC rights or delegate I without the prior written consent AMENDMENTS: This independently in writing by mutual agreements.	C duties or oblow of the district. nt contractor a	gations under greement may	this independent	contractor a	greement or revised
	GOVERNING LAW: This independent of the State					
14. E	NTTRE AGREEMENT: This is the romises, or agreements (oral or	ne entire agree otherwise) sha	ment of the pa II be of any for	arties and no otherce or effect.	er representa	tions,
This agre	eement is signed and dated this	8/29	day of _	August	, 20 <u>2</u> 2	<u> </u>
Indepen	Ident Contractor/Signature:	nd parks to	Linn-Mar	CSD Represent	ative Signa	ture:
Title:		-	Title: School	ol Board Presiden	t	
Please	return this form to the Linn	Mar CSD Bus	iness Office	– 2999 N 10 th S	St, Marion 1	A 52302
Interna		count Code:	Orchestra	Dept	•	Management of the second secon
Busines	s Office: 9.3.25 Date	Initial	E	Board Meeting: 9	.8.25	Date

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School D AMANDA DENNY	District ("District"), a school corporation, intends to contract with, Independent Contractor ("IC"), for the
performance of certain services,	
THEREFORE, IN CONSIDERATION OF FORTH HEREIN, THE PARTIES AGREE	THE MUTUAL PROMISES AND REPRESENTATIONS SET AS FOLLOWS:
1. SERVICES TO BE PERFORMED:	Oak Ridge Orchestra Coaching
2. GROUP/DEPARTMENT WORKIN	
3. AMOUNT OF PAYMENT: \$30/hor	ur x 140 hours = \$4,200
of invoice from the IC upon completion of which is the date of completion. <i>An invoice</i>	e for services should be sent to: Linn-Mar Community School District,
Attn: Accounts Payable, 2999 N 10th Street	t, Marion, IA 52302.

- 4. INDEPENDENT CONTRACTOR RELATIONSHIP: The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7.	7. INSURANCE: No workers' compensation insurance or any limited to professional liability insurance) has been or will b IC. The IC shall comply with the workers' compensation law respect to the IC's employment.	e obtained by the di	istrict on account of the
8.	8. INDEMNIFICATION: The IC shall indemnify and hold the liabilities, claims, debts, taxes, obligations, costs, and experience court costs, and costs of appeals) that the district may incurred independent contractor agreement or negligent or other wrindependent contractor agreement by the IC, or as a result taxes arising out of the IC's performance of services for the other proceeding is instituted in connection with any control interpret or enforce any rights under this agreement, the proceeding party all attorney's fees, costs, expincurred by the prevailing party, including those incurred or	nses (including reason or sustain as a restongful conduct in the of failure to pay and district. If a suit, activersy arising out of revailing party shall ert witness fees, and	onable attorney's fees, all of any breach of this he performance of this y employment or income ction, arbitration, or this agreement or to be entitled to recover
9.	9. TERM: This agreement shall begin on September 9	, 20_ 202 6	25 and
	shall continue in effect until June 4 earlier terminated by either party in accordance with Section		, unless
11	 10. TERMINATION: This agreement may be terminated by eight days written notice. Upon termination, the IC shall be computate of termination. 11. ASSIGNMENT: The IC acknowledges their services are unnot assign IC rights or delegate IC duties or obligations und without the prior written consent of the district. 12. AMENDMENTS: This independent contractor agreement in 	pensated for all work ique and personal. A der this independent	Accordingly, the IC may contractor agreement
12	only in writing by mutual agreement of the parties.	lay be supplemented	a, amenaca, or revised
13	13. GOVERNING LAW: This independent contractor agreeme pursuant to the laws of the State of Iowa.	nt shall be governed	by and construed
14	14. ENTIRE AGREEMENT: This is the entire agreement of the promises, or agreements (oral or otherwise) shall be of any	force or effect.	
This a	s agreement is signed and dated this day	of <u>September</u>	er , 20 <u>25</u>
Indep		lar CSD Represen	
Title:	e: instructor Title: S	chool Board Preside	nt
Ple	Please return this form to the Linn-Mar CSD Business Off	fice – 2999 N 10 th	St, Marion IA 52302
Inte	Internal Use Only Account Code: Orchestra	Dept	

Business Office: 9.3.25

CA

Date

Initial

Board Meeting: 9.8.25

Date

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School [Valerie Earnest	District ("District"), a school corporation, intends to contract with , Independent Contractor ("IC"), for the
performance of certain services,	
THEREFORE, IN CONSIDERATION OF FORTH HEREIN, THE PARTIES AGREE	THE MUTUAL PROMISES AND REPRESENTATIONS SET AS FOLLOWS:
1. SERVICES TO BE PERFORMED:	Novak Notes Accompanist
2. GROUP/DEPARTMENT WORKI	NG WITH: Novak Music Department
3. AMOUNT OF PAYMENT: 5400	NG WITH: Noval Music Department 0.00 (\$200.00 per semester)
Total fees for services performed under this of invoice from the IC upon completion of	is agreement will be paid by the district within 30 days after receipt all services on May 8, 2026, , e for services should be sent to: Linn-Mar Community School District
	RELATIONSHIP: The parties intend that this independent

- 4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

9.	TERM: This agreement shall begin on	September	25	, ₂₀	and
	shall continue in effect until May 8) 		, 20 <u>26</u>	, unless
	earlier terminated by either party in acc		on 11.		

- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

promises, or agreements (oral or otherwise) shall be of any force or effect.				
This agreement is signed and dated this25+h	day of <u>August</u> , 20 25			
Independent Contractor Signature: Linn-Mar CSD Representative Signature:				
Title: _ Accompanist				
Title: Accompanist	Title: School Board President			
Nease return this form to the Linn-Mar CSD Business Office — 2999 N 10 th St, Marion IA 52302				

Internal Use Only

Business Office: 9.3.25

Date Account Code: Novak Elementary

Initial Board Meeting: 9.8.25

Date

Independent Contractor Agreement

Exhibit 704.4

LINN-MAR

Community
School District

Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District	: ("District"), a school corporation, intends to contract with
Valerie Earnest	, Independent Contractor ("IC"), for the
performance of certain services,	

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

1.	SERVICES TO BE PERFORMED:	ccompanu	(1/10)	
2.	GROUP/DEPARTMENT WORKING WI	ith: Wilkins	3rd 3 4th Grade	_Choir
3.	AMOUNT OF PAYMENT:	total (\$ 200	O/semester)	

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on April 28, 2026, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.

- 4. INDEPENDENT CONTRACTOR RELATIONSHIP: The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

9.	TERM: This agreement shall begin on	September	24	, 20_25	and shall continue
	in effect until April 28	, 20 <u>26</u> ,	unless	earlier terminated	by either party in
	accordance with Section 11.				

- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

promises, or agreements (oral or otherwise) shall b	e of any force or effect.
This agreement is signed and dated this $\frac{20}{20}$ day of	August , 20 25.
Independent Contractor Signature:	Linn-Mar CSD Representative Signature:
Independent Contractor Signature: Title: Accompany	Title: School Board President

Please return this form to the Linn-Mar CSD Business Office - 3556 Winslow Rd, Marion IA 52302

Internal Use Only	Account Code: _	Wilkins Elementary
Business Office: 9.3.25 Date	Initial	Board Meeting: 9.8.25 Date

Independent Contractor Agreement



Please provide all information requested and sign page two.

Sophie Good	("District"), a school corporation, intends to contract with , Independent Contractor ("IC"), for the
performance of certain services,	
THEREFORE, IN CONSIDERATION OF THE I	MUTUAL PROMISES AND REPRESENTATIONS SET OLLOWS:
1. SERVICES TO BE PERFORMED: Chor	reographer Asst.
2. GROUP/DEPARTMENT WORKING W	ITH: LMHS Show Choir - Hi-Style
3. AMOUNT OF PAYMENT: \$2,000.00	
of invoice from the IC upon completion of all serwhich is the date of completion. <i>An invoice for selection:</i> Attn: Accounts Payable, 2999 N 10th Street, Mari	rervices should be sent to: Linn-Mar Community School District

- 4. INDEPENDENT CONTRACTOR RELATIONSHIP: The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
- 9. **TERM:** This agreement shall begin on 09/11 , 20 25 and shall continue in effect until 04/01 , 20 26 , unless earlier terminated by either party in accordance with Section 11.
- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this	10	day of	August	, 2026
Independent Contractor Signature: Sophie Hood		Linn-Mar CSD R	Representative	Signature:
Title: Choreographer	_	Title: School Boar	d President	

Please return this form to the Linn-Mar CSD Business Office - 2999 N 10th St, Marion IA 52302

Internal Use Only	Account Code: HS Acti	vity Fund - Hi-Style Show Choir
Business Office: 9.3.25	DateInitial	Board Meeting: 9.8.25 Date

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS , Linn-Mar Community Jennifer Petsche	School District ("District"), a school corporation, intends to contract with, Independent Contractor ("IC"), for the
performance of certain services,	
THEREFORE, IN CONSIDERATE FORTH HEREIN, THE PARTIES	ION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET AGREE AS FOLLOWS:
1. SERVICES TO BE PERFO	RMED: Choreographer Asst.
2. GROUP/DEPARTMENT V	WORKING WITH: LMHS Show Choir - Hi-Style
3. AMOUNT OF PAYMENT:	\$2,000.00
of invoice from the IC upon compl which is the date of completion. <i>A Attn: Accounts Payable, 2999 N 10</i>	n invoice for services should be sent to: Linn-Mar Community School Distric

- 4. INDEPENDENT CONTRACTOR RELATIONSHIP: The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
- 9. **TERM:** This agreement shall begin on 09/11 , 20 25 and shall continue in effect until 04/01 , 20 26 , unless earlier terminated by either party in accordance with Section 11.
- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this	10	day of	August	, 2026	
Independent Contractor Signature:		Linn-Mar CSD Representative Signature:			
Title: Choreographer		Title: School Boar	d President		

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

Internal Use Only	Account Code: HS Activity Fun	nd - Hi-Style Show Choir	
Business Office: 9.3.25 Date	Initial	Board Meeting: 9.8.25	Date

Independent Contractor Agreement



Please provide all information requested and sign page two.

FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROM	IISES AND REPRESENTATIONS SET
performance of certain services,	
WHEREAS , Linn-Mar Community School District ("District"), a sc Lexi Robson	chool corporation, intends to contract with, Independent Contractor ("IC"), for the

1.	SERVICES TO BE PERFORMED: Choreographer
2.	GROUP/DEPARTMENT WORKING WITH: LMHS Show Choir - Hi-Style
	AMOUNT OF PAYMENT: \$10,000.00

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on $\frac{4/1/2026}{}$, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

- 4. INDEPENDENT CONTRACTOR RELATIONSHIP: The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
- 5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
- 6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
- 9. **TERM:** This agreement shall begin on 09/11 , 20 25 and shall continue in effect until 04/01 , unless earlier terminated by either party in accordance with Section 11.
- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated th is	21	day of	August	, 2025
Independent Contractor Signature:		Linn-Mar CSD Representative Signature:		
Title: Choreographer	_	Title: School	Board President	1

Please return this form to the Linn-Mar CSD Business Office - 2999 N 10th St, Marion IA 52302

Internal Use Only	Account Code: HS Activi	ity Fund - Hi-Style Show Choir	
Business Office: 9.3.25	DateInitial	Board Meeting: 9.8.25	Date

AGREEMENT FOR STATEWIDE VOLUNTARY PRESCHOOL PROGRAM BETWEEN THE LINN-MAR COMMUNITY SCHOOL DISTRICT AND HAND IN HAND EARLY CARE AND EDUCATION CENTER

This Contract is entered into between the Linn-Mar Community School District, 3556 Winslow Road, Marion, Iowa 52302, hereinafter referred to as District, and Hand In Hand Early Care and Education Center, located at 905 Barrington Parkway, Marion, Iowa 52302, hereinafter referred to as Center.

Program

The Linn-Mar Community School District and Hand In Hand Early Care and Education Center are entering into this Contract for the purpose providing space for an educational four-year-old program. Programs will be held at both the Barrington Parkway location and 3524 35th Avenue. The Program shall consist of a half-day class providing services to students in a morning session from 8:15 a.m. to 11:15 a.m., Monday through Friday, and an afternoon session from 12:30 to 3:30 p.m., Monday thru Friday, per the agreed upon preschool calendar.

Term

The term of this Contract shall be from August 23, 2025, to June 14, 2026. The parties may renew this contract for subsequent school years upon the written agreement of the parties. Either party may terminate the contract with or without cause upon sixty (60) days written notice to the other. Notice shall be deemed to have been given if delivered or mailed to a representative of the party at the address set forth below.

Center Responsibilities

Center is an approved and licensed child development center by the Department of Human Services (DHS). Center agrees that during the term of this contract and any subsequent renewal it shall maintain such approval and licensing and will abide by all licensing requirements of DHS. If at any time Center shall no longer be DHS approved or licensed, District may terminate this Contract.

The Center agrees to provide a full-time appropriately licensed teacher and associate with program qualifications to teach in the Program. The Center shall be responsible for all cost, including salary and benefits, for the teacher. Any employee of the Center assigned to teach at the facility will remain an employee of the Center and shall not be considered an employee of the District for any purpose. District shall be entitled to supervise and observe any assigned teacher during the hours of operation of the program. District will support the Center classroom through collaboration and weekly visits to Center classroom and staff.

