



Summary of Enrollment Survey Feedback

May, 2024



Email Lists for Survey Distribution

The distribution lists for these surveys were compiled from students who enrolled into/out of the district beginning with the 2011-12 academic year through 2023-24.

Not all parent email addresses of students participating in the Homeschool Assistance Program or using ESAs are available to our district.

Enrollment **In** Survey Summary

Enrollment IN Survey

The survey data is not based on a scientific sample and should be treated as qualitative data similar to feedback from a focus group.

- Sent to 452 families that enrolled INTO the district.
- Completed by 34 families.
- 56.3% of those 34 respondents enrolled into the district before 2020.
- Top reason for enrollment into Linn-Mar included academic opportunities (64.7%) and the district's reputation (47.1%).

Enrollment IN Survey - Key Findings

- Most important factors that influenced enrollment decision:
 - Academic/educational opportunities (64.71%).
 - District's reputation as a quality leader in education (47.06%).
 - Other factors: quality of teaching staff, college and career readiness opportunities, and the district's state-of-the art facilities.
- Overall, respondents were highly satisfied with the decision to enroll into Linn-Mar with 64.5% ranking the decision 5/5 in levels of satisfaction.

Enrollment IN Survey - Key Findings

- Respondents commented favorably on the opportunities provided to the students and on the supportive and helpful staff.
- Some respondents expressed concerns with the size of the high school and the “educational structure”* at that level.
- Four individuals shared individual interactions with some staff that were not favorable.

**scheduling challenges, for example*



Enrollment **OUT** Survey Summary

Enrollment OUT Survey

The survey data is not based on a scientific sample and should be treated as qualitative data similar to feedback from a focus group.

- Sent to 703 families that enrolled OUT of the district.
- Completed by 121 families.
 - Included families of students who enrolled to another public school, another private school, and those who elected to homeschool.
- 26.5% of the respondents enrolled out of the district during the 2022-23 school year, and 28.9% first enrolled out before 2022.

Enrollment OUT Survey - Key Findings

- For those enrolling out of the district:
 - 44.2% left to attend another public school
 - 34.2% shifted to homeschooling
 - 21.7% left to attend a private school

Enrollment OUT Survey - Key Findings

Those enrolling out of the district felt the following factors were most important when making their enrollment decision:

44% attended another public school

- *Concerns about the size of the district and size of classes.*

34.2% were homeschooled

- *Feeling that programs and services were better supported in a homeschool environment.*

21.7% attended a private school

- *Interested in other benefits related to a private school experience.*

Enrollment OUT Survey

- For those electing a homeschool environment:
 - Many made the decision based on philosophical, ideological and/or political decisions/differences, and others noted concerns with previous school board decisions.
 - Others commented on an experience specific to their student (individual interactions with staff or other students, class size, etc.).

Enrollment OUT Survey

- For those electing another public school:
 - The size of the district and the size of classes were the top factors that led to this decision.
 - Many made the decision based on philosophical, ideological and/or political decisions/differences.
 - Others commented on an experience specific to their student (individual interactions with staff or other students, class size, etc.).
 - Some noted concerns with building or teacher communication.

Enrollment OUT Survey

- For those electing a private school:
 - Many made the decision based on philosophical, ideological and/or political decisions/differences.
 - This group also commented on an experience specific to their student (individual interactions with staff or other students, class size, etc.).
 - This group also commented on school board decisions as a reason for electing another enrollment option.



Reflections and Next Steps

- This feedback will be reviewed with district leadership and considered for building and district improvement opportunities.
- We are cognizant of the small sample size of participants from each survey as we consider next steps.

Reflections and Next Steps

- The updated 2024-2025 Strategic Plan includes the following goal for Community Engagement to ensure we continue gathering feedback:
 - *1.3 Creating feedback loops from key stakeholders...*
 - *1.4 Evaluating several survey data sources to inform communication efforts and operational decision making.*
- The district values community feedback and will be evaluating all the district's existing surveying tools and processes to identify gaps, duplications, and next steps for using surveys to collect constituent feedback.

A red-tinted photograph of a modern building courtyard. In the background, a large wall features the text "WE ARE LM" in a bold, sans-serif font. In the foreground, a person wearing a bright orange jacket is walking away from the camera. To the left, there is a row of red chairs and small tables. The overall scene is brightly lit, suggesting an outdoor or well-lit indoor space.

Questions?

OPEN ENROLLMENT IN SURVEY REPORT

Prepared for:

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

Donovan Group

1345 N Jefferson Street #120

Milwaukee, WI 53202



Donovan Group
School Communications

EXECUTIVE SUMMARY

During the 2023-24 school year, the Linn-Mar Community School District gathered feedback from parent(s)/guardian(s) regarding open enrollment in the district.

Feedback gathered through the survey will be shared with the Linn-Mar Community School District's board of directors and the district's leadership team, and then reviewed as part of the district's continuous improvement process.

PROCESS & METHODOLOGY

Efforts were made to ensure that all eligible respondents had the opportunity to respond. By design, this data is not based on a scientific sample. Therefore, it should be treated as qualitative data similar to data from a focus group.

Below is a summary of the responses and a brief analysis from the Donovan Group team.



EXECUTIVE SUMMARY

- **Enrollment Trends:**
 - This survey was sent to **452** families who have **enrolled into** the district.
 - Thirty-four survey responses were received for those who open enroll their student(s) into Linn-Mar.
 - The majority (56.3%) of students who open-enrolled in the district did so before 2020.

- **Reasons for Enrollment Decisions:**
 - The top reasons for enrolling into Linn-Mar included academic opportunities (64.7%) and the district's reputation (47.1%).

- **Satisfaction Levels:**
 - There is high satisfaction among those who are open-enrolled into Linn-Mar, with a weighted average satisfaction score of 4.42 out of 5.

In which academic year did you first choose to enroll your student(s) in the district?

Answer	Response #	Response %
2023-24 academic year	7	21.88%
2022-23 academic year	1	3.12%
2021-22 academic year	3	9.38%
2020-21 academic year	3	9.38%
Prior to 2020	18	56.25%
Total	32	100%

Analysis:

Thirty-two respondents completed this question, with two skipping the question. Over half (56.3%) of respondents indicated their student(s) were first enrolled in the district prior to 2020, with 21.9% indicating this past school year was the first year they have open enrolled into the district.

Why did your family choose to enroll your student(s) into the Linn-Mar Community School District? (Please select all that apply.)

Answer	Response #	Response %
Academic/educational opportunities	22	64.71%
Extracurricular/co-curricular programs	11	32.35%
Academic and/or co-curricular facilities	5	14.71%
Friends/Relatives attending Linn-Mar schools	6	17.65%
Change in family circumstances	2	5.88%
District's reputation as a quality leader in education	16	47.06%
Quality facilities for learning and activities	10	29.41%
Other (please specify)	13	38.24%
Total	85	

Analysis:

Respondents were asked to select all that apply to this question. As such, the percentages will add up to over 100, as we divide by the total number of responses for this specific question instead of the total number of survey respondents.

Over two out of three respondents (64.7%) indicated they open enrolled their student(s) into the district for academic/education opportunities, with 47.1% indicating the district's reputation as a quality leader in education was an important factor.

	1 star (Minimally Impacted Decision)	2 stars	3 stars	4 stars	5 stars (Strongly Impacted Decision)	N/A	Total	Weighted Average
Childcare options contributed to our decision	14 41.18%	0 0.00%	2 5.88%	2 5.88%	4 11.76%	12 35.29%	34	2.18
We wanted our child to participate in the academic/extracurricular programs.	9 27.27%	3 9.09%	3 9.09%	7 21.21%	8 24.24%	3 9.09%	33	3.07
We wanted our child to participate in the sports/fine arts programs available.	7 21.21%	4 12.12%	4 12.12%	7 21.21%	7 21.21%	4 12.12%	33	3.10
We have family that are Linn-Mar staff members.	7 20.59%	0 0.00%	0 0.00%	0 0.00%	6 17.65%	21 61.76%	34	2.85
Linn-Mar's high student graduation rates.	10 29.41%	1 2.94%	3 8.82%	4 11.76%	7 20.59%	9 26.47%	34	2.88
The availability of advanced or specialized student programming.	6 18.18%	4 12.12%	2 6.06%	5 15.15%	10 30.30%	6 18.18%	33	3.33
The district's support for students with special learning needs	10 29.41%	1 2.94%	3 8.82%	2 5.88%	5 14.71%	13 38.24%	34	2.57
The qualifications and expertise of the Linn-Mar teaching staff.	4 11.76%	3 8.82%	5 14.71%	6 17.65%	14 41.18%	2 5.88%	34	3.72
The class sizes at Linn-Mar.	5 14.71%	3 8.82%	11 32.35%	4 11.76%	9 26.47%	2 5.88%	34	3.28
The district's state-of-the-art facilities.	5 14.71%	3 8.82%	6 17.65%	8 23.53%	8 23.53%	4 11.76%	34	3.37
Linn Mar's ability to provide students with college and career readiness opportunities.	4 11.76%	2 5.88%	2 5.88%	10 29.41%	10 29.41%	6 17.65%	34	3.71

Analysis:

Respondents were asked to rate a set of statements on a scale of 1 to 5, where 1 minimally impacted their decisions, while a score of 5 indicated it strongly impacted their decision. A not-applicable response was also provided for each statement, and a weighted average for each statement was calculated.

The most important factors were the qualifications and expertise of the Linn-Mar teaching staff (3.72), Linn-Mar's ability to provide students with college and career readiness opportunities (3.71), and Linn-Mar's state-of-the-art facilities (3.37).

The factors that were ranked the lowest were childcare options contributed to our decision (2.18), Linn-Mar's support for students with special learning needs (2.57), we have family that are Linn-Mar staff members (2.85), and Linn-Mar's high school graduation rates (2.88).

What other factors influenced your enrollment decision(s)?

Themes

Sixteen responses were provided to this question. The number in parenthesis is the number of times a statement of that nature was included in the responses.

- Student safety (3).
- Staff engagement and demeanor with students (4).
- Education/Academic excellence ratings (2).
- High educational standards (1).
- Most children can walk to school or ride bicycles (1).
- Structure of kindergarten day (1).
- More academic and extra-curricular opportunities than home district (1).
- Assisted an unhoused family (1).
- Proximity to a Linn-Mar school (1).
- Students previously attended the district and wanted to continue (1).
- Preference for Linn-Mar over home district (1).
- Acceptance of students (1).
- Number of families involved in the HSAP program (1).

How satisfied are you that your change in enrollment has met your needs?

1 star	2 stars	3 stars	4 stars	5 stars	Total	Weighted Average
1 3.23%	0 0.00%	4 12.90%	6 19.35%	20 64.52%	31	4.42

Analysis:

Overall, respondents are highly satisfied with their decision to open enroll in Linn-Mar, with over two-thirds of respondents (64.5%) giving a score of 5/5, with an overall weighted average of 4.42 out of five.

Please use the space below to provide any other information, input, or feedback as you see fit.

Analysis:

Fourteen responses were provided to this question. The number in parenthesis is the number of times a statement of that nature was included in the responses.

- Strengths of Linn-Mar
 - Appreciate the opportunities provided to students (3)
 - Employees are supportive and helpful (2)
 - Have the confidence to remain within the district (1)
 - Appreciative their student could continue when moving outside of the district boundaries (1)
- Would appreciate more student-specific attention (1)
- Concerns regarding Linn-Mar
 - The high school experience, which includes the size of the school, the educational structure, and experiences with staff (4)
 - Athletic concerns at middle and high school levels (2)
 - Financial issues facing the districting, including laying off teachers and staff (1)
 - Safety, including a perceived lack of follow-through following a meeting (1)
 - Level of controversy / Values don't align with the School Board (1)

ENROLLMENT OUT SURVEY REPORT

Prepared for:
Linn-Mar Community School District
2999 N 10th St.
Marion, IA 52302

Donovan Group
1345 N Jefferson Street #120
Milwaukee, WI 53202



EXECUTIVE SUMMARY

During the 2023-24 school year, the Linn-Mar Community School District gathered feedback from parent(s)/guardian(s) regarding enrollment out of the district.

Feedback gathered through the survey will be shared with the Linn-Mar Community School District's board of directors and the district's leadership team, and then reviewed as part of the district's continuous improvement process.

PROCESS & METHODOLOGY

Efforts were made to ensure that all eligible respondents had the opportunity to respond. By design, this data is not based on a scientific sample. Therefore, it should be treated as qualitative data similar to data from several focus groups.

Below is a summary of the responses and a brief analysis from the Donovan Group team.



EXECUTIVE SUMMARY

- **Enrollment Trends:**

- This survey was sent to 703 email addresses of individuals who **enrolled out** of the district:
 - Open Enrolled Out– 569 families who enrolled out of the district to another public school
 - ESA Funded – 54* families of students who have participated in the state's Education Savings Account (ESA).
 - Homeschool
 - IPI– 30* families who elected to provide Independent Private Instruction that is not affiliated with a public school
 - HSAP – 50* families who elected to provide homeschool instruction through an affiliation with Linn-Mar.
- One hundred twenty-one survey responses were received for those who enroll their student(s) out of Linn-Mar.
- Nearly three out of 10 (28.9%) were first enrolled out of the district before 2022, with 26.5% enrolling out during the 2022-2023 school year

- **Reasons for Enrollment Decisions:**

- Of those enrolling out of the district, approximately 44.2% of respondents indicated their student(s) attend another public school, 34.2% are homeschooled, and 21.7% attend a private school.
- The most important factors for homeschooling were the family's interest in other benefits related to a homeschool experience and feeling the programs and services were better supported in a homeschool environment.
- For those who enrolled in another public school district, the most important factors were concerns about the size of the district and concerns about class sizes at Linn-Mar.
- For those who have students attending private school, the most important factor was their family being interested in other benefits related to a private school experience (4.25).

- **Satisfaction Levels:**

- There is high satisfaction among those who enrolled out, with a weighted average satisfaction score of 4.62 out of 5.
- Most respondents (88.6%) plan to maintain their current enrollment decision for the next academic year.

In which academic year did you first choose to enroll your student(s) in/out of the district?

Answer	Response #	Response %
2023-24 academic year	24	19.83%
2022-23 academic year	32	26.45%
2021-22 academic year	17	14.05%
2020-21 academic year	13	10.74%
Prior to 2020	35	28.93%
Total	121	100%

Analysis:

All respondents replied to this question. Nearly three out of 10 (28.9%) were first enrolled out of the district prior to 2022, with 26.5% enrolling out during the 2022-2023 school year and 19.8% enrolling out during this most recent school year.

At the time of your decision, which building(s) would your student(s) have attended? (Select all that apply)

Answer	Response #	Response %
Bowman Woods Elementary	14	11.57%
Echo Hill Elementary	12	9.92%
Indian Creek Elementary	13	10.74%
Linn Grove Elementary	5	4.13%
Novak Elementary	12	9.92%
Westfield Elementary	6	4.96%
Wilkins Elementary	20	16.53%
Boulder Peak Intermediate	10	8.26%
Hazel Point Intermediate	11	9.09%
Excelsior Middle School	15	12.40%
Oak Ridge Middle School	17	14.05%
Linn-Mar High School	23	19.01%
Other (please specify)	9	7.44%
Total	167	100%

Analysis

No respondents skipped this question.

Respondents indicated which schools their student(s) would have attended at Linn-Mar had they not enrolled out of the district. Responses included Linn-Mar High School (19.0%), Wilkins Elementary (16.5%), Oak Ridge Middle School (14.1%), Excelsior Middle School (12.4%), Bowman Woods Elementary (11.6%), and Indian Creek Elementary (10.8%).

Responses in Other included unknown (5), outside of Cedar Rapids, Marion homeschool, LMHSAP homeschool program, and Marion Independent open enrollment.

What grade(s) do your children currently attend? (Please select all that apply.)

Answer	Response #	Response %
Preschool/ Pre-K	15	12.61%
Kindergarten	27	22.69%
1st Grade	14	11.76%
2nd Grade	30	25.21%
3rd Grade	20	16.81%
4th Grade	22	18.49%
5th Grade	20	16.81%
6th Grade	21	17.65%
7th Grade	14	11.76%
8th Grade	23	19.33%
9th Grade	21	17.65%
10th Grade	7	5.88%
11th Grade	15	12.61%
12th Grade	6	5.04%
Graduated/No longer attending	10	8.40%
Total	265	100%

Analysis

Two respondents skipped this question.

Approximately one-fourth of students (25.2%) attended 2nd grade this year, with 22.7% attending kindergarten, 19.3% attending 8th grade, and 18.5% attending 4th grade.

School Name

	Response #	Response %
Homeschool	41	34.17%
Another public school	53	44.17%
Private school	26	21.67%
Total	120	

Answer

One respondent skipped this question.

Approximately 44.2% of respondents indicated their student(s) attend another public school, 34.2% are homeschooled, and 21.7% attend a private school.

Homeschool Feedback

	1 star (Minimally Impacted Decision)	2 stars	3 stars	4 stars	5 stars (Strongly Impacted Decision)	N/A	Total	Weighted Average
We had concerns about class sizes.	9 23.08%	3 7.69%	6 15.38%	4 10.26%	5 12.82%	12 30.77%	39	2.74
We had concerns about the size of the district.	13 33.33%	2 5.13%	5 12.82%	4 10.26%	3 7.69%	12 30.77%	39	2.33
We felt that the school buildings were too large.	13 33.33%	6 15.38%	6 15.38%	1 2.56%	1 2.56%	12 30.77%	39	1.93
Childcare options contributed to our decision.	15 38.46%	2 5.13%	1 2.56%	0 0.00%	2 5.13%	19 48.72%	39	1.60
We felt the programs and services were better supported in a homeschool environment.	3 7.69%	1 2.56%	6 15.38%	2 5.13%	23 58.97%	4 10.26%	39	4.17
We felt our child would have more co-curricular or extracurricular opportunities through a homeschool environment.	14 35.90%	4 10.26%	5 12.82%	3 7.69%	7 17.95%	6 15.38%	39	2.55
We have friends/relatives who homeschool.	19 48.72%	5 12.82%	6 15.38%	0 0.00%	4 10.26%	5 12.82%	39	1.97
We had experienced a change in family status/circumstances.	14 35.90%	1 2.56%	1 2.56%	2 5.13%	4 10.26%	17 43.59%	39	2.14
My child/children's unique social/peer relationships impacted our decision to homeschool.	9 23.08%	2 5.13%	6 15.38%	2 5.13%	10 25.64%	10 25.64%	39	3.07
Our employment made homeschooling a better option for our family.	21 53.85%	1 2.56%	1 2.56%	1 2.56%	2 5.13%	13 33.33%	39	1.54
Our family was interested in other benefits related to a homeschool experience.	5 12.82%	1 2.56%	1 2.56%	4 10.26%	27 69.23%	1 2.56%	39	4.24

Analysis:

Respondents who homeschool their student(s) were asked to rate a set of statements on a scale of 1 to 5, where 1 minimally impacted their decisions, while a score of 5 indicated it strongly impacted their decision. A not-applicable response was also provided for each statement, and a weighted average for each statement was calculated.

The most important factors were the family's interest in other benefits related to a homeschool experience (4.24), feeling the programs and services were better supported in a homeschool environment (4.17), and their child/children's unique social/peer relationships impacted their decision to homeschool (3.07).

The factors that were ranked the lowest were their employment making homeschooling a better option for their family (1.54), childcare options contributing to their decision (1.60), feeling that the school buildings were too large (1.93), and having friends/relatives who homeschool (1.97).

We had other concerns about attending Linn-Mar due to:

Analysis:

Twenty-nine comments were provided to this question. The number in parenthesis is the number of times a statement of that nature was included in the responses.

- Philosophical, ideological, and/or political decisions/differences (10)
- Interactions with some staff (4)
- No concerns (2)
- Would like more information about the HSAP experience at Linn-Mar (2)
- Would like more time with their students (2)
- Bullying (2)
- Class size/overcrowding (2)
- Previous documented concerns with the district (1)
- May consider dual enrollment in the upcoming school year (1)
- School Board policy (1)
- Drugs and vaping (1)
- Safety in public schools in general (1)
- More math and science curriculum at home (1)
- Parent/Guardian concerns of feeling unheard/unseen (1)
- The perceived focus on standardized tests (1)
- Social-emotional learning (1)
- Interruptions to the school day (1)
- Quantity of homework (1)

Enrollment in Another Non-LM Public School Feedback

	1 star (Minimally Impacted Decision)	2 stars	3 stars	4 stars	5 stars (Strongly Impacted Decision)	N/A	Total	Weighted Average
We had concerns about class sizes at Linn-Mar.	9 19.15%	3 6.38%	10 21.28%	4 8.51%	19 40.43%	2 4.26%	47	3.47
We had concerns about the size of the district.	6 12.77%	6 12.77%	9 19.15%	5 10.64%	19 40.43%	2 4.26%	47	3.56
We felt that Linn-Mar's school buildings were too large.	12 25.53%	7 14.89%	7 14.89%	7 14.89%	10 21.28%	4 8.51%	47	2.91
Childcare options contributed to our decision.	23 48.94%	2 4.26%	1 2.13%	2 4.26%	7 14.89%	12 25.53%	47	2.09
We felt the programs and services were better supported in another public school environment.	16 34.04%	2 4.26%	1 2.13%	8 17.02%	17 36.17%	3 6.38%	47	3.18
We felt our child would have more co-curricular or extracurricular opportunities through another public school.	18 38.30%	2 4.26%	3 6.38%	5 10.64%	14 29.79%	5 10.64%	47	2.88
We have friends/relatives who attend the school district we selected.	14 29.79%	2 4.26%	5 10.64%	2 4.26%	14 29.79%	10 21.28%	47	3.00
We had experienced a change in family status/circumstances.	20 43.48%	3 6.52%	1 2.17%	0 0.00%	4 8.70%	18 39.13%	46	1.75
My child/children's unique social/peer relationships impacted our decision to enroll in another public school.	18 38.30%	4 8.51%	4 8.51%	0 0.00%	11 23.40%	10 21.28%	47	2.51
Our employment made another public school a better option for our family.	17 36.96%	4 8.70%	2 4.35%	3 6.52%	6 13.04%	14 30.43%	46	2.28
Our family was interested in other benefits related to enrolling in another public school.	13 27.66%	1 2.13%	3 6.38%	6 12.77%	15 31.91%	9 19.15%	47	3.24

Analysis:

Respondents who enrolled their student(s) in a non-Linn-Mar public school were asked to rate a set of statements on a scale of 1 to 5, where 1 minimally impacted their decisions, while a score of 5 indicated it strongly impacted their decision. A not-applicable response was also provided for each statement, and a weighted average for each statement was calculated.

