



# District Honors & Highlights

## February 9, 2026

**Athletic Hall of Fame Honors:** Congratulations are extended to the recent LM Athletic Hall of Fame Inductees: Dr. MaryBeth Russell ('99 Girls Swimming), Dr. Brad Erickson ('95 Baseball), Doug Streicher (LM Boys Wrestling Coach), and Marcus Paige ('12 Basketball).



**Football Highlight:** Congratulations to Cole Potter, LMHS Senior, for being chosen to play in the 2026 Iowa Shrine Bowl All Star Classic.

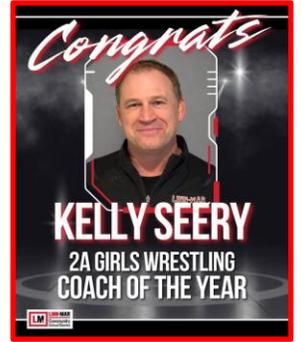
**Special Olympics Highlight:** Congratulations to all of our athletes that participated in the recent Special Olympics Iowa basketball competition and to the two athletes selected to move on to the State competition.





**Girls Wrestling Highlight:**

Congratulations to the following wrestlers for earning a spot in the State Tournament: Kate Seery, Chloe Adamson, Brielle Parke, Brooke Walrath, Caroline Pohlman, Aurora Lloyd, and Divine Akili. Congrats also go out to Coach Kelly Seery for being named the Iowa Wrestling Coaches and Officials Association 2A Girls Coach of the Year!



**Boys Wrestling Highlight:** Congratulations to the Boys Wrestling Team and their coaches for moving on to the 2026 Iowa State Dual Team Tournament.

**Fine Arts Highlight:** Congratulations to the Linn-Mar High School Drama Department for their recent performance of *Robin Hood*.



**Performance Hall Highlight:** Thanks are extended to everyone that attended the ribbon cutting ceremony and open house that was held on February 4th celebrating the completion of the new Performance Hall.

**MANE Event Highlight:** The Linn-Mar School Foundation will be hosting the annual MANE Event on March 27th at the DoubleTree by Hilton. Tickets are on sale now on the LMSF website:

<https://linnmarfoundation.org/mane-event-2026/>



## Second Reading of Policy Recommendations (26.02.09 Board Exhibit)

The following policies were reviewed by the Policy Committee on 1/15/26, approved for first reading on 1/26/26, and are being presented for second reading.

### Edit Key:

- Edits in **green with strikethrough** are current LM language being recommended for removal.
- Edits in **red** are recommended new language.

<b>Miscellaneous Policies</b>		
<b>Policy #</b>	<b>Title</b>	<b>Reviewed/Revised</b>
201.6	Organization of the School Board	Revision recommended
201.6-R	Board President & Vice President Elections Regulation	Revision recommended
400.1	Equal Employment Opportunity	Revision recommended
504	Student Health Services	Revision recommended
504.10	Emergency Drills	Revision recommended
504.31	Administration of Medication to Students	Revision recommended
504.32	Stock Prescription Medication Supply	Revision recommended
<b>300 Series: Administration</b>		
<b>Policy #</b>	<b>Title</b>	<b>Reviewed/Revised</b>
300.1	Role of District Administration	Revision recommended
301.1	Management	Reviewed, no changes
302.1	Superintendent: Qualifications, Recruitment, Appointment	Reviewed, no changes
302.2	Superintendent: Contract and Contract Non-Renewal	Revision recommended
302.3	Superintendent: Salary and Other Compensation	Reviewed, no changes
302.4	Superintendent: Qualifications and Duties	Revision recommended
302.5	Superintendent: Evaluation	Revision recommended
302.6	Superintendent: Professional Development	Reviewed, no changes
303.1	Administrator: Qualifications, Recruitment, Appointment	Revision recommended
303.2	Administrator: Contract and Contract Non-Renewal	Revision recommended
303.3	Administrator: Evaluation	Revision recommended
303.4	Associate Superintendent: Qualifications, Contract, Responsibilities	Revision recommended
303.5	Building Principal: Qualifications, Appointment, Responsibilities	Revision recommended
303.5-R	Building Principal Responsibilities Regulation	Revision recommended
303.6	Associate/Assistant Principal: Qualifications, Appointment, Responsibilities	Revision recommended
304.1	Administrator Code of Ethics	Revision recommended

**Policy 201.6  
Organization of the School Board**

The Linn-Mar Community School District Board of Directors is authorized by and derives its organization from Iowa law. The board will consist of seven board members. Board members are elected at-large.

The board is organized for the purpose of setting policy and providing general direction for the district. The board will hold its organizational meeting at or before the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business, and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the Oath of Office to the newly-elected board members. The **board secretary President Pro Tem** will preside while the new board elects the president and vice president of the new board.

**Vacancies in Officer Positions:** If any office of the board should become vacant between organizational meetings, such office will be filled as follows:

- President: Filled by the vice president (Refer to Policy 202.3)
- Vice President: Filled by election from members of board (Refer to Policy 202.4)
- Secretary: Filled temporarily by the superintendent (Refer to Policy 202.5)
- Treasurer: Filled temporarily by the business manager until a replacement is appointed by the board (Refer to Policy 202.6)

Adopted: 6/70  
Reviewed: 10/11; 9/16; 10/19; 10/22  
Revised: 4/13; 9/13; 8/14; 1/22; 10/25  
Related Policy: 201.6-R; 202.4-6  
Legal Reference (Code of Iowa): §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7-8, .33; 281 IAC 12.3(2)  
IASB Reference: 200.01

## **Policy 201.6-R Board President and Vice President Elections Regulation**

The board shall elect the Board President and Vice President in a public meeting held in accordance with Iowa Code chapter 21, at the meetings set forth in Board Policies 202.3 and 202.4, or at any time when required due to a vacancy in either position. The following procedures shall be followed for the election of Board President and Vice President:

1. The President Pro Tem shall call for nominations for Board President for a one-year term to begin immediately following the conclusion of the election for Board President. Any board member may nominate themselves or any other current board member to serve as Board President.
2. Following nominations, the board member(s) so nominated must verbally indicate a willingness to serve in the position of Board President. The nominated board member may make a brief statement in support of their candidacy, not to exceed three minutes.
3. Other board members may make statements of support relating to any nominated board member(s), not to exceed three minutes per board member.
4. If there is only one board member nominated, the President Pro Tem will call for a motion to elect the board member as Board President. If the motion receives a second, the President Pro Tem will call for a roll call vote.
5. If more than one nomination is made, the President Pro Tem will distribute paper ballots to each board member. Each member will write their name and the name of the nominee they are voting for on the ballot. The President Pro Tem will read off each board member's name and their vote in open session, tallying the votes. The President Pro Tem will then call for a motion for the person receiving the most votes. If the motion receives a second, the President Pro Tem will call for a roll call vote.
6. If the motion fails for lack of a second or by roll call vote, the President Pro Tem will call for a new motion for Board President. This will continue until a Board President is elected by a majority vote.
7. If the motion passes, the newly elected Board President will assume the role of Board President, effective immediately.
8. The ~~Board President~~ **President Pro Tem** will then follow steps 1-6 above to conduct the election for Board Vice President.
9. There is no limit on the number of consecutive terms that can be served by a board member serving as President or Vice President.