The Center will provide the District audit-quality documentation of expenditures allocated to Statewide Voluntary Preschool Programming. At a minimum, such documentation will be provided to the District on a quarterly basis. However, the District reserves the right to request such documentation at any time during the term of this agreement.

At the end of the agreement term (June 14, 2026), the Center will return any unused SWVPP funds to the District.

District Responsibilities

The District shall provide an approved curriculum for such class and shall provide any necessary supporting materials for the curriculum. The District's coordinator assigned to the Program shall be responsible for ensuring that the approved curriculum is taught and for overseeing the implementation of the curriculum.

The District shall be responsible for determining special education and related services categorization and placement in accordance with state and federal law and shall be responsible for any special costs or programming involved for students enrolling with an individual education plan (IEP).

District shall not be responsible for providing transportation for any students enrolled in the program. Transportation for field trips planned by the Center will be provided by the Center.

Students

Students shall be required to complete the District enrollment process in order to be enrolled in the Program and shall be subject to all of District policies, practices, and procedures. District shall be responsible for monitoring attendance requirements.

Calendar

The Program shall conduct classes according to District's school calendar for each day that classes are in session with a starting date of September 02, 2025.

School Records

District and Center shall cooperate regarding student records for students enrolled in the Program, and District shall maintain all educational records as required by law. Each party and its employees shall be responsible for maintaining the confidentiality of any education records as required by law. The parties shall furnish each other with any educational records as required by law. The parties will furnish each other with any necessary documentation needed to comply with each party's federal and state standards, regulations, and requirements, including, but not limited to, free and reduced lunch applications, enrollment reports, and attendance reports.

Financial Arrangements

The Center agrees not to charge tuition or fees for the District instructional portion of the day for any four-year-old who is receiving child care services.

Equipment and materials purchased with the Statewide Voluntary Preschool Program Funds are the property of the district. The District will provide subscriptions to Teaching Strategies GOLD for use by the Center.

Hand In Hand Early Care and Education Center will invoice Linn-Mar Community School District on a monthly basis, stating a per pupil cost. Hand In Hand can be reimbursed for up to 72 children, (based on the October 1, 2024, enrollment data) but not to exceed 20 students per session per IQPPS Guidelines. Linn-Mar Community School District will make payments within 30 days after receipt of Hand in Hand Early Care and Education Center invoice. This is based on the nine months from September to May.

The monthly per pupil cost at which Linn-Mar Community Schools will pay Hand In Hand Early Care and Education Center is \$418.44. For this agreement, the total annual distribution to Hand in Hand will not exceed \$271,149.12.

Representatives

The contact person for each party shall be as follows:

District: Anne Faber, Executive Director of Student Services

Center: Kathy Kolthoff, Director, Hand in Hand Early Care and Education Center

Amendment of Contract

This contract may not be modified, changed, or varied, except by a written instrument signed by the parties. This Contract shall not be assigned by either party unless the other party agrees to assignment in writing.

The foregoing terms are agreed to, and accepted by, Linn-Mar Community School District and Hand in Hand Early Care and Education Center.

Hand in Hand Early Care and Education Center	Linn-Mar Community School District	
Kathy Kolphoff Date 8/20/25	Anne Faber	Date
Director	Executive Director of Student Services	
	Amy Kortemeyer Superintendent	Date
	Katie Lowe Lancaster Board President	Date



Advertising Contract

It is agreed between the Linn-Mar Community School District ("School District") and Varsity Group Marketing ("Varsity Group") as follows:

WHEREAS, the parties entered into an agreement effective February 7, 2022, which set forth the provisions for renewing the advertising program administered by Varsity Group at the Linn-Mar High School athletic facilities, which for purpose of this agreement includes the stadium and gymnasium ("Facilities");

WHEREAS, the School District authorized Varsity Group to sell advertising space at the Facilities;

WHEREAS, Varsity Group furnished to Linn-Mar High School one (1) 6mm 168 x 420 LED sign for the purpose of presenting advertising in the gymnasium;

WHEREAS, the parties share revenue collected from the sale of advertising space at the Facilities;

WHEREAS, the parties wish to continue the advertising program;

The following terms and conditions apply:

Advertising Equipment, Services and Responsibilities

- 1. Varsity Group shall be the sole vendor authorized by the School District to sell advertising space at its Facilities, as defined herein, except for displays administered by the School District, which shall include advertising by the School District's athletic training provider.
- 2. Varsity Group shall handle all communication and other activity with advertisers, including but not limited to, negotiations, executing written agreements, obtaining artwork, issuing invoices and collections.
- 3. The advertising sold by Varsity Group shall be presented on the following equipment at Linn-Mar High School:

Stadium

Daktronics LED video display, which is the property of the School District.

Resolution:

16mm

Pixel matrix:

Height – 312

Width - 552

Dimensions of viewable area: Height—16 feet 10 inches

Width-31 feet 6 inches

Gymnasium

LED sign mounted below the score board, which is the property of Varsity Group.

Equipment:

6mm LED

Pixel matrix:

Height - 168

Width - 420

Dimensions of viewable area:

Height—39.4 inches

Width— 98.4 inches

4. Varsity Group shall design and program advertising content to be presented at the Facilities. The LED signs each have the capacity to display up to 30 advertisers, rotating on 15-second intervals. The advertising sold by Varsity Group will be "still" graphics and will not include video and/or sound.

(Page 1 of 3)

Varsity Group Marketing

Advertising Contract

- 5. Varsity Group shall perform any necessary maintenance and/or repair for the 6mm LED sign in the gymnasium to ensure it is in proper working order throughout the term of this contract. The School District shall be responsible for maintaining the Daktronics LED display at the stadium in proper working order.
- 6. Advertising presented at the *Facilities* shall conform to *School District* policies on advertising. The *Facilities* are part of a pre-kindergarten through twelfth grade educational program. Therefore, all advertising must be tasteful, must not advertise products or services that are illegal for minors, and must not convey political or religious messages. The advertising shall not contain or display anything that is obscene, profane, vulgar, defamatory, abusive, or is otherwise not suitable for minors.

The *School District* is not creating a public forum for messages, and the *School District* retains its authority to determine what products and services are appropriate to advertise on the premises of a public school corporation. Any advertiser and the content of its message shall be subject to the approval of the *School District*, which may be withheld at its sole discretion and for any reason.

- 7. The *School District* agrees to operate the advertising equipment and present the advertising secured by *Varsity Group* during all school-sponsored athletic events at the *Facilities*. The advertising also may be presented at other events under the control and jurisdiction of the *School District* if deemed desirable by the *School District* administration, in its sole discretion.
- 8. During events at the stadium, the Daktronics LED display may be used to present school-related messages, game data, photos, statistics, graphics, videos, etc. All such content will be coordinated by *School District* personnel or vendor(s) engaged by the *School District*. The amount of such content shall be at the sole discretion of the *School District*. When such content is not being shown, the LED display will feature the advertising sold by *Varsity Group*.

Term

9. The term of this contract shall end June 1, 2026, with the *School District* having the option to renew. This contract shall automatically renew for successive one-year terms unless the *School District* or *Varsity Group* gives notice to the other at least sixty (60) days in advance of the start of the new one-year term that it is not renewing this contract.

Allocation of Advertising Revenue

- 10. For each year of this contract, *Varsity Group* shall allocate to the *School District* an amount equal to fifty percent (50%) of the revenue collected, subject to the provisions below:
 - a) An amount equal to fifty percent (50%) of the cost to design and program new advertising content shall be deducted from the revenue allocated to the *School District* and retained by *Varsity Group*.
 - b) An amount equal to fifty percent (50%) of the cost for maintenance and/or repair of the LED sign in the gymnasium shall be deducted from the revenue allocated to the *School District* and retained by *Varsity Group*.

Varsity Group Marketing

Advertising Contract

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11. *Varsity Group* will make payments to the *School District* on or about May 31 of each year, representing the *School District*'s share of revenue collected for advertising displayed during that school year. *Varsity Group* will provide to the *School District* an annual accounting of advertisers, revenue collected and costs associated with the advertising program.

The parties sign this contract, effective the day or	f2025.
Varsity Group Marketing	
By Scott Hale scooter@varsitygrp.com	Date 8/28/25
Address P.O. Box 7853, Urbandale, IA 50323	Phone <u>515-967-5500</u>
Linn-Mar Community School District	
Ву	Date
Print Name Katie Lowe Lancaster	Title School Board President
Contact Name Jon Galbraith	Title CFO / COO & Board Treasurer
District Office Address 2999 North Tenth Street, Marion, IA	52302
Phone <u>319-447-3008</u>	e-mail jon.galbraith@linnmar.k12.ia.us
Contact Name Chris Fechner	Title Athletic Director
High School Address 3111 North Tenth Street, Marion, IA	52302
High School Phone <u>319-447-3061</u>	e-mail <u>chris.fechner@linnmar.k12.ia.us</u>



School Safety Maps Add-On Build

Work Authorization #267871 - LMCSDIA

August 26, 2025

Geo-Comm, Inc. EIN # 41-1811590

1100 West St. Germain Street, Suite 300

St. Cloud, MN 56301 Phone: (320) 240-0040 www.geocomm.com District Contact: Nick Martens, Computer Tech, Linn-Mar Community School District, IA

3556 Winslow Road Marion, Iowa 52302 **Phone: (319) 447-3123**

Email: nick.martens@linnmar.k12.ia.us

Scope of Work

Upon execution of Agreement, GeoComm will provide services to build an indoor map of two (2) additional buildings, as described in Exhibit B – Scope of Work.

Pricing and Payment Terms

Customer will pay GeoComm \$1,800 plus applicable sales taxes* as further described in Exhibit A - Pricing. Customer agrees to pay GeoComm \$1,800 invoiced net 30 on contract signing.

Customer Authorization	
Signature	
Print Name	Katie Lowe Lancaster, Board President
Purchase Order # (if required)	
Date	

Contract #267871 - LMCSDIA Page 1 of 6

Exhibit A - Pricing

GeoComm School Safety Solution

Description	Total
GeoComm School Safety Map Build – One-time service for two (2) additional buildings for Linn-Mar CSD	\$1,800.00
Contract Total:	\$1,800.00

Notes: Customer is responsible for providing digital floor plan resources for Linn-Mar Community School District's two new buildings. Customer will be provided with an opportunity to review and accept final indoor builds before project completion.

Contract #267871 - LMCSDIA Page 2 of 6

Exhibit B - Scope of Work

GeoComm will complete the following tasks to build an indoor map of two (2) new buildings, located at 2999 10th St., Marion, IA 52302, and 3556 Winslow Rd., Marion, IA 52302. Final map build will be incorporated with indoor maps previously developed for Customer under contract #118743, signed August 6, 2024:

- Project Implementation Meeting
- Data Collection
- Map Build and Delivery

Project Implementation Meeting

The GeoComm project manager will contact Customer's primary contact to schedule the project implementation meeting. During the meeting, GeoComm will review the project deliverables and timeline, and review customer responsibilities to ensure a successful project.

Data Collection

GeoComm uses a secure data collection of floor plans to be used for data conversion. Through the secure system, customers upload files for each floor of each building to be converted into a School Map.

GeoComm will provide customer with usernames and passwords. In addition, instructions for data upload procedures and access to instructional videos will be provided.

Map Build and Delivery

Files suitable for conversion will be converted into an indoor map. Specific requirements for suitable source files are described in Exhibit C - Customer Responsibilities.

Maps will be attributed with room number or name and public safety points of interest based on provided source files. All maps will undergo quality control processes to ensure the accuracy and utility of the data before they are delivered to Customer and published to the Public Safety Content Library.

Upon Map Build completion, Maps will be made available in the Map Viewer and Map Data Manager. In addition, Maps will be published to the Public Safety Content Library to be accessible via the Indoor Maps API in a GeoJSON or Vector Tile format.

Upon request from Customer, indoor maps can be delivered in MMPK, file geodatabase, and PDF formats. When a PDF is exported for printing, the scale of the display will be based on the extent of the facility footprint. A PDF export of a complete site map is not included in this agreement.

Contract #267871 - LMCSDIA Page 3 of 6

Exhibit C – Customer Responsibilities

Customer is responsible for satisfying the following project requirements. To ensure the project stays on time and within budget, it is critical Customer satisfies requirements in a timely manner.

General Project Requirements

- Provide pertinent project information and documentation as requested, including a specific list of buildings on each campus
- Assign a project coordinator who will be available for communication throughout the project and can assist lining up customer resources and activities
- Review, understand, and agree to the Indoor Maps terms of service found here: https://indoor.content.geocomm.cloud/termsofservice
- Upon project completion, sign project completion certificate attesting:
 - o Indoor map builds are accepted as built.
 - o All deliverables agreed to have been satisfied.

Source File Data Requirements

Provide digital source files meeting the following minimum requirements for each level to be included in the final build. Examples of acceptable and unacceptable source materials are provided below. If the image or source file is not suitable for processing, it will be returned. GeoComm may require a new or updated source file before the project commences.

- DWG or other AutoCAD based file
 - CAD drawings must include all levels and features to be included in the final build
 - A CAD World File or Projection information should be provided.
 - If one does not exist, the CAD DWG will be georeferenced to the best available aerial imagery for the building.
 - PDF files created from AutoCAD or other engineering software which are drawn to scale and show all building lines/features to be digitized.