The most important factors were concerns about the size of the district (3.56), concerns about class sizes at Linn-Mar (3.47), and their family was interested in other benefits related to enrolling in another public school (3.24).

The factors ranked the lowest were experiencing a change in family status/circumstances (1.75), childcare options contributing to their decision (2.09), and employment making another public school a better option for their family (2.28).

We had other concerns about attending Linn-Mar due to:

Analysis:

Twenty comments were provided to this question. The number in parenthesis is the number of times a statement of that nature was included in the responses.

- Philosophical, ideological, and/or political decisions/differences (8)
- Heard stories from others regarding bullying and fighting; unaddressed bullying (5)
- Communication issues (unable to reach principal; tone and attitude; lack of school-to-home communication) (2)
- Students were not given support services when needed (2)
- Signing up for preschool at another district appeared easier; concerns regarding no transportation for preschool (2)
- Attended another district before moving (1)
- Wanted another choice for their students (1)
- Support for student acceleration through grades (1)
- Lack of discipline (1)
- Family issues with relatives attending Linn-Mar (1)
- High school enrollment size (1)
- Changes in traditions (homecoming king/queen, WPA dance) (1)
- Questions about where fundraising proceeds are allocated (1)
- No concerns (1)

Enrollment in Private School

	1 star (Minimally Impacted Decision)	2 stars	3 stars	4 stars	5 stars (Strongly Impacted Decision)	N/A	Total	Weighted Average
We had concerns about Linn-Mar class sizes.	10 43.48%	2 8.70%	2 8.70%	2 8.70%	5 21.74%	2 8.70%	23	2.52
We had concerns about the size of the district.	8 36.36%	4 18.18%	0 0.00%	2 9.09%	5 22.73%	3 13.64%	22	2.58
We felt that Linn-Mar's school buildings were too large.	8 36.36%	3 13.64%	1 4.55%	3 13.64%	4 18.18%	3 13.64%	22	2.58
Childcare options contributed to our decision.	9 40.91%	2 9.09%	0 0.00%	0 0.00%	0 0.00%	11 50.00%	22	1.18
We felt the programs and services were better supported in a private school.	9 40.91%	0 0.00%	0 0.00%	3 13.64%	8 36.36%	2 9.09%	22	3.05
We felt our child would have more co-curricular or extracurricular opportunities through a private school.	10 45.45%	1 4.55%	5 22.73%	0 0.00%	3 13.64%	3 13.64%	22	2.21
We have friends/relatives who attend private school.	11 50.00%	1 4.55%	3 13.64%	1 4.55%	2 9.09%	4 18.18%	22	2.00
We had experienced a change in family status/circumstances.	10 45.45%	0 0.00%	2 9.09%	0 0.00%	0 0.00%	10 45.45%	22	1.33
My child/children's unique social/peer relationships impacted our decision to enroll in private school.	8 36.36%	0 0.00%	1 4.55%	1 4.55%	6 27.27%	6 27.27%	22	2.81
Our employment made private school a better option for our family.	10 45.45%	0 0.00%	0 0.00%	3 13.64%	1 4.55%	8 36.36%	22	1.93
Our family was interested in other benefits related to a private school experience.	3 13.64%	0 0.00%	1 4.55%	1 4.55%	15 68.18%	2 9.09%	22	4.25

Analysis:

Respondents who enrolled their student(s) in private school were asked to rate a set of statements on a scale of 1 to 5, where 1 minimally impacted their decisions, while a score of 5 indicated it strongly impacted their decision. A not-applicable response was also provided for each statement, and a weighted average for each statement was calculated.

The most important factors were their family's interest in other benefits related to a private school experience (4.25), feeling the programs and services were better supported in a private school (3.05), and their child/children's unique social/peer relationships, which impacted their decision to enroll in a private school.

The factors ranked the lowest were childcare options contributing to their decision (1.18), experiencing a change in family status/circumstances (1.33), and employment making private school a better option for their family (1.93).

We had other concerns about attending Linn-Mar due to:

Analysis:

Fifteen comments were provided to this question. The number in parenthesis is the number of times a statement of that nature was included in the responses.

- Philosophical, ideological, and political decisions/differences (5)
- School Board decisions (4)
- Interactions with other students; behavior on transportation; bullying (4)
- Class sizes; size of school/district (3)
- Interactions with some staff (2)
- Transportation pick-up and drop-off times (1)

All survey respondents: How satisfied are you that your change in enrollment has met your needs?

1 star	2 stars	3 stars	4 stars	5 stars	Total	Weighted Average
0 0.00%	2 1.92%	10 9.62%	14 13.46%	78 75.00%	104	4.62

Analysis:

Seventeen respondents skipped this question.

Overall, respondents are highly satisfied with their decision to enroll out of Linn-Mar, with over three out of four respondents (75.0%) giving a score of 5/5, with an overall weighted average of 4.62 out of five

All survey respondents: Do you anticipate any changes in your family's enrollment plans for next academic year?

Answer	Response #	Response %
We plan to make the same enrollment decision next year.	93	88.57%
We plan to make changes to our enrollment and will move to another non-Linn-Mar schooling option.	7	6.67%
We plan to return to the Linn-Mar district.	5	4.76%
Total	105	

Analysis

Sixteen respondents skipped this question.

Nearly 9 out of 10 respondents (88.6%) indicated they plan to make the same enrollment decision next year, with 6.7% planning to make changes to their student(s) enrollment and will move to another non-Linn-Mar schooling option. Approximately 4.8%, or five respondents, indicated they plan to return to the Linn-Mar district.

All survey respondents: Please use the space below to provide any other information, input, or feedback:

Analysis:

Forty-five responses were received. The number in parenthesis is the number of times a statement of that nature was included in the responses.

- Philosophical, ideological, and political decisions/differences (7)
- Left due to School Board decisions and/or behavior (4)
- Left due to experience with administration and/or staff (4)
- Too large of school/class size (4)
- Utilizes another homeschool assistance program (3)
- Linn-Mar not challenging enough academically (2)
- Concerned their students may not get into sports and activities at Linn-Mar (2)
- Interactions with other students/bullying (2)
- Left due to communication issues; appreciates communication efforts of their current educational option (2)
- Parent/Guardian teaches at another district and their student(s) attend school there (2)
- Appreciates the Linn-Mar homeschool program (2)
- Felt change in enrollment option was best for their student (2)
- Happy with current decision outside of Linn-Mar (2)
- Will explore dual enrollment for next year (1)
- Will homeschool when youngest student reaches middle school (1)
- Will remain at Linn-Mar moving forward (1)
- Changed educational option due to learning loss (1)
- Parent/Guardian was pleased with inclusivity efforts at Linn-Mar (1)
- Stayed at previous district after the family moved into the Linn-Mar CSD (1)
- Concerned with the amount of testing (1)
- Looking into other options (1)
- Attending preschool elsewhere due to the cost of preschool/daycare at Linn-Mar (1)



District Honors & Highlights

August 26, 2024

ALL STAFF HONOR: Kudos go out to the entire Linn-Mar staff for a successful start to the 2024-25 school year! The O&M staff did a great job of getting the buildings and grounds ready, the custodians worked hard all summer to get the classrooms and buildings cleaned and prepped, and the rest of the LM staff kicked off the start of the year with welcoming spirits and excitement to be back in school. #WeAreLinn-Mar!



NEW TEACHER WELCOME:

A huge LM welcome is extended to the 21 new teachers that have joined the LM PRIDE this year! *Welcome and have a great 2024-25 school year!*

NEW PLAYGROUND AT WESTFIELD: Thanks go out to the LM Operations & Maintenance staff, contractors, and volunteers that pitched in to install the new playground equipment at Westfield Elementary this summer! The students will be excited to have the playground for the 2024-25 school year!



- 105.1 Procedures for Charging/Investigating Allegations of Injury/Abuse of Students by School Employee
- 105.1-E Student Injury/Abuse by School Employee Reporting Form
- 202.5 School Board Secretary
- 202.6 School Board Treasurer
- 400.3 Personnel Qualifications, Recruitment, and Selection
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- 401.15 Child Abuse Reporting by Licensed Personnel
- 403.27 Pay Deductions
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- 403.28 Use of Computer and Internet
- 403.35 Social Networking
- 501.1 Compulsory Attendance
- 501.11 Student Absences-Excused
- 501.11-R (New) Chronic Absenteeism and Truancy Regulation
- 501.12 Student Absences-Truancy/Unexcused
- 502.3 Prohibition of Tobacco/Nicotine, Alcohol, and Drugs
- 502.3-R Regulations Regarding Enforcement of Prohibition of Tobacco/Nicotine, Alcohol, and Drugs
- 502.8 Weapons
- 504 Student Health Services
- 504.11-R Regulations Regarding Student Special Health Services
- 602.1 Basic Instruction Program
- 602.19 (New) Postsecondary Education Counseling
- 602.23 Open Enrollment-Procedures as a Receiving District
- 602.24 Open Enrollment-Procedures as a Sending District
- 603.12 Technology and Instructional Materials
- 603.16 (New) Artificial Intelligence in the Education Environment
- 603.16-R (New) Artificial Intelligence in the Education Environment Regulation
- 605.5 Student Promotion, Retention, Acceleration
- 702.1 Nutrition Services Program
- 901.5 Educational Specifications for Buildings & Sites
- 902.9 Lease, Sale or Disposal of School District Buildings & Sites
- 1004.3 Tobacco/Nicotine, Alcohol, and Drug-Free Environment

Policy 105.1

~~Procedures for Charging or Investigating Allegations of Injury or Abuse of Student by School Employee~~ **Abuse of Students by School District Employees**

~~Linn-Mar school employees will not cause injury or commit acts of physical or sexual abuse including inappropriate and intentional sexual behavior toward students.~~ 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 school district under the direction and control of the school district. ~~Employees found in violation of this policy will be subject to disciplinary action up to and including discharge~~ will be taken against any school employee who commits such acts.

~~Prompt investigative action will be taken in response to allegations of injury or abuse of students by school employees.~~ The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation and timely reporting to all relevant agencies as required by law. ~~Any~~ The processing of a complaint or allegation will be handled with as much confidentiality as to the maximum extent possible. ~~When requested, all~~ Employees will be required to assist in the investigation when requested to provide information and keep to maintain confidentiality regarding of the reporting and investigation process.

The school district will appoint a Level I investigator and an alternate Level I investigator. ~~The school district has also and will~~ arranged for ~~contract with~~ 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 school district. The names of the investigators ~~will be~~ 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.

Linn-Mar Community School District Level I Investigators:

- ~~Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator~~
 - ~~319-447-3036 / kchristian@linnmar.k12.ia.us~~
- ~~Nathan Wear, Associate Superintendent/Equity Coordinator (Secondary Level)~~
 - ~~319-447-3028 / nathan.wear@linnmar.k12.ia.us~~
- ~~Bob Read, Associate Superintendent/Equity Coordinator (Elementary Level)~~
 - ~~319-447-3016 / bread@linnmar.k12.ia.us~~
- ~~Melissa Frick, Executive Director of Student Services and Special Education/ Student Services Equity Coordinator~~
 - ~~319-447-3663 / melissa.frick@linnmar.k12.ia.us~~

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

Were there any witnesses to the incident or are there students or persons who may have information about this incident? ____Yes ____No

If yes, please list by name (if known) or classification:

(Example: Third grade class, fourth period geometry class, etc.)

Complainant's Signature: _____ **Date:** _____

Complainant's Relationship to Student: _____

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

- Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - 319-447-3036 / kchristian@Linnmar.k12.ia.us

- Nathan Wear, Associate Superintendent and Equity Coordinator (Secondary Level)
 - 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

- ~~• Bob Read, Associate Superintendent and Equity Coordinator (Elementary Level)~~
 - ~~○ 319-447-3016 / bread@Linnmar.k12.ia.us~~

- Melissa Frick, Executive Director of Student Services and Special Education/Student Services Equity Coordinator
 - 319-447-3663 / melissa.frick@Linnmar.k12.ia.us

Address: ~~2999 N 10th Street~~ 3556 Winslow Road, Marion, IA 52302
Fax: ~~319-377-9252~~

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

Policy Series 200 – Board of Directors
Specific Duties of the Board



Policy 202.5
School Board Secretary

~~It is the responsibility of the board to annually appoint a board secretary.~~ A board secretary may be appointed from ~~school district~~ employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter.

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board, to keep complete minutes of special and regular board meetings including closed sessions, to keep a record of the results of regular and special elections, to keep an accurate account of school funds, to sign warrants drawn on the school funds after board approval, and collect data on truant students. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the superintendent will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond **or be covered by an insurance policy** in an amount set by the board. The cost of the bond **or insurance policy** will be paid by the school district.

Adopted: 6/70
Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22
Revised: 8/14; 8/24
Legal Reference (Code of Iowa): §§ 64; 279.3, .5, .7, .32-33, .35; 291.2-4, 6-8, 10-11; 299.10;
281 IAC 12.3(1)
Iowa House File 2398
IASB Reference: 206.03, Option 1

Policy 202.6
School Board Treasurer

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund, and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the treasurer to work with the board secretary to coordinate the financial records, the financial reports, the cash flow needs, and the investment portfolio of the school district.

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the business manager to carry out the duties of the treasurer until the board treasurer is able to resume the responsibility or a new board treasurer is appointed.

The treasurer will give bond **or be covered by an insurance policy** in an amount set by the board. The cost of the bond **or insurance policy** will be paid by the school district.

Adopted: 6/70
Reviewed: 4/13; 9/16; 10/19; 10/22
Revised: 8/14; 8/24
Legal Reference (Code of Iowa): §§ 12B.10; 12C; 279.3, .5, .7, .31-33, .35; 291.2-4, .6-12, .14;
281 IAC 12.3(1); Iowa House File 2398
IASB Reference: 206.04

Policy 400.3
Personnel Qualifications, Recruitment, and Selection

Persons interested in a position, other than administrative positions which will be employed in accordance with board policies in Series 300 (Administration), will have an opportunity to apply and qualify for positions in the school district without regard to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, familial status, or any other classification that is protected in accordance with the applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies.

Job applicants for positions will be considered on the basis of the following qualifications:

1. Training, experience, and skill;
2. Nature of the occupation;
3. Demonstrated competence; and
4. Possession of, or ability to obtain, state or other license or certificate if required for the position.

All job openings will be submitted to ~~the~~ Iowa [Department of Education Workforce Development](#) for posting on [TeachIowa \(teachiowa.gov\)](#) [IowaWORKS.gov](#), the online state job posting system. Additional announcements of the positions may occur in a manner which the superintendent [or designee] believes will inform potential applicants about the positions.

Applications for employment may be obtained and completed online using the district's employment website or applicants may contact the office of Human Resources for assistance in completing an online application.

Administrators will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent [or designee] concerning a person's employment and possible assignment. Whenever possible, the preliminary screening of applicants will be conducted by the administrator/supervisor who will be directly supervising and overseeing the person being hired.

The board will employ licensed and unlicensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ:

1. Classified personnel upon the recommendation of the Chief Human Resources Officer; and
2. Licensed personnel on a temporary basis based on the recommendation of the Chief Human Resources Officer until action can be taken by the board on the position.

The superintendent [or designee] will follow the requirements stated in the bargained agreement between employees in that collective bargaining unit and the school board regarding qualifications, recruitment, and selection of such employees.

Adopted: 6/70

Reviewed: 1/11; 2/14; 9/14; 12/16; 4/20; 4/23

Revised: 2/10; 12/11; 4/13; 4/16; 9/16; 8/24

Related Policy: 302.4; 303.1; 400.1-E

Legal Reference (Code of Iowa): §§ 20; 35C; 84A.6(4)(b)216; 279.13;
281 IAC 12; 282 IAC 14; 29 USC §§ 621-634; 42 USC §§ 2000e, 12101 et seq

IASB Reference: 405.02; 411.02

Mandatory Policy

Policy 400.4
Limitations to Employment References

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

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

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

Adopted: 4/20
Reviewed: 4/23; 8/24
Reference (Code of Iowa): §256; ; 281 IAC 12.3(14);
20 USC § 7926; Iowa House File 2487
IASB Reference: 401.06
Mandatory Policy

**Policy 401.15
Child Abuse Reporting by Licensed Personnel**

In compliance with state law and to provide protection to victims of child abuse, the Linn-Mar Board of Directors believes incidents of alleged child abuse should be reported to proper authorities. All licensed school employees, nurses, teachers, coaches, paraeducators, and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

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

Within six months of their initial employment, mandatory reporters will ~~take a two-hour training course involving the identification and reporting of child abuse or~~ submit evidence they've ~~taken the course~~ **completed the required training** within the previous three years. Once the **required training** ~~course~~ has been taken, the certificate will remain valid for three years. Employees who have ~~taken the two-hour~~ **completed the required** training ~~course~~ will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

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

Adopted: 7/79
Reviewed: 1/11; 12/11; 4/13; 4/23
Revised: 9/14; 12/16; 4/20; 10/22; 3/23; 8/23; 8/24
Related Policy: Series 401, 401.15-R; 505.52; 505.52-R
Legal Reference (Code of Iowa): §§ 232.67-77; 232A; 235A; 280.17; 441 IAC 9.2; 155; 175
IASB Reference: 402.02
Mandatory Policy

Policy 403.27

Pay Deductions Reduction in Employee Pay

EXEMPT EMPLOYEES

The district provides unpaid leaves of absences to allow employees to be absent from work. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that full-day deductions from pay are permissible in the following situations:

1. When an exempt employee is absent from work for one or more full days if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to sickness or disability;
2. When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
3. To offset compensation received when missing work for jury duty, attendance as a witness, or temporary military leave;
4. For disciplinary suspensions of one or more full days imposed in good faith for infractions of safety rules of major significance; and
5. For disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

The district is not required to pay the full salary in the initial or terminal weeks of employment for penalties imposed in good faith for infractions of safety rules of major significance or for weeks in which an exempt employee takes unpaid leave under the *Family and Medical Leave Act* (FMLA). In these circumstances either partial-day or full-day deductions may be made.

In addition, the district provides a variety of leaves of absence to allow employees to be absent from work. As a public employer, the district is expected to record and monitor the work that employees perform and to conform to principles of public accountability in its compensation practices. Therefore, it is the policy of the district that when an employee is absent from work for less than one workday the employee's pay will be reduced or the employee will be placed on leave without pay in the following circumstances:

- a. The employee has not sought permission to use paid leave for the partial-day absence;
- b. The employee has sought permission to use paid leave for the partial-day absence and permission has been denied;
- c. The employee's accrued paid leave has been exhausted; or

- d. The employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a workday, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from their regularly scheduled hours of work on that day.

ALL EMPLOYEES

As a public entity, all overpayments of wages and under-deducted benefits must be collected from an employee. Payroll deductions for employees are allowable when the district has determined:

- Regular wages (including overtime) have been overpaid;
- Supplemental wages have been overpaid; and
- Benefit deductions have not occurred or need to be corrected.

If a payroll deduction is deemed necessary, a district representative will contact the affected employee to discuss repayment options.

Adopted: 4/06
Reviewed: 3/11; 12/11; 9/14; 8/17; 6/20; 4/23
Revised: 4/13; 8/24
Related Policy: 403.27-R; 403.27-E
Legal Reference: 29 USC Sec 2 13(a); 29 CFR Pt 541
IASB Reference: 706.03
Mandatory Policy

Policy 403.27-R

~~Regulations Regarding Pay Deductions~~ Reduction in Employee Pay Regulation

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the *Federal Fair Labor Standards Act* and the *Iowa Wage Payment Collection Act*. The district will not make pay deductions that violate either federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint explaining the nature of the improper deduction and the payroll dates in question with the Chief Human Resources Officer. ([Policy 403.27-E](#))

Within 15 business days of receiving the complaint, the Chief Human Resources Officer will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not made appropriately. In the event of an error, adjustments shall be made in compensation no later than the following pay period.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

Adopted: 4/06
Reviewed: 3/11; 12/11; 4/13; 9/14; 8/17; 6/20
Revised: 4/23; 8/24
Related Policy: 403.27; 403.27-E
IASB Reference: 706.03-R(1)



Policy 403.27-E

Pay Deduction Reduction in Employee Pay Complaint Form

This form is to be used for all pay deduction complaints. Any employee who believes the district has made an inappropriate deduction is encouraged to immediately consult with their direct supervisor. The employee may also file this complaint form with the Chief Human Resources Officer explaining the nature of the improper deduction.

Name of employee: _____

Department/Building: _____

Payroll date(s): _____

Amount of improper pay deduction: _____

Explanation of improper pay deduction:

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Return the signed form to:

Linn-Mar Community School District
Human Resources Office
~~2999 N 10th Street~~ 3556 Winslow Road
Marion IA 52302

Policy 403.28

~~Use of Computer and Internet~~ Responsible Technology Use

Computers, electronic devices, and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the school district's resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies, and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's technology resources. Students, staff, and volunteers must conduct themselves in a manner that does not disrupt the educational process and failure to do so may result in discipline, up to and including student discipline under all relevant district policies and discharge for employees.

All employees are responsible for maintaining systems security. Employees with access to a computer are responsible for safeguarding their passwords to ensure that no transaction takes place under that password for which they are not responsible. Under no circumstances should employees reveal their password to another individual. Passwords and encryption keys must be made available to the district's Technology Services department upon request. If a district need should arise in which it is necessary to obtain access to a specific computer in the absence of the assigned user, appropriate management authorization must be obtained. Passwords should be changed and reset when the employee returns to work.