## **Policy 400.1**

### **Equal Employment Opportunity**

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

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

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

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

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

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

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

**Linn-Mar Community School District Equal Employment Coordinator**

Karla Christian, Chief Human Resources Officer  
319-447-3036 / [kchristian@linnmar.k12.ia.us](mailto:kchristian@linnmar.k12.ia.us)  
Address: 3556 Winslow Road, Marion IA 52302  
Fax: 319-403-8008

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

**Equal Employment Opportunity Commissions**

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

**Iowa Civil Rights Commission**

6200 Park Avenue, Suite 100  
Des Moines, IA 50321-1270  
515-281-4121 or 800-457-4116  
Website: <https://icrc.iowa.gov/>

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

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

Adopted: 7/81  
Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23  
Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24; 9/24; 9/25  
Related Policy: 400.1-E; 401.1; 403.11  
Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95  
IASB Reference: 401.01  
*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; 481 IAC 620**

Iowa Senate File 2080 and Iowa House File 2393

IASB Reference: 607.02

Mandatory Policy

Policy 504.10  
Emergency **Plans and** Drills

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, intruders, and other disasters **will be are** conducted each school year. ~~Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31<sup>st</sup> and two after January 1<sup>st</sup>.~~ **At least four fire drills and four tornado drills must be conducted each school year. Two drills of each type must be conducted between July 1<sup>st</sup> and December 31<sup>st</sup> and two drills of each type must be conducted between January 1<sup>st</sup> and June 30<sup>th</sup>.**

Intruder drills will be conducted regularly during the academic school year with a minimum of one before December 31<sup>st</sup> and one after January 1<sup>st</sup>.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed **during in** the drills.

Adopted: 6/70  
Reviewed: 4/11; 4/12; 7/13; 10/14; 11/20; 12/20; 10/23  
Revised: 7/07; 11/17  
Legal Reference (Code of Iowa): § **100.31 10A.522**  
IASB Reference: 507.05

**Policy 504.31**  
**Administration of Medication to Students**

The board is committed to the inclusion of all students in the education program and recognizes that some students may prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent/guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board [Policy 504.32-Stock Prescription Medication Supply](#).

When administration of medication requires ongoing professional health judgement, an Individual Health Plan (IHP) shall be developed by licensed health personnel working under the auspice of the school with collaboration from the parent/guardian, individual's health care provider, or education team pursuant to 281.14.2(256). Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent/guardian shall be on file requesting co-administration of medication when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parent/guardian and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the Department of Education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or pharmacist. A record of course completion will be maintained by the school.

A written medication administration record will be on file including:

- Date;
- Student's name;
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of the person administering medication; and

- Any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. The development of emergency protocols for medication-related reactions is required. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired abandoned medication shall be in compliance with federal and state laws. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Adopted: 5/91  
Reviewed: 4/11; 7/13; 10/14; 12/20  
Revised: 4/12; 4/16; 10/17; 4/18; 6/20; 8/21; 3/23; 8/23  
Related Policy: 504.31-E1-E2; 504.32  
Legal Reference (Code of Iowa): §§ 124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23;  
655 481 IAC 620 §6.2(152); 281 IAC §14.1-2  
IASB Reference: 507.02  
Mandatory Policy

**Policy 504.32**  
**Stock Prescription Medication Supply**

The Linn-Mar Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress, and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers, and/or opioid antagonists from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress, or acute opioid overdose.

**PROCUREMENT AND MAINTENANCE OF SUPPLY**

The district shall stock a minimum of the following for each attendance center:

- a) Two epinephrine auto-injectors;
- b) Two bronchodilator canisters and spacers; and
- c) Two doses naloxone or other opioid antagonist.

The supply of such medications shall be maintained in a secure, easily accessible area for an emergency within the school building, or in addition to other locations as determined by the district. **Each Automated External Defibrillator (AED) box in each school building must contain one dose of naloxone or another opioid antagonist, stored in a temperature-controlled environment.**

The school nurse or trained and authorized personnel shall routinely check the stock of medication and AED and document in a log monthly:

1. The expiration date;
2. Any visualized particles or color change for epinephrine auto-injectors, **or**
3. Bronchodilator canister damage; **or**
4. **AED safety check, AED battery expiration, and pad expiration date(s).**

The school nurse or trained and authorized personnel shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist that is empty after use, damaged, or close to expiration. The district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

**TRAINING**

A school nurse or personnel trained and authorized may provide or administer any of the medications listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress, asthma or other airway-constricting disease, or opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist shall consist of the requirements of medication administration established by law and an annual anaphylaxis, asthma, other airway-constricting disease, opioid overdose training program approved by the Department of Education.

Authorized personnel will be required to retake the medication administration course, training program, and provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors, bronchodilator canisters or spacers, or opioid antagonist to retain authorization to administer these medications if the following occur:

- a. Failure to administer an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist according to generally accepted standards of practice ("medication error"); or
- b. Accidental injury to school personnel related to improperly administering the medication ("medication incident").

## **REPORTING**

Authorized personnel will contact the school nurse or emergency medical services (911) immediately after a stock bronchodilator canister is administered to a student or individual. The school nurse retains accountability for professional nursing judgment with the administration of stock bronchodilator and whether to contact emergency medical services in accordance with Iowa law.

The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector or stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

1. Each medication incident with the administration of stock epinephrine; bronchodilator canister or spacer, or opioid antagonist;
2. Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; and
3. Administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent [or designee] may develop an administrative process to implement this policy.

Adopted: 4/16

Reviewed: 11/17; 12/20

Revised: 3/23; 4/23; 8/23

Related Policy: 504.31; 504.31-E1-E4

Legal Reference (Code of Iowa): §§ 135.185, .190; 279.8; 281 IAC 14.3; **655 IAC 6.2(2); 481 IAC 620**

IASB Reference: 804.05

**Policy 300.1**  
**Role of District Administration**

The administrators of the Linn-Mar Community School District have been given a great opportunity and responsibility to manage the district, to provide educational leadership, and to implement the educational philosophy of the district. The administrators are responsible for the day-to-day operations of the district. In carrying out these operations **as licensed by the State of Iowa**, the administrators are guided by board policies, the law, **negotiated agreements and contracts**, the needs of the students, and the needs of **the citizens in** the school district community.

It is the responsibility of the administrators **and managers, led by the superintendent**, to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the district, and to inform the board about district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities, and for the employees.

The board and administration will work together to share information and decisions under the management team concept **with the superintendent as the chief executive officer. Individuals acting in isolation should not make decisions for the team.**

Adopted: 5/97  
Reviewed: 12/10; 4/13; 12/16; 11/19; 3/23  
Revised: 11/11; 8/14  
Related Policy: 301.1; 304.1  
IASB Reference: 300

**Policy 301.1**  
**Management**

The board and administrators will work together in making decisions and setting goals for the district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the district.

The board is responsible for making the final decision in matters pertaining to the district.

It is the responsibility of the superintendent to develop guidelines for collaborative decision-making.