Digital source files must include the following if Customer wishes for them to be included in the final map build. Absence of these labels will not inhibit the map build and they may be added later via the Map Data Manager. No label will be populated if labels are absent in resources.

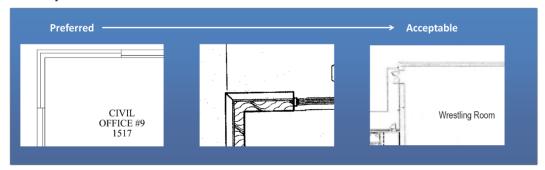
- Labels for rooms and exits
- Locations and Labels of public safety features, such as AEDs, fire extinguishers, etc.

For all resources provided to GeoComm, the customer represents that they own and/or have a royalty-free, perpetual, irrevocable, worldwide, non-exclusive right and license to use, license, reproduce, modify, adapt, publish, translate, create derivative works from, and distribute.

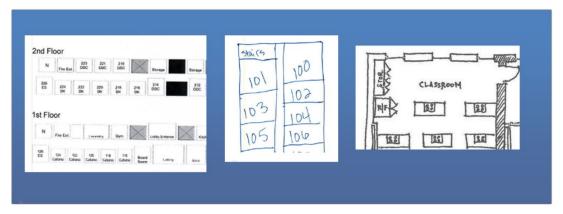
Contract #267871 - LMCSDIA Page 4 of 6

Examples of Acceptable and Unacceptable Source Materials

Acceptable Source Materials



Unacceptable Source Materials



Contract #267871 - LMCSDIA Page 5 of 6

Upon project completion, GeoComm will provide the following deliverables:

General Project Deliverables

- General project support
- Project schedule
- Regular status reports and conference calls
- GeoComm School Safety School Map Build service for Linn-Mar Community School District's Academic Excellence Center, located at 2999 10th St., Marion, IA 52302, and the Educational Leadership Center, located at 3556 Winslow Rd., Marion, IA 52302.

Map Data Deliverables

GeoComm is committed to developing indoor maps of all buildings on the school grounds of the facilities listed below. Maps will include the following layers and points of interest:

Layers

- Sites (polygon)
- Facilities (polygon)
- Levels (polygon)

- - Rooms (Polygon)

Walls (line)

Points of Interest (Point)

Points of Interest

- **AEDs**
- **Electrical Shutoff**
- Elevators
- Emergency Exits, with labels if available
- Exterior Entrance Locations, with labels if available
- Fire Alarm Control Panels
- Fire Department Connections (FDCs)
- Fire Extinguishers
- Fire Hydrant
- Fire Risers

- First Aid Kits
- Gas Main
- **Hazardous Material Storage Locations**
- Key Box
- **Keycard Readers**
- Restrooms
- **Roof Access Points**
- **Security Camera Locations**
- Stairs



Venue Name:

Alliant Energy PowerHouse

370 1st Ave NE Cedar Rapids, IA 52401 319.398.5211

Linn-Mar High School Graduation

May 24, 2026

May 30, 2027

May 28, 2028

This Agreement, entered into 09/09/25 by and between the Alliant Energy PowerHouse, managed by VenuWorks of Cedar Rapids, LLC, an independent contractor retained by City of Cedar Rapids (**OWNER**) to manage the Alliant Energy PowerHouse, hereinafter referred to as "**VENUE**" and:

Linn-Mar Community School District

Attention: Abbie Parker

E-Mail: abbie.parker@linnmar.k12.ia.us

Phone: 319-447-3044

Hereinafter referred to as "CLIENT."

DEFINITIONS

VENUE shall mean the duly appointed manager of the Alliant Energy PowerHouse, VenuWorks of Cedar Rapids, LLC, 370 1st Ave NE, Cedar Rapids, IA 52401. 319.398.5211

Concessions shall mean the sale of food, beverages and souvenir or novelty items through concession points of sale, either fixed or portable, to Event attendees.

Event means Linn-Mar Graduation and all related activities.

Gross Ticket Sales means the total ticket sales less any applicable federal, state and local admission taxes and facility fee, when applicable.

Term means the period of this Agreement as set forth below under "term".

SCOPE OF USE

CLIENT warrants that said use is for the following and no other purpose:

Linn-Mar Graduation

Spaces utilized for the above stated purpose will be as follows: Alliant Energy PowerHouse and all contiguous spaces not including the hotel or convention center.



TERM

The Term shall commence on 05/24/26

Event day(s) are: 05/24/26

Move-in and Move-out days are: 05/24/26 1:00pm and 6:00pm

Move out is immediately following event.

The Term shall commence on 05/30/27

Event dav(s) are: 05/30/27

Move-in and Move-out days are: 05/30/27 1:00pm and 6:00pm

Move out is immediately following event.

The Term shall commence on 05/28/28

Event day(s) are: 05/28/28

Move-in and Move-out days are: 05/28/28 1:00pm and 6:00pm

Move out is immediately following event.

PAYMENT

In consideration for the license to use the **VENUE** as provided in this Agreement, **CLIENT** shall pay to **VENUE** a facility rental fee of \$3,000 per year.

CLIENT agrees to pay all reimbursable expenses required for the completion of this event also including but not limited to the cost of ushers, ticket scanners, ticket sellers, crowd control, security, police, fire, guest event medical, barricade, phone/internet, forklifts, permits, advertising, cleanup/conversion, stagehands, runners, sound, lights, towels, catering, spotlights, and outside rentals.

CLIENT is required to provide, on demand of **VENUE**, documentation of qualification for NON-PROFIT status as it may relate to this **VENUE** Agreement.

Upon **CLIENT** request and upon receipt of specific event information supplied by **CLIENT**, **VENUE** will provide an event cost estimate. This cost estimate is a good faith attempt to identify event costs. However, an event cost estimate is not a price quotation, and **CLIENT** is responsible to **VENUE** for full payment of the actual costs billed to the event.

SECURITY DEPOSIT

CLIENT agrees to pay **VENUE** a non-refundable deposit of \$2,500 within 120 days of each event day annually.

ADDITIONAL DEPOSIT PAYMENTS

It is expressly understood that **VENUE** prior to **CLIENT'S** Event, may require additional deposit payment(s) to satisfy **CLIENT'S** obligations under this Agreement. If **CLIENT** fails to meet this requirement, **VENUE**, at its sole option, may terminate this Agreement, and **CLIENT** shall forfeit, as liquidated damages, the Security Deposit as set forth above.

Make checks payable to: Alliant Energy PowerHouse

370 1st Ave NE

Cedar Rapids, IA 52401



BOX OFFICE SERVICES

VENUE provides comprehensive box office services for ticketed events through the Ticketmaster system. Prior to making any public announcements, **CLIENT** must contact the Box Office Manager to make all arrangements for setting the event up on the Ticketmaster system, ticket pricing, discounts, pre-sale and public on sale dates.

<u>VENUE requires that all advertised ticket prices be inclusive of all fees and taxes</u>. Such fee and tax inclusion should be noted in all advertising materials. A net ticket price will be determined for settlement purposes and tax and fees will be added on to arrive at the advertised price. All tickets for events at the **VENUE** will be subject to a \$3.00 per ticket charge as a Facility Maintenance Surcharge. This facility fee belongs to **VENUE** and is not part of the gross sales of this event(s).

BOX OFFICE CHARGES

CLIENT shall pay the greater of 4% of gross receipts, after tax, capped at \$2,000.00 for box office services and ticket printing. **CLIENT** may receive up to 200 complimentary tickets for each performance at no charge. Complimentary tickets printed in excess of 200 will be charged the full \$3.00 Facility Maintenance Surcharge.

CLIENT agrees to provide **VENUE** with 1% of seating manifest, capped at 60, COMPLIMENTARY TICKETS for each performance covered by this Agreement at no charge.

CLIENT agrees to pay **VENUE** for credit card surcharges on ticket purchases only at the primary box office at 4% of ticket face value.

CLIENT agrees that VIP boxes in the **VENUE** are not manifested for the performances covered by this Agreement. **CLIENT** further acknowledges that **VENUE** may place an additional surcharge on some or all pre-licensed "higher-end" seats in sections 103 and 110 to cover fulfillment of food and beverage amenities.

TAXES AND SURCHARGES

The tickets sold will bear the following taxes and surcharges:

6%	State of Iowa	Sales Tax
1%	City of Cedar Rapids	Sales Tax
7%	Total Sales Tax	

NOVELTIES AND CONCESSIONS

VENUE retains 100% exclusive rights to sell program books, novelties, and souvenirs which directly relate to event.

VENUE will receive the following commissions on all novelties sales, net of taxes: electronic items/recorded media: 10%; soft goods: 20% Artist/Client sells or 25% **VENUE** sells. All revenues net of payment of the commission shall belong to **CLIENT**.

The **VENUE** reserves the right to operate and receive the income from concessions sold at the Event. Such concessions shall include, but not be limited to, the dispensing or sale of food and alcoholic/non-alcoholic beverages.



INSURANCE REQUIREMENTS AND CLIENT'S INDEMNIFICATION.

CLIENT must be named as the Insured on all Certificates of Insurance provided to **VENUE.**

CLIENT shall for the term of this Agreement, including move-in, rehearsals and move-out, shall have and maintain in full force and effect a policy or policies of **General Liability Insurance**, (including, but not limited to, coverage for Fire, Legal Liability, Products/Completed Operations, Contractual Liability for obligations assumed under this Agreement, and for liability arising out of the operation of Subcontractors) and of **Automobile Liability** (including, but not limited to, coverage for liability arising out of Owned, Non-Owned, and Hired vehicles) in such form as will provide complete coverage and protection from and against claims, actions or lawsuits for damages because of bodily injury and/or death to any person; and from and against claims, actions or lawsuits for damages to property, any and all of which may or might arise out of or result from the **CLIENT'S** operations or occupancy under this Agreement, whether such operations be by **CLIENT** or by any subcontractor of anyone else directly or indirectly employed or hired by either of them. Policy shall be written with a bona fide ADMITTED insurance company licensed to do business in the state of Iowa and shall not be a SURPLUS LINES COMPANY. The company must have a **BEST** rating greater than **A-VII** (7).

CLIENT further agrees to make certain that the aforementioned liability insurance policy or policies which it procures and maintains in compliance with the requirements of this Agreement shall be separately and specifically endorsed so as to provide that the State of Iowa, VenuWorks of Cedar Rapids, LLC; City of Cedar Rapids; City of Cedar Rapids DBA Doubletree by Hilton Cedar Rapids Convention Complex; VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein, is an **Additional Insured** as to all Comprehensive General Liability, Comprehensive Automobile Liability, and Umbrella Excess Liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits of liability:

Comprehensive General Liability:

\$2,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence and in the aggregate.

Comprehensive Automobile Liability:

\$1,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence.

Worker's Compensation:

CLIENT further agrees to have and maintain in full force and effect during its occupancy under this Agreement a policy or policies of worker's compensation and employer's liability insurance which provide it with complete coverage and protection from and against claims, actions or lawsuits brought under or pursuant to worker's compensation, employer's liability or other employee benefits acts.

Such insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of one million dollars (\$1,000,000.00). Worker's Compensation coverage must include employees, subcontractors and volunteers.

Such policies shall further be endorsed so as to provide a **thirty (30)** day written notice of cancellation to **VENUE**, and **CLIENT** shall secure and provide **VENUE** with a Certificate of Insurance on a form approved by **VENUE**, which shall demonstrate compliance by **CLIENT** with these insurance requirements.

The **CLIENT** shall defend, indemnify and hold harmless the **VENUE** and its agents and employees from and against all claims, damages, losses and expenses, including attorneys' fees arising out of or resulting from the acts, errors, omissions, conduct or operations of the **CLIENT**, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property, including the loss of use resulting there-

from, and (2) is caused or is claimed or alleged to have been caused, in whole or in part, by negligent act, error, omission, conduct or operation of the CLIENT, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, or (3) is abused or is claimed to have been caused, in whole or in part, by any product sold or service rendered by the **CLIENT**, its agents, employees, or subcontractors.

In any and all claims against the **VENUE** or any of its agents or employees by any employee of the CLIENT, any subcontractor, anyone directly or indirectly employed for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by the limitations on the amount or type of damages, compensation or benefits payable by or for the **CLIENT** or any subcontractor under Workman's Compensation Acts, Disability Benefit Acts, or other Employee Benefits Acts.

The **VENUE** and **CLIENT** hereby waive all rights against each other for any loss or damage caused by fire, extended coverage perils and vandalism, and which loss or damage is covered and compensated by insurance.

A Certificate of Insurance form indicating the coverage noted above must be completed and delivered to the **VENUE** not later than the earlier of Ticket On-Sale date or thirty (30) days prior to the date of initial occupancy hereunder or **CLIENT** shall forfeit its rights under this Agreement.

PLACE OF SUIT/CHOICE OF LAW

This Agreement is executed in the City of Cedar Rapids, State of Iowa, and shall be governed by, construed and enforced in accordance with the laws of the State of Iowa Any action at law, suit in equity, or other judicial proceedings for the enforcement of the Agreement or any provision thereof shall be instituted in any court of competent jurisdiction in the County of Linn, State of Iowa.