Although employees may have their own passwords for accessing email, the Internet and computers issued to them, other district computers, and the information that is received or transmitted through them is the property of the Linn-Mar Community School District. In the case of a paid coach or paid activity sponsor who is not a regular employee who has the need to communicate with students as a representative of the district, they should use a district email account created by the Linn-Mar Technology Services department. An individual utilizing a Linn-Mar email address for the purpose of support activities must be approved by the superintendent [or designee] and will be subject to this policy and [Policy 603.12-R1](#) regarding the conduct and expectations for employees.

The district reserves the right to monitor the use of district equipment by employees and others. As the Linn-Mar Community School District is a public employer, employees should have no expectation of privacy with regard to any information contained on computers to which they have access. **The school district reserves the right to access and view any material stored on school district equipment, within district-owned software, or any materials used in conjunction with the school district's network.**

Employees with access to a school district computer will not:

- a. Download software without approval from Technology Services. Software that is approved for downloading must be registered to the Linn-Mar Community School District
- ~~b. Copy software unless authorized by Technology Services.~~
- c. Knowingly introduce a computer virus, worm, trojan horse, or any other contaminating or destructive features into the district's computers.
- d. Transmit copyrighted materials without permission. ([Policy 603.14](#))
- e. Download files from the Internet except for an express business purpose.
- f. Transmit, forward, or download material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, inflammatory, fraudulent, or otherwise unlawful.
- g. Transmit/use email or the Internet for any purpose that is illegal, against district policy, or contrary to the Linn-Mar Community School District's best interest.
- h. Use artificial intelligence (AI) tools to access or create information that is discriminatory, constitutes bullying or harassment, share confidential or personally identifiable information of others, or access/create material that is harmful to minors, obscene, or child pornography.
- i. Disseminate the district's confidential information (such as student information, etc.) to any outside source without an express business purpose or authorization.
- j. Gamble and/or participate in fantasy sport leagues.
- k. Participate in instant messaging that is not related to the employee's work.
- l. Solicit non-district business or use district email or Internet for personal gain including outside employment, self-employment, and family-owned businesses.
- m. Write or participate in blogs or other Internet-based collaboration software that injure, disparage, and/or defame the district, its students, staff, community, and/or its employees' reputations by name or implication.
- n. Receive or forward unsolicited emails that violate district policy.
- o. Attempt to defeat any security mechanisms to gain unauthorized access to computer files or other information on the Linn-Mar Community School District's telephone systems, electronic communication systems, or information systems.
- p. Attempt to read, intercept, copy, or delete emails between other users.
- q. Post or transmit any message anonymously, under a false name, or permit any other individual to do so.
- r. Impersonate another person.
- s. Collect information about others without their consent.
- t. Establish or foster relationships that are inappropriate.

Employees may encounter information on the Internet that relates to the Linn-Mar Community School District or its services. Should such information be encountered, employees should not respond but instead should bring the

information to the attention of their immediate supervisor. The district will determine if a response is appropriate to the information.

Brief and occasional personal use of the Internet is acceptable as long as it is not excessive or inappropriate, does not occur during work time, does not violate any of the prohibitions listed above, and does not result in expenses to the Linn-Mar Community School District. The superintendent [or designee] reserves the exclusive right to determine whether any use is inappropriate, excessive, and/or violates this policy.

Adopted: 2/09

Reviewed: 12/11; 4/13; 8/17; 6/20; 4/23

Revised: 1/11; 3/13; 9/14; 8/24

Related Policy: 403.29; 403.35; 603.12; 603.12-R1-R2; 603.12-E2;
603.13; 603.13-R; 603.14; 603.14-R; 603.16; 603.16-R

Legal Reference (Code of Iowa): § 279.8; 282 IAC 25-26

IASB Reference: 605.08-R(1); 713; 713-R(1)

Policy 403.35
Social Networking

Electronic social networking sites will be used in accordance with board policies on bullying, harassment, work requirements, and conduct for the purpose of promoting learning and associated communication. All users of the school district's technology resources will comply with this policy as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action up to and including termination, as well as suspension and/or revocation of technology access privileges.

Electronic social networking includes, but is not limited to, YouTube, X, Facebook, LinkedIn, blogs, and websites.

Usage of the school district's technology resources is a privilege not a right and that use entails responsibility. District-owned technology and district-maintained social media and email accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for email or use of the school district's network including websites visited. The school district reserves the right to access and view any materials stored on school district equipment or any materials used in conjunction with the district's network.

For purposes of this policy, any website other than the school district's website or district-sanctioned websites are considered external websites. All users will not post confidential or proprietary information including photographic images about the district, its employees, students, agents, or others on any external website without **prior written** consent of the superintendent [or designee]. All users will adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. All users will not use district logos, images, iconography, etc., on external websites. **Employees and volunteers should not connect with students via external websites without consent of the building level administrator.**

Employees and volunteers who wish to connect with students through an Internet-based software application that is not district-approved must first obtain the prior written consent of the building administrator. At all times, no less than two licensed employees must have access to all accounts and interactions on the software application. Employees and volunteers who would like to start a social media site for school district sanctioned activities should obtain prior written consent from the superintendent.

Employees/volunteers will not use school district time or property on external sites that are not in direct relation to their jobs. All users need to realize that the

Internet is not a closed system and anything posted on external sites may be viewed by others.

The superintendent [or designee] is responsible for administrative regulations on the use of social networking media.

Adopted: 3/11

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

Revised: 9/14; 11/16; 8/17; 6/20; 8/24

Related Policy: Series 103; 403.21; 502.1; 603.12

Legal Reference (Code of Iowa): § 279.8, 282 IAC 25-26

IASB Reference: 713; 713-R(1)

Policy 501.1
Compulsory Attendance

Parents within the school 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 school district, shall be considered to be of compulsory attendance age unless the parent/legal guardian of the child notifies the school district in writing of their intent to remove the child from enrollment in the school 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 school 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 religious instruction;
- 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.

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.

~~The principal [or designee] will investigate the cause for a student's truancy. If the principal [or designee] is unable to secure the truant student's attendance, the principal [or designee] should discuss next steps with the Associate Superintendent [or designee]. If after this referral the student is still truant and all steps in Policy 501.12 Student Absences Truancy/Unexcused have been met, the matter will be referred to the county attorney.~~

~~The school will participate in mediation if requested by the county attorney. The Associate Superintendent [or designee] will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.~~

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: Iowa Code §§ 259A; 279.10-11; 299; 299.A

Iowa Senate File 2435

IASB Reference: 501.03

Mandatory Policy

Policy 501.11

~~Student Absences – Excused~~ **Chronic Absenteeism and Truancy**

~~Regular attendance by students is essential for them to obtain the maximum opportunities from the education program. Parents/legal guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.~~

~~Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, dental/medical appointments, recognized religious observances, and school-sponsored or approved activities.~~

~~The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent [or designee] will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards the students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have Individualized Education Programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.~~

~~Students whose absences are approved will make up the work missed and receive full credit upon completion. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.~~

~~Students who wish to participate in school-sponsored activities must attend half or more of their classes the day of the activity unless permission has been given by the principal for the student to be absent.~~

~~It is the responsibility of the parent/legal guardian to notify the student's attendance center as soon as they know the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.~~

~~It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.~~

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. 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 religious instruction;
- d. Are unable to attend school due to legitimate medical reasons;
- e. Have an Individualized Education Program (IEP) that affects the child's attendance;
- f. Have a plan under Section 504 of the *Federal Rehabilitation Act* (29 U.S.C. §794) that affects the child's attendance;
- g. Are attending a private college preparatory school accredited or probationally accredited;
- h. Are excused under Iowa Code §299.22; and
- i. Are exempt under Iowa Code §299.24.

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 (Iowa 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 501.11-R (NEW POLICY)
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 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 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(4); 34 CFR Sec 300; 28 CFR Pt 35

Iowa Senate File 2435

IASB Reference: 501.09-R(1) Option II

Policy 501.12
Student Absences – Truancy/Unexcused

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents/legal guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days/hours established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, non-school concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the school board.

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 or in-school suspension unless the goals and objectives of the student's Individualized Education Program (IEP) are capable of being met.

The building principal [or designee] will investigate the cause for a student's truancy. If the principal [or designee] is unable to secure the truant student's attendance, the principal [or designee] should discuss the next step with the associate superintendent [or designee]. If after administrative action the student is still truant, the principal [or designee] will refer the matter over to the county attorney.

The school district will participate in mediation if requested by the county attorney. The associate superintendent [or designee] will represent the district in mediation. The district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It is the responsibility of the superintendent, in conjunction with principals, 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; 4/12; 7/13; 10/14; 1/15; 10/17; 8/24

Revised: 9/09; 9/20; 10/23

Related Policy: 500.1; 501.1

Legal Reference (Code of Iowa): §§ 294.4; 299; 281 IAC 12.3(4)

IASB Reference: 501.10; 501.10-R(1)

Policy 502.3

~~Prohibition of Tobacco/Nicotine, Alcohol, and Drugs~~ Student Substance Use

The board believes it is imperative to promote the health and wellbeing of all students in the district. The district will provide a substance use prevention program and set restrictions on substance use by students in accordance with applicable law.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, ~~or~~ other controlled substances, ~~as well as~~ or “look alike” substances that appear to be tobacco/nicotine products (~~ex: vaping, e-cigarettes, JUUL-like vaping devices, etc.~~), alcohol, or other controlled substances (ex: schedule I; schedule II-V drugs without a valid prescription) by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school vehicles or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Controlled substances in this policy refers to the misuse of both licit and illicit drugs.

The board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action ~~up to and including suspension or expulsion. and a referral for substance use evaluation by a licensed substance use professional.~~ The distribution, dispensing, manufacturing, Use, purchase, or being in possession of cigarettes, tobacco/nicotine products, ~~or other tobacco products~~ for those under the age of ~~18 21 are in violation of federal, state, and local laws and~~ may be reported to the local law enforcement authorities. ~~The distribution, dispensing, manufacturing, use, purchase, possession, or being under the influence of alcohol and other controlled substances or drugs not prescribed to the user or distributor (ex: schedule I; schedule II-V drugs) are in violation of federal, state, and local laws and may also be reported to the law enforcement authorities.~~ Possession, use, or being under the influence of alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance use assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance use prevention program will include:

- a. Age-appropriate, evidence-based substance use prevention curriculum for students in grades kindergarten through 12, which address the legal, social, and health consequences of tobacco/nicotine products, drug, and alcohol use and which provide information about effective techniques for resisting social pressure to use tobacco/nicotine products, drugs, or alcohol;
- b. A statement to students that the use of controlled substances and the unlawful possession and use of tobacco/nicotine products and alcohol is harmful to student wellbeing;
- c. Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of controlled substances, tobacco/nicotine products, and/or alcohol by students on school premises or as part of any of its activities;
- d. A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- e. A statement that students may be required to complete a substance use evaluation to determine whether substance use disorder treatment is recommended and, if recommended, successfully complete an appropriate rehabilitation program;
- f. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- g. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- h. Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Adopted: 6/70
Reviewed: 3/12; 10/14; 10/17; 9/20
Revised: 5/11; 7/13; 1/15; 3/23; 8/24
Related Policy: 502.1; 502.2; 502.2-R; 502.3-R; 502.4; 1004.3
Legal Reference (Code of Iowa): §§123.46; 124; 279.8-9; 453A;
281 IAC 12.3(6), .5(3)(e), .5(4)(e), .5(5)(e); 34 CFR Pt 86
IASB Reference: 502.07
Mandatory Policy

Policy 502.3-R
Regulations Regarding Enforcement of Prohibition of Tobacco/Nicotine, Alcohol, and Drugs

Administrative regulations enforcing [Policy 502.3 Prohibition of Tobacco/Nicotine, Alcohol, and Drugs](#) includes three components: prevention, intervention, and discipline.

PREVENTION

- a. Age-appropriate, developmentally based drug and alcohol curriculum for students in grades kindergarten through 12, which addresses the legal, social, and health consequences of tobacco/nicotine, drug and alcohol use, and which provides information about effective techniques for resisting peer pressure to use tobacco/nicotine, drugs, or alcohol;
- b. A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; and
- c. Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

INTERVENTION

- a. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; and
- b. An expectation that students may be required to successfully complete an appropriate rehabilitation program if involved in substance abuse behaviors.

DISCIPLINE

- a. A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, that will be imposed on students who violate the policy;
- b. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- c. Notification to parents and students that compliance with the standards of conduct is mandatory.

The board believes it must do everything within its jurisdiction to ensure the safety and well-being of students. Therefore, the administration of the district will work cooperatively with law enforcement officials, including the police department and the police department canine unit, within the utmost authority of the law to prohibit the use of tobacco/nicotine, alcohol, and drugs. The canine unit may include searches of automobiles, lockers, classrooms, and/or buildings.

Adopted: 9/98

Reviewed: 3/12; 7/13; 10/14; 1/15; 10/17; 9/20; 10/23; 8/24

Revised: 5/11; 7/13

Related Policy: 502.1; 502.2; 502.2-R; 502.3; 502.4

Legal Reference (Code of Iowa): §§ 123.46; 123; 279.8-9; 453A; 281 IAC 12.3(6), .5(3)(e), .5(4)(e), .5(5)(e)

IASB Reference: 502.07

Policy 502.8 Weapons

The Linn-Mar Community School District Board of Directors believes weapons, other dangerous objects, and look-alikes in school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on school district premises or property within the jurisdiction of the school district.

All weapons, dangerous objects, and look-alikes are prohibited to be carried, possessed, transported, or otherwise stored on school district property and to district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- a. Law enforcement;
- b. Military personnel;
- c. Corrections officers;
- d. Individuals approved in writing by the superintendent; ~~and~~
- e. Students and individuals approved in writing by the superintendent who are actively engaging in a district-approved firearms safety course, hunter education course, or shooting sports activity; ~~and~~
- f. School security officers and/or school resource officers in accordance with all applicable laws.

School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto school district property, ~~a school district event~~, or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects, or look-alikes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects, or look-alikes will be reported to law enforcement officials and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school will be expelled for not less than ~~12 months~~ ~~one calendar year~~. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of the policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; a muffler or silencer for such a weapon; any explosive, incendiary, or poisonous gas; or otherwise defined by applicable law.

~~The district shall not authorize staff members to carry firearms on school grounds in accordance with Iowa Code 724.6. Employees found in violation of this policy may be subject to discipline up to and including termination.~~

~~Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. Students and individuals approved in writing by the superintendent who are actively engaging in a school district approved firearms safety course, hunter education course, or shooting sports activity are exempt from this policy. The superintendent ~~may~~ will develop an~~

administrative process or procedures to implement the policy and communicate with law enforcement relevant exemptions to this policy as appropriate.

Adopted: 12/94

Reviewed: 5/11; 7/13; 10/14; 1/15; 10/17; 9/20; 10/23

Revised: 12/16; 9/21; 8/24

Related Policy: 502.1; 502.1-R; 502.2; 502.2-R; 502.8-R

Legal Reference (Code of Iowa): §§ 279.8; 280.21B; 483A.27(11); 724; 281 IAC 12.3(6); 18 USC § 921

IASB Reference: 502.06; 905.03

Mandatory Policy

Policy 504
Student Health Services

Health services are an integral part of assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social wellbeing. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's needs and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- **Emergent care situation** means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the Iowa Department of Health & Human Services.
- **Invasive physical examination** means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, **dental**, or scoliosis screening.
- **Student health screening** means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent [or designee], in conjunction with the school nurses, will develop administrative regulations implementing this policy. The superintendent [or designee] will provide a written report on the role of health services in the education program to the board annually.

Adopted: 2/21
Reviewed:
Revised: 8/23; 8/24
Related Policy: 504.1-R
Legal Reference (Code of Iowa): §§ 22.7; 139A.3, .8, .21; 143.1; 152; 256.7(24), .11; 280.23;
281 IAC 12.3(4), (7), (11); 12.4(12); 12.8; 282 IAC 22; 641 IAC 7; 655 IAC 6
Iowa Senate File 2080 and Iowa House File 2393
IASB Reference: 607.02
Mandatory Policy

**Policy 504.11-R
Regulations Regarding Student Special Health Services**

Some students who require special education need special health services in order to participate in the educational program. These students will receive special health services in accordance with their Individualized Health Plan (IHP).

A. Definitions

Assignment and Delegation: Occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale **in accordance with licensed practice** for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion **in the student's education record**.

Co-Administration: The eligible student's participation in the planning, management, and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

Educational Program: Includes all school curricular programs and activities both on and off school grounds.

Education Team: May include the eligible student, the student's parent, administrator, teacher, licensed health personnel, **and** others involved in the student's educational program, **or as described in the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973**.

Health Assessment: Health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

Health Instruction: Education by licensed health personnel to prepare qualified, designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

Individual Health Plan: The confidential, written, preplanned, and ongoing special health service in the educational program. It includes assessment, nursing diagnosis, outcomes, planning, interventions, evaluation, student goals (if applicable), and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with collaboration from the parent or guardian, the individual's health care provider, or education team.

Licensed Health Personnel: Includes licensed registered nurses, licensed physicians, and other licensed health personnel legally authorized to provide special health services and medications under the auspices of the district.

Prescriber: Licensed health personnel legally authorized to prescribe special health services and medications.

Qualified Designated Personnel: Persons instructed, supervised, and competent in implementing the eligible student's health plan.

Special Health Services: Includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- a. Interpretation or intervention;
- b. Administration of health procedures and healthcare; or
- c. Use of a health device to compensate for the reduction or loss of a body function.

Supervision: The assessment, delegation, evaluation, and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- a. Physically present;
- b. Available at the same site; or
- c. Available on call.

B. Licensed health personnel will provide special health services under the auspices of the district. The duties of the licensed health personnel include:

1. Participate as a member of the education team;
2. Provide the health assessment;
3. Plan, implement, and evaluate the written Individual Health Plan (IHP);
4. Plan, implement, and evaluate the special emergency health services;
5. Serve as a liaison and encourage participation and communication with health service agencies and individuals providing health care;
6. Provide health consultation, counseling, and instruction with the eligible student, the student's parent, and the staff in cooperation and conjunction with the prescriber;
7. Maintain a record of special health services. The documentation includes the eligible student's name, special health services, prescriber or person authorizing, date and time, signature and title of person providing the special health services, and any unusual circumstances in the provision of such services;
8. Report unusual circumstances to the parent, school administration, and prescriber;
9. Assign and delegate to, instruct, provide technical assistance, and supervise qualified designated personnel; and
10. Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following will be on file:

1. Written statement by prescriber detailing the specific method and schedule of the special health services, when indicated;
2. Written statement by the student's parent requesting the provision of the special health services;
3. Written report of the preplanning staffing or meeting of the education team; and
4. Written Individual Health Plan (IHP) available in the health record or integrated into the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:

1. Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service;
2. Determination that the special health services, tasks, procedures, or function is part of the designated person's job description;
3. Determination of the assignment and delegation based on the student's needs **and qualifications of school personnel performing the health services;**
4. Review of the designated person's competency; and
5. Determination of initial and ongoing level of supervision, **monitoring, and evaluation** required to ensure quality services.

E. Licensed health personnel will supervise the special health services, define the level **and frequency of supervision, and document the supervision.**

F. Licensed health personnel will instruct qualified, designated personnel to deliver and perform special health services contained in the eligible Individual Health Plan (IHP). Documentation of instruction, written consent of ~~non-~~ **administrative** personnel ~~to perform the service,~~ **as required in Iowa Code 280.23,** and periodic updates are on file at school.

G. Parents will provide the usual equipment, supplies, and necessary maintenance for such, unless the district is required to **provide the equipment, supplies, and maintenance ~~do so~~ under the *Individuals with Disabilities Education Act (IDEA)* or *Section 504 of the Rehabilitation Act of 1973*.** The equipment is stored in a secured area. The personnel responsible for the equipment are designated in the Individual Health Plan (IHP). The IHP will designate the role of the school, parents, and others in the provision, supply, storage, and maintenance of necessary equipment.

~~H. For students eligible under the IDEA and/or Section 504, the special school health services provided under these regulations will also comply with any additional or differing requirements imposed by the IDEA and/or Section 504.~~

Adopted: 2/96

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

Revised: 8/02; 10/23; 8/24

Related Policy: 504.11

IASB Reference: 507.08-R(1)

**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 Iowa 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, human growth and development, physical education, traffic safety, music, and visual arts and computer science. 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, human growth and development, family and consumer science, career, 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), physical education (1 unit), fine arts (3 units), foreign language (4 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 school 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 [or designee] 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

Legal Reference (Code of Iowa): §§216.9; 256.11; 279.8; 280.3-14;
281 IAC 12.5, .11; 20 USC § 1232h; 34 CFR Pt 98

IASB Reference: 603.01

**Policy 602.19 (New Policy)
Postsecondary Education Counseling**

The district believes in the importance of education to shape the lives of all students. Some students may consider postsecondary education and training beyond their secondary education and have questions related to the cost of education programs and the future employability of graduates. It is valuable for students who express an interest in postsecondary education to make informed decisions related to their future options.

The district will ensure that students in grades 11 and 12 who express interest in postsecondary education will be provided with basic information to assist in their decision making. This information includes, but may not be limited to:

- a. A link to the annual report published by the State Board of Regents pursuant to Iowa Code 262.9(38); and
- b. A link to the Iowa Student Outcomes internet site maintained by the Department of Education.

If the district employs a college and career transition counselor, this staff member will provide the information to interested students. If the district does not employ this type of counselor, the superintendent [or designee] will designate a staff member to ensure this information is provided to interested students.

Adopted: 8/24
Related Policy: 602.18
Legal Reference (Code of Iowa): §§ 279
Iowa House File 2615
IASB Reference: 603.12

Policy 602.23

Open Enrollment **Transfers** – Procedures as a Receiving District

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow non-resident students who meet the legal requirements to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The school board will take action on the open enrollment request ~~at the next regular board meeting~~ no later than June 1st in the year preceding the first year desired for open enrollment. The superintendent [or designee] has authority to approve good cause applications in emergency or extenuating circumstances.