Adopted: 8/14  
Reviewed: 12/16; 11/19; 3/23  
Related Policy: 300.1; 304.1  
Legal Reference (Code of Iowa): § 279.8  
IASB Reference: 301.01

## **Policy 302.1**

### **Superintendent: Qualifications, Recruitment, Appointment**

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

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

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

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

Adopted: 8/14

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

Revised: 9/25

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

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

IASB Reference: 302.01

*Mandatory Policy*

## Policy 302.2 Superintendent: Contract and Contract Non-Renewal

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1st and end on June 30th. The contract will state the terms of employment **and shall not exceed three years.**

The first **two three consecutive** years of a contract issued to a newly employed superintendent is considered a probationary period. **The board may waive this period, or** The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non-probationary contract, the board will afford the superintendent appropriate due process, including notice by May 15th, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

~~If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.~~

It is the responsibility of the board to provide the contract for the superintendent. **The board may issue a temporary and nonrenewable contract in accordance with law.**

If the superintendent wishes to resign, to be released from contract, or to retire, the superintendent must comply with applicable law and board policies **dealing with retirement, release, or resignation.**

Adopted: 8/14  
Reviewed: 12/16; 11/19; 3/23  
Related Policy: 300.1; 301.1; 302.1, .3-6; 304.1  
Legal Reference (Code of Iowa): §279; 281 IAC 12.4  
IASB Reference: 302.02

**Policy 302.3  
Superintendent: Salary and Other Compensation**

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Adopted: 8/14  
Reviewed: 12/16; 11/19; 3/23  
Related Policy: 300.1; 301.1; 302.1-2, .4-6; 304.1  
Legal Reference (Code of Iowa): §§ 279.8, .20  
IASB Reference: 302.03

## Policy 302.4

### Superintendent: **Qualifications and Duties**

~~The superintendent of schools will hold at a minimum a master's degree plus 30 semester hours of approved graduate preparation beyond the master's degree. The superintendent will also meet the licensure requirements as designated by the Iowa Board of Educational Examiners.~~

~~The Linn-Mar Community School District Board of Directors may appoint the superintendent of schools for a term not to exceed three years. However, the board's initial contract with a superintendent shall not exceed one year if the board is obligated to pay a former superintendent under an unexpired contract.~~

~~The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the district, unless specifically stated otherwise.~~

~~The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.~~

~~In executing the above-stated duties, the superintendent will consider the financial situation of the district as well as the needs of the students. Specifically, the superintendent:~~

~~The superintendent of schools will:~~

- ~~1. In all respects be the chief executive officer of the school board, except as otherwise provided by law. The superintendent will have the power to make rules not in conflict with law or with the policies of the board and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.~~
- ~~2. Be directly responsible to the school board.~~
- ~~3. Be expected to initiate and direct the development of policies for the approval of the board and to delegate such responsibility to whomever they may deem appropriate or qualified.~~

- 1. Interprets and implements all board policies and all state and federal laws relevant to education;**
- 2. Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;**

3. Represents the board as a liaison between the district and the community;
4. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the district, effecting a wholesome and cooperative working relationship between the district and the community;
5. ~~Attend meetings of the board, except those concerned with their own contract status, and be granted the privilege of taking part in the deliberations; but shall not vote.~~ **Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;**
6. ~~In order to assist the board in reaching sound judgments, establishing policies, and approving those matters which the law requires the board to approve; be responsible for placing before the board necessary and helpful facts, comparisons, investigations, information, and reports and for making available, at the proper time, the personal advice on special or technical matters of those persons who, in their opinion or that of the board or the president, are particularly qualified to furnish it.~~ **Reports to the board on such matters as deemed material to the understanding and proper management of the district or as the board may request;**
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
8. Establishes and maintains efficient procedures and effective controls for all expenditures of district funds in accordance with the adopted budget, subject to the direction and approval of the board;
9. **Files, or causes to be filed, all reports required by law;**
10. ~~Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the board as provided by law and the policies of the board with such recommendations reported to the board for final approval and confirmation.~~
11. ~~Through the administrative staff, the superintendent will direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such duties as the board determines.~~
12. ~~Direct the formulation of salary programs and make recommendations regarding same to the board. After adoption by the board, the superintendent shall assign salaries to personnel on the basis of said programs.~~
10. **Makes recommendations to the board for the selection of employees for the district;**
11. **Makes and records assignments and transfers of all employees pursuant to their qualifications;**
12. **Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;**
13. **Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;**

14. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
15. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the education program of the district;
16. Supervises methods of teaching, supervision, and administration in effect in the schools;
17. ~~Keep the public informed about modern education practices and~~ Attend such conventions and conferences as are necessary to keep informed of the latest educational trends ~~and the practices and problems in the school district;~~
18. Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
19. Defines educational needs and formulates policies and plans for recommendation to the board;
20. Makes administrative decisions necessary for the proper functioning of the district;
21. Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
22. Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials, and supplies;
23. Approves vacation schedules for employees;
24. Conducts periodic district administration meetings;
25. Performs other duties as may be assigned by the board;
26. Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
27. Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.
28. ~~Take the lead in developing and implementing the district's strategic planning process and accountability for the outcomes of the Strategic Plan in collaboration with the Board of Education, staff, students, and community.~~
29. ~~Direct the work of the professional staff in the evaluation of curriculum, textbooks, instructional materials, and assessments and upon the basis of such study, will make recommendations for consideration and judgment.~~

**This list of duties will not act to limit the Board's authority and responsibility of the office of over the superintendent will not be limited to the above listing as they pertain to the learning, development, and the welfare of students and staff. In executing these duties and others the board may delegate; the superintendent will consider the district's financial condition as well as the needs of the students in the district.**

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19; 3/23

Revised: 12/10; 11/11; 8/14

Related Policy: 300.1; 301.1; 302.1-3, .5-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8; .20, .23A; 281 IAC 12.4(4)

IASB Reference: 302.04

**Policy 302.5  
Superintendent: Evaluation**

The board will conduct an **ongoing** evaluation of the superintendent's skills, abilities, and competence. **At a minimum, the board will formally evaluate the superintendent on an annual basis.** The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent. This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities, and competence.

**The superintendent will be an educational leader who promotes the success of all students by:**

1. Mission, Vision, and Core Values: Develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
2. Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.
3. Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
4. Curriculum, Instruction, and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. Community Care and Support for Students: Cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
6. Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
7. Professional Community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
8. Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
9. Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.
10. School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

**The formal evaluation will be based upon the following principles:**

- a. The evaluation criteria will be in writing, clearly stated, and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description, the Iowa Standards for School Leaders, the district's goals, and the goals of the administrator's individual professional development plan;
- b. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- c. Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation from the entire board
- d. The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- e. The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and
- f. The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged, however, to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

Adopted: 8/89

Reviewed: 12/10; 4/13; 12/16; 11/19; 3/23

Revised: 11/11; 8/14; 9/21

Related Policy: 300.1; 301.1; 302.1-4, .6; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .20, .23, .23A; 281 IAC Ch 83; 12.3(4)

IASB Reference: 302.05

**Policy 302.6  
Superintendent: Professional Development**

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange their schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Adopted: 8/14  
Reviewed: 12/16; 11/19; 3/23  
Related Policy: 300.1; 301.1; 302.1-6; 304.1  
Legal Reference (Code of Iowa): §§ 279.8; 281 IAC 12.7  
IASB Reference: 302.06

### **Policy 303.1**

#### **Licensed Administrator: Qualifications, Recruitment, Appointment**

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

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

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

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

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

Adopted: 8/14  
Reviewed: 12/16; 11/19; 3/23  
Revised: 9/25  
Related Policy: 300.1; 301.1; 303.2-6; 304.1  
Legal Reference (Code of Iowa): §§ 279.8, .21; 281 IAC 12.4  
IASB Reference: 303.02  
*Mandatory Policy*

## Policy 303.2

### **Licensed Administrator: Contract and Contract Non-Renewal**

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first **two three consecutive** years of a contract issued to a newly employed administrator will be considered a probationary period. **The board may waive this period, or** the probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, including notice by May 15<sup>th</sup>, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

~~If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated, as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.~~

It is the responsibility of the superintendent to create a contract for each administrative position. **The board may issue temporary and nonrenewable contracts in accordance with law.**

Administrators and managers who wish to resign, to be released from contract, or to retire must comply with applicable law and board policies **dealing with retirement, release, or resignation.**

Adopted: 8/14  
Reviewed: 12/16; 11/19; 3/23  
Related Policy: 300.1; 301.1; 303.1 .3-6; 304.1  
Legal Reference (Code of Iowa): § 279; 281 IAC 12.4  
IASB Reference: 303.03

### Policy 303.3

#### **Licensed Administrator: Evaluation**

~~An ongoing process of evaluating administrators on their skills, abilities, and competence will occur at a minimum, annually, concluding with a formal evaluation. The superintendent or associate superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent or associate superintendent will formally evaluate the administrators annually.~~ The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the district are met, promote growth in effective administrative leadership for the district, clarify the administrator's role as defined by the board and the superintendent **and associate superintendent**, assess administrator competence in the Iowa Standards for School Leaders, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent **and associate superintendent** and the administrator. This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities, and competence.