ADDITIONAL COVENANTS AND AGREEMENTS

Per law, the **VENUE** is a smoke-free environment that is enforced in all areas of **VENUE** buildings and grounds.

ana groc	311431				
Attachm	ents hereby incorporated	as part of this Agreement:			
⊠ Tei	rms and Conditions	⊠ Fa	cility Rental Packet		
⊠ Tic	ket Office Rider				
	All conditions and regulations set forth on the attached documents are hereby incorporated as a part of this Agreement.				
For VI	ENUE:	For CL I	IENT:		
Ву:	Darren Stearns	_	Ву:		
	Executive Director		Print Name: Katie Lowe Lancaster		
			Title: Board President		
Date:		Date:			



Venue Name: Alliant Energy PowerHouse

(For the purpose of these Terms and Conditions, "VENUE" shall mean the Alliant Energy PowerHouse, managed by VenuWorks of Cedar Rapids, LLC, an independent contractor retained by City of Cedar Rapids, to manage the Alliant Energy PowerHouse.)

1.0 BUILDING CONTROL

- **1.1 CONTROL OF FACILITY:** In occupying the building, property and/or grounds at VENUE, the CLIENT understands that VENUE does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules and regulations.
- **1.2 RIGHT OF ENTRY:** Duly authorized representatives of VENUE may enter and/or be present within the VENUE premises, including those areas to be used for the event described herein at any time and on any occasion without any restrictions whatsoever. All facilities, including the area which is the subject of this permit, and all parking areas shall at all times be under the charge and control of VENUE.
- **1.3 NON-EXCLUSIVE RIGHT:** VENUE shall retain the right to use any portion of the facility not covered by this Agreement. VENUE also retains the right to re-enter or use any portion of its facility which becomes vacant for sufficient time to warrant doing so. VENUE shall retain the proceeds from all such actions.
- **1.4 INTERRUPTION OR TERMINATION OF EVENT:** VENUE shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause, the termination of such performance when, in the sole judgment of VENUE, such act is necessary in the interest of public safety.
- **1.5 EVACUATION OF FACILITY:** Should it become necessary in the judgment of VENUE to evacuate the premises because of a bomb threat or for other reasons of public safety, the CLIENT will retain possession of the premises for a sufficient time to complete presentation of activity without additional rental charge providing such time does not interfere with another building commitment. If it is not possible to complete presentation of the activity, VENUE charges shall be forfeited, prorated, or adjusted at the discretion of the VENUE based on the situation, and the CLIENT hereby waives any claim for damages or compensation from the VENUE.
- 1.6 DEFACEMENT OF VENUE FACILITY: CLIENT shall not alter, add to, deface, repair and/or change facilities and grounds in any manner whatsoever, except with the prior written consent of VENUE. The facilities and grounds shall be maintained and vacated, as and when required, in as good condition as they were upon entry of CLIENT therein, reasonable wear and tear excepted. If VENUE and CLIENT agree to alter any VENUE facilities in any way, CLIENT shall be solely responsible for the cost of restoration.
- 1.7 DAMAGES: CLIENT agrees to pay upon demand for all damage and/or injury done to VENUE facilities and personnel by CLIENT, by CLIENT'S associated staff and crew, by CLIENT'S artist(s) and client(s), and by CLIENT'S patrons. VENUE reserves the right to retain and apply the deposit and box office receipts (if deposit is not sufficient) for such damage and/or injury, notice thereof having been given to CLIENT. VENUE will provide detailed billing and accounting to CLIENT when needed restoration or replacement of damaged items is completed; or, in the case of injuries to personnel, when the total cost associated with the injury is compiled.
- **1.8 LOST ARTICLES:** VENUE shall have the sole right to collect and have the custody of articles left in the premises by persons attending any performance, exhibition, or entertainment given or held in the premises, and the CLIENT or any person in the



CLIENT'S employ shall not interfere with the collection or custody of such articles

- 1.9 ANNOUNCEMENTS: VENUE reserves the right to make announcements or display signage during the period of this Agreement, which would relate to future attractions and commercial messages. VENUE is also entitled to make such announcements as VENUE may deem necessary at any time in the interest of public safety. CLIENT agrees that it will cooperate and will cause its agents and performers to cooperate with the delivery of such announcements for public safety, including, but not limited to, announcements to require patrons to return to their seats, and/or No Smoking announcements. VENUE reserves the right to display posters, banners and announcements, and to distribute literature concerning any activity it deems worthy.
- **1.10 SIGNS AND POSTERS:** CLIENT will not post or allow to be posted any signs, cards, banners or posters except upon such display areas as VENUE may provide or designate. Use of such areas is a non-exclusive right. All material is subject to approval by VENUE. By such approval, however, VENUE does not accept any responsibility in any manner for content. VENUE will remove any unauthorized signs at the CLIENT'S expense.
- **1.11 OPEN HOURS:** Doors shall be opened for event in accordance with advertised times, VENUE policy, and State Law.
- 1.12 INTERMISSIONS: CLIENT agrees that every public performance, which is not staged within a single hour, will have an intermission period of not less than ten (10) minutes, excepting religious services or other engagements specifically excluded. VENUE reserves the right to assess a fee in advance, or a penalty after the fact, if an intermission is not held due to an act or omission of CLIENT, CLIENT'S associated staff, crew, artists, clients, or guests.
- **1.13 OBJECTIONABLE PERSONS:** VENUE reserves the right to refuse admission to, eject, or cause to be ejected from the premises any objectionable person or persons; and neither the VENUE nor any of its officers, agents, or employees shall be liable to CLIENT for any damages that may be sustained by CLIENT through the exercise by VENUE of such right.
- **1.14 SECURITY:** VENUE will exercise all reasonable care to safeguard property of the CLIENT while in the facilities. However, VENUE shall assume no responsibility whatsoever for any property placed in VENUE facilities and is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of VENUE facilities or any part thereof under this agreement. All security or other protective service(s) desired by CLIENT must be arranged for and by special agreement with VENUE.
- **1.15 MIXER/CONTROL SEATS**: VENUE reserves the right to hold 112 seats until the day of the performance for the use of a mixer board(s) for a sound or a light system. The seats will be released for sale after it has been confirmed by VENUE management that these seats shall not be needed for mixing.
- 1.16 OTHER USE OF BUILDING: VENUE reserves the right to rent other parts of the VENUE at the same time as the rental of the designated space(s) to CLIENT and VENUE reserves the use of the lobbies, hallways, vestibules, ticket office, lounges, and other public rooms and facilities as VENUE deems fit, provided that such use does not unreasonably interfere with use of the premises by the CLIENT. CLIENT has no right to enter or use the areas in the building comprising the administrative offices of VENUE, the mechanical rooms, the ticket office, or any other areas except as designated by VENUE.



2.0 SERVICES PROVIDED

- **2.1 HEAT, LIGHT, UTILITIES:** During the period of this agreement, VENUE will provide ventilation, air conditioning or heat, and overhead lighting for ordinary use, subject to a utility charge as outlined in the Schedule of User Fees in force on the date of the event. VENUE will provide, at its expense and at its discretion, continuous cleaning of corridors, public lobbies, and restrooms with necessary equipment, materials, supplies, labor and supervision.
- **2.2 ADDITIONAL SPACE:** Available dressing rooms, office space and storage space will be provided by VENUE at the sole discretion of VENUE, at no cost to CLIENT. All other services or conditions will be at the expense of CLIENT.
- **2.3 ADDITIONAL SERVICES AND STAFFING:** All labor and services not specifically mentioned above (see Services Provided), but required for the execution of CLIENT'S event shall be secured by VENUE and be considered reimbursable costs payable to the VENUE by the CLIENT, according to rates set down in the Schedule of User Fees in force on the date of the event. Such services shall include, but are not limited to, those performed by technicians, laborers, security guards, ushers, house manager, traffic personnel, paramedics, stage manager, technical director, house electricians and cashiers.
 - 2.3.1In cases of special custodial services necessitated by an event, CLIENT shall pay costs of these services as a reimbursable expense to VENUE. VENUE retains the right to determine the appropriate number of personnel necessary to properly serve and protect the public. All personnel provided by the VENUE shall remain employees of the VENUE and will be under direct VENUE staff supervision.
- 2.4 CONTRACT SERVICES: VENUE reserves the exclusive right to furnish, install, or provide electricity, gas, water, waste water, compressed air and steam services. Such services shall be provided on written order at the then prevailing published rates for such services. CLIENT may contract with persons approved by VENUE for services not available from VENUE.
- **2.5 CATERING:** All catering must be performed by VENUE's in-house caterer unless agreement to the contrary is reached in writing no fewer than ten (10) days prior to the event.

3.0 EVENT REQUIREMENTS

- **3.1 TALENT CONTRACT:** The CLIENT certifies and attests that CLIENT has a valid, properly executed and compatible contract with the performer(s) whose services form the basis for the desire to rent the facility. The CLIENT shall submit to VENUE upon demand a copy of said contract with the performer(s).
- **3.2 PRODUCTION REQUIREMENTS:** CLIENT agrees to furnish VENUE with detailed production and house requirements and/or information for CLIENT's use of space(s) no later than four (4) weeks prior to the beginning of the use period. The intent of the foregoing is to enable both parties of this contract to anticipate and work out in advance any problems that might/can occur relating to CLIENT's use of space(s). VENUE requires advance information in order to schedule the appropriate personnel and equipment for CLIENT's use of space(s) and to compile expense estimates.
- **3.3 EQUIPMENT AND UTILITIES:** VENUE will provide equipment and utilities presently owned by VENUE at CLIENT's expense as listed in the Schedule of User Fees. Additional equipment or utilities required shall be provided and paid for by CLIENT. VENUE reserves the right to operate/control all equipment and utilities used for CLIENT's event.
- **3.4 CLIENT PROVIDED EQUIPMENT:** CLIENT warrants that all equipment brought into VENUE shall be in good working order and meet applicable safety regulations. CLIENT

accepts responsibility for proper and safe operation, supervision and guarding of its equipment.

- **3.5 PRODUCTION CONSULTING:** VENUE will provide a reasonable amount of complimentary production consulting; however, a charge will be levied for any excessive demands placed upon VENUE employees.
- **3.6 SCHEDULE:** VENUE agrees that all load-ins, set-ups, take-downs, load-outs, and any other work calls shall be scheduled at times specified by VENUE unless CLIENT has specific schedule obligations from other contract agreements that may pertain to CLIENT's use of VENUE. In the absence of any such obligations and/or waivers, all take-downs and load-outs shall take place immediately following CLIENT's use of space(s). Should CLIENT fail to fulfill the obligations of the schedule as specified, then VENUE may remove and store all equipment and/or property belonging to CLIENT at CLIENT's expense and risk.
- **3.7 AUTHORIZED AGENT:** An authorized representative of the CLIENT, with decision-making capabilities, must be on the premises in and/or available to the space(s) being used by CLIENT for the duration of any load-in, set-up, rehearsal(s), performance(s), take-downs, and load-out of all scheduled events, unless prior arrangements have been made with the appropriate staff of VENUE.
- **3.8 PUBLIC ADDRESS SYSTEM:** VENUE shall furnish, at CLIENT expense, the facility's public address system as needed. This system shall be operated according to rules and regulations established by VENUE.
- **3.9 ADDITIONAL EQUIPMENT:** If CLIENT requires additional production, stage, shop, house, and other building equipment beyond what is considered "in-house," then VENUE can and/or will rent or procure such equipment and charge to CLIENT any cost associated with obtaining such equipment with an added fifteen percent (15%) service charge. If CLIENT declines to have VENUE obtain such equipment, then CLIENT must coordinate the use of any outside services with VENUE. The intent of the foregoing is to ensure both parties that outside services are compatible with VENUE policies and facilities.
- **3.10 TRANSPORTATION:** All transportation of CLIENT equipment and personnel required for this event shall be the responsibility of the CLIENT.
- **3.11 CLOSED CIRCUIT TELEVISION EQUIPMENT:** CLIENT agrees to provide primary and back-up projection units for all closed-circuit television events, said units to be in place and tested in the facility no less than four hours before the scheduled event time.
- **3.12 NOTIFICATION:** It is the obligation and responsibility of CLIENT to timely inform the artist's management and/or client(s) contracted with CLIENT of any and all general conditions, restrictions and policies specified in this Agreement. VENUE shall not be held responsible for any discrepancies, difficulties and/or charges that might occur if CLIENT's artist and/or client(s) is or was not aware of VENUE's restrictions and policies.

4.0 INSURANCE REQUIREMENTS AND CLIENT'S INDEMNIFICATION

- 4.1 CLIENT must be named as the Insured on all Certificates of Insurance provided to VENUE.
- 4.2 CLIENT shall for the term of this Agreement, including move-in, rehearsals and move-out, shall have and maintained in full force and effect a policy or policies of General Liability Insurance, (including, but not limited to, coverage for Fire, Legal Liability, Products/Completed Operations, Contractual Liability for obligations assumed under this Agreement, and for liability arising out of the operation of Subcontractors) and of Automobile Liability (including, but not limited to, coverage for liability arising out of Owned, Non-Owned, and Hired vehicles) in such form was will provide it with complete coverage and protection from and against claims, actions or lawsuits for damages because



of bodily injury and/or death to any person; and from and against claims, actions or lawsuits for damages to property, any and all of which may or might arise out of or result from the CLIENT's operations or occupancy under this Agreement, whether such operations be by CLIENT or by any subcontractor of anyone else directly or indirectly employed or hired by either of them. Policy shall be written with a bona fide ADMITTED insurance company licensed to do business in the state of Iowa and shall not be a SURPLUS LINES COMPANY. The company must have a **BEST** rating greater than **A- VII** (7).