The superintendent [or designee] will notify the sending school district and parents ~~within five days~~ of the school ~~board's decision~~ district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which they were suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. ~~The district reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.~~

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades 9 through 12 open enrolling into the school district will be eligible for participation in interscholastic athletics at the varsity level, in accordance with applicable laws.

Parents of students whose open enrollment requests are approved by the school board **or superintendent [or designee]** are responsible for providing transportation to and from the receiving school district without reimbursement. ~~The school board will not approve transportation into the sending district.~~

A receiving district may send school vehicles into the sending district's boundaries to transport students to and from school in the receiving district if the total enrollment of the student's resident district is less than 2,000 students, the student's resident district is contiguous to the receiving district, and the student's resident district has sent school vehicles into the receiving district pursuant to Iowa Code 282.18(8)(b)(1).

An open enrollment request into the district from parents of a student receiving special education services is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The student receiving special education services will remain in the sending district until final determination is made. For students requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent [or designee] to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Adopted: 3/99
Reviewed: 1/10; 6/11; 6/12;10/13; 4/15; 1/18; 2/21
Revised: 6/11; 9/21; 10/22; 2/24; 8/24
Related Policy: 501.9-10; 602.2-3; 602.7; 602.24-26
Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 281.1, .3, .8, .18; 299.1; 281 IAC 17
Iowa House File 2278; Iowa Senate File 2435
IASB Reference: 501.15
Mandatory Policy

Policy 602.24

Open Enrollment **Transfers** – Procedures as a Sending District

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll out to another public school district.

Parents requesting open enrollment out of the district for their student will notify the sending and receiving school districts ~~in accordance with district practices~~ no later than March 1st in the school year preceding the first year desired for open enrollment. This notice is made on forms provided by the Iowa Department of Education. The forms are available at the Linn-Mar ~~Learning Resource Center~~ district office or via the district website (www.Linnmar.k12.ia.us).

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1st deadline. Parents of children who will begin kindergarten and pre-kindergarten students enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above by September 1st. Parents who have good cause as defined by law for failing to meet the March 1st deadline may make an open enrollment request by September 1st unless another deadline applies.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the ~~board's approval of the application~~ start of the school year. The receiving district's superintendent [or designee] will notify the parents and sending district by mail within five days of the school district's action to approve or deny the open enrollment request.

~~Subject to applicable laws,~~ the board ~~will not~~ may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a student receiving special education services is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's special education needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The student receiving special education services will remain in the school district until the final determination is made.

It is the responsibility of the superintendent [or designee] to maintain open enrollment request applications and notice forms. It will also be the responsibility

of the superintendent [or designee] to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Adopted: 3/99

Reviewed: 6/12; 10/13; 4/15; 1/18; 2/21

Revised: 6/11; 9/21; 10/22; 2/24; 8/24

Related Policy: 501.9-10; 602.2-3; 602.7; 602.23; 602.25-26

Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 281.1, .3, .8, .18; 299.1; 281 IAC 17

Iowa House File 2278; Iowa Senate File 2435

IASB Reference: 501.14

Mandatory Policy

**Policy 603.12
Technology and Instructional Materials**

The school board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate efficient and effective ways to utilize technological advances as a part of the curriculum and instruction practices.

The superintendent [or designee] is responsible for developing guidelines to monitor the use of technology. Any objections to materials used as a result of **instructional** technology will be processed under Linn-Mar board policies [602.27](#), [602.27-R](#), [602.28](#), [602.29](#), [602.29-R](#), and [602.29-E](#).

It is the responsibility of the superintendent [or designee] to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent [or designee] will report the results of this evaluation to the board and make a recommendation regarding the use of technology in the curriculum.

Adopted: 8/89
Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18; 6/21; 2/24
Revised: 1/10; 8/24
Related Policy: 602.27; 602.27-R; 602.28-29; 602.29-R; 602.29-E; 603.12-R1-R2; 603.12-E1
Legal Reference (Code of Iowa): §§ 279.8; 281 IAC 12.3(12), 12.5(10), .5(17)
IASB Reference: 605.04
Mandatory Policy

Policy 603.16 Artificial Intelligence in the Education Environment (New Policy)

The district believes that to adequately prepare modern learners for the future, advances in technology should first be explored within the education environment. At its most simple, generative artificial intelligence ((AI)) is automation based on association. (AI) tools analyze large amounts of information and detect patterns using that information to draw a conclusion. The (AI) tools then improve the conclusions drawn based upon additional data reviewed, patterns found, and prior conclusions drawn. Generative (AI) for the education environment has the potential to automate classroom organizational tasks, enhance individualized student learning, teaching, assessment of student learning, and even enhance research and professional development for educators.

However, generative (AI) tools can be vulnerable to inaccuracy in some significant ways. (AI) tools can have bias on how the tools detect patterns, detect patterns/draw conclusions based on inaccurate data, and may not be fully accessible to students to differing abilities. It is valuable for students to understand the potential uses and limitations of this imperfect technology in an educational environment where (AI) tools have been carefully selected and are monitored and reviewed within appropriate guidelines. For this reason, human oversight and decision making must lead the selection, use, and review of (AI) tools in the education environment.

Only humans can verify the accuracy of (AI) tools and apply proper context to any information generated from them. (AI) tools will never be the sole determining factor used to make decisions related to student learning, assessment, academic integrity, and behavior. All decisions must be made by appropriate licensed staff and based upon a holistic analysis of available evidence.

Privacy must be protected when using generative (AI) tools. (AI) draws conclusions based on analysis of data. No personally identifiable information about other students or staff will be shared with (AI) tools, without prior written consent from the parent or guardian of the student, or from the student/staff if applicable. Permission must be granted prior to students using open-source (AI) tools that may share information outside the tool itself, and with any entities outside the control of the privacy terms and conditions of the (AI) tool.

Use of (AI) tools by students and staff will be at all times appropriate to the educational environment and subject to all applicable laws, regulations, and policies. This includes but is not limited to the *Family Education Rights and Privacy Act*, *Children's Internet Protection Act*, and the *Children's Online Privacy Protection Rule*; as well as district policies on student conduct, copyright protections, student records, personnel records, bullying and harassment, and staff/student expression.

The superintendent, working in collaboration with relevant staff, will develop regulations necessary to carry out the intent of this policy.

Policy 603.16-R Artificial Intelligence in the Education Environment Regulation (New Policy)

SELECTION OF (AI) TOOLS

(AI) tools will be vetted by relevant stakeholders including, but not limited to, the district's IT staff and, when related to student learning or assessment, by the curriculum director. Decisions to use (AI) tools should be focused on:

- a. Protection of Students: Any (AI) tools used in the district must comply with the requirements to safeguard students from accessing material that is obscene, child pornography, and harmful to minors.
- b. Privacy: Personally identifiable information of students will not be shared without necessary written consents. Further, any (AI) tools utilized must meet the requirements of the school official exemption listed in FERPA, described in [Policy 703.1](#), and comply with the terms of service of the (AI) tools.
- c. Accessibility: Is the tool available to students of all abilities? If not, what comparable alternatives will be offered to ensure an equitable learning environment for all students?
- d. Accuracy: To the extent reasonable, the (AI) tool should be both reliable and unbiased in its pattern recognition, and data used by the tool should be verified for accuracy.
- e. Transparent and Interruptible: Student use of (AI) tools must be able to be monitored by licensed staff to safeguard the appropriateness of the learning experience for the student and monitor for accuracy of the (AI) tool.

ACADEMIC INTEGRITY

Use of (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who f(AI)l to comply with these requirements may face discipline as stated in relevant district policies.

APPROPRIATE USE

Prior to using (AI) tools, classroom teachers will clearly state how (AI) tools may be used to engage in and complete educational tasks and assignments. Classroom teachers will establish appropriate parameters for (AI) tool usage and will monitor student use of (AI) tools as appropriate.

PROHIBITED USES

Students and staff will not use (AI) tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access/create material that is harmful to minors, obscene, or child pornography. Any violation of this regulation will be treated as a violation of relevant district policies and may be subject to loss of access to the (AI) tool, and further discipline.

Policy 605.5
Student Promotion, Retention, Acceleration

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

- Retention/promotion in kindergarten-eighth grade: The retention of a student will be determined based upon the judgement of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- Retention/promotion in ninth-twelfth grade: Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- Accelerating in kindergarten-twelfth grade: Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- Retention or acceleration in kindergarten-twelfth grade: May also occur in additional instances as provided by law.

For students in grades kindergarten through sixth, if a student is not reading at proficiency according to state assessments, the district will notify a student's parent or guardian of the student's reading proficiency and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently and the student's parent or guardian requests the student be retained at their current grade level for the next year.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through [Policy 502.12](#).

Adopted: 6/85

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

Revised: 1/10; 10/13; 2/24; 8/24

Related Policy: 502.12

Legal Reference (Code of Iowa): §§ 256.11, .41; 279.8, .68; 281 IAC 12.5(16)

IASB Reference: 505.02

Policy Series 700 – Auxiliary Services
Nutrition Services Program



Policy 702.1
Nutrition Services Program

The school district will operate a school lunch and breakfast program in each attendance center under the guidelines of the USDA. The Nutrition Services Program will include breakfast and lunch through participation in the National School Lunch Program and the School Breakfast Program. Students may bring their lunches from home and purchase milk or juice and other incidental items.

Nutrition Services facilities are provided to serve students and all school personnel when school is in session and during school-related activities. These facilities may also be used by other groups deemed appropriate and acceptable by the superintendent [or designee] and under the supervision of the Nutrition Services manager. If other groups use school facilities and require the use of kitchen equipment, a Nutrition Services employee must be present. The cost of providing the Nutrition Services employee will be reimbursed by the group. In addition, a maintenance rental fee may be required as determined by [Policy 1004.1](#), and the related administrative regulations (Policies [1004.1-R1](#) and [1004.1-R2](#)).

The Nutrition Services Program is operated on a nonprofit basis. The revenues of the Nutrition Services Program will be used only for paying the regular operating costs of the Nutrition Services Program. Supplies of the Nutrition Services Program will only be used for the Nutrition Services Program. The board will set, and periodically review, the prices for school lunches and breakfast. It is the responsibility of the superintendent [or designee] to make a recommendation regarding the prices of school lunch, breakfast, and milk. Prices will be determined per USDA regulations in accordance with federal and state laws.

District tax funds may be used to provide necessary physical plant facilities, purchase the equipment necessary for the establishment of Nutrition Services in new or existing buildings, replace major items of equipment, and payment for labor over and above revenue from the sale of meals to students and adults.

The Nutrition Services Program will be under the direction of a Nutrition Services manager who will establish and maintain a central record system; prepare menus; develop standards; initiate purchasing; recommend personnel for employment, promotion, or dismissal; and conduct in-service training programs.

It is the responsibility of the Nutrition Services manager to administer the program and to provide the superintendent and the Board of Education an annual report on the functioning of the Nutrition Services Program.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The

superintendent [or designee] is responsible for developing the administrative process to implement this policy including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements; and prohibitions on purchasing food products misbranded as meat or egg products or cultivated-protein food products in accordance with applicable laws.

Adopted: 6/70

Reviewed: 10/12; 11/13; 9/21; 2/24

Revised: 10/10; 9/11; 4/15; 4/16; 8/17; 11/18; 8/24

Related Policy: 702.1-R1-R2; 702.1-E1-E2; 803.1-R2; 1004.1

Legal Reference (Code of Iowa): Ch 283A; 281 IAC 58;

42 USC §§ 1751 et seq; 7 CFR Pt 210 et seq

IASB Reference: 710.01

Mandatory Policy

Policy 901.5 Educational Specifications for Buildings & Sites

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board.

Prior to remodeling or other construction of buildings and sites, the superintendent may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of the facility, the functional use to be made of the facility, a description of specialized needs, and other pertinent information as the board deems necessary.

The district will publish on the district website information related to the square footage of each school building owned by the district, enrollment capacity of each attendance center owned by the district, how the building is currently utilized by the district, and school buildings owned by the district that are vacant.

It is the responsibility of the superintendent [or designee] to make a recommendation to the board regarding the specifications of buildings and sites.

Adopted: 6/70
Reviewed: 1/14; 2/19
Revised: 11/12; 5/15; 4/22; 8/24
Related Policy: 801
Legal Reference (Code of Iowa): §§ Ch 26; 280.3, .14; 297; 544A
Iowa Senate File 2368
IASB Reference: 801.03

Policy 902.9 Lease, Sale, or Disposal of School District Buildings & Sites

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision, the board will consider the needs of the education program and the efficient use of public funds.

~~Prior to the board's final decision regarding~~ Before the board may authorize disposition of real property by sale, gift, or lease for a period of more than one year, ~~of any value,~~ a public hearing ~~must will~~ be held. The board will adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may ~~dispose~~ authorize disposition of the property in accordance with the proposal reviewed during the public hearing.

The board may market and authorize the sale of any student constructed buildings by any procedure recommended by the superintendent and authorized by the board, and the public hearing requirement contained in this policy will not apply to the sale of student constructed buildings. The public hearing requirement in this policy will also not apply to the lease of school district real property for a period of one year or less or to the lease of a portion of an existing school building for any term.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city, and was previously used as a schoolhouse site; the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-25.

~~In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.~~ The board will not enter into an agreement to prohibit the sale of real property to other educational institutions as defined in Iowa Code Chapter 297.24. If the board offers to sell real property that includes a building or structure, and an educational institution offers to purchase the real property for a purchase price that represents the highest bid the board received, the board will sell the real property to the other educational institution for such purchase price.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids or

quotes as may be required and defined by Iowa Code Chapter 26 for the purpose of awarding the contract for the project.

The superintendent [or designee] is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property ~~including student constructed buildings~~. It will also be the responsibility of the superintendent [or designee] to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Adopted: 6/09
Reviewed: 1/11; 1/14; 4/22
Revised: 5/15; 2/19; 8/24
Related Policy: 704; 705.1; 803
Legal Reference (Code of Iowa): §§ 26; 297.15-.25
Iowa Senate File 2368
IASB Reference: 803.02

Policy 1004.3 Tobacco/Nicotine, Alcohol, and Drug-Free Environment

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, ~~or~~ other controlled substances, ~~as well as~~ or “look-alike” substances that appear to be tobacco/nicotine products, ~~(ex: vaping, e-cigarettes, JUUL-like vaping devices, etc.)~~, alcohol, or other controlled substances (ex: schedule I drugs; schedule II-V drugs without a valid prescription) on school district property or on property within the jurisdiction of the school district. **Controlled substances in this policy refers to the misuse of both licit and illicit drugs.** This policy applies at all times, including school sponsored and non-school-sponsored events. This requirement extends to students, employees, and visitors.

Persons failing to abide by this policy are required to dispose of the prohibited item(s) or leave the district premises immediately.

~~The distribution, dispensing, manufacturing, possession, and use of alcohol or controlled substances (ex: schedule I drugs; schedule II-V drugs without a valid prescription) are in violation of federal, state, and local laws and may be reported to law enforcement authorities.~~ **Use, purchase, or being in possession of tobacco/nicotine products for those under the age of 21 may be reported to the local law enforcement authorities. Possession, use, or being under the influence of alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.**

It is the responsibility of the administration to enforce this policy.

Adopted: 4/14
Reviewed: 6/15; 7/19; 7/22
Revised: 3/23; 8/24
Related Policy: 403.4; 403.5; 502.3
Legal Reference (Code of Iowa): §§ 142D; 279.8-9; 297; 20 USC 608
IASB Reference: 905.02



Bid #1 - Lynch Ford, Mt. Vernon, IA

Preview Order C205 - F2B 4x4 Reg Cab SRW: Order Summary Time of Preview: 03/28/2024 15:48:50 Receipt: 3/28/2024

Dealership Name: Lynch Ford-Mt. Vernon, Inc.

Sales Code : F41782

Dealer Rep.	Shannon Hoy	Type	Fleet	Vehicle Line	Superduty	Order Code	C205
Customer Name	Linn Mar	Priority Code	E3	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 STYLESIDE PICKUP/142	\$47760	10000# GVWR PACKAGE	\$0
142 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$47760	SNOW PLOW PREP PACKAGE	\$250
CARBONIZED GRAY	\$0	SPARE TIRE AND WHEEL	\$0
VINYL 40/20/40 SEATS	\$0	JACK	\$0
MEDIUM DARK SLATE	\$0	SPLASH GUARDS - FRONT	\$130
PREFERRED EQUIPMENT PKG 600A	\$0	SPLASH GUARDS - REAR	\$0
.XL TRIM	\$0	UPFITTER SWITCHES	\$165
AIR CONDITIONING -- CFC FREE	\$0	250 AMP ALTERNATOR	\$85
.AM/FM STEREO MP3/CLK	\$0	PRICE CONCESSION INDICATOR	\$0
6.8L DEVCT NA PFI V8 ENGINE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
LT245/75R17E BSW ALL-TERRAIN	\$165	FUEL CHARGE	\$0
4.30 ELECTRONIC-LOCKING AXLE	\$430	NET INVOICE FLEET OPTION (B4A)	\$0
JOB #2 ORDER	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FRONT LICENSE PLATE BRACKET	\$0	DESTINATION & DELIVERY	\$1995
PLATFORM RUNNING BOARDS	\$320		

REG. CAB

FLEET PRICE: \$47,343.00
 GOV'T DISC: \$600

FINAL PRICE: \$46,743.00

MSRP \$51300
 NA \$51300

DISCOUNTS: \$-600.00



Shannon Hoy
 Commercial Account Manager



410 Business 30 SW • Mt. Vernon, IA 52314
319-895-8500
 Fax 319-895-8100 • 800-421-8502 • cell: 319-929-1355
 www.lynchfordchevy.com
 E-mail: shannon.hoy@lynchfordchevrolet.com

Customer Name:
 Customer Address:

Customer Email:
 Customer Phone:

Customer Signature _____ Date _____

*This order has not been submitted to the order bank.
 This is not an invoice.*



Bid #2 - Runde Ford, Manchester, IA

Preview Order T55W - F2B 4x4 Reg Cab SRW: Order Summary Time of Preview: 07/16/2024 09:19:46 Receipt: NA

Dealership Name: Runde Ford

Sales Code : F41701

Dealer Rep.	Taylor Whittle	Type	Fleet	Vehicle Line	Superduty	Order Code	T55W
Customer Name	Linn Mar	Priority Code	H2	Model Year	2024	Price Level	430

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 STYLESIDE PICKUP/142	\$47760	PLATFORM RUNNING BOARDS	\$320
142 INCH WHEELBASE	\$0	10000# GVWR PACKAGE	\$0
TOTAL BASE VEHICLE	\$47760	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	SNOW PLOW PREP PACKAGE	\$250
VINYL 40/20/40 SEATS	\$0	SPARE TIRE AND WHEEL	\$0
MEDIUM DARK SLATE	\$0	JACK	\$0
PREFERRED EQUIPMENT PKG.600A	\$0	SPLASH GUARDS - FRONT	\$130
.XL TRIM	\$0	SPLASH GUARDS - REAR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	UPFITTER SWITCHES	\$165
.AM/FM STEREO MP3/CLK	\$0	250 AMP ALTERNATOR	\$85
.6.8L DEVCT NA PFI V8 ENGINE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	FUEL CHARGE	\$0
LT245/75R17E BSW ALL-TERRAIN	\$165	PRICED DORA	\$0
4.30 ELECTRONIC-LOCKING AXLE	\$430	ADVERTISING ASSESSMENT	\$0
JOB #2 ORDER	\$0	DESTINATION & DELIVERY	\$1995
			MSRP
TOTAL BASE AND OPTIONS			\$51300
DISCOUNTS			NA
TOTAL			\$51300

ORDERING FIN: QF465 END USER FIN: QF465 PO NUMBER: Taylor

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.



INSPIRE LEARNING.
UNLOCK POTENTIAL.
EMPOWER ACHIEVEMENT.

BOARD OF DIRECTORS MINUTES
AUGUST 12, 2024
[YouTube livestream Link](#)

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 at Marion City Hall (1225 6th Avenue, Marion). Roll was taken to determine a quorum. Present: Foss, Lowe Lancaster, Morey, Thomas, Walker, and Buchholz. Absent: Wall. Administration Present: Kortemeyer, Galbraith, Christian, Ramos, Frick, Nelson, and Wear.

200: ADOPTION OF AGENDA – Motion 09-08-12

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

300: AUDIENCE COMMUNICATIONS

Jennifer Draper, LM Parent, spoke against SF496

400: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS

401: Policy Committee

Directors Buchholz and Walker reported that during the August 1st Policy Committee meeting several recommendations pertaining to the last legislative session were reviewed. President Buchholz clarified that Policy 205.5 [Board Member Social Media Engagement] would be pulled from the recommendations being presented in agenda item #601 for further discussion and review by the district's attorney.

402: Marion City Council

Director Thomas reported that during the August 8th meeting there were no items that pertained directly to the district.

403: Superintendent's Update – Exhibit 403.1

Superintendent Kortemeyer shared information on the staff welcome back event, the Westfield playground installation project, onboarding of new administrators, her attendance at several meetings including the SAI Annual Conference in Des Moines, and current construction projects. Thanks and congrats were also shared with the Excelsior administrators for their presentation during the SAI Annual Conference.

500: UNFINISHED BUSINESS

501: Discussion of 2024-25 Legislative Priorities – Exhibits 501.1a-b

President Buchholz facilitated a discussion on the legislative priorities for 2024-25. The board reviewed several of the legislative priorities proposed by IASB and agreed on mental health (including an additional bullet item stating, "*Opposing policies with detrimental effects to marginalized populations mental health*"), student achievement, preschool, school funding, local accountability/decision-making, and dropout/at risk.