The superintendent **and associate superintendent is are** responsible for designing an administrator evaluation instrument to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator's individual professional development plan. The formal evaluation will include written criteria related to the job description and the Iowa Standards for School Leaders. **The superintendent or associate superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.**

The formal evaluation will also include an opportunity for the administrator and the superintendent **or associate superintendent** to discuss the written criteria, the past year's performance, and future areas of growth. The evaluation is completed by the superintendent **or associate superintendent**, signed by the administrator, and filed in the administrator's personnel file.

**The principal will be an educational leader who promotes the success of all students by:**

1. Mission, Vision, and Core Values: Develop, advocate, and enact a shared mission, vision, and core values of high-quality education and the academic success and well-being of each student.
2. Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.

3. Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
4. Curriculum, Instruction, and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. Community Care and Support for Students: Cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
6. Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
7. Professional Community for Teachers and Staff: Fosters a professional community of teachers and professional staff to promote each student's academic success and well-being.
8. Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
9. Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.
10. School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

It is the responsibility of the superintendent **or associate superintendent** to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15.

Adopted: 8/14

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

Revised: 9/21

Related Policy: 300.1; 301.1; 303.1-2, .4-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8; .21-23A; 281 IAC 12.3(3); Ch 83

IASB Reference: 303.06

## Policy 303.4

### Associate Superintendent: Qualifications, Contract, and Responsibilities

In order to assist the superintendent in carrying out the responsibilities of their office, and at the recommendation of the superintendent, the board may appoint an associate superintendent of schools who will perform such duties as assigned by the superintendent.

#### The associate superintendent must have the following qualifications:

- ~~1. A master's degree plus 30 semester hours of approved graduate preparation beyond the master's degree from an accredited institution;~~
1. The necessary licensure as required by the Iowa Board of Educational Examiners **and the job description**; and
2. Sufficient educational background and experience to merit recommendation by the superintendent.

The first **two three** years of a contract issued to a newly appointed associate superintendent shall be considered a probationary period. The board may waive this period, or the probationary period may be extended for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the board will afford the associate superintendent appropriate due process, including notice by May 15<sup>th</sup>, as required by law. The associate superintendent and board may mutually agree to terminate the administrator's contract at any time.

#### The associate superintendent:

1. Will be directly responsible to the superintendent;
2. Will assist the superintendent in the administration of the district and, at the superintendent's discretion, render any assistance desired in carrying out the responsibilities of their office; and
3. Will implement, with fidelity, the policies of the board, Code of Iowa, federal law, and negotiated contracts.

#### The associate superintendent will be an educational leader who promotes the success of all students by:

1. **Mission, Vision, and Core Values: Develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.**
2. **Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.**
3. **Equity and Cultural Responsiveness: Strive for equity of educational**

opportunity and culturally responsive practices to promote each student's academic success and well-being.

4. Curriculum, Instruction, and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. Community Care and Support for Students: Cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
6. Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
7. Professional Community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
8. Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
9. Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.
10. School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

If the associate superintendent wishes to resign, to be released from contract, or to retire, the associate superintendent must comply with applicable law and board policies dealing with retirement, release, or resignation.

Adopted: 6/70  
Reviewed: 4/13; 12/16; 11/19; 3/23  
Revised: 12/10; 11/11; 8/14; 9/16  
Related Policy: 300.1; 301.1; 304.1

## Policy 303.5

### Building Principal: Qualifications, Appointment, Responsibilities

In order to assist the superintendent in carrying out the responsibilities of their office, and at the recommendation of the superintendent, the board may approve one or more principals to perform such duties as assigned by the superintendent and outlined in the function statements of Policy 303.5-R.

Building principals must have the following qualifications:

**1. A master's degree from an accredited institution;**

1. The necessary licensure as required by the Iowa Board of Educational Examiners **and the job description**; and
2. Sufficient educational background and experience to merit recommendation by the superintendent.

Principals will perform duties and responsibilities as designated by the superintendent subject to the policies of the board, the Code of Iowa, federal law, and negotiated contracts.

Adopted: 2/01  
Reviewed: 4/13; 12/16; 11/19; 3/23  
Revised: 12/10; 11/11; 8/14  
Related Code: 300.1; 301.1; 303.1-3; 303.5-R; 304.1

## Policy 303.5-R Building Principal Responsibilities Regulation

The superintendent delegates responsibilities to the building principal. Thus, the building principal is responsible to the superintendent, or through assistants/designees in particular areas of operation as outlined by the superintendent. The building principal is responsible for the performance of their responsibilities following board policy, negotiated agreements and contracts, and local, state, and federal laws, regulations, and rules.

**The building principal will be an educational leader who promotes the success of all students by:**

- ~~1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;~~
  - ~~2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development;~~
  - ~~3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;~~
  - ~~4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources;~~
  - ~~5. Acting with integrity, fairness, and in an ethical manner; and~~
  - ~~6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.~~
1. **Mission, Vision, and Core Values: Develop, advocate, and enact a shared mission, vision, and core values of high-quality education and the academic success and well-being of each student.**
  2. **Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.**
  3. **Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.**
  4. **Curriculum, Instruction, and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.**
  5. **Community Care and Support for Students: Cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.**

- 6. Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.**
- 7. Professional Community for Teachers and Staff: Fosters a professional community of teachers and professional staff to promote each student's academic success and well-being.**
- 8. Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.**
- 9. Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.**
- 10. School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.**

**The building principal shall:**

- Administer general school building policies and regulations as they may apply to students, licensed personnel, and classified personnel in their schools;
- Keep the superintendent informed of important accomplishments, needs, and problems in the field of administration, personnel, instruction, and school-community relations in the school to which they are assigned;
- Provide opportunity and leadership for those working with them to share techniques, understandings, and ideas for improving the school program;
- Organize administrative and other aspects of the school so as to free themselves as much as possible for the major tasks of evaluating and improving the instructional program;
- Evaluate the efficiency of teachers and other employees assigned to their building and report such evaluation to the superintendent, upon request;
- Foster good public relations between the school and community;
- Supervise, along with the teachers, students in the school building and on the school grounds;
- Maintain records of school activities;
- Keep the staff aware of policy discussions in order for them to contribute to the thinking of the administrative team;
- Handle emergency situations, as necessary and, in the absence of any specific rule or regulation, principals should exercise their best judgment, keeping the superintendent [or designee] informed;
- Be responsible for assisting in the development of the curricula and in the planning and adapting of the course of study to the needs and interests of the students;
- Appraise and evaluate the effectiveness of the instructional program with the help of the faculty, district support staff, consultants, and lay personnel;
- Supervise certified staff, cooperatively, using standard criteria; and

- Carryout special duties relating to the administration of the total district as assigned by the superintendent.

In executing these duties and others that the superintendent may delegate to them, the building principal shall consider the needs of the students in the district as well as the district's financial condition.

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19; 3/23

Revised: 12/10; 11/11; 8/14

Related Policy: 300.1; 301.1; 303.1-3; 303.5; 304.1

## Policy 303.6

### Associate/Assistant Principal: Qualifications, Appointment, Duties

In order to assist the superintendent in carrying out the responsibilities of their office and at the recommendation of the superintendent and building principals; the board may appoint, as need is established, one or more associate/assistant principals to perform such duties as assigned by the building principal.