- 4.3 CLIENT further agrees to make certain that the aforementioned liability insurance policy or policies which it procures and maintains in compliance with the requirements of this Agreement shall be separately and specifically endorsed so as to provide VenuWorks of Cedar Rapids, LLC; City of Cedar Rapids; City of Cedar Rapids DBA Doubletree by Hilton Cedar Rapids Convention Complex; VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein, is an Additional Insured as to all Comprehensive General Liability, Comprehensive Automobile Liability, and Umbrella Excess Liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits of liability:
 - **4.3.1 Comprehensive General Liability**: \$2,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence and in the aggregate.
 - **4.3.2 Comprehensive Automobile Liability:** \$1,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence.
 - **4.3.3 Participants Liability:** CLIENT agrees that if event is a contact sport, CLIENT will have and maintain in full force a Participant's Liability policy with limit NOT LESS than \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate and any statutory policies as required by the state of Iowa licensing board for the particular contact sport.
- **4.4 Worker's Compensation**: CLIENT further agrees to have and maintain in full force and effect during its occupancy under this Agreement a policy or policies of worker's compensation and employers' liability insurance which provide it with complete coverage and protection from and against claims, actions or lawsuits brought under or pursuant to worker's compensation, employer's liability or other employee benefits acts. Such insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of one million dollars (\$1,000,000.00). Worker's Compensation coverage must include employees, subcontractors and volunteers.
 - **4.4.1** Such policies shall further be endorsed so as to provide a thirty (30) day written notice of cancellation of VENUE, and CLIENT shall secure and provide VENUE with a Certificate of Insurance on a form approved by VENUE, which shall demonstrate compliance by CLIENT with these insurance requirements.
 - 4.4.2 The CLIENT shall defend, indemnify and hold harmless the VENUE and its agents and employees from and against all claims, damages, losses and expenses, including attorneys' fees arising out of or resulting from the acts, errors, omissions, conduct or operations of the CLIENT, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property, including the loss of use resulting there-from, and (2) is caused or is claimed or alleged to have been caused, in whole or in part, by negligent act, error, omission, conduct or operation of the CLIENT, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, or (3) is abused or is claimed to have been caused, in whole or in part, by any product sold or service rendered by the CLIENT, its agents, employees, or



subcontractors.

- 4.4.3 In any and all claims against the VENUE or any of its agents or employees by any employee of the CLIENT, any subcontractor, anyone directly or indirectly employed for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by the any limitations on the amount or type of damages, compensation or benefits payable by or for the CLIENT or any subcontractor under Workman's Compensation Acts, Disability Benefit Acts, or other Employee Benefits Acts.
- **4.5** The VENUE and CLIENT herby waive all rights against each other for any loss or damage caused by fire, extended coverage perils and vandalism and which loss or damage is covered and compensated by insurance.
- **4.6** A Certificate of Insurance form indicating the coverage noted above must be completed and delivered to the VENUE not later than the earlier of Ticket On-Sale date or thirty (30) days prior to the date of initial occupancy hereunder, or CLIENT shall forfeit its rights under this Agreement.

5.0 SHIPPING AND STORAGE

- **5.1 SHIPMENTS:** CLIENT shall not direct shipments to VENUE prior to the first set-up day as listed on the face of this Agreement without advance written permission of VENUE. VENUE reserves the right to refuse CLIENT's shipments prior to said date.
- **5.2 STORAGE:** CLIENT assumes all responsibility for any goods or materials which may be placed in storage with VENUE before, during or after event.
- 5.3 CLIENT PROPERTY: VENUE will accept delivery of property addressed to CLIENT only as a courtesy to CLIENT and CLIENT hereby releases and agrees to hold harmless and indemnify the VENUE, its parents, subsidiaries, affiliates, officers, directors, employees, insurers and agents; VenuWorks of Cedar Rapids, LLC; City of Cedar Rapids; VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein for loss of, or damage to, including, but not limited to destruction of such property in the receipt, handling, care or custody of such property at any time. CLIENT further agrees to indemnify and hold harmless all of the aforesaid indemnifies from all claims, lawsuits, litigation, judgments, damages and costs arising out of loss of or damage to, including, but not limited to, destruction of such property on the premises of VENUE. Under no circumstances shall the VENUE or any of the aforesaid indemnifies be considered a bailee of such property at any time, for any reason.

6.0 SETTLEMENT

- **6.1 TICKET RECEIPTS:** All ticket receipts will remain under the control of the VENUE or its designated ticket agency until final settlement has been concluded. VENUE will make no advance payments of any portion of ticket receipts to CLIENT under any circumstances.
- **6.2 SETTLEMENT DATE AND TIME:** Settlement shall occur on the final day of this Agreement or no later than thirty (30) days following presentation of the final billing and shall consist of VENUE remittance to CLIENT all ticket office receipts, less VENUE charges and commissions, labor and equipment fees, all reimbursable expenses, and other appropriate fees as allowed for in this Agreement. If all reimbursable expenses are not known at the time of settlement, the VENUE shall withhold an estimate plus ten percent (10%) contingency. Any unused portion to be returned to CLIENT with final settlement statement as soon thereafter as possible. CLIENT waives all rights to that portion of the Ticket Office receipts necessary to pay ACTUAL costs accrued by VENUE. Where no Ticket Office receipts are involved, VENUE shall present to CLIENT a statement of expenses and either: (1) collect payment of expenses beyond sum of advance payments; or (b) return to CLIENT the unused portion of advance payment.



- **6.3 METHOD OF PAYMENT:** All VENUE payments of ticket proceeds are made by VENUE check. If cash is required as part of the settlement, requests must be made in writing to VENUE at least three (3) working days before the event.
- **6.4 DEDUCTIONS:** CLIENT shall be responsible for payment of any federal, state and local taxes which may be levied against the entertainment and/or activity being presented or on the admissions to such entertainment and/or activity; provided, however, that VENUE may withhold and pay any taxes collected by it on behalf of CLIENT which VENUE deems its responsibility to collect and pay, including, but not limited to, State Sales Tax.
- 6.5 COPYRIGHTS: CLIENT will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used on or incorporated in the entertainment and/or activity being presented. CLIENT shall obtain and pay for all appropriate American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music, Inc. (BMI), SESAC, Global Music Rights (GMR), and other similar licenses for the entertainment and/or activity and shall provide (upon request) written proof of licenses to VENUE; failure to provide such proof will be cause for VENUE to collect and make payment of license fees on behalf of CLIENT. CLIENT agrees to indemnify, defend and hold harmless VENUE, its parents, subsidiaries, affiliates, officers, directors, employees, insurers and agents; VenuWorks of Cedar Rapids, LLC; City of Cedar Rapids; City of Cedar Rapids DBA Doubletree by Hilton Cedar Rapids Convention Complex; VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein from any and all claims, lawsuits, litigation, judgments, costs, royalties or damages, including, but not limited to, legal fees, which might arise from use or proposed use of any such material described above.
- **6.6 REGULATIONS AND PERMITS:** CLIENT agrees that CLIENT and all CLIENT's associated staff, crew, artists, agents and clients connected with CLIENT's use of VENUE building and/or grounds shall abide by and conform to all federal, state and local laws, rules and regulations and by all facility rules and regulations as provided by VENUE; and VENUE will require that its agents or employees likewise so comply. CLIENT agrees to acquire and pay for all necessary licenses and permits.
- **6.7 ADA:** CLIENT agrees to abide by and conform to the Americans with Disabilities Act. CLIENT shall be responsible for ensuring that all services for individuals with disabilities as outlined in this act are fulfilled in regard to the CLIENT's event(s) defined herein.
- 6.8 AGREEMENT TO QUIT PREMISES: CLIENT agrees to quit premises no later than the end term of this Agreement and further agrees to leave premises in condition equal to that at the commencement date of this Agreement, ordinary wear and use thereof only excepted. CLIENT agrees that all materials pertinent to the event which are not in the possession of VENUE will be removed from premises before the expiration date of this Agreement. The VENUE shall be authorized to remove at the expense of the CLIENT all material remaining on the premises on the termination date of this Agreement. CLIENT shall be responsible for payment of storage costs for such materials, and CLIENT agrees VENUE shall in no way be responsible for loss, damage or claims against materials removed or stored under this provision. CLIENT agrees that VENUE will have first lien on such materials for payment of costs accrued for removal and storage.
- **6.9 SHARING STATISTICS WITH TRADE PUBLICATIONS:** It is the desire of VENUE to submit ticket counts and gross box office receipts for all touring non-sporting events and non-family entertainment to Pollstar, Venues Today and any/all other trade publications as VENUE deems necessary. CLIENT must notify VENUE in writing prior to the end of the event if these statistics are not permitted to be published, and in so doing notify VENUE if CLIENT will be submitting these stats to the trades on their own. VENUE may still send the information anonymously at the end of the year as each trade permits.



7.0 ADVERTISING

- 7.1 LOGO: The VENUE logo and name must appear in all print event advertising.
- **7.2 HONEST AND TRUE:** CLIENT agrees that all advertising of this event will be honest and true and will include correct information on event times, ticket prices and place of event.
- 7.3 EVENT ADVERTISING: CLIENT shall provide VENUE with copies of all advertising and media releases relating to the event(s) described herein at least two business days in advance of the placement or release of said materials. CLIENT agrees to discontinue and/or correct any advertising and announcements of the entertainment and/or activity being presented by CLIENT which VENUE determines, in its sole discretion, to be dishonest, misleading, untruthful, containing incomplete information, damaging to the reputation of VENUE or which does not accurately convey the date(s) of such entertainment and/or activity, the type of admission (general or reserved seating) and the correct ticket price(s). VENUE and CLIENT mutually agree to determine the time at which CLIENT'S event will be announced and/or released to the public.
- **7.4 SALES AND USE OF ADVERTISING SPACE:** All advertising space on VENUE premises is the exclusive property of and subject to control by VENUE, and all receipts therefrom shall accrue to VENUE. No advertising by CLIENT shall be permitted, except by prior written permission of VENUE.
- **7.5 ADVERTISING BILLING:** The VENUE will charge CLIENT gross rate less any applicable discount according to the Schedule of User Fees in force on the date of the event covered by this Agreement for advertising placed by VENUE on behalf of CLIENT. The VENUE will not pay for advertising of an event which has been placed directly by CLIENT without prior approval by VENUE and written authorization from CLIENT.
- 7.6 STATEMENT OF EVENT SPONSORSHIP: The use of VENUE facilities by any organization, individual or group of individuals does not in itself constitute endorsement by VenuWorks, Inc. or City of Cedar Rapids, of that organization, individual or group of individuals, nor of any product, service, precept or tenet of any kind. Those using VENUE facilities are forbidden to express or imply such endorsement in any of the programs or performances carried on in the facilities or in advertising or promotion associated with such events. A statement of true event sponsorship must appear in all advertisement of this event. The VENUE reserves the right to withhold its name or logo from any advertisement, if used in any way other than for place of event.
- **7.7 OTHER EVENTS**: VENUE reserves the right to distribute to the audience announcements and literature concerning any upcoming attractions.

8.0 BROADCAST RIGHTS

8.1 The VENUE reserves all rights and privileges for radio broadcasting, televising, filming, videotaping, sound recording, photographing, or any kind of reproduction of whatever nature originating from the VENUE facility during the term of this agreement. Should the VENUE grant to CLIENT such privilege, VENUE has the right to require payment for said privilege in addition to rental fee. Such permission must be obtained in writing in advance of broadcast date.

9.0 MEDIA COVERAGE

9.1 The VENUE will honor requests from working media and photographers to photograph portions of the CLIENT's event, subject to reasonable and proper restrictions, unless specifically prohibited by the CLIENT.



9.2 The VENUE reserves the right to use photographs of, and references to, the event, subject to reasonable and proper restrictions, for promotion of VENUE and/or archival purposes.

10.0 PUBLIC SAFETY

- **10.1** CLIENT shall at all times conduct activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with VENUE to ensure such safety.
- **10.2** All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways and all ways of access to public utilities on premises shall be kept unobstructed by the CLIENT and shall not be used for any purpose other than ingress or egress to and from the premises.
- 10.3 CLIENT agrees not to bring onto the premises any material, substance, equipment, or object which is likely to endanger the life of, or cause bodily injury to, any person on the premises, or which is likely to constitute hazard to property thereon without the prior approval of VENUE. VENUE shall have the right to refuse to allow such material, substance, equipment or object to be brought onto the premises and further shall have the right to require its immediate removal therefrom if found thereon.
- **10.4** CLIENT and its invitees are prohibited from bringing firearms of any kind into the VENUE, with the exception of those carried by law enforcement officials or as part of a related firearms shows or exhibit.