MOTION by Foss to approve the 2024-25 legislative priorities as discussed. Second by Thomas. Voice vote, all ayes. Motion carried. – ***Motion 10-08-12***

MOTION by Walker to approve adding the additional bullet item to "Mental Health" as discussed. Second by Thomas. Voice vote, all ayes. Motion carried. – ***Motion 11-08-12***

502: Strategic Plan Report & Discussion – Exhibits 502.1a-b

Superintendent Kortemeyer and the Cabinet reported on the progress made toward the 2023-24 Strategic Plan short-term goals and then facilitated a discussion on revisions for the 2024-25 school year.

MOTION by Morey to approve the changes to the updated Strategic Plan as discussed. Second by Walker. Voice vote, all ayes. Motion carried. – ***Motion 12-08-13***

600: NEW BUSINESS

601: First Reading of Policy Recommendations – Exhibit 601.1

MOTION by Walker to approve the first reading of the policy recommendations as presented in Exhibit 601.1, with the removal of Policy 205.5. Second by Foss. Voice vote, all ayes. Motion carried. – ***Motion 13-08-12***

602: Approval of Fundraising Requests – Exhibit 602.1 – Motion 14-08-12

MOTION by Thomas to approve the fundraising requests as presented in Exhibit 602.1. Second by Morey. Voice vote, all ayes. Motion carried

603: Open Enrollment Requests – Motion 15-08-12

MOTION by Morey to approve the open enrollment requests as presented. Second by Walker. Lowe Lancaster requested additional information on the "denied out" category. Wear clarified procedures required due to legislative changes in open enrollment procedures and the return of the March 1st submission deadline. Voice vote, all ayes. Motion carried.

	Student Name	Grade	Resident District
Approved IN	Anaya, Aralyn	11	Cedar Rapids
	Moroney, Emmett	K	Marion Independent
	Price, Leah	5	College Community

Denied IN	Student Name	Grade	Resident District	Reason
	Boeding, Aiden	1	College Community	Insufficient space
	LaMasters, Brayden	3	Belle Plaine	Insufficient space
	Petties, Kamarion	7	Marion Independent	Insufficient space

Denied OUT	Student Name	Grade	District Requested	Reason
	Bella, Ancesiedo	9	Cedar Rapids	No good cause
	Stark, Violet	8	Marion Independent	No good cause
	Todd, Alexandra	10	Marion Independent	No good cause

604: Approval of Metro Interagency Insurance Program Representatives

MOTION by Walker to approve Karla Christian as the 2024-25 MIIP representative and Laura Pearson as the alternate. Second by Thomas. Voice vote, all ayes. Motion carried.
– ***Motion 16-08-12***

605: Approval of Transfer of Funds – Motion 17-08-12

MOTION by Morey to transfer \$700,000.00 from the General Fund to the Management Fund to cover insurance premium payments and early separation payments. Second by Walker. Galbraith clarified the need for the transfer was due to cashflow issues and the budgetary timeline and that the monies would be transferred back to the General Fund in October as it is just a “loan from fund-to-fund”. Voice vote, all ayes. Motion carried.

700: CONSENT AGENDA – Motion 18-08-12

MOTION by Lowe Lancaster to approve the consent agenda as presented. Second by Thomas. Buchholz congratulated the retiree. Walker asked how many RIF’d employees were rehired and Christian clarified 4-5. Morey requested information on the open positions and Christian clarified there was still a strong need for student support associates. Voice vote, all ayes. Motion carried.

701: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Fridono, Sarah	From RIF to OR Family Consumer Science Teacher	8/16/24	Same

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Petersen, Matthew	NE: Student Support Services Teacher	7/1/24	Other employment

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Anderson, Katherine	NS: HP Cashier/General Help	8/14/24	PTNS, Step 1
Axeen, Annie	OR: Student Support Associate	8/19/24	LMSEAA A, Step 1
Brandt, Lauren	EH: Student Support Associate	8/19/24	LMSEAA A, Step 1
Budde, Amanda	NE: From SSA to NS General Help/Lead Baker	8/14/24	LMSA A+.25, Step 1
Bussell, Paula	NS: From WF to LMHS Production Mngr	8/1/24	\$23.00/hour
Chapman, Kim	EH: From Gen Ed Asst to Student Support Assoc	8/19/24	LMSEAA A, Step 3
Clary, Emily	OR: Student Support Associate	8/19/24	LMSEAA A, Step 1
Daniels, Kelsey	AC: Aquatic Instructor	8/1/24	\$12.00/hour
Garrett, Jason	LG: Student Support Associate	8/19/24	LMSEAA A, Step 1

Name	Assignment	Dept Action	Salary Placement
Gee, AnnaMarie	WF: Student Support Associate	8/19/24	LMSEAA A, Step 3
Gerber, Emily	NS: HP Cashier/General Help	8/14/24	PTNS, Step 1
Governatori, Anthony	AC: Aquatic Instructor	8/1/24	\$12.00/hour
Graves, Heather	NS: WE General Help	8/14/24	PTNS, Step 1
Harger, Annika	NE: Custodian	8/6/24	LMSA C, Step 1
Himmel, Cindy	NS: From BP Baker to OR Lead Cook	8/14/24	LMSA A+.25, Step 1
Holmes, Jenna	BW: Student Support Associate	8/19/24	LMSEAA A, Step 1
Hoyer, Sharon	NS: From HP to OR General Help/Cashier	8/14/24	Same
Huberg, Greta	AC: Aquatic Instructor	8/1/24	\$12.00/hour
Jensen, Elizabeth	AC: Aquatic Instructor	8/1/24	\$12.00/hour
Kahler, Susan	NS: HP Lead Cook	8/14/24	LMSA A+.25, Step 1
Konarske, Jennifer	IC: From SSA to Paraprofessional	8/19/24	Same
Knepper, Brianna	NS: IC General Help	8/14/24	PTNS, Step 1
Larimore, Nattalle	LMHS: Student Support Associate	8/19/24	LMSEAA A, Step 1
Liddiard, Paige	LG: Student Support Associate	8/19/24	LMSEAA A, Step 1
Lovell, Lynette	NS: IC General Help	8/14/24	PTNS, Step 1
Lukan, Kallie	BW: Early Childhood Paraprofessional	8/26/24	LMSEAA B, Step 1
Lyons, Archer	AC: Aquatic Instructor	8/1/24	\$12.00/hour
Mettlin, Shannon	NS: WF Production Manager	8/5/24	\$19.00/hour
Mims, Brandi	NS: From HP Lead Cook to BP Production Mngr	8/1/24	\$19.75/hour
Nebel, Lynda	NS: From OR General Help to BP Cashier	8/14/24	PTNS, Step 1+.25
Oliver, Joseph	LMHS: From Custodian to Lead Custodian	7/23/24	LMSA C+1.00, Step 16
Peiffer, Gavin	AC: Aquatic Instructor	8/1/24	\$12.00/hour
Putz Gillespie, Donna	LMHS: Student Support Associate	8/19/24	LMSEAA A, Step 1
Rigby, Jane	NS: EH General Help	8/14/24	PTNS, Step 1
Rutledge, Sadie	LG: Part-Time Custodian	8/6/24	LMSA C, Step 1
Seymour, Ryley	District: Communications Assistant	8/1/24	\$21.55/hour
Shah, Trupti	IC: Student Support Associate	8/19/24	LMSEAA A, Step 1
Tooson, Briana	EH: Student Support Associate	8/19/24	LMSEAA A, Step 1
Vidal, Megan	EH: Student Support Associate	8/19/24	LMSEAA A, Step 1
Weaver, Amanda	WF: Student Support Associate	8/19/24	LMSEAA A, Step 1
Werning, Molly	BW: From Gen Ed Asst to Student Support Assoc	8/19/24	Same
Westphal, Anna	NS: LMHS General Help/Cashier	8/14/24	LMSA A+.25, Step 1
Whitson, Laura	NE: From SSA to School Facilitator	8/1/24	\$55,000/year
Williams, Sherry	NS: HP Lead Baker	8/14/24	LMSA A, Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Betterton, Sydney	BP: Student Support Associate	7/2/24	Other employment
Caryl, Rachael	EH: Student Support Associate	7/13/24	Other employment
Comried, Madison	EH: Student Support Associate	7/30/24	Other employment
David Rajan, Shalini	WF: Student Support Associate	7/24/24	Other employment
Estrada Lopez, Monica	EH: Student Support Associate	7/19/24	Other employment
Fenske, Jenna	District: Student Assistance Specialist	7/24/24	Personal
Gutierrez, David	TR: Bus Driver	7/22/24	Other employment
Hagmeier-Wilson, Heather	WE: Student Support Associate	8/5/24	Personal
Heefner, Mark	WE: Part-Time Custodian	7/3/24	Personal
Johnson, Heather	NS: EH General Help	7/1/24	Personal
Karthik, Eswari	BW: Student Support Associate	7/11/24	Other employment
Kratzer, Jon	EX: Student Support Associate	7/30/24	Other employment
Kurth, Ron	LMHS: Lead Custodian	8/30/24	Retirement
Loeffler, Tara	NS: BW General Help	8/5/24	Other employment
McCloe, Cari	NS: LMHS Lead Cook	8/7/24	Personal

Name	Assignment	Dept Action	Reason
Metla, Teena	EH: Student Support Associate	7/23/24	Relocation
Morgan, Stephanie	BW: Paraprofessional	7/29/24	Other employment
Mukundan, Jayashree	EH: Student Support Associate	7/30/24	Personal
Roberts, Sarah	BW: Health Assistant	7/26/24	Personal
Schmieder, Elizabeth	WE: Student Support Associate	8/7/24	Relocation
Smith, Amelia	WE: Student Support Associate	8/5/24	Other employment
Wanatee-Diego, Enriqueta	LMHS: Student Support Associate	7/8/24	Personal

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

Name	Assignment	Dept Action	Salary Placement
Behmer, Kelly	HP: TQSA Curriculum Work	8/1/24	\$330.61
Belin, Tom	LMHS: Head Girls Swim Coach	8/12/24	\$5,856
Bosenberg, Kiley	LMHS: 9 th Gr Asst Volleyball Coach	8/12/24	\$2,500
Ginty, Natalie	OR: Asst 7 th Gr Volleyball Coach	8/12/24	\$3,123
Gostonczik, Sarah	HP: TQSA Curriculum Work	8/1/24	\$330.61
Gotto, Jacob	LMHS: Asst Boys Wrestling Coach	11/18/24	\$4,685
Hill, Mackenzie	LMHS: Asst JV POMs Coach	8/12/24	\$2,733
Hofer, Sara	HP: TQSA Curriculum Work	8/1/24	\$330.61
Hurkett, Janelle	HP: TQSA Curriculum Work	8/1/24	\$330.61
Starmer, Matt	LMHS: Asst Varsity Football Coach	8/12/24	\$4,685
Tschantz, Steven	LMHS: From Head Girls to Head Boys Bowling Coach	11/11/24	\$4,685

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason
Becker, Kristin	OR: Assistant Girls Tennis Coach	7/17/24	Personal
Becker, Kyle	LMHS: Assistant Boys Tennis Coach	7/22/24	Personal
McCune, Michael	OR: Assistant Swim Coach	8/1/24	Personal
Torres Duran, Malory	LMHS: Asst Varsity/JV2 Girls Soccer Coach	7/17/24	Personal

702: Approval of July 8th Board Minutes – Exhibit 702.1

703: Approval of Bills/Warrants – Exhibits 703.1a-b

704: Approval of Contracts/Agreements – Exhibits 704.1-24

1. McComas-Lacina Construction change order #1-new performance arts center
2. Peak Construction change order #14-new administration building
3. Unzeitag Construction change order #1-high school extension project
4. ForSure Roofing & Sheet Metal notice of award for Westfield roof project
5. Culver’s Corridor Storage lease agreement
6. Acutrans for language translation services
7. Hands Up Communications for sign language support services
8. Cengage Learning quote for ELL curriculum materials
9. Carey Bostian independent contractor work with LMHS Orchestra
10. Madison Bradley independent contractor work with JV POMs
11. Brenda Cerwick independent contractor work with LMHS Orchestra
12. Andrew Gentzsch independent contractor work with LMHS Orchestra
13. John Hall independent contractor work with LMHS Orchestra
14. Tyler Hendrickson independent contractor work with LMHS Orchestra
15. Miera Kim independent contractor work with LMHS Orchestra
16. John Schultz independent contractor work with LMHS Orchestra

17. Larry Widman independent contractor work with LM Volleyball
18. Commercial licensing agreement with Pel Industries
19. Grant Wood AEA PowerSchool software and support
20. Kirkwood Workplace Learning Connection
21. Kirkwood Community College shared College & Career Transition Counselor
22. Kirkwood Concurrent Enrollment Partnership with Linn County Regional Center and Onsite/Alternative Concurrent Enrollment Program
23. Kirkwood Community College K-12 Partnership
24. Flashlight Learning data sharing agreement for Flashlight360 ELL program
25. Kirkwood Community College 4+ Transitional Services for individualized work with six students. *For student confidentiality, exhibits are not provided.*
26. Inter-agency agreements for Special Education instructional services with Marion Independent (5). *For student confidentiality, exhibits are not provided.*

705: Overnight Trip Request – Exhibit 705.1

1. LMHS Chamber Singers to travel to Dallas on March 22-25 for Nat'l Conference

800: BOARD CALENDAR & COMMUNICATIONS

801: Board Calendar & Communications

President Buchholz reviewed the board calendar and announced he was fully retiring from his privately-owned business. Morey shared concerns about reducing the visits to the schools to every other year and other board members shared their thoughts.

Date	Time	Event	Location
<i>August 13</i>	<i>Noon</i>	<i>New Teacher Luncheon</i>	<i>Boulder Peak Cafeteria</i>
<i>August 19</i>	<i>8:00 AM</i>	<i>District Welcome Back – PreK-6th Grade Staff</i>	<i>St Mark's Lutheran Church</i>
<i>August 19</i>	<i>12:30 PM</i>	<i>District Welcome Back – 7th-12th Grade Staff</i>	<i>St Mark's Lutheran Church</i>
August 22	5:30 PM	Marion City Council (<i>Thomas</i>)	Marion City Hall
<i>August 23</i>	--	<i>First Day of School for K-9th Grades</i>	--
<i>August 26</i>	--	<i>First Day of School for 10th-12th Grades</i>	--
August 26	5:00 PM	LMCSD Board of Directors Mtg & Closed Session	Marion City Hall
Date	Time	Event	Location
<i>September 2</i>	--	<i>No School-District Closed (Labor Day Holiday)</i>	--
September 5	5:30 PM	Marion City Council (<i>Morey</i>)	Marion City Hall
September 9	5:00 PM	LMCSD Board of Directors Meeting	Marion City Hall
September 12	8:30 AM	Board Visit	Hazel Point
September 16	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boulder Peak
September 19	8:30 AM	Finance/Audit Committee	TBD
<i>September 19</i>	--	<i>LMSF Dine Out for Our Schools Day</i>	--
September 19	5:30 PM	Marion City Council (<i>Thomas</i>)	Marion City Hall
September 23	5:00 PM	LMCSD Board of Directors Meeting	Marion City Hall
<i>September 25</i>	<i>5:00 PM</i>	<i>Homecoming Parade</i>	<i>LM High School</i>
September 26	8:30 AM	Board Visit	Excelsior
September 26	4:00 PM	School Improvement Advisory Committee (SIAC)	Boulder Peak
<i>September 30</i>	--	<i>No School (Professional Day)</i>	--

802: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

Committee/Advisory	Board Representatives
Diversity/Equity/Inclusion Committee (DEI)	Lowe Lancaster, Thomas
Venture Academics Advisory (VAA)	Morey, Walker
LMHS School Counselors Advisory	Lowe Lancaster, Walker
MEDCO Community Promise Advisory	Wall
Linn County Conference Board	Buchholz
Legislative Liaisons	Morey, Walker

900: ADJOURNMENT – *Motion 19-08-12*

MOTION by Walker to adjourn the meeting at 7:03 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

Barry Buchholz, Board President

Jonathan Galbraith, Board Secretary

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/08/2024 - 08/20/2024

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
Fund: GENERAL		
AALDERKS ANDREW	TRANSP PARENT REIMB	\$485.66
ADAIR JENNIFER	TRANSP PARENT REIMB	\$672.92
AFRIDI PALWASHA K.	TRANSP PARENT REIMB	\$672.92
ALTDORFER DANA	TRANSP PARENT REIMB	\$243.15
ANDERSEN JAY	TRANSP PARENT REIMB	\$485.66
ANDERSON BRYAN	TRANSP PARENT REIMB	\$915.43
ANDERSON LEVI OR CHARITY	TRANSP PARENT REIMB	\$485.66
ANDERSON SAMUEL	TRANSP PARENT REIMB	\$485.66
ANDERSON STEVEN OR ANDREA	TRANSP PARENT REIMB	\$1,774.77
APPEL ELIZABETH	TRANSP PARENT REIMB	\$915.43
AWAH DISA OR DAVID	TRANSP PARENT REIMB	\$915.43
BAHL KRISTY	TRANSP PARENT REIMB	\$485.66
BALLEW BRANDI OR JOSH	TRANSP PARENT REIMB	\$915.43
BARBER STACY	TRANSP PARENT REIMB	\$485.66
BATTISTE KATHY OR JIMMAL	TRANSP PARENT REIMB	\$915.43
BAUER JOHN OR ERYN	TRANSP PARENT REIMB	\$1,345.20
BEAMER MICHAEL OR MARIA	TRANSP PARENT REIMB	\$485.66
BLACK MARCIA OR MICHAEL	TRANSP PARENT REIMB	\$485.66
BLIEK KARI	TRANSP PARENT REIMB	\$485.66
BLUE KELLI	TRANSP PARENT REIMB	\$458.03
BOREK BRANDON OR GENA	TRANSP PARENT REIMB	\$243.15
BOSTWICK JOHN	TRANSP PARENT REIMB	\$243.15
BRADLEY BRITTANY	TRANSP PARENT REIMB	\$243.15
BROWN LISA	TRANSP PARENT REIMB	\$915.43
BROWN TERRI	TRANSP PARENT REIMB	\$915.43
BUCHHEIT SAMANTHA	TRANSP PARENT REIMB	\$243.15
BUNJER SARAH OR JONATHAN	TRANSP PARENT REIMB	\$485.66
BURDICK KATIA	TRANSP PARENT REIMB	\$915.43
CAIRNEY STEVE	TRANSP PARENT REIMB	\$915.43
CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL	\$3,885.40
CHEAK CALEB OR GRETCHEN	TRANSP PARENT REIMB	\$429.77
CHESMORE TRACEY	TRANSP PARENT REIMB	\$485.66
CLAYTON ANDY OR RACHEL	TRANSP PARENT REIMB	\$915.43
CLEMENS KEARA	TRANSP PARENT REIMB	\$243.15
CLESS BRYAN OR BRIANNA	TRANSP PARENT REIMB	\$915.43
COCHRAN RACHEL	TRANSP PARENT REIMB	\$915.43
COLE DENISE	TRANSP PARENT REIMB	\$485.66
COLLECTION	EE LIAB-GARNISHMENTS	\$1,380.59
CONRAD SCOTT	TRANSP PARENT REIMB	\$485.66
CORNELL AARON	TRANSP PARENT REIMB	\$859.54
DAVIS JACQUELINE	TRANSP PARENT REIMB	\$915.43
DECKER JENNIFER OR NICHOLAS	TRANSP PARENT REIMB	\$485.66
DEVAULT ANN	TRANSP PARENT REIMB	\$915.43
DIETENBERGER ELIZABETH	TRANSP PARENT REIMB	\$485.66

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/08/2024 - 08/20/2024

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
DIETZ MATTHEW OR DEANN	TRANSP PARENT REIMB	\$915.43
DIXON ANTHONY OR MEGAN	TRANSP PARENT REIMB	\$915.43
DOLE JASON OR MICHELLE	TRANSP PARENT REIMB	\$915.43
DOSE ALLISON	TRANSP PARENT REIMB	\$915.43
DOWNEY WENDY	TRANSP PARENT REIMB	\$485.66
DREY AMANDA OR PHIL	TRANSP PARENT REIMB	\$915.43
DYBVG KELLY OR ERIC	TRANSP PARENT REIMB	\$915.43
EICHENBERGER LISA	TRANSP PARENT REIMB	\$243.15
EICHHORN JED OR LIZ	TRANSP PARENT REIMB	\$915.43
EID BASSEL OR RAMONA	TRANSP PARENT REIMB	\$915.43
ELSTON EMILY OR MICHAEL	TRANSP PARENT REIMB	\$485.66
EMERSON TRAVIS	TRANSP PARENT REIMB	\$243.15
ENGELKEN MICHELLE	TRANSP PARENT REIMB	\$915.43
EVERSON TIFFANY	TRANSP PARENT REIMB	\$915.43
FANN RACHAEL	TRANSP PARENT REIMB	\$1,345.20
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,455,930.98
FOELSKE HEATHER	TRANSP PARENT REIMB	\$859.54
FOERSTER MARY KAY	TRANSP PARENT REIMB	\$485.66
FRAZIER JEROME	TRANSP PARENT REIMB	\$429.77
FROST CHRISTY	TRANSP PARENT REIMB	\$485.66
GARBES JOHN	TRANSP PARENT REIMB	\$1,345.20
GARDINER ANDREA	TRANSP PARENT REIMB	\$214.88
GARLISCH STACY	TRANSP PARENT REIMB	\$485.66
GAUL ANN	TRANSP PARENT REIMB	\$1,345.20
GAVIN LAURA	TRANSP PARENT REIMB	\$243.15
GONGLOE EMMETTE OR GBEAN RACHEL	TRANSP PARENT REIMB	\$915.43
GONZALEZ CHELSEA	TRANSP PARENT REIMB	\$485.66
GRAHAM SHAWN	TRANSP PARENT REIMB	\$915.43
GRANT WOOD AEA	ADVERTISING	\$95.00
GRANT WOOD AEA	GENERAL SUPPLIES	\$175.00
GREDYS JOSH	TRANSP PARENT REIMB	\$429.77
GROEZINGER ERIC OR JILL	TRANSP PARENT REIMB	\$915.43
GUDENKAUF SCOTT	TRANSP PARENT REIMB	\$485.66
GUTSCHMIDT NEIL OR ASHLEY	TRANSP PARENT REIMB	\$485.66
HAMILTON EMILY	TRANSP PARENT REIMB	\$1,345.20
HANSEN ERIC OR ROSIE	TRANSP PARENT REIMB	\$429.77
HARKEN MARY	TRANSP PARENT REIMB	\$672.92
HARLAN ZAC OR ERIN	TRANSP PARENT REIMB	\$915.43
HARPER EMILY	TRANSP PARENT REIMB	\$485.66
HARTOGH JOHN OR SUE	TRANSP PARENT REIMB	\$915.43
HAWK MORGAN	TRANSP PARENT REIMB	\$485.66
HAYES KATIE	TRANSP PARENT REIMB	\$859.54
HEIBEL SCOTT	TRANSP PARENT REIMB	\$1,345.20
HEIN JOANNA	TRANSP PARENT REIMB	\$915.43
HELMLE TROY	TRANSP PARENT REIMB	\$243.15