#### **An associate/assistant principal must have the following qualifications:**

**1. A master's degree from an accredited institution;**

1. The necessary licensure requirements as required by the Iowa Board of Educational Examiners **and the job description**; and
2. Sufficient educational background and experience to merit recommendation by the superintendent.

Associate/assistant principals will perform all the duties and activities as designated by the building principal and superintendent subject to the policies of the board, the Code of Iowa, federal law, and negotiated contracts.

#### **The associate/assistant principal will be an educational leader who promotes the success of all students by:**

1. **Mission, Vision, and Core Values: Develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.**
2. **Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.**
3. **Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.**
4. **Curriculum, Instruction, and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.**
5. **Community Care and Support for Students: Cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.**
6. **Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.**
7. **Professional Community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's**

**academic success and well-being.**

**8. Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.**

**9. Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.**

**10. School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.**

The superintendent and building principal shall review the functions of the associate/assistant principals on an annual basis.

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19; 3/23

Revised: 12/10; 11/11; 8/14

Related Policy: 300.1; 301.1; 303.1-3; 304.1

**Policy 304.1**  
**Administrator Code of Ethics**

Administrators, as part of the educational leadership in the school district community, represent the views of the district. Their actions, verbal and nonverbal, reflect the attitudes and beliefs of the district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the **superintendent board**, will be grounds for discipline up to, and including, discharge.

**The professional school administrator:**

1. Makes the education and well-being of students the fundamental value of all decision making.
2. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Implements local, state, and national laws.
5. Advises the board and implements the board's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of students.
7. Avoids using their position for personal gain through political, social, religious, economic, or other influences.
8. Accepts academic degrees or professional certification only from accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties.
11. Accepts responsibility and accountability for one's own actions and behaviors.
12. Commits to serving others above self.

**ELECTRIC SERVICE AGREEMENT  
INTERSTATE POWER AND LIGHT  
COMPANY**

Account No. **6303931000**  
Contract No. **60881**

This agreement made this 19day of November, 2025 by and between Interstate Power and Light Company (a wholly owned subsidiary of Alliant Energy Corporation), an Iowa corporation headquartered at 200 First Street SE, Cedar Rapids, Iowa, (hereinafter referred to as the "Company") and Linn Mar Community School District, a corporation/partnership/ proprietorship with principal offices at 3556 Winslow Road, Marion, IA 52302, (hereinafter referred to as the "Customer"):

That for and in consideration of the mutual covenants of the parties set forth, and the performance thereof, it is agreed by and between the said parties as follows:

**THE COMPANY HEREBY AGREES THAT:**

1. It will furnish to the Customer at the Customer's premises located at 2999 N 10<sup>th</sup> St in Marion, Iowa, through one point of delivery, alternating current electricity (hereinafter called "electric service") for all electrical energy requirements of the Customer.
2. The electric service furnished hereunder will be approximately 12470 volts, and 3 phase, 60 Hertz, and 60 volts, single phase, 60 Hertz, and metered at 12470 volts.

**THE CUSTOMER HEREBY AGREES THAT:**

3. It will take from the Company, through one point of delivery, electric service for all electrical energy requirements at the premises identified in Paragraph 1 hereof, and it will observe the rules and regulations of the Company pertaining to electric service.
4. It will not create a demand for electric service in excess of 3800 KVA without first notifying the Company in writing of such increase in demand and giving the Company sufficient time in which to provide additional line capacity and other electrical equipment if required.
5. It  chooses /  does not choose (check one) Interruptible Service. If the Customer chooses Interruptible Service, it will curtail its demand for electrical service pursuant to Attachment A to this agreement.

**IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS THAT:**

6. The Company shall furnish electric service and the Customer shall use and pay for such service in accordance with the terms and conditions of this Agreement and the rates set out in Rate Schedule 487 attached hereto and made a part hereof, or such other applicable rate schedule as hereafter at any time may be established for this class of service within the authority of the Iowa Utilities Commission or such other regulatory authority having jurisdiction. Notwithstanding any other provision of this Agreement, all rates and charges contained in this Agreement may be modified at any time by a subsequent filing made pursuant to the provisions of Chapter 476 of the Code of Iowa. At the time of signing of this Agreement, the excess facilities is \$0; in the event the excess facilities equipment is replaced or added to or if demand of the Customer set

forth in Paragraph 4 above shall be increased, the monthly excess facilities shall be revised appropriately.

- 7. It is understood by the Customer that, if at any future time it should elect to accept service under some other available electric service rate that might prove more advantageous, any expense brought about by necessary wiring changes on its premises shall be borne by the Customer.
- 8. The electric service furnished under this Agreement includes only that which is incidental to the Customer and no part of the said electric service shall be sold by the Customer to any other parties.
- 9. The Company will use due diligence in the operation and maintenance of its plants and system pertinent to this Agreement so as to render efficient economic service, but the Company shall not be liable to the Customer for any loss or damages suffered by the Customer through the inability of the Company to furnish said electric service in accordance with this Agreement.
- 10. The Customer shall hold the Company harmless for any damage to persons or property arising out of the use upon the Customer's premises of the electric service furnished to it by the Company. Nothing herein contained shall be construed as relieving the Company from any liability to its own employees while upon the property of the Customer in the performance of their duty and by the direction of the Company, or as relieving the Company from any liability to the Customer due to the Company's act of negligence.
- 11. This Agreement shall continue for a period of (a) one (1) year, commencing NA, 20NA, and ending NA, 20NA, and thereafter, or (b) a prorated five (5) years in the case in which Customer chooses Interruptible Service under paragraph 5, commencing December 1, 2025, and ending December 31, 2028, and may be terminated by either party giving to the other written notice at least ninety (90) days prior to the date upon which it desires to terminate the same; whereupon this Agreement shall terminate on said date. All contracts, agreements and understandings between the parties hereto, whether oral or written, pertaining to the subject matter hereof, heretofore made and entered into, shall hereby become null and void and of no further force and effect whatsoever.
- 12. This Agreement shall be binding upon and inure to the benefits of the parties hereto, their successors and assigns; but the assignment of this Agreement by either party shall not relieve such party, without the written consent of the other, from any of the obligations hereof.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed as of the day and year first above written.

Linn Mar Community School District  
(Customer)

Interstate Power and Light Company  
(Company)

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

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

Title:  
(Officer-Partner-Owner)

Title:

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

**ATTACHMENT A:**

## CONTRACT FIRM DEMAND LEVEL

This Attachment is made this 19 day of November, 2025 by and between LINN MAR COMMUNITY SCHOOL DISTRICT (hereinafter "Customer") and **INTERSTATE POWER AND LIGHT COMPANY** (an Alliant Energy company), an Iowa corporation, having its principal offices at 200 First St. SE, Cedar Rapids, Iowa 52401 (hereinafter "Company").

**WHEREAS**, Company and Customer have entered into Electric Service Agreement Number 60881 dated the 19 day of November, 2025 under which Customer takes electric service and Customer has elected the Interruptible Service Option, Rider INTSERV tariff;

**WHEREAS**, the parties have reached an understanding regarding Customer's firm demand levels based upon Company's Interruptible Service Option tariff;

**NOW THEREFORE**, in consideration of the mutual covenants, terms and conditions set forth, the parties hereto mutually covenant and agree to the following:

The Firm **Contract demand level** to which the Customer will curtail its electrical service in the 60 consecutive revenue months beginning the 1<sup>st</sup> day of Month, Year is:

Contracted Firm Demand Summer Rate Period            380 kW

Contracted Firm Demand Non-Summer Rate Period 584 kW

Summer Rate period: May 16 through September 15

Non-Summer Rate Period: All other months

This Attachment applies to the following:

Premise address 2999 N 10<sup>th</sup> St. Marion, IA 52302

Account number 6303931000

In all other respects the Electric Service Agreement shall remain unchanged.