11.0 CANCELLATION

- **11.1 RIGHT TO CANCEL:** VENUE reserves the right to terminate this Agreement for good cause which shall not include subsequent scheduling of a preferred event.
 - **11.1.1** Should CLIENT default in the performance of any of the terms and conditions of this agreement, VENUE at its option may terminate the same.
 - 11.1.2 VENUE reserves the right to cancel this Agreement if it receives evidence that the artist(s) and/or client(s) named in the contract or audiences of the named artist(s) and/or client(s) have violated laws, caused disturbances and/or taken any action resulting in injury at any performance and/or activity prior to the proposed appearance at VENUE.
 - **11.1.3** In the event VENUE does terminate this Agreement the CLIENT shall be liable for full payment of the fees accrued to point of termination and for all reimbursable expenses. Should VENUE exercise said right to terminate this Agreement, CLIENT agrees to forego any and all claims which might arise by reason of the terms of this Agreement and CLIENT shall have no recourse of any kind against VENUE.
- **11.2 CANCELLATION BY CLIENT:** If CLIENT shall cancel for any reason other than those set forth in Section 12.8, or fail to take possession of or to use the facilities substantially in accordance with this Agreement, unless otherwise agreed to in writing, then VENUE shall be entitled to liquidated damages equal to the minimum daily base rental, 100% of applicable ticket handling fees on the sale of tickets up to the time of cancellation, plus any other disbursement or expenses incurred by VENUE in connection with the event.
- **11.3 CANCELLATION:** In the case of any cancellation of any performance and/or activity, the CLIENT shall have the obligation, at its own expense, to inform the public of such cancellation through regular information media. In the event of default of such obligation by CLIENT as determined by VENUE in its reasonable discretion, VENUE reserves the right



to make such announcements at the expense of CLIENT.

12.0 ADHERENCE TO CONTRACT TERMS

- **12.1 ALTERATION:** Any alterations to this agreement must be agreed to and initialed by both parties prior to signing.
- **12.2 RETENTION OF VENUE PRIVILEGES:** Failure of VENUE to insist upon strict and prompt performance of the covenants and agreements hereunder, shall not constitute or be construed as a relinquishment of VENUE's right thereafter to enforce the same strictly.
- **12.3 NON-ASSIGNMENT:** CLIENT will not assign, transfer or subject this Agreement or its right, title or interest therein without VENUE's prior written approval.
- **12.4 SUIT TO ENFORCE:** Should VENUE institute a suit or other action against CLIENT as a result of CLIENT's failure to comply with any terms of this Agreement, VENUE shall recover all damages provided by law, all costs and disbursements provided by statute and all costs actually incurred, including reasonable attorney's fees.
- **12.5 COURT ACTION:** If any portion of this agreement shall be found invalid by any court having jurisdiction thereof, such invalidity shall not affect any other section or provision or portion of this Agreement. The parties agree that the provisions of this Agreement are to be deemed severable in the event of any judicial determination of partial invalidity.
- **12.6 INTERRUPTIONS AND CANCELLATIONS:** VENUE may without liability refuse to perform any obligation(s) otherwise arising under this Agreement if performance of such obligation(s) would in any way violate or result in conflict on the part of the VENUE or CLIENT with federal, state and/or local laws, or to be objectionable or contrary to public interests, all such judgments to be made by VENUE in its sole reasonable discretion.
- **12.7 APPROVAL OF CONTRACT:** It is agreed that this Agreement will not be in force until it has been signed by both parties.
- 12.8 UNAVOIDABLE HAPPENING: In the event that (a) VENUE or any portion thereof shall be destroyed or damaged by fire or any other cause so as to prevent the use of the premises for the purposes and during the periods specified herein,

 (b) if the premises cannot be so used because of strikes, acts of God, national emergency or other cause beyond the control of VENUE, then this Agreement shall terminate and the CLIENT hereby waives any claim against VENUE, its parents, subsidiaries, affiliates, officers, directors, employees, insurers and agents; VenuWorks of Cedar Rapids, LLC; City of Cedar Rapids; City of Cedar Rapids DBA Doubletree by Hilton Cedar Rapids Convention Complex; VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein for damages or compensation by reason of such termination except that any unearned portion of the rent due hereunder shall abate, or if previously paid, shall be refunded by VENUE to the CLIENT. This clause shall be invoked at discretion of VENUE.
- 12.9 INDEMNITY: CLIENT agrees to indemnify, defend and hold harmless VENUE, its parents, subsidiaries, affiliates, officers, directors, employees, insurers and agents; VenuWorks of Cedar Rapids, LLC; City of Cedar Rapids; City of Cedar Rapids DBA Doubletree by Hilton Cedar Rapids Convention Complex; VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents from any and all demands, claims, suits, actions or liabilities resulting from injuries or death to any persons, or damage or loss of any property prior to, during, or subsequent to the period covered by this Agreement arising from any activity undertaken by CLIENT or by VENUE



or their employees or agents in performance of any terms, conditions, or promises under this Agreement for the use of facilities leased or services obligated hereunder, except with respect to any such demand, claim, suit, action or liability proven to be due solely to the willful act of VENUE for which VENUE similarly agrees to indemnify CLIENT. No claim or litigation shall be settled without prior written approval of VENUE.

- **12.10 DISCRETIONARY MATTERS:** It is agreed that any matters not expressly incorporated in this Agreement will be at the discretion of VENUE.
- **12.11 STATE LAW:** The validity, construction and effect of this contract shall be governed by the laws of the State of Iowa.

13.0 CIVIL RIGHTS

13.1 CLIENT agrees not to discriminate against any employee or any applicant for employment because of race, religion, sex, marital status, age or national origin and further agrees to likewise not discriminate for those same reasons against any persons relative to admission, services or privileges offered to or enjoyed by the general public.

14.0 COMPLETE AGREEMENT

14.1 All terms and conditions of this written Agreement shall be binding upon the parties, their heirs or representatives and assigns, and cannot be waived by any oral representation of promise of any of the parties hereto unless the same be in writing and signed by the duly authorized agent or agents who executed this contract.

Venue Initials	_Date	Client Initials	_Date



I. GENERAL INFORMATION

GENERAL TERMS

If the main spectator area is rented, there is no additional charge for using the support areas.

VENUE reserves the right to adjust rental rates when doing so is in the best interests of the VENUE and its OWNER.

Daily rental fee includes use of designated space only. Client is charged for all necessary labor, supervision, special equipment and/or utilities

MOVE IN/MOVE OUT/REHEARSALS

Required move-in, move-out and rehearsal days are in addition to daily rental rate for show day(s). Additional rent will not be charged for move-in, set-up, tear-down or rehearsals if those activities occur on the same day(s) of the event.

MULTIPLE SHOWS

Multiple shows on the same day will be charged one-half rate (minimum) against ten percent (10%) of gross receipts after tax, for each additional show.

TAX RATE

The sales tax rate for Cedar Rapids, IA is 7%. The VENUE will retain State sales tax from ticket proceeds when our ticket office is utilized and for merchandise sales during those events.

Clients needing temporary sales tax permits for exhibitors or vendors should contact the State Department of Revenue and Finance.

EQUIPMENT RATES

The use of all in-house equipment is included with the rental of the building, with the exception of items listed below. All prices on the following items are based on availability of VENUE inventory. Additional equipment may be rented through local suppliers at prevailing rates. Certain items do not include labor required to set up, take down or operate the equipment. Please contact the Event Manager at least 30 days in advance of your event to determine equipment requirements.



II. EVENT PLANNING

ASSIGNMENT OF DATES

To check availability of dates, call Sean Haskins, Booking Manager, at 646-703-2170 or email s.haskins@creventslive.com. If requested, VENUE will place a tentative hold on available date(s).

If VENUE receives an inquiry by another party for those dates that you are holding, we will contact you to confirm your intention to utilize the building on that date. If you intend to use the building and the second party wishes to challenge the date, we would then require you to go to contract and provide a non-refundable deposit within 48 hours. If you are not able or decline to go to contract and provide a deposit within the 48 hours, the second party would go to contract and provide a deposit to secure the date in question. If neither organization contracts, the first organization would then be contacted to ascertain if they wished to retain their hold on the date.

DEPOSITS

First-time clients of VENUE are required to pay a deposit in the full amount of the facility rental plus advertising expenses, due 30 days prior to the start of the event or prior to the start of any advertising campaign, whichever comes first. All deposits are non-refundable.

For repeat clients of VENUE, in good standing, the deposit amount will be one-half of the facility rental amounts, due 90 days prior to the start of the event. All deposits are non-refundable.

VENUE reserves the right to require a deposit in the amount sufficient to cover all costs of production based on the estimated show related expenses prepared by VENUE. This deposit will be in the form of a cashier check or direct wire transfer and may be required at any time prior to the event.

INSURANCE

A certificate of insurance is required 30 days prior to each scheduled event indicating proof of coverage in the amount of \$2,000,000.00. The insurance coverage should begin at the time of event move in and end at the completion of move out.

Additional Insured Language

City of Cedar Rapids; VenuWorks of Cedar Rapids, L.L.C.; and VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein, is an Additional Insured.

Other Mandated Insurance Provisions

- Only insurance companies that are licensed as an admitted carrier in the State of Iowa will be acceptable. They must be rated in the current "Best" key rating guide with an "A-VI" rating or better.
- All insurance policies shall evidence primary coverage and shall not be contributory to any other policy.
- The legal entity entering into the facility lease agreement must be identified as a named insured on the insurance certificate.
- The Client must provide evidence of workers compensation coverage.
- Insurance coverages must name the venue and the additional insureds listed above as additional insureds.
- The venue shall be the certificate holder.
- The Client's property in the building is the responsibility of the Client. The VENUE, VenuWorks, or VENUE OWNER will not insure the Client's property.
- All coverages are required. Example: The Client is not excused from providing auto liability coverage just because they don't plan to use any vehicles.
- Minimum acceptable Limits of Liability are as follows:



All policies must be written on a per occurrence basis as indicated as such on the certificate of insurance. All policies must be written with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. An umbrella policy may be used to achieve these limits of coverage. (Essentially, this means that two separate insurance policies may be used as long as the aggregate limits of coverage are delivered.)

Auto Liability

Owned, non-owned and leased autos - \$1,000,000.

Workers Comp

As evidenced or where limits are directed by the state if it is one of those that are monopolistic with regard to WC.

ESTIMATES

As requested, VENUE will issue a good faith estimate to the Client or authorized Client of any event. The estimate is based upon the information available at the time of the inquiry. A preliminary estimate can be affected by additional requests for staffing, equipment, or technical assistance as well as length of performance. Therefore, it is beneficial to both parties to discuss full details prior to issuing a preliminary estimate. If a technical rider is available for your event, a copy should be forwarded to the VENUE at the earliest possible date.

SETTLEMENT & PAYMENT POLICY

VENUE is capable of settling the expenses from your event in two manners. Settlements may occur a short time after the event through the United States Postal Service or settlement for events where tickets are sold may occur once the event has finished.

ADVERTISING/PUBLICITY/PROMOTION

VENUE has an excellent in-house advertising agency. Services include:

- Coordination of all cash buys by the Marketing Department, utilizing the established contracted media rates exclusive to VENUE.
- Featuring the event on the VENUE Web Site and outdoor marquee.
- Venue email database of subscribers.
- Distribution of press releases detailing event to all media.
- Mailing or faxing of trade letters and corresponding trade agreements (associated expensespostage, paper, etc. - will be billed at settlement).
- Coordination of all local promotions and publicity for event.

In exchange for the above services, VENUE will receive a fifteen percent (15%) agency commission on all cash buys placed.

Clients choosing not to utilize our in-house advertising agency services to buy their advertising, but wishing to take advantage of the above listed services, would be assessed a fee equaling ten percent (10%) of their total marketing budget.

TICKET OFFICE SERVICE

The VENUE operates a ticket office service on site five days a week and at all ticketed events. All tickets for VENUE events will be printed and handled by the VENUE. Events will be set-up on the Ticketmaster system and sold through said system. The VENUE has retained the services of Ticketmaster for computer ticketing services in the VENUE ticket office; phone orders, online orders and outlets are also contracted with Ticketmaster by the VENUE.

Lessee will pay ticket handling of four percent (4%) of gross receipts after sales tax. In addition, Lessee will reimburse VENUE for charge card fees at the prevailing rates. All tickets sold to VENUE events will be subject to a \$3.00 per ticket Public Facility Maintenance Surcharge (PFMS.). Events that do not have ticket sales and are considered free will be subject to a PFMS surcharge equal to twenty-five percent (25%) of the daily performance rental charge. PFMS will be considered fees belonging to VENUE and not part of the gross sales of any event.



All tickets sold at Ticketmaster outlets, telephones and internet will be subject to convenience charges. Convenience charges will be considered fees belonging to Ticketmaster and not part of the gross sales of any event.

GROUP SALES SERVICES

The Group Sales Services for the VENUE consists of extending group sales to area corporations and other groups. This offer of group sales can be extended via personal telephone calls, facsimile, email and/or flyers. A minimum group discount can also be offered as an incentive for group sales. Group discounts can be directed towards specific performances in multi- performances events or offered in conjunction with specific ticket price(s) for events with a variety of ticket prices.

The VENUE has a well-established in-house database, including targeted mailing lists for a variety of events. These mailing lists may be utilized in the distribution of a group sales flyer. A flyer may be provided by the client, or produced in- house, with all expenses associated with the mailing of the flyer (postage, paper, envelopes, etc.) reimbursed at settlement.

In exchange for any or all of these group sales services, the VENUE will retain a ten percent (10%) commission on all ticket sales made through this service.

MERCHANDISING / NOVELTIES

Novelty items sold at VENUE are subject to the appropriate State of Iowa sales tax, plus the following commissions to the VENUE: 10% on electronic/recorded media and 20% on soft goods if Artist/Lessee sells or 25% if VENUE sells. This would include all material originating from VENUE for resale to the general public; such as commemorative photographs and/or videos. Contact Sean Meloy at the VENUE at s.meloy@creventslive.com or by phone at 319.731.4530 three weeks prior to your event to make arrangements.