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Vendor Name	Description	Check Total
HENNESSEY AMANDA	TRANSP PARENT REIMB	\$243.15
HERMSEN RENEE	TRANSP PARENT REIMB	\$485.66
HLUBEK JENNIFER	TRANSP PARENT REIMB	\$485.66
HOFFMAN DAVID OR LINDSAY	TRANSP PARENT REIMB	\$1,345.20
HOLUB AMBER OR BRAD	TRANSP PARENT REIMB	\$915.43
HOUSTON LINDSAY	TRANSP PARENT REIMB	\$859.54
HUNTINGTON CHAD	TRANSP PARENT REIMB	\$915.43
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$49,207.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$210,405.22
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$49,207.67
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$210,405.22
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$273,099.07
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$232,570.78
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$349,041.03
IOWA SHARES	EE LIAB-CHARITY	\$3.00
JACOBSON MOLLY	TRANSP PARENT REIMB	\$429.77
JANOVY KAREN	TRANSP PARENT REIMB	\$915.43
JEMTRUD JAMES OR STEPHANIE	TRANSP PARENT REIMB	\$485.66
JOHNSON JESSICA	TRANSP PARENT REIMB	\$243.15
JONES JOEL OR GERALYN	TRANSP PARENT REIMB	\$915.43
JONKER VALERIE	TRANSP PARENT REIMB	\$485.66
KAISER JOHN OR JEN	TRANSP PARENT REIMB	\$485.66
KARLEN JESSICA OR MATTHEW	TRANSP PARENT REIMB	\$485.66
KELLY AARON	TRANSP PARENT REIMB	\$1,345.20
KETTLEKAMP NIKKI OR DICK	TRANSP PARENT REIMB	\$485.66
KEUNE CHALISE	TRANSP PARENT REIMB	\$485.66
KILBURG REBECCA OR BILL	TRANSP PARENT REIMB	\$485.66
KIMBERLY H LONG	TRANSP PARENT REIMB	\$915.43
KINNEY JESSICA	TRANSP PARENT REIMB	\$915.43
KLEVER DERRICK OR JOANNA	TRANSP PARENT REIMB	\$1,345.20
KNEELAND HALEY	TRANSP PARENT REIMB	\$429.77
KNUDSEN MATTHEW	TRANSP PARENT REIMB	\$915.43
KRAMER ANGELA	TRANSP PARENT REIMB	\$243.15
KRENZ AMY	TRANSP PARENT REIMB	\$485.66
KROGMEIER SUSANNE	TRANSP PARENT REIMB	\$644.65
KRUEGER BEN	TRANSP PARENT REIMB	\$485.66
KUEHNER KAITLIN OR JORDAN	TRANSP PARENT REIMB	\$1,345.20
KUHLE AARON	TRANSP PARENT REIMB	\$1,345.20
LANGAGER CAROL	TRANSP PARENT REIMB	\$429.77
LARSON JAMIE	TRANSP PARENT REIMB	\$485.66
LARSON STEPHEN	TRANSP PARENT REIMB	\$243.15
LEE DEBRA	TRANSP PARENT REIMB	\$485.66
LENHART LOGAN OR APRIL	TRANSP PARENT REIMB	\$458.03
LESTER DANIEL OR CATHERINE	TRANSP PARENT REIMB	\$485.66
LEYMASTER JONI OR NICK	TRANSP PARENT REIMB	\$485.66

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LINK AMY	TRANSP PARENT REIMB	\$485.66
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$35.00
LOFTUS BRYCE	TRANSP PARENT REIMB	\$1,345.20
LUCAS RACHEL	TRANSP PARENT REIMB	\$485.66
LUERKENS JEREMY OR LEANNE	TRANSP PARENT REIMB	\$1,345.20
LYNCH TARA	TRANSP PARENT REIMB	\$915.43
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2,900.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$8,473.77
MAGSTADT REBECCA OR MATTHEW	TRANSP PARENT REIMB	\$1,345.20
MAREK CARA OR JIM	TRANSP PARENT REIMB	\$485.66
MARION INDEPENDENT SCHOOLS	Purchased Service from LEA	\$9,802.03
MARSACK MICHAEL	TRANSP PARENT REIMB	\$485.66
MARSHALL TRACIE OR JASON	TRANSP PARENT REIMB	\$485.66
MARTIN ANGIE	TRANSP PARENT REIMB	\$243.15
MASON LUSSEN AMBER	TRANSP PARENT REIMB	\$243.15
MAYER STEPHANIE OR OWEN	TRANSP PARENT REIMB	\$859.54
MBUSI BETTY	TRANSP PARENT REIMB	\$485.66
MCCOY MARK OR ERICA	TRANSP PARENT REIMB	\$1,345.20
MCCURDY RACHEL	TRANSP PARENT REIMB	\$243.15
MCDONALD AMY OR LANCE	TRANSP PARENT REIMB	\$485.66
MCDONALD NATALIE	TRANSP PARENT REIMB	\$485.66
MCDONALD PATRICK	TRANSP PARENT REIMB	\$915.43
MCFARLAND LASHUNDA	TRANSP PARENT REIMB	\$243.15
MEAD NICHOLAS	TRANSP PARENT REIMB	\$243.15
MESSENGER MICHAEL	TRANSP PARENT REIMB	\$485.66
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$448,570.27
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$28,710.00
MEYER JORDAN	TRANSP PARENT REIMB	\$672.92
MICALLEF JENNIFER	TRANSP PARENT REIMB	\$485.66
MICHEL LATISHA	TRANSP PARENT REIMB	\$1,774.77
MIKE SELINA	TRANSP PARENT REIMB	\$915.43
MILLER JASON OR SONIA	TRANSP PARENT REIMB	\$1,289.31
MOHWINKLE MALLORY	TRANSP PARENT REIMB	\$485.66
MOHWINKLE SARAH	TRANSP PARENT REIMB	\$214.88
MOORE NICOLE	TRANSP PARENT REIMB	\$915.43
MORRIS AMANDA	TRANSP PARENT REIMB	\$1,345.20
MORRIS HEATHER	TRANSP PARENT REIMB	\$485.66
MOVVA ARUN KUMAR	TRANSP PARENT REIMB	\$458.03
MPONZI ARNOLD AND MELISSA	TRANSP PARENT REIMB	\$915.43
MULLIN ALYSON	TRANSP PARENT REIMB	\$243.15
MUNDORF NICHOLAS	TRANSP PARENT REIMB	\$915.43
MURPHY ALLISON	TRANSP PARENT REIMB	\$915.43
MUSSMAN ALEX OR SARAH	TRANSP PARENT REIMB	\$1,345.20
NDEKEJA KIJA	TRANSP PARENT REIMB	\$915.43
NEGRO CHELSEA	TRANSP PARENT REIMB	\$915.43

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NELSON JAMIE	TRANSP PARENT REIMB	\$859.54
NGUYEN JOSEPH	TRANSP PARENT REIMB	\$458.03
NGUYEN TUAN	TRANSP PARENT REIMB	\$485.66
NICHOLSON ANNE	TRANSP PARENT REIMB	\$485.66
O'BRIEN JENNIFER	TRANSP PARENT REIMB	\$243.15
OATES AUSTIN OR CAILEY	TRANSP PARENT REIMB	\$1,345.20
OBERBROECKLING JESSICA	TRANSP PARENT REIMB	\$915.43
OEHLER BRENDA OR CHRIS	TRANSP PARENT REIMB	\$915.43
OLSON RYAN OR SARAH	TRANSP PARENT REIMB	\$243.15
PACHA JOHN	TRANSP PARENT REIMB	\$485.66
PALERMO JOSEPH OR RENEE	TRANSP PARENT REIMB	\$485.66
PARKER KELLY	TRANSP PARENT REIMB	\$485.66
PASSOS ALEX OR JANE	TRANSP PARENT REIMB	\$485.66
PEIFFER AUSTIN	TRANSP PARENT REIMB	\$859.54
PEIFFER JENNIFER OR MICHAEL	TRANSP PARENT REIMB	\$915.43
PLOUGH CASSY	TRANSP PARENT REIMB	\$485.66
POLICANO KEITH	TRANSP PARENT REIMB	\$485.66
PORTER KYLE	TRANSP PARENT REIMB	\$458.03
PREISSER BETH OR DANE	TRANSP PARENT REIMB	\$915.43
PRINS MELISSA	TRANSP PARENT REIMB	\$485.66
RABEY AMANDA	TRANSP PARENT REIMB	\$915.43
REGENNITTER STACEY	TRANSP PARENT REIMB	\$243.15
RITTER TISHA	TRANSP PARENT REIMB	\$915.43
ROCCA MATT OR SHELLEY	TRANSP PARENT REIMB	\$485.66
ROCHE THAMBIMUTHU	TRANSP PARENT REIMB	\$485.66
ROLING MAGGIE OR MIKE	TRANSP PARENT REIMB	\$1,289.31
RUMERY MATTHEW OR SARAH	TRANSP PARENT REIMB	\$243.15
SALKOWSKI JAYME	TRANSP PARENT REIMB	\$458.03
SATTLER TIFFANI	TRANSP PARENT REIMB	\$915.43
SCHIMBERG LISA	TRANSP PARENT REIMB	\$915.43
SCHLUETER LAUREN OR BRANDON	TRANSP PARENT REIMB	\$915.43
SCHMIT JASON	TRANSP PARENT REIMB	\$485.66
SCHNELLER EMILY OR COREY	TRANSP PARENT REIMB	\$1,345.20
SCHOUTEN MATT OR AMBER	TRANSP PARENT REIMB	\$1,345.20
SCHROEDER SHANNON	TRANSP PARENT REIMB	\$915.43
SCOTT ADAM	TRANSP PARENT REIMB	\$485.66
SCRANTON JEREMY	TRANSP PARENT REIMB	\$485.66
SEELMAN BRETT OR ERICA	TRANSP PARENT REIMB	\$915.43
SEVCIK JONI	TRANSP PARENT REIMB	\$859.54
SEVERIN NATE OR JOY	TRANSP PARENT REIMB	\$485.66
SHETTERLY KARI	TRANSP PARENT REIMB	\$485.66
SHULTZ TEASCHA	TRANSP PARENT REIMB	\$485.66
SKINNER SARA OR TIM	TRANSP PARENT REIMB	\$485.66
SKOGMAN ERICK	TRANSP PARENT REIMB	\$859.54
SMITH CARYNN	TRANSP PARENT REIMB	\$243.15

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Vendor Name	Description	Check Total
SMITH JESHUA OR ABBY	TRANSP PARENT REIMB	\$1,345.20
SPOLAORE PAULINE	TRANSP PARENT REIMB	\$485.66
STAKER KRISTY OR TYLER	TRANSP PARENT REIMB	\$859.54
STEPHENS SUE	TRANSP PARENT REIMB	\$1,345.20
STEPHENSON LISA	TRANSP PARENT REIMB	\$243.15
SULLIVAN LINDSAY	TRANSP PARENT REIMB	\$915.43
TELISAK JENNIE	TRANSP PARENT REIMB	\$485.66
THARP BRITTANY	TRANSP PARENT REIMB	\$458.03
TOBIN EMILY	TRANSP PARENT REIMB	\$458.03
TODD JEAN OR ALEX	TRANSP PARENT REIMB	\$243.15
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$124,128.80
TROTTA MARGARET	TRANSP PARENT REIMB	\$915.43
ULMER KENAN	TRANSP PARENT REIMB	\$485.66
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$120.00
VALLES SUSANA OR JUAN VALLES-ZAMORA	TRANSP PARENT REIMB	\$485.66
VAN BERKUM JAMES OR KATE	TRANSP PARENT REIMB	\$485.66
VAN LAAR MEGAN	TRANSP PARENT REIMB	\$485.66
VASQUEZ MATTHEW OR STEPHANIE	TRANSP PARENT REIMB	\$485.66
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$43,355.72
WALTER KATIE	TRANSP PARENT REIMB	\$485.66
WANG CHENXIN	TRANSP PARENT REIMB	\$915.43
WARD CHRIS OR MARCIE	TRANSP PARENT REIMB	\$1,345.20
WEISS GREG	TRANSP PARENT REIMB	\$485.66
WESTHOFF DENNIS	TRANSP PARENT REIMB	\$243.15
WESTLAND KIM	TRANSP PARENT REIMB	\$485.66
WHEAT LAURA	TRANSP PARENT REIMB	\$1,345.20
WHITTAKER-SMITH CLAIRE	TRANSP PARENT REIMB	\$1,345.20
WILCOX NICOLE	TRANSP PARENT REIMB	\$915.43
WILKINSON-GRUBER MARJORIE	TRANSP PARENT REIMB	\$915.43
WINTERHOF ADAM	TRANSP PARENT REIMB	\$915.43
WITTNEBEL JULIA OR JIM	TRANSP PARENT REIMB	\$485.66
WOLTMAN KIRK	TRANSP PARENT REIMB	\$485.66
WOOD LAUREN	TRANSP PARENT REIMB	\$458.03
WOOD SARA OR JASON	TRANSP PARENT REIMB	\$915.43
WRANEK LANE OR BETSY	TRANSP PARENT REIMB	\$485.66
ZERR MARK	TRANSP PARENT REIMB	\$485.66

Fund Total: \$4,666,943.69

Fund: PHY PLANT & EQ LEVY

DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$5,194.70
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Fund Total: \$5,194.70

Fund: STUDENT ACTIVITY

BRANDED APPAREL	GENERAL SUPPLIES	\$816.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$364.34
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6.33
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$27.09

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INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6.33
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$27.09
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$37.17
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$30.30
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$45.47
LANGUAGE TESTING INTERNATIONAL, INC	GENERAL SUPPLIES	\$60.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$16.40

Fund Total: \$1,436.52

Grand Total: \$4,673,574.91

End of Report

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Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$24,109.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$422.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,807.28
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$422.67
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,807.28
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$737.54
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,337.06
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$2,006.62
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11.93
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$553.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$265.47
	Fund Total:	\$33,485.52
Fund: DEBT SERVICE		
UMB BANK, N.A.	OTHER PROFESSIONAL SERVICES	\$600.00
	Fund Total:	\$600.00
Fund: GENERAL		
95 PERCENT GROUP INC	INSTRUCTIONAL SUPPLIES	\$13,962.90
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL	\$3,833.33
ADVANCE AUTO PARTS	TRANSP. PARTS	\$312.23
ADVANTAGE CHIROPRACTIC	PHYSICALS	\$560.00
ADVANTAGE RECORDS MANAGEMENT	GENERAL SUPPLIES	\$99.16
AGVANTAGE FS	GREASE,OIL,LUBE,COOL	\$4,681.96
AGVANTAGE FS	PROPANE	\$1,950.68
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$840.50
ALLIANT ENERGY	ELECTRICITY	\$12,064.71
ARK DATA CENTERS LLC	OTHER TECH SER	\$109.20
ARMSTRONG SYSTEMS & CONSULTING INC	GENERAL SUPPLIES	\$491.80
ARMSTRONG SYSTEMS & CONSULTING INC	SHOP TOOLS/EQUIPMENT	\$2,031.00
ARNOLD MOTOR SUPPLY	REPAIR PARTS	\$339.82
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$281.97
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$22.99
AT & T MOBILTY	TELEPHONE	\$1,256.89
C.R. GLASS CO	REPAIR/MAINT SERVICE	\$3,455.87
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$2,184.77
CARROLL CONSTRUCTION SUPPLY	GROUPS UPKEEP	\$200.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$939.50
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$10,529.02
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$3,566.49
CENTURYLINK	TELEPHONE	\$1,244.23
CHIROPRACTIC OF IOWA	PHYSICALS	\$110.00
COLLECTION	EE LIAB-GARNISHMENTS	\$15.00
CONVERGE ONE	COMPUTER SOFTWARE	\$12,277.17
COUNCIL FOR EXCEPTIONAL CHILDREN	Professional Educational Services	\$260.00

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CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	\$345.79
CROWBAR'S	GENERAL SUPPLIES	\$4.14
CROWBAR'S	TRANSP. PARTS	\$83.94
CRUCIAL LEARNING	GENERAL SUPPLIES	\$16,025.00
ELECTRICAL ENGINEERING & EQUIPMENT CO.	ELECTRICAL SUPPLY	\$617.40
ENABLING TECHNOLOGIES	OTHER TECH SER	\$21,587.50
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$6,000.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$589,665.66
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$962.49
GRAINGER	GENERAL SUPPLIES	\$538.89
GRANT WOOD AEA	ADVERTISING	\$122.50
GRANT WOOD AEA	COMPUTER SOFTWARE	\$24,726.60
GRANT WOOD AEA	GENERAL SUPPLIES	\$276.65
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$3,665.47
GRANT WOOD AEA	PROF SERV: EDUCATION	\$240.00
GREAT MINDS PBC	INSTRUCTIONAL SUPPLIES	\$39,026.85
H2I GROUP	OTHER PROFESSIONAL SERVICES	\$1,000.00
HAWKEYE FIRE & SAFETY COMPANY	OTHER PROFESSIONAL SERVICES	\$256.25
IMAGINE LEARNING LLC	Professional Educational Services	\$120,143.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$12,054.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$51,259.13
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$12,054.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$51,259.13
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$76,352.33
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA DEPT OF ADMIN SERVICES	DUES AND FEES	\$900.00
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$25.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$69,731.20
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$104,652.25
IOWA SHARES	EE LIAB-CHARITY	\$20.00
ISBGA	OTHER PROFESSIONAL SERVICES	\$300.00
ISFIS	OTHER PROFESSIONAL SERVICES	\$2,616.00
ITS A WRAP	REPAIR/MAINT SERVICE	\$540.00
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$4,326.00
KIRKWOOD COMM COLLEGE	OTHER TECH SER	\$110.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$6,936.00
LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	\$324.48
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$5,531.42
LINN COUNTY REC	ELECTRICITY	\$36,763.72
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$1,068.57
LINN COUNTY TREASURER-	TAXES AND ASSESSMENT	\$2,525.00
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$119.00
LUCK'S MUSIC LIBRARY	GENERAL SUPPLIES	\$513.07
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$812.08
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2,840.75

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Vendor Name	Description	Check Total
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$1,619.20
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$224.00)
MARCO TECHNOLOGIES, LLC	Copies	\$15.24
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$57.50
MENARDS -13127	GENERAL SUPPLIES	\$1,104.94
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$248,407.14
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	(\$80.42)
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$42,744.35
MID AMERICAN ENERGY	NATURAL GAS	\$15.23
MIDWEST ALARM SERVICES	ELECTRICAL SUPPLY	\$157.50
OFFICE EXPRESS	GENERAL SUPPLIES	\$272.50
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$1,386.57
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$245.00
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$422.00
PATRICK AXLINE	TXTBK RENTAL PS	\$30.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$238.30
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$36.85
POOL TECH, A WGHK INC, COMPANY	GENERAL SUPPLIES	\$4,674.24
QUILL CORPORATION	OFFICE SUPPLIES	\$86.55
RELAYHUB LLC	DATA PROCESSING AND	\$93.67
RIVERSIDE INSIGHTS	INSTRUCTIONAL SUPPLIES	\$5,485.00
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$96.20
ROTO-ROOTER	REPAIR/MAINT SERVICE	\$1,116.65
SADLER POWER TRAIN	TRANSP. PARTS	\$352.34
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$1,093.88
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$399.59
SCHULTZ STRINGS INC	EQUIPMENT REPAIR	\$248.05
SHANLEY STEVE	PROF SERV: EDUCATION	\$1,300.00
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$5,800.00
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$14.50
STREFF ELECTRIC INC	REPAIR/MAINT SERVICE	\$200.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$4,339.85
THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$632.00
TOWNSQUARE MEDIA CEDAR RAPIDS	ADVERTISING	\$1,275.00
TRANSPORTANT INC	DUES AND FEES	\$54,600.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$29,859.35
TRI-CITY ELECTRIC COMPANY OF IOWA	EQUIPMENT >\$5,000	\$181,000.00
VAN METER CO	ELECTRICAL SUPPLY	\$1,305.79
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$16,323.39
VOYAGER SOPRIS LEARNING	INSTRUCTIONAL SUPPLIES	\$17,326.25
WEST END DINER	GENERAL SUPPLIES	\$523.40
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$231.83
WEST MUSIC CO	PROF SERV: EDUCATION	\$182.50
ZANER BLOSER	INSTRUCTIONAL SUPPLIES	\$15,426.40

Fund Total: \$1,986,989.66

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/08/2024 - 08/21/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
Fund: LOCAL OPT SALES TAX		
MCCOMAS LACINA CONSTRUCTION LC	CONSTRUCTION SERV	\$1,048,125.50
OPN ARCHITECTS, INC.	ARCHITECT	\$40,746.85
Fund Total:		\$1,088,872.35
Fund: NUTRITION SERVICES		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$10,293.81
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$199.42
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$852.72
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$199.42
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$852.72
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$1,150.34
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,283.98
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,926.98
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$22.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$46.71
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$873.30
OFFICE EXPRESS	GENERAL SUPPLIES	\$242.28
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$1,801.00
TRAPPE RACHEL	UNEARNED REVENUE	\$76.25
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$418.38
Fund Total:		\$20,239.81
Fund: PHY PLANT & EQ LEVY		
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$1,187.50
OPN ARCHITECTS, INC.	ARCHITECT	\$22,668.09
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$5,502.60
Fund Total:		\$29,358.19
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,195.66
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$41.51
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$177.54
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$41.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$177.54
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$156.14
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$184.49
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$276.88
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.25
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$363.59
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$108.19
Fund Total:		\$3,731.80
Fund: SALES TAX REVENUE BOND CAP PROJECT		
OPN ARCHITECTS, INC.	ARCHITECT	\$19,085.37
PEAK CONSTRUCTION	CONSTRUCTION SERV	\$1,269,961.52
SYSTEMWORKS LLC	CONSTRUCTION SERV	\$3,240.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/08/2024 - 08/21/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
		Fund Total: \$1,292,286.89
Fund: STUDENT ACTIVITY		
BRADLEY MADISON	OFFICIAL/JUDGE	\$800.00
BSN SPORTS	GENERAL SUPPLIES	\$792.00
ELITE SPORTS	GENERAL SUPPLIES	\$2,010.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$6,387.79
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$109.41
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$467.88
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$109.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$467.88
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$129.48
INTERSTATE DECAL	GENERAL SUPPLIES	\$505.44
IOWA HIGH SCHOOL GOLF COACHES ASSOC.	DUES AND FEES	\$45.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$478.93
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$718.78
LEVEL 10	GENERAL SUPPLIES	\$455.00
LRS PORTABLES OF IOWA	GENERAL SUPPLIES	\$134.65
MONTICELLO SPORTS	GENERAL SUPPLIES	\$3,756.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$40.79
		Fund Total: \$17,408.44
Fund: STUDENT STORE		
THE COLLEGE HOUSE	GENERAL SUPPLIES	\$2,514.80
		Fund Total: \$2,514.80
		Grand Total: \$4,475,487.46

End of Report

MINDFUL EDUCATION IN SCHOOLS SERVICE AGREEMENT

This Contract for Services (the "Contract") is made effective as of 8/15/2024, by and between Hazel Point Intermediate School of 453 Echo Hill Road Marion, IA 52302 (the "Recipient"), and Challenge to Change, Inc. of 418 Raymond Place, Dubuque, Iowa 52001 (the "Provider").