## ATTACHMENT A:

**CONTRACT FIRM DEMAND LEVEL**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

Customer: Linn Mar Community School District

Interstate Power and Light Company

By \_\_\_\_\_

By \_\_\_\_\_

Title (Officer-Partner-Owner) \_\_\_\_\_

Title \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

**INTERSTATE POWER AND LIGHT BILLING AUTHORIZATION**

Customer Name <b>Linn Mar Community School District</b>		Project Address <b>3556 Winslow Road</b>	
Contact Name		City, State ZIP <b>Marion, IA 52302</b>	
Effective Date <b>2/10/26</b>		Utility Account No. <b>6303931000</b>	
Rate Code <b>487</b>	Work Order No.	Meter No. (s) <b>077828527, 074559305, 077828528</b>	
Delivery Voltage <b>1247 kV</b>	<input type="checkbox"/> 1 Phase	<input checked="" type="checkbox"/> 3 Phase	

Installation Description	

Estimated Cost	_____	Final Installed Cost	_____
	\$ -		_____
Excess Facilities Charge	1.60%	Excess Facilities Charge	1.60%
Est. Monthly Excess Facilities Charge	\$ -	Monthly Excess Facilities Charge	_____

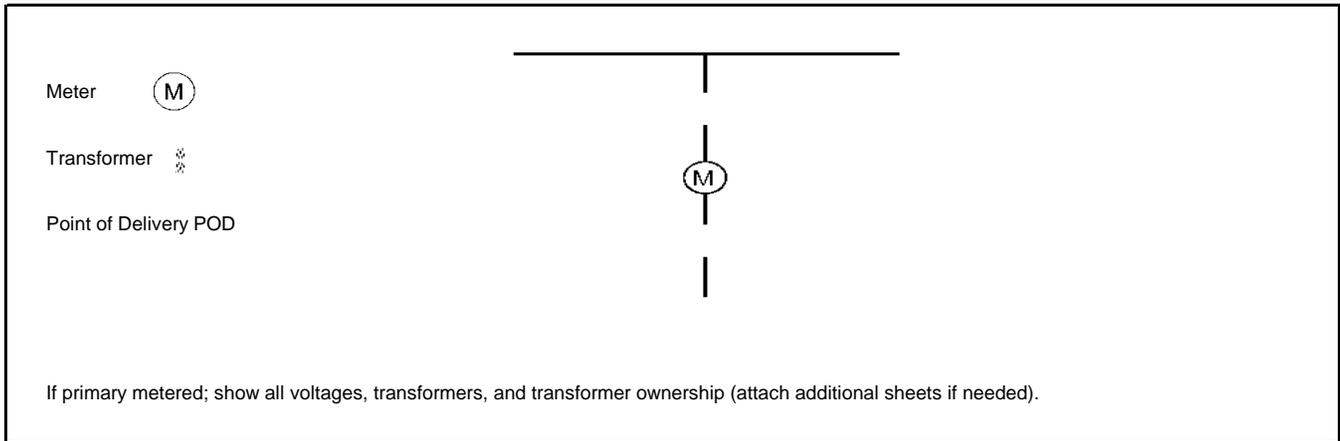
**Note: Final material inventory and electric service (oneline) diagram(s) must be attached.**

Estimate: Customer Signature	Title	Date
Final Cost: Customer Signature	Title	Date

**ADJUSTMENTS TO EXISTING PRIMARY SERVICE INSTALLATION**

Date of Original Installation		Original Excess Facilities Charge (dollar amount)	
Equipment Removed	Cost from Project Costing	Reductions	
		Total Costs Removed	\$ -
			1.60%
		Reduction to Change	\$ -
		Final Installed Cost	_____
		Excess Facilities Charge	1.60%
		Addition to Change	_____
		Original - reduction in charge + addition to change	_____
		Total New Excess Fac. Charge	_____

Customer Signature	Title	Date
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**INTERSTATE POWER AND LIGHT BILLING AUTHORIZATION**

Name <b>Linn Mar Community School District</b>	Address <b>3556 Winslow Road</b>
	City, State ZIP <b>Marion, Iowa 52302</b>
Effective Date <b>2/10/26</b>	Account No. <b>6303931000</b>

<b>BILLING PROVISIONS</b>		
<b>IA Accounts Only</b>		
<input type="checkbox"/> -2% Meter not at Point of Delivery (primary metering/secondary voltage delivery)		
<input type="checkbox"/> +2% Meter not at Point of Delivery (secondary metering/primary voltage delivery)		
<input checked="" type="checkbox"/> 4.42% Primary service discount (4,160 to 15V)		
<input type="checkbox"/> 7.5% Primary service discount (34.5 and above)		
* <input checked="" type="checkbox"/> Interruptible account	<u>471kW/584kW</u>	<input checked="" type="checkbox"/> Customer Owned System <input type="checkbox"/> Alliant Energy Owned System Applies to equip. beyond metering point.
* <input type="checkbox"/> Total Monthly excess facilities charge	\$ _____	
* <input checked="" type="checkbox"/> Total demand is 1000 KW or greater		
* <input checked="" type="checkbox"/> Primary metered account		
* <b>Service Agreement needed if LGS Customer.</b>		
Customer Signature	Title	Date
IPL Company Representative Signature	IPL Company Representative Name (printed)	Date

**ROUTING:** Business Resource Center, Cedar Rapids GO 8th Floor, businesscenter@alliantenergy.com, 866-ALLIANT

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**SECTION 00 1113**

**ADVERTISEMENT FOR BIDS**

**PROJECT: LINN-MAR 2026 OAK RIDGE ROOF REPLACEMENT**

LINN-MAR OAK RIDGE MIDDLE SCHOOL

4901 ALBURNETT ROAD

MARION, IOWA 52302

BIDS DUE: March 3, 2026 at 1:00 PM

**THE Owner (HEREINAFTER REFERRED TO AS Owner):**

Linn-Mar Community School District

3556 Winslow Road

Marion, Iowa 52302

**Architect (hereinafter referred to as Architect/Engineer):**

Shive-Hattery, Inc.

222 Third Ave. SE, Suite 300 / PO Box 1803

Cedar Rapids, IA 52406-1803

**NON-MANDATORY PREBID MEETING:**

DATE: February 19, 2026

TIME: 9:00 AM

LOCATION: 3556 Winslow Road, Marion, IA 52302

**TO: POTENTIAL BIDDERS**

Sealed bids will be received by the Owner at 3556 Winslow Road, Marion, Iowa 52302 until 1:00 PM, Central Time, on March 3, 2026.

Sealed bids will be opened and publicly read at the 3556 Winslow Road, Marion, Iowa 52302 at 1:00 PM, Central Time, on March 3, 2026 or at such later time and place as may then be fixed.

Bids will be considered by the Owner at a public meeting to be held at 3556 Winslow Road at 5:00 PM, Central Time, on March 30, 2026 or at such later time and place as may then be fixed.

The general nature of the work is as follows:

Linn-Mar CSD Oak Ridge: This summer project base bid consists of removal and replacement of one insulated roof section and installation of a new R-30 minimum insulated membrane roof system over the existing steel roof deck. An alternate bid for an adjacent section will mirror scope of roofing. The base bid covers approximately 19,100 sf, the alternate section is approximately 900 sf. The replacement 90 mil EPDM membrane shall include a 30-year NDL manufacturer's warranty.

**Linn-Mar 2026 Oak Ridge Roof Replacement  
Project # 2250016470**

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The Owner's construction budget for this project is \$558,000..