III. BUILDING POLICIES

AMERICANS WITH DISABILITIES ACT OF 1990

VENUE strives to provide equal opportunity access to all services and events within the facility. VENUE reserves the right to require Clients to comply with codes pertaining to the American Disabilities Act of 1990 (ADA) including, but not limited to, providing special seating areas, access and services.

BALLOONS

Balloons containing helium or lighter than air products are not allowed inside the facility. Air-filled balloons may be approved by the Event Manager for permanent attachment to authorized displays. If a Client uses balloons for displays, they take full responsibility financially for removing any balloons that break from their tether. The financial responsibility may include the cost associated with rental of a lift capable of reaching the ceiling of the facility and the labor required to completely remove them.

CAMERAS/VIDEO AND AUDIO RECORDING

As a general rule, cameras are not allowed for any events held at VENUE when tickets are sold utilizing the Ticketmaster system or any other show where the Client will not allow cameras. Video and audio recording devices are strictly prohibited. If Client wishes to allow these devices, they must inform the Event Manager well in advance of the event.

DECORATIONS/TAPE/CONFETTI/STICKERS

All decorations must be placed in accordance with the following VENUE regulations:

- No decorations may be displayed in a manner that may cause damage to the facility.
- Prior to taping any decorations or signs to any surface, Client must have permission of VENUE
 and use tape that is approved by the facility. Generally, masking tape or duct tape are safe for
 use on non-painted surfaces. No decorations or signs may be taped on painted surfaces. Client
 is responsible for removing decorations and signage and any tape residue with an approved
 solvent unless prior arrangements are made.
- No decorations may be placed in any area that blocks public ingress or egress.
- Decorations must not be placed in any area that obstructs the sight lines for a performance.



• Signage may not be attached to or near VENUE permanent signage.

Confetti, sand, glitter, and stickers are difficult to clean up and therefore will require additional clean-up costs if used. The additional clean-up labor will be billed at the current Environmental Services rate (see Section II) with a minimum charge of \$250. VENUE reserves the right to prohibit these items for any event.

DELIVERIES AND MATERIAL STORAGE

Due to limited space and liability, VENUE does not accept deliveries for Client prior to the dates contracted for their event, unless prior arrangements are confirmed with the Event Manager. All deliveries made to the Client during the term of their lease should include the event or Client name and the name of the person the material should be routed to. All freight should be sent to the following address:

Alliant Energy PowerHouse 370 1st Ave NE Cedar Rapids, IA 52401 Attn: Linn Mar Graduation

FLAMMABLE MATERIALS

Flammable materials may not be stored within the facility without prior approval from the Event Manager. At no time will Client be allowed to use or store any flammable material in any unsecured public area.

LOST AND FOUND

All lost and found items turned in at VENUE are recorded and kept on file for 30 days at VENUE's Administrative Office. Items may be claimed during office hours 9:00 a.m.-5:00 p.m., Monday through Friday.

FOOD AND BEVERAGE

No food or beverage may be brought into, sold, or distributed in the VENUE without written authorization from VENUE management and approval of Director of Food and Beverage. All on-site, backstage and event catering must be arranged through the Director of Food and Beverage. As the exclusive concession and catering coordinator for the VENUE and based on VENUE and Director of Food and Beverage sole discretion, Director of Food and Beverage reserves the following rights: 1) to determine if concessions will be sold during the event; 2) to determine what concession items will be available for sale; and 3) to determine hours of operation.

PROMOTIONS

Any promotions (i.e. ticket giveaways, discounted tickets, meet and greet, banners, sponsor booths, product giveaways, etc.) must be submitted for approval to VENUE at least 14 days in advance.

PUBLIC SAFETY

VENUE management has the final authority to take whatever action it deems necessary to protect the safety of patrons within the building. This includes, but is not limited to:

- Client will not be allowed to block any aisle or fire exit.
- No material that presents a potential health or fire hazard will be allowed inside the building.
- Client must allow VENUE to make a Public Address announcement if facility management deems it necessary to ensure the safety of a member of or the entire audience (i.e. a request for patrons to return to seats or evacuation, etc.)
- VENUE does not in any way condone body surfing, moshing, or stage diving. Patrons who participate in any of the activities listed above may be subject to ejection. VENUE reserves the final decision on the removal of any patron involved in above activities.

PYROTECHNICS

Any event using pyrotechnic effects must comply with VENUE Fireworks, Pyrotechnics and Flame Effects Procedures and will be required to submit the following to the VENUE Event Manager at least six (6) weeks prior to the event:

- Certificate of Insurance for the display operator with liability limits and additional named insureds as listed in Section III
- Copy of display operator's pyrotechnician license valid for largest classification of effect used



- A detailed effects plot and diagram of the display location
- A listing of effect details (placement, weight of charge, direction, size of effect, MSDS sheets, etc.).
- Copy of City of Cedar Rapids Pyrotechnics Display Permit
- \$100.00 application processing fee

VENUE reserves the right to require a walk-through inspection or full demonstration of effects in the presence of the local Fire Inspector for any pyrotechnic display. Any expense incurred by the Fire Inspector walk through will be charged to settlement.

SIGNAGE/SPONSORSHIPS

All sponsorships and signage related to sponsorships must be approved by VENUE in advance. VENUE will not unreasonably deny any request, but must ensure that sponsorships, promotions, and signage do not conflict with building sponsorship packages or present a danger to patrons.

SMOKING POLICY

By State law, the VENUE is a smoke free facility. Patrons attending an event at VENUE will be directed to an area where smoking is permitted. Client is requested to make sure show personnel, exhibitors, and vendors also respect this policy and smoke only in designated areas.

STAFFING

VENUE reserves the right to set all staffing requirements for events. VENUE will work closely with Client to make sure both the facility and Client's needs are met. VENUE will be the sole provider of all ushers, ticket selling, ticket taking, security, stagehands, maintenance, or any other event related staff unless previous arrangements are made.

TIPPING

VENUE employees are not permitted to accept tips or gratuities in cash, merchandise or tickets.

Facility InitialsDate	Client InitialsDate

TICKET OFFICE RIDER



Facility Name: Alliant Energy PowerHouse

- 1.0 **RESPONSIBILITY:** In the handling, control and custody of ticket receipts, whether received through the ticket office or otherwise, VENUE is acting for the accommodation and sole benefit of CLIENT and, as to such receipts, VENUE shall be responsible only for gross neglect or bad faith.
- 2.0 CONTRACT/DEPOSIT: Tickets will not be put on sale until after receipt of the signed Facility Use Agreement and any advance rental deposit required by the Agreement has been received.
- 3.0 **TICKETMASTER:** VENUE has a contract with Ticketmaster to provide computerized ticketing service.
- 4.0 **EVENT TICKETS:** Tickets for events occurring in the VENUE <u>must</u> be ordered through VENUE utilizing VENUE's Ticketmaster contract or if applicable, VENUE issued roll tickets. All sales of tickets will be reported through the VENUE's Ticket Office.
 - 4.1 Ticket copy, prices, discounts, date(s) and time(s) and any notification of tickets to be withheld from sale by CLIENT must be submitted to VENUE no less than seven (7) working days before the on-sale date of event.
 - 4.2 CLIENT agrees to sell all tickets at the prices as advertised.
 - 4.3 In no event shall tickets to any concert, entertainment or other use being made of facility by CLIENT be sold or disposed of in excess of seating capacity of the house. CLIENT shall not admit to the facility a greater number of persons than can safely and freely move about and the decision of VENUE management in this respect will be final. CLIENT agrees that any seats with limited or impaired vision or any behind stage seats will be sold, only if limitation is clearly marked. VENUE will have the right to retain a certain number of seats as backup for sound console and problem seat locations.
 - 4.4 CLIENT shall provide VENUE's Ticket Office with written notification of any discount and/or special ticket offer, and supply sample copies of all coupons and/or printed materials relating to the discounts no less than seven (7) business days prior to the on-sale date of the event. CLIENT will provide complete information pertaining to disclaimers, availability of discount seats and necessary identification required no later than forty-eight (48) hours prior to their availability to the general public.
 - 4.5 CLIENT will indicate, to VENUE's Ticket Office, a representative who is authorized to approve requests for complimentary tickets. No requests for complimentary tickets will be processed without the approval of this authorized representative.
- 5.0 **MANNER OF SALE:** VENUE shall offer tickets for sale in the following manner:
 - VENUE will provide staff to handle sales in person at VENUE'S Ticket Office during normal business hours during the on-sale period and at the event venue the day(s) of the performance(s). The venue will accept the forms of payment checked below:

	Cash	\times	MasterCard
	Check	\times	Discover
\times	Visa	\times	

TICKET OFFICE RIDER



- 5.2 Phone sales will be through Ticketmaster phone room, and Visa and MasterCard will be accepted.
- 5.3 Outlet sales will be through Ticketmaster outlets.
- 5.4 All tickets sold for the engagement covered by the terms of this Agreement are subject to convenience surcharges. Convenience surcharges will be considered as monies due to Ticketmaster over which CLIENT has no claim.
- 5.5 All tickets sold for the engagement covered by the terms of this Agreement shall be subject to a \$3.00 per ticket facility fee. This facility fee is considered a fee-belonging to VENUE and no part of the gross sales of this event(s). The facility fee-shall be considered as monies due to VENUE and shall not be considered as part of the ticket price and over which CLIENT shall have no claim.
- 5.6 VENUE'S Ticket Office will provide, at settlement, a manifest indicating total inventory of tickets that were available for sale and a statement listing tickets sold, discounted tickets sold and complimentary tickets processed.
- 6.0 **TICKET REFUNDS:** VENUE retains the right to make determination of ticket refunds for cause in keeping with VENUE policy of retaining public faith. Cause for refunds shall include, but not be limited to, seats blocked by equipment when exchange for comparable location is not possible; failure of equipment; postponement or change of date or time; or failure of advertised act to show or to go on stage within a reasonable time of schedule provided by CLIENT.
- 7.0 **EMPOWERMENT:** VENUE shall have the first lien against ticket office receipts and all property of CLIENT upon the premises of VENUE for all unpaid rental fees, reimbursable expenses and appropriate taxes due to the event covered by this Agreement. VENUE is empowered to withhold from ticket office receipts for all such items, and if such funds are not available at the conclusion of the event, to impound CLIENT property. Should such unpaid charges remain unpaid, VENUE shall have the power to sell such property at public auction and to apply cash proceeds from such auction to the retirement of these unpaid charges.
- 8.0 **TICKET OFFICE CONTROL:** VENUE shall, at all times, maintain control and direction of ticket office, ticket personnel and ticket sales revenue until settlement. Only employees under the direct control and supervision of VENUE shall be permitted use of VENUE'S Ticket Office facilities or otherwise be engaged as admissions control personnel.
- 9.0 **TICKET COUNTS:** VENUE'S Ticket Office will provide ticket counts for CLIENT daily or as needed during Ticket Office business hours.
- 10.0 **SERVICE FEES:** Fees for Ticket Office service will be consistent with the Facility Rental Packet Fees in effect on the date of the event covered by this Agreement.
- 11.0 **CANCELLATION:** In the event that the event(s) covered by this Agreement is/are canceled, CLIENT shall permit VENUE to reimburse any amount due ticket holders. CLIENT shall pay VENUE the computer set-up fee plus the ticket handling charge on tickets sold up to the time of cancellation as compensation for the task of refunding tickets to the canceled event.

12.0 T	TICKET OFFICE ACCESSIBILITY: CLIENT grants ticket office access on	ly to employees of
	VENUE approved prior to the event. The public and event personnel sha	II not be permitted
	access to such space.	

Facility Initials	_Date	Client Initials	_Date
•	<u> </u>		



${ m AIA}^{\circ}$ Document G701 $^{\circ}$ – 2017

Change Order

PROJECT: (Name and address)

22216000

Linn-Mar Performance Venue

3111 Tenth Street Marion, IA 52302 CONTRACT INFORMATION:

Contract For: General Construction

Date: 02-05-2024

CHANGE ORDER INFORMATION:

Change Order Number: 011

Date: 08-25-2025

OWNER: (Name and address)

Linn-Mar Community School District

2999 North Tenth Street Marion, IA 52401

ARCHITECT: (Name and address)

OPN Architects, Inc. 200 5th Ave SE Ste 201 Cedar Rapids, IA 52401

CONTRACTOR: (Name and address) McComas - Lacina Construction

1310 Highland Ct. Iowa City, IA 52240

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR-051 ITC -

RFI -

Install top coat grout on polished concrete floors

\$8,317.31

COR-052

ITC - 042 RFI - Lowering soffit in the Lobby

\$1,077.78

TOTAL

\$9,395.15

The original Contract Sum was

The net change by previously authorized Change Orders The Contract Sum prior to this Change Order was

The Contract Sum will be increased by this Change Order in the amount of The new Contract Sum including this Change Order will be

25,507,000.00 117,320.73

25,624,320.73 9,395,15

25,633,715,88

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BY: Ken Hagen, AIA

(Printed name, title, and license number if required)

<u>Phil Keppler</u> CONTRACTOR (Signature)

BY: Phil Keppler

(Printed name and title)

OWNER (Signature)

BY: Katie Lowe Lancaster, Board

President

(Printed name and title)

8/26/25

Date

LICENSE AGREEMENT NON-COMMERCIAL

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

- 1. DEFINITIONS
- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means the products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
- 1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.
- 2. LICENSE
- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
- 2.3 Code of Conduct. The grand of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.
- 3. LICENSOR'S CONTROL
- 3.1 In order to protect and preserve Licensor's rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain a Licensor's approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensor, any subsequent modification in such use, including changes in quality of the licensed Product, must be reviewed and approved by Licensor prior to implementation of such modification. Licensor may terminate this Agreement if Licensee fails to abide by these quality control provisions.
- 4. USE OF THE TRADEMARK
- 4.1 Trademark Format. Licensor retains the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensor.
- 4.2 Proper Notice and Acknowledgement. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensor.
- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

- 5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.
- 5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.
- 5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

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

7. MISCELLANEOUS

- 7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.
- 7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.
- 7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.
- 7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.
- 7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.
- 7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.
- 7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States Postal Service, or by courier service at the addresses listed below.
- 7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.