1. **DESCRIPTION OF SERVICES.** Beginning at the start of school year 2024/25, Provider will provide Hazel Point Intermediate School services described in the attached Exhibit A (collectively, the "Services").
2. **PAYMENT.** Payment shall be made to Provider for Services outlined in Exhibit A: Your payment of services is paid by your county's Mental Health Region. If payment from MHR is delinquent then services may be affected. This would be communicated promptly between the MES Director and School.
3. **TERM.** This Contract shall remain in effect until the end of June 1, 2025 recipient school year.
4. **WORK PRODUCT OWNERSHIP.** Any materials including written curriculum, print, music or video content developed or written by Provider used in connection to the Services provided will be exclusively property of the Provider unless purchased by Recipient or otherwise outlined in a separate licensing agreement.

Materials made available through our online Yoga + Mindfulness Resource Center are permitted for use by classroom teachers and available for print or instruction only in the classroom setting. Materials are not to be used outside of the classroom or for any financial gain. The sharing of user log-in credentials outside of the recipient is strictly prohibited, and permitted use of online materials expires at the term of this Contract.

5. **DEFAULT.** The occurrence of any of the following shall constitute a material default under this Contract, but not be limited to:
 - a. The failure to make a required payment when due.
 - b. The closure or insolvency of bankruptcy of either party.
 - c. The failure from Provider to make available or deliver the services in the time and manner provided for in this Contract.
6. **REMEDIES.** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 10 business days from the effective date of such notice to cure the default(s). Unless waived in writing by a party

providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

7. **FORCE MAJEURE.** If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such cases are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.
8. **DISPUTE RESOLUTION.** The parties will attempt to resolve any dispute arising out of or relating to this Agreement through mediation.
9. **ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between parties.
10. **SEVERABILITY.** If any provision of this Contract is held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
11. **AMENDMENT.** This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.
12. **NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph.
13. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.



14. ATTORNEY'S FEES TO PREVAILING PARTY. In any action arising hereunder or any separate action pertaining to the validity of this Contract, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

15. CHOICE OF LAW AND VENUE. This Contract and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Iowa including all matters of construction, validity, performance, and enforcement and without giving effect to the principles of conflict of laws. Any action brought by any party hereto shall be brought within the State of Iowa, Dubuque County.

16. ASSIGNMENT. Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives as of the date first above written.

Service Recipient: Hazel Point Intermediate School

Signature: _____

Print Name: Barry Buchholz Date: _____

Title: President, Board of Directors

Service Provider: Challenge to Change, Inc.

Molly M. Schreiber, Founder & CEO

Signature: _____ Date: _____



EXHIBIT A: DESCRIPTION OF SERVICES MES PROGRAMING

MINDFUL EDUCATION IN SCHOOLS PROGRAM

Challenge to Change's Mindful Education in Schools Curriculum and Program is a research-based program that provides preventative social and emotional skills benefiting the mind, body, and emotional state to students Pre-K through High School. Each lesson empowers students to practice self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. Mindfulness practices offer preventative instruction through movement, breathwork, and emotion-regulation tools. Repeated exposure to and practice of these strategies set the stage for a lifelong wellness practice, offering vital coping skills to navigate everyday life. Challenge to Change aims to support the development of the WHOLE child through these measures to empower well-rounded citizens and future leaders in our communities. Each lesson is delivered (in person or pre-recorded video) by Challenge to Change, Inc. trained children's yoga and mindfulness teachers. Programming and resources will be provided through contracted dates: August 15th, 2024 - June 1th, 2024

LIVE SCHOOLS ONLY If unforeseen circumstances occur such as school cancellations, the implementation of online learning, late-starts, early-outs, classroom field trips, or unsafe weather or road conditions which prevent Challenge to Change instructors from delivering yoga lessons in the classroom for the mutually pre-scheduled time, provider will deliver the make-up yoga lesson by pre-recorded video within 30 days of the originally scheduled lesson.

In the unexpected circumstances where a Challenge to Change Instructor is unable to attend the scheduled lesson date, and we are unable to coordinate a sub or reschedule for that instructor, a pre-recorded video will be sent to be played by classroom teachers prior to the next scheduled date.

PROGRAM SUPPORT

Challenge to Change, Inc. Mindful Education in Schools Director will provide Recipients with unlimited program and scheduling support.

ONLINE SUBSCRIPTION TO THE CHALLENGE TO CHANGE YOGA + MINDFULNESS RESOURCE CENTER

All educators receive access to the Yoga + Mindfulness Resource Center for the duration of the contracted school year. All access ends June 1st.



TEACHER IN-SERVICE TRAININGS

The following 1 hour Teacher In-service Trainings will be delivered to Recipient by Challenge to Change, Inc. trained children's yoga teachers, and mutually scheduled between Recipient and Provider:

- On-boarding Teacher In-service Training
- Navigating Online Tools Teacher In-service Training
- Teacher Self-care In-service Training

Service Recipient: Hazel Point Intermediate School

Signature: _____

Print Name: Barry Buchholz Date: _____

Title: President, Board of Directors

Service Provider: Challenge to Change, Inc.

Molly M. Schreiber, Founder & CEO

Signature: _____ 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 grant 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: LM Black 5th + 7th Grade Girls Basketball
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Club Team Uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: ~~PTO~~ Coach
(Example: Coach, PTO chair)

Contact's Name (print): Dan Dullo

Contact's Signature: *[Signature]* Date Signed: 7/22/24

Contact Information: Phone: 319 560 9805

Email: dandullo@yahoo.com

Full Address: 3160 Newton Glen St.
Marion

Licensors:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Barry Buchholz

Board President's Signature: _____ Date: _____

Exhibit A

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

Exhibit C

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.

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 grant 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.

RECEIVED

AUG 12 2024



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

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: LM Heat
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Team
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Beau Laughridge

Contact's Signature: Beau Laughridge Beau Laughridge Date Signed: 7/26/24

Contact Information: Phone: 319-241-0592

Email: Beau.laughridge1981@gmail.com

Full Address: 277 Barrington Ct Marion, IA 52302

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Barry Buchholz

Board President's Signature: _____ Date: _____

Exhibit A

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

Exhibit C

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.

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 grant 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.

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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.

RECEIVED

AUG 12 2024

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 Lions - 7th Grade Basketball
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Head Coach
(Example: Coach, PTO chair)

Contact's Name (print): Mark Denny

Contact's Signature:  Date Signed: 7/29/24

Contact Information: Phone: 319-432-4119

Email: markdenny@whiteglovesmoves.com

Full Address: 7129 Chelsea Dr NE
OE IA 52402

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Barry Buchholz

Board President's Signature: _____ Date: _____

Exhibit A

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

Exhibit C

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.

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- 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.
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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 grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

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- 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.

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

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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.

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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: LM Sparks 6th grade girls basketball
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Club Team Uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Bryan Hay

Contact's Signature: Bryan Hay Date Signed: 8/13/24

Contact Information: Phone: 319-432-4870

Email: bryanhay@gmail.com

Full Address: 3428 Barnsley Cir.
Marion, IA 52302

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Barry Buchholz

Board President's Signature: _____ Date: _____

Exhibit A

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

Exhibit C

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COMMERCIAL

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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.

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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.



Independent Contractor Agreement

Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Katie Kenny, 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:** Choreography
2. **GROUP/DEPARTMENT WORKING WITH:** Cheerleading
3. **AMOUNT OF PAYMENT:** \$1462.09

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 August 28, 2024, 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 August 27, 2024 and shall continue in effect until August 28, 2024, 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 9th day of August, 2024.

Independent Contractor Signature:

Kathryn King
 Title: Choreographer

Linn-Mar CSD Representative Signature:

 Title: School Board President

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

Internal Use Only	Account Code: _____
Business Office: <u>8-21-24</u> Date <u>CK</u> Initial	Board Meeting: <u>8-26-24</u> Date


AIA® Document G802® – 2017
Amendment to the Professional Services Agreement
PROJECT: *(name and address)*

Linn-Mar CSD HS Extension
Renovation
OPN Project 23279000

AGREEMENT INFORMATION:

Date: January 9, 2024

AMENDMENT INFORMATION:

Amendment Number: 001

Date: May 16, 2024

OWNER: *(name and address)*

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

ARCHITECT: *(name and address)*

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

The Owner and Architect amend the Agreement as follows:

Initial fees were established at 10% of an initial budget of \$3,000,000. The 70% CD cost estimate was complete at \$1,702,200. Adjusted fees to be reduced to 10% of CD cost estimate which equates to \$170,220.00.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Reduced from \$300,000.00 to \$170,220.00.

Schedule Adjustment:

None

SIGNATURES:

OPN Architects, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Roger Worm AIA, Principal

PRINTED NAME AND TITLE

May 17, 2024

DATE

Linn-Mar Community School District

OWNER *(Firm name)*

SIGNATURE

Barry Buchholz, Board
President

PRINTED NAME AND TITLE

DATE

THE UNIVERSITY OF IOWA PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT for Professional Services (hereinafter “Agreement”) is made by and between The University of Iowa in Iowa City, IA (hereinafter “University”) and **Linn-Mar Community School District** (3556 Winslow Rd, Marion IA 52302) This agreement is not valid until signed by the University Purchasing Department and a purchase order number has been assigned. Assigned Contract number: .

FOR CONSIDERATION of the mutual promises and covenants contained herein, the University and Contractor agree as follows:

1. SCOPE OF WORK

- A. Professional Services:** Contractor agrees to provide Professional Services (hereinafter “Services”) as described in Statement of Work (attached as Appendix A).
- B. Performance Monitoring:** To ensure satisfactory and timely performance, Contractor shall produce written reports or other written documents as needed or directed to **Maggie Pickett** margaret-pickett@uiowa.edu (hereinafter “Project Manager”) by the dates indicated in Appendix A. The Contractor shall provide a point of contact for this project: Megan Brunscheen, megan.brunscheen@linnmar.k12.ia.us.
- C. Revisions to Scope of Work:** The University reserves the right to make changes to the Services to be provided as described in the Statement of Work (Appendix A). Such changes and any added cost or cost reduction to the University must be agreed to in writing and signed by the University and Contractor prior to proceeding with any change.

2. PERFORMANCE PERIOD

The performance period of this Agreement shall begin on the effective date, **October 1, 2023**, and shall not extend beyond **September 30, 2024**, unless amended by written mutual agreement.

3. COMPENSATION AND PAYMENT

- A. Fee:** The University agrees to pay the Contractor for Services provided pursuant to this Agreement on the following terms, not to exceed **\$80,000.00** for the term of this Agreement.
- B. Invoice for Payment:** Contractor shall submit an invoice for approval to BOTH iablueprint@uiowa.edu and andria-poolley@uiowa.edu. Once invoices are approved, they will be sent for payment to:

**University of Iowa
Accounts Payable
202 PCO
Iowa City, IA 52242-2500**

All invoices should include the Purchase Order number and name of individual(s) performing the work, job title/position/certification/license, number of hours worked, hourly rate and dates of service if payment is to be made other than fixed fee. The University reserves the right to withhold ten percent (10%) from each payment until acceptance by the University of the Services rendered.

- C. Expenses:** The University agrees to reimburse Contractor for related expenses for on-site activity over the term of this Agreement, which shall be included in the fees described in Section 3.A. All expenses must be documented by receipts, excluding meals, and submitted for payment approval within sixty (60) days from the date the expense was incurred.

Expense vouchers must include an itemized list of miscellaneous expenses, e.g., taxi fare,

parking, tips, etc. Contractor will not be reimbursed for dry cleaning, laundry, valet expenses, or charges for entertainment.

Travel expenses shall be reimbursed in accordance with the [State of Iowa's](#) travel policies, per terms of the DIF grant. See Appendix B for contract statement.

- i. Car rentals: Always check with DAS-CPFSE for the rental of vans, buses, boats, or aircraft. A cost comparison and justification must be included.
- ii. Actual meal costs not to exceed the allowable State of Iowa Rate (Breakfast \$8; Lunch \$10; Dinner \$19)
- iii. Lodging up to \$80/night
- iv. State rate of mileage .50/mile.

Contractor agrees to be responsible for any and all expenses incurred by Contractor or Contractor's personnel that exceed the above guidelines and rates.

- D. Taxes Liability:** Contractor agrees that Contractor is solely responsible for payment of income, social security, and other employment taxes due to the proper taxing authorities, and that the University will not deduct or withhold such taxes from any payment to Contractor.

4. TERMINATION OF AGREEMENT

- A. Termination for Breach of Agreement:** The University may terminate this Agreement for breach of this Agreement or any obligation thereof by the Contractor, by providing ten (10) days' written notice.
- B. Termination for Convenience:** Either Party may terminate this Agreement for convenience by providing thirty (30) days' prior written notice.
- C. Payment Upon Termination:** Upon termination for any reason, the University shall pay Contractor all fees and expenses in accordance with provision 3 above, for Services already provided or reimbursable expenses incurred through the effective date of termination.

In the event of termination pursuant to subsection A above, Contractor shall be liable to the University for any additional expenses incurred by the University for satisfactory completion of the Services.

5. INDEPENDENT CONTRACTOR RESPONSIBILITIES

- A. Independent Contractor Status:** It is expressly understood that Contractor is an independent contractor and not the agent or employee of the University or any other agency of the State of Iowa. Contractor is not entitled to tax withholding, workers' compensation, unemployment compensation, or any employee benefits, statutory or otherwise.
- B. Authority:** Contractor shall not have the authority to enter into any contract to bind the University and shall not represent to anyone that Contractor has such authority.
- 6. CONFIDENTIALITY:** Contractor agrees to keep confidential and not to disclose to third parties any information provided by the University pursuant to this Agreement without the University's prior written consent. This provision shall survive expiration and termination of this Agreement.
- 7. INTELLECTUAL PROPERTY RIGHTS:** Contractor agrees that any computer programs, software, documentation, copyrightable work, discoveries, inventions, or improvements (hereinafter "Work") developed by Contractor solely or with others, resulting from the performance of Contractor's responsibilities and obligations pursuant to this Agreement are "works made for hire"

and the property of the University. If for any reason the Work would not be considered a work made for hire under applicable law, Contractor does hereby sell, assign, and transfer to the University, its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. Contractor agrees to provide whatever assistance is necessary for the University to preserve its commercial interest in the Work including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

8. LIABILITY

- A. Contractor Liability:** To the fullest extent allowed by law, Contractor agrees to indemnify and hold harmless the University of Iowa, the State of Iowa, the Board of Regents, State of Iowa and their agents and employees from and against all claims or losses including reasonable attorneys' fees, arising out of or resulting from the negligence or omissions of the Contractor, its partners, directors, officers, employees, licensees, subcontractors or agents, in the provision of products and/or services under this agreement.
- B. Insurance Provisions:** Without limiting any liabilities or any other obligations of the Contractor, Contractor shall provide certificates of insurance documenting the minimum insurance coverage requirements listed below unless otherwise agreed to in writing. Coverage may be by Contractor's self-insurance plan or with outside insurance providers, all subject to University approval. Such insurance coverage must be maintained until all obligations under the Agreement are satisfied.
- i. Applicable Workers Compensation insurance to cover liability imposed by Federal and State statutes having jurisdiction over Contractor's employees engaged in the performance of the Contractor's service. Employer's Liability insurance of no less than \$500,000 each employee and \$500,000 each accident.
 - ii. Commercial General Liability insurance with a minimum limit of ONE MILLION DOLLARS (\$1,000,000) per occurrence. This policy shall include coverage for bodily injury and property damage, including completed operations, personal injury, coverage for contractual employees, blanket contractual and products and completed operations. Policy shall contain a severability of interests provision.
 - iii. Commercial Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) with respect to Contractor's owned, non-owned, hired, or borrowed vehicles, assigned to or used in performance of this agreement.
 - iv. Umbrella Liability insurance with a minimum limit of \$1,000,000 per occurrence and shall apply to all underlying and primary liability coverages required above.
 - v. Errors and Omissions (Professional Services Liability) insurance with a minimum limit of \$1,000,000 per claim. The policy shall include coverage for contingent bodily injury liability.
 - vi. The Commercial General Liability, Commercial Automobile Liability, and Umbrella Liability policies required herein shall be endorsed to include as additional insureds the State of Iowa; University of Iowa; Board of Regents, State of Iowa, their agents, officers, and employees.
 - vii. Contractor and its insurers providing the required coverages shall waive all rights of subrogation or recovery against the State of Iowa; University of Iowa; Board of Regents, State of Iowa, their agents, officers, and employees.

- viii. All required insurance policies shall be issued by reputable insurance companies duly authorized to engage in the insurance business in the State of Iowa, with an A.M. Best's rating of A-, VII or better. These policies shall be primary coverage. Certificates shall specify name of the project and provide that no less than thirty (30) days' notice of non-renewal, cancellation, or material change shall be given to the University of Iowa.
 - ix. Certificates of Insurance should be provided upon request. Certificates shall show the waiver of subrogation and thirty (30) days' notice for canceled or non-renewed policies.
 - x. Failure on the part of the Contractor to procure or maintain required insurance shall constitute a material breach of contract upon which The University may immediately terminate an Agreement, or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all moneys so paid by The University shall be repaid by the Contractor to The University upon demand, or The University may offset the cost of the premiums against any moneys due to Contractor.
 - xi. The University reserves the right to request and receive certified copies of any or all of the above policies and/or endorsements.
 - xii. The University reserves the right to waive or reduce the insurance requirements at the University's sole discretion.
 - xiii. Certification forms must include the appropriate University Contract ID on the face of each Certificate submitted to the University.
- 9. ASSIGNMENT OR MODIFICATION:** Any assignment or modification of this Agreement shall be valid only by written mutual agreement signed by both Parties.
- 10. GOVERNING LAW:** This Agreement shall be governed by and construed under the laws of the State of Iowa which shall also be the venue for any disputes arising hereunder.
- 11. USE OF UNIVERSITY NAME:** Contractor agrees it will not use the name or intellectual property, including but not limited to University trademarks, in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of an authorized representative of the University.
- 12. CONFLICT OF TERMS:** All of the terms and conditions of this Agreement are deemed incorporated into the Contractor's Agreement or Proposal. In the event of an express conflict between the terms of this UI PSA and the Contractor's Agreement or Proposal, the terms of the UI PSA shall prevail to the extent necessary.
- 13. CONFLICT OF INTEREST:** Should Contractor or Contractor's spouse be a paid employee of the University or any other Iowa Regent Institution or State of Iowa Agency, Contractor will be considered a "conflict of interest vendor." In addition, should any individual or their spouse, who is a paid employee of the University or any other Regent institution or State of Iowa Agency, also be a partner in Contractor's firm or own five percent (5%) or more of Contractor's corporate stock or receive consulting payments, a conflict of interest exists. Whenever Contractor represents a conflict of interest, Contractor must have prior approval from the Board of Regents, State of Iowa to do business with the University. Contact the Purchasing Department at (319) 335-0115 for further information and do not sign this Agreement, until express approval has been given by the Purchasing Department. In addition, the Office of Management and Budget (OMB) Circular A-110 imposes additional requirements on federally funded projects. See 24 CFR 84.42
- 14. PATIENT INFORMATION:** In the event that the Services involve access to patient care areas and/or access to or use of protected health information, Contractor agrees to abide by Federal

Privacy and Security Regulations established at 45 CFR Parts 160 and 164, as amended from time to time, promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009, Public Law No. 111-5 and its implementing regulations ("ARRA") (the "HIPAA Rules"). Contractor agrees to execute a Business Associate Agreement, as required by the HIPAA Rules, which shall be obtained from the University of Iowa Privacy Officer, Joint Office for Compliance, UIHC, 384-8282.