The work must commence on June 9, 2026 and must be completed and Substantial Complete on August 7, 2026 and Final Complete on August 21 , 20 26

Bidding documents may be examined at the Architect/Engineer's office, at the Owner's office, online at, and at the following location(s):

constructconnect Bid Center [constructconnect.com/bid-center](https://constructconnect.com/bid-center)  
Dodge Data & Analytics, [construction.com](https://www.construction.com) 4300 Beltway Place, Ste. 180, Arlington, TX 76018-5253  
iSqFt [isqft.com](https://www.isqft.com) 4500 W. Lake Forest Drive Ste. 502, Cincinnati, OH 45242  
Master Builders of Iowa [mbionline.com](https://www.mbionline.com), 221 Park Street, Des Moines, IA 50309  
[mbiplanroof-dsm@mbionline.com](mailto:mbiplanroof-dsm@mbionline.com)  
Rapids Reproductions, DFS Plan Room, Shive-Hattery Custom Portal, [rapidsrepro.com](https://www.rapidsrepro.com)  
6015 Huntington Ct. NE, Cedar Rapids, IA 52402

Copies of the Bidding documents may be obtained by Bidders and Sub-bidders at Rapids Reproductions, DFS Plan Room, Shive-Hattery Custom Portal, [rapidsrepro.com](https://www.rapidsrepro.com), 6016 Huntington Ct. NE, Cedar Rapids, IA 52402. There is no deposit. It is requested that bidders return the documents in good condition within ten days after receipt of bids.

Each Bidder shall accompany the Bid with a Bid security, in a separate envelope, as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of the contract corporate surety bond or bonds, acceptable to the Owner, for the faithful performance of the contract, in an amount equivalent to one hundred percent of the amount of the contract. The bidder's security shall be in an amount equivalent to 5% of the bid amount, and shall be in the form of a cashier's or certified check drawn on a bank in Iowa or a bank chartered under the laws of the United States of America, or a certified bank share draft drawn on a credit union in Iowa or chartered under the laws of the United States of America or a bid bond with corporate surety satisfactory to the Owner. The bid security will be held by the Owner until a contract is fully executed and bonds are approved by the Owner.

All Bidders are required to provide a statement regarding their residency status as required by 875 Iowa Administrative Code Chapter 156.

Contractors using "materials, supplies, and equipment" on projects in designated "exempt entities" may purchase these items without liability for the sales tax. The contractor must have a purchasing agent authorization letter and an exemption certificate from the public entity to present to the retailer, which specifies the construction project and will be available for that project only.

Owner will issue an authorization letter and an exemption certificate to the contractor and/or subcontractors for the purchase or use of building materials, supplies, and equipment to be used on this project only. DO NOT include sales tax on your bid form.

No bid may be withdrawn for a period of 30 days after the date of the scheduled closing time for the receipt of bids.

The Owner seeks to provide opportunities for Targeted Small Businesses in the awarding of contracts and is authorized to award contracts to Targeted Small Businesses per the Iowa Acts of the 73rd General Assembly, 1989 Regular Session, Senate File 2274. For further information about the Targeted Small Business policies, contact the Owner. This project has a target for Targeted Small Business participation of ten percent (10%).

Bidders shall be prepared to submit a performance bond and payment bond and a two-year maintenance bond conditioned on the faithful performance of the contract. Out-of-state bidders

shall be prepared to submit an Out-of-State Contractor Bond to the Iowa Division of Labor in accordance with Chapter 91C of the Code of Iowa.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa labor to the extent lawfully required under Iowa law.

It is the intent of the Owner to award a contract to the lowest responsible, responsive bidder provided the bid has been submitted in accordance with the bidding requirements. The Owner reserves the right to waive informalities or irregularities. The Owner reserves the right to reject any or all bids.

Published by order of the Board of Directors of the Linn-Mar Community School District, Marion, Iowa

By: Jon Galbraith  
Title: Board Secretary/Treasurer

**END OF SECTION 00 1113**

**INDOOR ACTIVITIES PROJECT  
EARLY SITE PACKAGE  
LINN-MAR COMMUNITY SCHOOL DISTRICT  
MARION, IOWA**

**PROJECT NO. 24213002**

**SECTION 00 11 13  
ADVERTISEMENT FOR BIDS**

**FROM:**

**1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):**

- A. Linn-Mar Community School District
- B. 3556 Winslow Road, Marion, IA 52302

**1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):**

- A. OPN Architects, Inc.
- B. 200 5th Avenue SE, Suite 201, Cedar Rapids, IA 52401

**1.03 TO: POTENTIAL BIDDERS**

- A. On behalf of Linn-Mar Community School District, sealed bids will be received at the Administration Offices at 3556 Winslow Road, Marion, IA 52302, before 2:00 p.m. local time on March 3, 2026 (in accordance with the designated clock in the receiving office).

**INDOOR ACTIVITIES PROJECT - EARLY SITE PACKAGE  
FOR LINN-MAR COMMUNITY SCHOOL DISTRICT  
MARION, IA  
PROJECT NUMBER: 24213002**

- B. Bids will be opened and read aloud at approximately 2:00 p.m. local time at the Linn-Mar Community School District Board Room at 3556 Winslow Road, Marion, IA 52302.
- C. The bids are for a single Prime Contract (civil, general, and electrical combined) for pavement and utility removal, grading, and new pavement and utilities. Bids shall be on a lump sum basis; segregated sub-bids will not be accepted.
- D. Awards of Contract is anticipated to commence on or about March 9, 2026. The work may begin immediately following execution of the agreement and is scheduled to be completed by June 1, 2026, in one phase as shown on the Contract Documents.
- E. A pre-bid conference is scheduled for February 17, 2026 at 10:00 a.m., local time, at the Linn-Mar Community School District Board Room at 3556 Winslow Road, Marion, IA 52302, to review produce conditions and answer questions. Bidders are encouraged, but not required to attend.
- F. A public hearing will be conducted at a meeting to be held at Linn-Mar Community School District Board Room at 3556 Winslow Road, Marion, IA 52302, at 5:00 PM, local time, on the 9th day of February, 2026, at which time and place any person may appear and file objections to the proposed plans, specifications, form of contract, and the estimated cost of said project.
- G. Bidders and Sub-bidders requiring interpretation of the bidding documents or substitution requests are required to make a written request to the Architect before 5:00 p.m. local time seven calendar days prior to the date for receipt of Bids. Clarifications or modifications of the Bid Documents will be addressed via Addendum by 5:00 p.m. local time five calendar days prior to the date for receipt of Bids.
  - 1. Direct correspondence to: Brent Jackman, [brent@halleng.com](mailto:brent@halleng.com)
- H. Bidders for the Contract may obtain copies of the Bidding Documents by contacting Beeline + Blue, Des Moines, IA, 515-244-1661 in accordance with the Instructions to Bidders upon depositing the sum of \$250 (written to OPN Architects), or a valid MBI Plan Deposit card issued for the current year, for each set of documents.