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

Please print (except for your signature) and provide all the information requested.
Licensee: (Non-Commercial) Full Name of Group: Linn Mar Prowl 7th Grade Racketta
Full Name of Group: LIMP / LANGE DA CNETTA (Example: LM Red 3rd grade basketball, Wilkins PTO)
Purpose of Use of Licensed Materials: Club Uniforms & T_ Shirt (Example: Club team uniforms, PTO fundraiser)
Contact's Title/Position:
Contact's Name (print): Stack Feldman
Contact's Signature: Date Signed: 8/1/25
Contact Information: Phone: 3/9-3/e/- 6875 Email: Fe/dmanstacy 72 @ amail. com
Full Address: 2530 Victoria Street
Marion, IA- 52302
Linn-Mar Community School District 2999 N 10 th Street, Marion, IA 52302 District Contact: Business Services Email: sofferman@linnmar.k12.ja.us Phone: (319) 447-3145
Board President's Name (printed): Katie Lowe Lancaster
Board President's Signature: Date:



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

Please print (except for your signature) and provide all the information requested.
icensee: (Non-Commercial)
Linn Mar Lions 1st / 2nd grade Basketball
(Example: LM Red 3 rd grade basketball, Wilkins PTC
urpose of Use of Licensed Materials: Uniforms (Example: Club team uniforms, PTO fundraise
(Example: Club team uniforms, PTO fundraise
ontact's Title/Position: Coach
(Example: Coach, PTO chai
ontact's Name (print): Brian Klaren
ontact's Signature: Date Signed: 7/14/2025
ontact Information: Phone: <u>563-542-0837</u>
ontact Information: Phone: Phone:
brian.klaren24@gmail.com
Full Address: 4167 Larkspur Dr
Marion, IA 52302
icensor:
nn-Mar Community School District
999 N 10 th Street, Marion, IA 52302
istrict Contact: Business Services mail: sofferman@linnmar.k12.ia.us
hone: (319) 447-3145
oard President's Name (printed): Katie Lowe Lancaster
oard President's Signature: Date:



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

Beau Laughridge

Beau Laughridge

Please print (except for your signature,) and provide all the information re	equested.
Licensee: (Non-Con	nmercial)		
Full Name of Group:	Linn Mar Heat		
ruii Name or Group.		(Example: LM Red 3	^{Rrd} grade basketball, Wilkins PTC
Purpose of Use of License	ed Materials:	(Example: Clul	b team uniforms, PTO fundraiser
Contact's Title/Position:	Coach, Founder		(Example: Coach, PTO chai
Contact's Name (print):	Beau Laughridge		(Example: Coach, P10 Chail
ිරිද Contact's Signature:	au Laughridge	Date Signed:	11/25
Contact Information:		41-0592 aughridge1981@g Barrington Ct Marior	
Licensor: Linn-Mar Community Sch 2999 N 10 th Street, Maric District Contact: Business Email: sofferman@linnm Phone: (319) 447-3145	on, IA 52302 s Services		
Board President's Name	Katie Low (printed):	ve Lancaster	
Board President's Signati	ire.	Date:	

8/20/25₅₀

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.
Please print (except for your signature) and provide all the information requested.
Licensee: (Non-Commercial)
Full Name of Group: Linn-Mar 2nd grade (Echo HII) (Example: LM Red 3nd grade basketball, Wilkins Pi
Purpose of Use of Licensed Materials: \(\frac{1MCA teams league wame/uniforms, PTO fundrals}{\(\text{(Example: Club team uniforms, PTO fundrals} \)
Contact's Title/Position: Coach, PTO che
Contact's Name (print): Rachel McCrate
Contact's Signature: Rackel McCral Date Signed: 8/20/25
Contact Information: Phone: 660-341-0653
Email: Rachel. Riley 1 @ amail. cm
Full Address: 3464 Mulberry Dr
Marion, 1A 52302
Linn-Mar Community School District 2999 N 10 th Street, Marion, IA 52302 District Contact: Business Services Email: sofferman@linnmar.k12.ia.us Phone: (319) 447-3145
Katie Lowe Lancaster Board President's Name (printed):
Board President's Signature: Date:

Exhibit A





b)



c)



d)



e)



- f) Linn-Mar Community School District
- g) Linn-Mar Lions

Exhibit B

Non-Commercial Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional

materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs. **Supplier Performance.** Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

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

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

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

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

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



Exhibit 705.1

Code 603.3-R2

Date Request Received by CFO/COO: 8 28 25 50

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

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 <u>must be</u> signed and submitted to the Chief Financial/Operating Officer <u>with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:</u>

Group:	Girls Swin	V-an	Submitted by:	Chris	Fechner	
	(Examples: Robotics, FBLA, etc.)			(Name)	recaur	

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. <i>Reference Board Policy 603.3.</i>	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Appro	oval	Date	0//
Chief Financial/Operating Officer Approval		Date	8/28/25
Board of Directors Appr	roval	Date	7/2/25

Samantha Armbrust Head Girls Swimming and Diving Coach 08-28-25

To whom it may concern:

The varsity girls swim team from Linn-Mar High School will be competing in a varsity invite in Ames, Iowa on October 4th, 2025. This will be our first year treating the students with an overnight experience as it has been highly sought after for the athletes. We will be staying in a hotel in Ames, Iowa on Friday October 3rd, 2025. We plan to leave at the completion of the school day (4:30 pm) and return at the completion of the meet on Saturday October 4th. Due to the meet beginning at such an early time, we would have to leave around 5 am alternatively, resulting in less sleep and discomfort prior to the swim meet, thus why we will be seeking this experience. Our team will be 21 varsity athletes and 2 coaches.

Supervision

The head coach, Samantha Armbrust, plus assistant coach, Jayden Steffen, will be on this trip to supervise the athletes.

Itinerary

October 3, 2025 – school bus will pick up 21 varsity athletes from the Linn-Mar Aquatic Center at 4:30pm to drive us to our hotel in Ames, Iowa. The athletes will have the opportunity to eat as a team from Olive Garden with a team banquet order. The girls will then have lights out at 9:30pm for the 6:30 am wake-up call the following day. We will sleep 4 to a room with a bed check performed by coaches.

October 4, 2025 – wake up call at 6:30am for continental breakfast and leave for the pool by 7:30 am for warm ups at 8am. Sandwiches and lunch is provided by our wonderful set of parent volunteers. We will stop at a grocery store for athletes to pick what they prefer for dinner at the completion of the meet prior to returning back to Marion. The bus will drop us off at the Aquatic Center where the athletes parents will take them home.

Cost

Hotel and bus cost will come from our fundraising pot, dinner on Friday and Saturday will be on the athlete, and meet snacks and lunch will be provided by family volunteers.

Number of Students

21 varsity swimmers

Purpose

The athletes have expressed want for a team bonding experience such as this due to the fact they have not had one in a while and the boys swimming and diving team is more prone to events like this.

Thank you for your time and consideration on behalf of all the swimmers and divers, as well as the coaches.

Sincerely yours in athletics,

Samantha Armbrust



Excursions and Trips Request Form

Code 603.3-E

Date Request Received by CFO/COO:

9/3/25

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:

- a. Rationale for the excursion/trip including the purpose and objectives
- b. Clarification if request is dependent upon pre-qualifying for event
- c. Detailed plans for student supervision
- d. Proposed itinerary
- e. Cost and source of funding
- f. Number of student participants
- g. Copy of required participation paperwork
- Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the event to the building principal.
- The building will be responsible for obtaining a substitute teacher if one is needed.
- Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Financial/Operating Officer with required documentation NOT LESS THAN 4 WEEKS PRIOR TO the proposed excursion/trip and prior to any travel arrangements being finalized:

Group:

(Examples: Robotics, FBLA, etc.)

Submitted by:
(Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and " is a vital part of the curriculum or current activity." <u>Reference Board Policy 603.3</u> .	1
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.	\checkmark
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	V
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3.</i>	/
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	V
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	/
Building Principal Appre	oval	Fuch World	8/3/25
Chief Financial/Operati	ng Officer Approval	Date	9/3/25
Board of Directors App	roval	Date	

Linn-Mar FFA Overnight Field Trip Request

Trip Title: National FFA Convention & Expo

Destination: Indianapolis, Indiana

Dates: October 29th – November 1st, 2025 **Advisors/Chaperones:** Jacob Mayes

Rationale for the Trip

The National FFA Convention & Expo is one of the largest student leadership conferences in the United States, bringing together over 90,000 members from across the nation. Participation in this event provides Linn-Mar FFA members the opportunity to expand their leadership skills, engage in career exploration, and build connections with peers, industry leaders, and agricultural professionals.

Purpose and Objectives:

- Expose students to diverse career pathways in agriculture, food, and natural resources.
- Inspire students through keynote speakers, workshops, and motivational sessions.
- Provide competitive event participants with the chance to represent Linn-Mar FFA at the national level.
- Strengthen team bonding and chapter pride through shared experiences.
- Develop lifelong leadership, communication, and networking skills.

Pre-Planning Activities

- Selection and registration of student attendees.
- Pre-convention orientation meetings with students and parents to review expectations, schedules, and travel details.
- Team practice for students competing in Career Development Events (CDEs) or Leadership Development Events (LDEs).
- Budget review and fundraising activities to support trip costs.
- Completion of permission slips, medical forms, and code of conduct agreements.
- Tours of higher-level institutions (University of Illinois Urbana-Champaign, Purdue University)
- Hotel Rooms reserved- Drury Plaza Hotel (9625 N Meridian St, Indianapolis, IN 46290)
- Industry tours including John Deere, Fair Oaks Dairy Farms, and Indianapolis International Speedway.
- Leave will be requested in iVisions and Frontline for 4 days... October 29-November 1. A substitute teacher will be requested. We will leave on Tuesday, October 22nd and return on Saturday, October 26th.

- A transportation request has been sent to the Transportation Department requesting 1 rental van.
- Online convention registration opens on September 11th and will remain open through the convention. Names of participants can be made on site, but the fee increases per member added or changed. At the September FFA chapter meeting (Early September), we will inform members of convention opportunities and present them with the required paperwork to participate. The paperwork deadline is October 1st.
- Mayes has reviewed the schedule and tentatively determined the schedule that all participants will follow. Refer to the online schedule at ffa.org. Participants will have a pre-planning meeting, going over the various activities and the purposes and expectations of the trip. Students attending will also have a say in the workshops, business sessions, career show activities, competition finals, etc., that they want to participate in or attend. Students will also determine an agribusiness tour that they want to go on Thursday afternoon of the convention.
- Virtual Option 2025 Virtual Program (Includes access to Virtual FFA Blue Room, Live Streaming of all Sessions, and On-demand Student and Teacher Workshops). There is no registration or fee needed for the 2025 virtual program.

Follow-Up Activities

- Student reflections on their convention experience presented during a chapter meeting.
- Presentations to agriculture classes and the school board/community about lessons learned.
- Chapter discussions about how new ideas can be applied to local FFA activities.
- Officer and member goal setting based on convention inspiration.

Assessment of Trip Impact

- Student surveys before and after the trip to measure growth in leadership confidence and agricultural awareness.
- Evaluation of chapter participation in workshops, tours, and sessions.
- Tracking of CDE/LDE performance results at the national level.
- Advisor and student reflections used to improve future participation.

Funding and Budget

Item

Estimated Cost

Item	Estimated Cost
Transportation (fuel for van)	\$400
Lodging (5 nights, 3 rooms)	\$2000
Registration Fees	\$700
Meals (5 days)	TBD
Miscellaneous (supplies, emergencies)	\$100
Total Estimated Cost	\$3,200

Funding Sources:

- Chapter FFA funds
- Fundraising events (plant sales, alumni donations, community sponsors)
- Student contributions if necessary (No greater than \$300)

Common Experience & Multidisciplinary Connections

- Agricultural Education: Reinforces agricultural literacy, advocacy, and leadership.
- Career & Technical Education: Provides career exploration and hands-on industry connections.
- **Business & Economics:** Students manage budgeting, fundraising, and marketing of their chapter.
- English Language Arts: Students develop communication and presentation skills through reflections and workshops.
- Social Studies/Civics: Engages students in leadership, community involvement, and cultural diversity.
- STEM: Many exhibitors and workshops highlight agricultural science, engineering, and technology.

Conclusion

The National FFA Convention & Expo is a transformative experience that equips Linn-Mar FFA members with real-world skills, leadership growth, and career exploration opportunities. Through careful planning, meaningful participation, and reflective follow-up, this trip will strengthen not only the individual students but also the chapter and school community.