- 15. COMPLIANCE WITH THE LAW:** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing under the Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or suppliers. The Contractor, its employees, agents, and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under the Contract. The Contractor may be required to submit its affirmative action plan to the University of Iowa to comply with the requirements of 541 IAC chapter 4.
- 16. COMPLIANCE WITH POLICIES AND PROCEDURES.** During the performance of Services, Contractor shall be in compliance with the Policies and Procedures of the Board of Regents, State of Iowa, and the University of Iowa, including but not limited to the University of Iowa Conflict of Interest policy. Refer to University Policy Manual at <https://opsmanual.uiowa.edu/>
- 17. AMERICAN RECOVERY AND REINVESTMENT ACT:** This contract may involve funding under the American Recovery & Reinvestment Act of 2009 ("Recovery Act"). Vendor agrees to (1) comply with all terms and conditions of the Recovery Act (including but not limited to "Buy American", "Wage Rate Requirements" and "Disclosure of Fraud or Misconduct") and (2) provide promptly upon request to the University, the data elements which are required to be reported under Section 1512 of the Recovery Act and the Federal Funding Accountability and Transparency Act ("FFATA"). Please contact the Purchasing Agent to verify if this purchase involves such funding. For details of Recovery Act and FFATA see www.recovery.gov
- 18. FAR Employment Eligibility Verification:** This contract may involve funding subject to applicable Federal Acquisitions Regulations (FAR) Employment Eligibility Verification clauses of the prime contract. Vendor agrees to comply with all terms and conditions of the FAR Employment Eligibility Verification clause #52.222-54.
For details of FAR Employment Eligibility Verification see <http://www.uscis.gov/portal/site/uscis>.
- 19. FEDERAL COMPLIANCE:** All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions as outlined below: These provisions are available on the following website.
OMB: <https://www.whitehouse.gov/wp-content/uploads/2017/11/Circular-110.pdf>

2 CFR 215.48

Equal Employment Opportunity -All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) -All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C B74), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any

means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) -When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. **This does not apply to Federal disaster funding unless otherwise specified by local regulations.**

Contract Work Hours and Safety Standards Act (40 U.S.C 327-333) -Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement -Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended -Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) -Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793)- This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

Vietnam-era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), (38 U.S.C. 4212)- This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

- 20. DEBARMENT AND SUSPENSION:** (E.O.s 12549 and 12689)-A contract award with an amount expected to equal or exceed \$25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that Implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549. [69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]
- 21. BACKGROUND CHECKS:** Contractor shall ensure that background checks are obtained and documented with respect to all assigned Contractor and subcontractor personnel with all such background checks being current within the last 12 months as of the time when each individual is first assigned to the performance of the Services and including investigation and identification of all state or federal misdemeanor or felony convictions of such individual. At the request of the University, Contractor shall deliver a written certification to the University that a background check has been performed, and the subject individual has passed such verification procedures as set forth in this Section.
- 22. SOFTWARE ACCESSIBILITY:** Software solutions provided to the University of Iowa shall be compliant with Federal statute Section 508 standards and W3C.org Web Content Accessibility Guidelines (WCAG 2.0 Level AA) for accessibility for persons with disabilities for the minimum level of accessibility. Please review the links provided for specifics related to these referred to standards and guidelines. WCAG guidelines www.w3.org/TR/WCAG20/ and Section 508 www.section508.gov/. The University reserves the right to request that the Contractor provide audit and/or test results that document the software's compliance and the testing methodology utilized.

If software is included in this quotation please describe how the software meets the accessibility requirements included with Section 508 and WCAG 2.0 Level AA.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the latest date set forth below.

THE UNIVERSITY OF IOWA

CONTRACTOR

Signature

Signature

Renee Funk

Barry Buchholz

Name

Name

Chief Procurement Officer

President, LMCS D Board of Directors

Title

Title

Date

Date

Read and acknowledged by University Department

DEPARTMENT

Signature

Name

Title

Date

Appendix A Statement of Work

Define in full detail the work to be completed, as part of the Professional Services Agreement.

Linn-Mar Statement of Work

Introduction

The Iowa Blueprint for Change (IBC) project goal is focused on advancing and improving systems so that Iowans with disabilities who were either in subminimum wage employment or are considered to be contemplating it, have competitive integrated employment (CIE) opportunities that lead to economic security. The transition pilot under the IBC project offers an opportunity for school districts to assist with the IBC goal by increasing the ongoing delivery of preparation, placement and support services that begin in early high school and result in uninterrupted transition to competitive integrated employment for youth with disabilities. The pilot is intended for students within the school district who meet the following qualifications for participation in the IBC program:

- Students who receive Social Security (SSI) benefits based on their own disability; and/or
- Students considered to have a need for more supports (previously classified as Level III students).

All students who meet the above criteria must also apply for and be determined eligible for services with Iowa Vocational Rehabilitation Services (IVRS). Students must be off the waiting list and have developed an individualized plan for employment with their vocational rehabilitation counselor.

Through collaboration between IVRS, IBC grant, and other key stakeholders, students who meet the criteria above and are considered IBC participants may receive the following services and/or technical assistance, based on unique needs:

- **Enhanced Benefits Planning:** Benefits Planning can help inform Supplemental Security Income (SSI) recipients about their disability benefits and the use of work incentives.
- **DIF Customized Employment:** (also known as DIF CE) is a person-centered approach that leads to competitive integrated employment outcomes for students. DIF CE is appropriate for students whose disability and unique needs require significant support, and repeated exposure and practice to gain simple skills. Students may or may not have had opportunities to explore jobs, either individually or in a group setting. Additionally, students who are a good fit for DIF CE need additional support developing and/or strengthening skills in time

management, communication, and self-advocacy. The results from each phase of DIF CE are used to generate information by identifying a student's skills, interests, abilities, conditions, contributions, and support needed for competitive integrated employment. The objective is to design a pathway to a career that focuses on the student's interests, talents, and contributions while minimizing limitations, and providing consultative support to ensure the candidate is successful.

- Guardianship Information and Waiver Services: Information pertaining to these services may be provided to students and their parents/guardians and may include, but are not limited to when and how to apply for services, low-cost and no-cost legal services, alternatives to guardianship, local resources, and how to apply for redetermination.
- Individual Placement and Supports (IPS): IPS is a person-centered, zero exclusion, integrated services approach that leads to a competitive integrated employment outcome. IPS is appropriate for students who are most significantly disabled, with barriers to chronic serious mental health and/or behavioral disabilities. Employment and mental health therapy are used to assist an individual's recovery. The results from each process of IPS are used to generate information by identifying a student's skills, interests, abilities, conditions, contributions, and support needed for employment through job placement experiences based on the information identified through each experience; and provide supported employment job coaching support to ensure the student is successful.
- Assistive Technology: Students may be provided with information on how technology and adaptive equipment may benefit the student based on their individual needs.
- Self-Employment Services: Iowa Self-Employment (ISE) is a program designed to provide students with the technical assistance necessary to explore entrepreneurship opportunities.

In combination with IVRS, IBC, and other key stakeholders, the school district (e.g., instructional strategists, school counselors, teachers, administrators, and other pertinent stakeholders) may receive the following services and/or technical assistance, based on unique needs:

- Universal Classroom Design: The Universal Classroom Design is a set of principles that inform the design of classrooms that are accessible and effective for all students, including those with disabilities.
- Guardianship Information and Waiver Services: Training educators on such services to ensure this information is shared with parents and guardians.
- Assistive Technology: Coordinating with district staff to provide guidance on assistive technology solutions that can enhance student success in the classroom.

- IVRS Services: Training on the full range of services available through the IVRS system, including innovative services available under the IBC program, and how to braid transition services that are the responsibility of the school district with those that are available through IVRS.

The DIF Pilot project does not replace existing education or transition services to youth that are mandated under the Individuals with Disabilities Education Act (IDEA).

Contractor Duties and Responsibilities

While the school district already has established programs such as TAP, Work Experience, and Project Search, it has become apparent that additional pathways are necessary. Despite successful partnerships with Project Search, The Arc of East Central Iowa, and IVRS, Contractor has encountered challenges in obtaining employment for all students with the most significant disabilities due to various constraints. Recognizing this gap, Contractor will introduce a new program designed to cater to the transition needs of students who may not be appropriate for current programming. This program will expand the current continuum of services in the area of secondary transition, thus addressing this critical need in the district.

Contractor will document all services that are delivered and provide the necessary documentation to IVRS, including:

1. Case notes and staging records will be completed and provided to IVRS staff monthly, or by the end of the quarter, whichever occurs first.
2. Contractor staff will complete a Personal Activity Report (PAR) to track their time when completing contractor activities, including contract direct activities, contract indirect, and non-contract activities as applicable. The PAR will be submitted monthly.

Services:

All services to be provided hereunder shall be new services that have a CE or IPS-Y focus or existing services that have been modified, adapted, expanded, or reconfigured to ensure participating students achieve competitive integrated employment.

The Contractor will assume responsibility for organizing and overseeing all services provided within the schools, and ensuring alignment with the district's service delivery plan for secondary transition services. The Transition Coach will provide services and supports to IBC participants in the school district, based on students' individual needs:

- Plan and deliver job exploration activities as it pertains to the customized employment (CE) service model;
- Build workplace readiness skills;
- Work towards obtaining and maintaining competitive integrated employment;
- Develop ability to navigate community and learn community safety skills;

- Provide basic financial literacy skills training;
- Strengthen and reinforce time management, communication, self-advocacy, and emotional regulation; and
- Introduce students and families to adult services (waivers, SSI, IVRS, etc.).

Additionally, the Contractor will ensure the completion of the following:

- Professional learning sessions on the IBC program to relevant staff;
- Once the school realignment has been completed present informational literature and room tours to prospective parents and students;
- Attend school conferences for outreach, to offer input, address questions, and potentially recruit students for the IBC program;
- Share information on professional learning with applicable staff and families;
- Allow for release time/substitutes if professional learning is outside of identified professional learning days;
- Attend Association of Community Rehabilitation Educators (ACRE) training through GHA for teacher, associate and student support team members;
- Participate in regular consultative meetings with the IVRS counselor for support;
- Identify students that are appropriate for the IBC pilot based on the criteria for participation listed within this contract, and refer potential applicants to IVRS;
- Ensure a “Consent to Release Information to and from IVRS” form has been completed in ACHIEVE for each participant;
- Provide any necessary information from school records or IEP to IVRS as needed;
- Collaborate with IVRS and the Arc of East Central Iowa to provide support with the development of the Individualized Plan for Employment (IPE);
- Provide IRVS and the Arc of East Central Iowa with information regarding the student’s strengths, interests, and abilities in regards to employment;
- Maintain the Youth Transition Team (YTT) for continuous unique and individualized service delivery; and
- Provide linkages to community resources, information, and service providers for post-graduation transition plans.

Oversight of CRP duties

Contractor will create a subcontract with The Arc of East Central Iowa to provide customized employment services. Contractor will ensure the following CRP expectations are met through the subcontract:

1. Customized Employment Services: The following phases will be provided through the customized employment service delivery model by The Arc of East Central Iowa, with support from the assigned Griffin-Hammis Associates (GHA) liaison, with information gleaned shared with the VR counselor, school personnel, parents/ guardians, and other necessary stakeholders (as appropriate, with necessary releases of information):

- a. Phase 1: Initial Home Visit
 - b. Phase 2: Interviewing Others
 - c. Phase 3: Customized Discovery
 - d. Phase 4: Verifying Vocational Themes
 - e. Phase 5: Narrative Summary
 - f. Phase 6: Customized Job Development
 - g. Phase 7: Consultative Employment Supports
 - h. Phase 8: Fading and Transition to Long Term Supports
2. Provide input to the IVRS Counselor, student, parents, and IEP team to assist in the preparation of the Individualized Plan for Employment (IPE) by the IVRS counselor. The IPE will identify available types of jobs for the IBC participants and provide a good match between job opportunities and the student's choices, interests, and abilities. The IPE will outline the services and training that the student will need to achieve competitive integrated employment.
 3. Provide linkages to community resources, information, and service providers for the transition plan for post-graduation.
 4. Meet regularly with GHA liaison, Contractor, and attend YTT meetings.
 5. Continue to partner with IVRS, HHS, Amerigroup, and Iowa Total Care to provide necessary supports to the student post-graduation.

Performance Measures

1. An attendance list for all events/meetings related to the IBC project is submitted to UCEDD within five business days after the event.
2. Complete the Association of Community Rehabilitation Educators (ACRE) training through Griffin-Hammis within 6 months.
3. Ensure the Employment Specialist through The ARC of east central Iowa completes ACRE training within 6 months.
4. 100% of students enrolled in the IBC project meet the eligibility criteria.
5. The school will maintain or increase the number of referrals made to IVRS IBC Pilot each year. Federal Fiscal Year (FFY)25 will be considered the baseline for this measure.
6. 100% of IBC Pilot participants will have a signed copy of "Consent to Release Information to and from IVRS" form.
7. The school will increase or maintain the number of successful (Status 26-0) closures each year. FFY25 will be considered the baseline for this measure.

Reporting and Billing

Submit invoices with a summary of activities including PARS for staff members to IBC Staff at iablueprint@uiowa.edu and andria-pooley@uiowa.edu

Appendix B DIF Contract State of Iowa Reimbursement

Travel (\$40,000): All travel costs paid for with grant funds will be within State of Iowa guidelines and necessary to satisfy requirements established by RSA, or to accomplish the goals, objectives, and activities of the grant. Anticipated travel costs include:

In-State: Travel specific to the grant will be reimbursed according to State of Iowa guidelines. Anticipated in-state travel reimbursement rates include \$.50/mile, \$37/day per diem for meals, and \$80/night for lodging. In-state travel reimbursement will likely include Coalition member travel, training participant travel, personnel, and consultant reimbursement for project-related travel. In-State travel will not exceed \$20,000

Out-of-State: Out-of-state travel will be reimbursed based on the State of Iowa's out-of-state travel reimbursement guide which varies based on the travel destination. Anticipated travel includes attending Project Director's Meeting (often held in Washington, DC), IPS International Learning Community Annual Meeting, Collective Impact Summit, Customized Employment Rendezvous, and professional conferences for dissemination (yrs. 3-5). When appropriate out-of-state travel will include project participant representation. Out-of-state travel will not exceed \$20,000



AIA Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> 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: 002 Date: 08/20/2024
OWNER: <i>(Name and address)</i> Linn-Mar Community School District 2999 North Tenth Street Marion, IA 52302	ARCHITECT: <i>(Name and address)</i> OPN Architects 200 Fifth Avenue SE, Suite 201 Cedar Rapids, IA 52401	CONTRACTOR: <i>(Name and address)</i> McComas-Lacina Construction 1310 Highland Court 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 003	ITC-009	Lobby Restroom Floor Replacement	\$ 32,072.39
COR 004	ITC-007	Restroom Steel Adjustments	\$ 2,234.85
COR 005	ITC-004	Structural Steel Adjustments per RFIs	\$ 5,576.83
COR 007	ITC-010	PVC Underground Sanitary & Storm Piping	(\$ 19,116.05)
COR 010	RFI-029	Demo of Existing Foundation	\$ 3,980.33
COR 011	ITC-013	Yard Hydrants to Wall Hydrants	(\$ 1,037.13)
COR 012	ITC-012	Structure vs. Toilets and Flush Valves	\$ 2,526.27

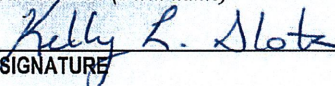
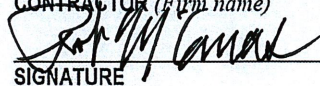
TOTAL: \$ 26,237.49

The original Contract Sum was	\$ 25,507,000.00
The net change by previously authorized Change Orders	\$ 22,708.13
The Contract Sum prior to this Change Order was	\$ 25,529,708.13
The Contract Sum will be increased by this Change Order in the amount of	\$ 26,237.49
The new Contract Sum including this Change Order will be	\$ 25,555,945.62

The Contract Time will be increased by Zero (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.

OPN Architects ARCHITECT <i>(Firm name)</i>  SIGNATURE	McComas-Lacina Construction CONTRACTOR <i>(Firm name)</i>  SIGNATURE	Linn-Mar Community School District OWNER <i>(Firm name)</i> SIGNATURE
Kelly Slota, Construction Administrator PRINTED NAME AND TITLE	Rob McComas PRINTED NAME AND TITLE	Barry Buchholz, Board President PRINTED NAME AND TITLE
08/20/2024 DATE	8-21-24 DATE	DATE

Change Order Summary August 2024 (Change Order 2)

Linn-Mar Performance Venue

COR Number	Title	RFI/ITC	AMOUNT	Description
3	Lobby Restroom Floor Replacement	ITC-009	\$32,072.39	Existing floor slab condition after removal of tile left the floor unsuitable for reuse. Concrete slab was removed and re-poured to allow for polished finish.
4	Restroom Steel Adjustments	ITC-007	\$2,234.85	Structural steel beam height needed to be adjusted to avoid existing piping and infrastructure. Restroom ceiling heights needed to be lowered, and structural detailing needed to change to accommodate the existing condition.
5	Structural Steel Adjustments per RFIs	ITC-004	\$5,576.83	Adjustments to structural steel and foundations due to questions that arose during shop drawing preparation and coordination.
7	PVC Underground Sanitary & Storm Piping	ITC-010	(\$19,116.05)	Change underground sanitary piping from metal to PVC - VE change.
10	Demo of Existing Foundation	RFI-029	\$3,980.33	An existing foundation was discovered during excavation (was not shown on existing plans). A portion of it needed to be demolished, as it would have been in the way for new construction. Extra care was taken to not disturb the foundation to remain.
11	Yard Hydrants to Wall Hydrants	ITC-013	(\$1,037.13)	Revise yard hydrants to wall hydrants at two locations - VE change.
12	Structure vs. Toilets & Flush Valves	ITC-012	\$2,526.27	Adjust locations of toilets in new restrooms due to added structure conflicting with carriers. Change flush valves at toilets and urinals to higher-quality District standard.

Total: \$26,237.49



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	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
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.

Building Name: Aquatic Center Sponsoring Group: Girls Swim/Dive
 Contact Name: Tom Belin Contact Phone: 319-377-5614
 Contact Email: tom.belin@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.6871

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Swim-a-thon
 Activity Start/End Dates: late August 2024 Estimated Proceeds: \$3,000⁰⁰
 Purpose/Use of Funds Raised (Must be specific): Team equipment & consultants

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 8/11/24

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 8/13/24
 Board Review/Approval: _____ Date: _____

Summary Due Date: Oct 11, 2024



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 October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
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.

Building Name: Aquatic Center Sponsoring Group: Gibb Swim/Dive
 Contact Name: Tom Belski Contact Phone: 319-377-5614
 Contact Email: tom.belski@linnmar.k12.iq.us District Account Code: 21.0109, 1900, 920 6871

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Hosting Iowa State Masters Meet
 Activity Start/End Dates: March/April 2025 Estimated Proceeds: \$3,500
 Purpose/Use of Funds Raised (Must be specific): Team equipment & consultant

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 8/11/24

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 8/13/24
 Board Review/Approval: _____ Date: _____

Summary Due Date: May 30, 2025



Exhibit 805.3 Fundraising Request Form

RECEIVED
AUG 12 2024
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	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
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.

Building Name: HS. Sponsoring Group: Bowling

Steve Tschantz Contact Name: 319-350-7370 Contact Phone:

stwe.tschantz@linnmar Contact Email: _____ District

Account Code: 6686

Description of Fundraising Activity (All information is required for the request to be considered) Fundraising Activity: Poster Advertising ✓ Activity

Start/End Dates: Oct 15 - Nov 15 2024 Estimated Proceeds: \$200-500

Purpose/Use of Funds Raised (Must be specific):

Purchasing tools for training

Holiday and Banquet items/food ✓

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8/12/24

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 8/13/24

Board Review/Approval: _____

Date: _____

Summary Due Date: Dec 20, 2024

Revised: 6/22; 7/22



Fundraising Request Form

RECEIVED

AUG 19 2024

Code: 1005.4-E1

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

Exhibit 805.4

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	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
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.

Building Name: Linn Mar High School Sponsoring Group: Student Council
 Contact Name: Kierstyn Witt Contact Phone: 319-447-
 Contact Email: Kierstyn.witt@linnmar.k12.ia.us District Account Code: 21.0109.1900.950.7407

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: SOCKTOBER / OCTOBER FEST
 Activity Start/End Dates: Oct. 1-31 2024 Estimated Proceeds: \$500⁰⁰
 Purpose/Use of Funds Raised (Must be specific): To donate to Food pantry/homeless shelter. Final decision to be made at September meeting

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: Zach Myszko Date: 8/14/24

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 8/19/24
 Board Review/Approval: _____ Date: _____

Summary Due Date: December 12, 2024



RECEIVED

50

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

AUG 20 2024

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	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
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.

Building Name: HP, BP, OR, EX Sponsoring Group: S-8 Band
 Contact Name: Stephanie Nuss Contact Phone: (319) 730-3640
 Contact Email: SNUSS@linnmar.k12.ia.us District Account Code: on back

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Apparel Sale
 Activity Start/End Dates: 9-23 - 10-11 Estimated Proceeds: \$ 2000
 Purpose/Use of Funds Raised (Must be specific):
Repair and replace instruments, new music, new percussion instruments, lesson books, tuners, fees

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 8/20/2024

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 8/21/24
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____



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

RECEIVED

AUG 20 2024

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	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
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.

Building Name: HS, OR, EX, BP, HP Sponsoring Group: 5-12 Band
 Contact Name: Stephanie Nuss Contact Phone: (319) 730-3640
 Contact Email: snuss@linnmar.k12.io.us District Account Code: on back

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Fundraising website through LM Foundation
 Activity Start/End Dates: All year Sept 1 - May 30 Estimated Proceeds: \$8,000
 Purpose/Use of Funds Raised (Must be specific):
Repair and replace instruments, Fees, Music, Guest Clinicians, Clinic opportunities

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 8/20/24

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 8/21/24
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____