**INDOOR ACTIVITIES PROJECT  
EARLY SITE PACKAGE  
LINN-MAR COMMUNITY SCHOOL DISTRICT  
MARION, IOWA**

**PROJECT NO. 24213002**

1. If applicable, contractors and sub-bidders shall pay printing company for associated shipping cost.
  2. The deposit will be refunded to Bidders who return the Bidding Documents in usable condition within fourteen days after award of project. The cost of replacement of missing or damaged documents will be deducted from the deposit.
  3. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.
  4. Documents are also available to view digitally on Rapids Reproductions online Public Plan Room.
- I. Paper documents may be viewed at the following plan rooms:
1. Dodge Data & Analytics Planroom, 3315 Central Ave, Hot Springs, AR 71913, 501-625-3544
  2. Des Moines Construction Update Plan Room DM, 221 Park Street, Des Moines, IA
- J. Documents may also be viewed digitally at the following organization's online plan rooms:
1. Bid+Builders Exchange, 4814 E. Broadway, Madison, WI, 608-221-3148
  2. Minnesota Builders Exchange, 1123 Glenwood Avenue, Minneapolis, MN, 612-381-2647.
  3. Omaha Builders Exchange, 4159 S. 94th, Omaha, NE, 402-991-6906.
- K. Bid security in the amount of 5% of the total bid in the form of cashier's check, certified check, credit union share draft, or surety bond written on an original AIA Document A310, Bid Bond, is required for this project at the time of Bid. The successful bidder will be required to provide surety Performance and Payment Bonds in an amount equal to one hundred percent (100%) of the Contract Sum.
- L. Interested bidders shall submit a completed Bidder's Status Form (See Section 00 60 00 - Project Forms for a copy of this form) at the time of Bid.
- M. Nonresident bidders shall comply with Iowa Code Section 73A.21, subsection 4.
- N. In accordance with, Chapter 73A, Code of Iowa, when a contract for a public improvement is to be awarded to the lowest responsible bidder, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident. In accordance with Chapter 156, Iowa Administrative Code the public body shall request a statement from each bidder regarding the bidder's resident status. The statement shall be on the form designated by the commissioner. The statement shall require the bidder to certify whether the bidder is a resident bidder or a nonresident bidder. In the case of a resident bidder, the statement shall require the resident bidder to identify each office at which the resident bidder has conducted business in the state during the previous three years and the dates on which the resident bidder conducted business at each office. In the case of a nonresident bidder, the statement shall require the nonresident bidder to identify the nonresident bidder's home state or foreign country as reported to the Iowa secretary of state, to identify each preference offered by the nonresident bidder's home state or foreign country, and to certify that, except as set forth on the form, there are no other preferences offered by the nonresident bidder's home state or foreign country.
- O. The award of the contract may be made by Linn-Mar Community School District to any responsible bidder or bidders offering suitable supplies, equipment and/or service at the lowest price taking into consideration the quality of materials or service in the best interest of the

**INDOOR ACTIVITIES PROJECT  
EARLY SITE PACKAGE  
LINN-MAR COMMUNITY SCHOOL DISTRICT  
MARION, IOWA**

**PROJECT NO. 24213002**

Owner. The right is reserved to reject any and all bids, or any part thereof, and to waive informalities as allowed by law and to enter into such contract or contracts as shall be deemed in the best interest of the Owner.

- P. By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa.



**INSPIRE LEARNING.  
UNLOCK POTENTIAL.  
EMPOWER ACHIEVEMENT.**

## **BOARD OF DIRECTORS MEETING MINUTES JANUARY 26, 2026**

[Click here for YouTube Recording](#)

### **100: CALL TO ORDER & DETERMINATION OF A QUORUM**

The meeting of the Linn-Mar Board of Directors was called to order at 5:01 PM in the boardroom of the Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Langston, Mansoor, Thomas, and Lowe Lancaster. Langston attended virtually. Morey arrived at 5:03 PM. Administration present: Kortemeyer, Galbraith, Ramos, Wear, Christian, Faber, and Nelson.

### **200: ADOPTION OF AGENDA**

***– Motion 116-01-26***

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

### **300: DISTRICT HIGHLIGHT MOMENT**

Dr. Jeff Gustason, LM High School Principal, recognized the National Merit Scholarship semifinalists and commended students.

### **400: AUDIENCE COMMUNICATIONS**

*(SPG #1-Community Engagement)*

No comments received.

### **500: INFORMATIONAL REPORTS**

#### **501: Audit Report for Fiscal Year 2025 – Exhibit 501.1**

Mia Frommelt, Auditor with Bohnsack & Frommelt, shared a summary of the fiscal year 2025 audit.

*(SPG #5-Resource Management / BG #3.c-District Culture)*

#### **502: Superintendent Search Report – Exhibit 502.1**

Tim Grieves, Grundmeyer Leader Services, provided a summary of the superintendent search survey results including statistics on the responses, strengths of the district, current challenges of the district, desired skills and qualifications, and advice for the next superintendent.

*(SPG #1-Community Engagement & #4-People & Culture / BG #3.a-District Culture)*

**503: Linn-Mar High School Program of Studies – Exhibits 503.1 and 701.1**

Dr. Chad Lang, Director of High School Teaching & Learning; and Dr. Jeff Gustaston, LM High School Principal; reported on course changes included in the LMHS 2026-2027 Program of Studies. *(SPG #2-Learning Excellence / BG #2.a-Student Learning)*

**504: Policy Committee Report – Refer to Exhibit 702.1** *(BG #1.c-Visionary Team)*

Director Thomas reported that during January 15<sup>th</sup> Policy Committee meeting the September IASB Primer recommendations and the *300 Series-Administration* were reviewed.

**505: Finance/Audit Committee Report** *(SPG #5-Resource Management / BG #3.c-District Culture)*

Director Buchholz reported that during the January 21<sup>st</sup> Finance/Audit Committee meeting discussion included potential projections if Supplemental State Aid (SSA) is approved at 2% by the legislative session and a review of the FY25 audit report.

**506: Marion City Council Report** *(SPG #1-Community Engagement / BG #3.d-District Culture)*

Director Morey reported that during the January 22<sup>nd</sup> Marion City Council meeting two single family plats were approved near Lucore Road and 10<sup>th</sup> Street and Cimarron.

**507: Legislative Report** *(BG #3.d-District Culture)*

Director Morey reviewed the current legislative session educational bills and reported on the IASB Day on the Hill event.

**508: Superintendent's Report – Exhibit 508.1** *(SPG #1-Community Engagement)*

Superintendent Kortemeyer reported on various items from around the district including several district honors and highlights, updates on current facilities projects, information on upcoming events, an update on the facilities assessment, and information about the SBRC review of English Language Learner (ELL) costs. Congratulations were also shared with the Athletic Hall of Fame Inductees.

**600: UNFINISHED BUSINESS**

**700: NEW BUSINESS**

**701: Approval of LMHS 2026-2027 Program of Studies – Exhibit 701.1**

**MOTION** by Morey to approve the Linn-Mar High School 2026-2027 Program of Studies as presented in Exhibit 701.1. Second by Mansoor. Voice vote, all ayes. Motion carried.

*(SPG #2-Learning Excellence / BG #2.a-Student Learning)*

**– Motion 117-01-26**

**702: First Reading of Policy Recommendations – Exhibit 702.1** *(BG #1.c-Visionary Team)*

**MOTION** by Thomas to approve the first reading of the policy recommendations as presented in Exhibit 702.1. Second by Foss. Voice vote, all ayes. Motion carried.

**– Motion 118-01-26**

**703: Approval to Set Public Hearing** (SPG #1-Community Engagement) – **Motion 119-01-26**

**MOTION** by Buchholz to set a public hearing for 5:00 PM on Monday, February 9, 2026, in the boardroom of the Educational Leadership Center regarding the plans and specifications for the Oak Ridge Middle School Roof Replacement Project. Second by Mansoor. Voice vote, all ayes. Motion carried.

**704: Approval to Set Public Hearing** (SPG #1-Community Engagement) – **Motion 120-01-26**

**MOTION** by Thomas to set a public hearing for 5:00 PM on Monday, February 9, 2026, in the boardroom of the Educational Leadership Center regarding the plans and specifications for the high school parking lot as related to the Indoor Activities Project Early Site Package. Second by Buchholz. Voice vote, all ayes. Motion carried.

**800: CONSENT AGENDA** – **Motion 121-01-26**

**MOTION** by Mansoor to approve the consent agenda as presented. Second by Thomas. Congratulations were shared with the retirees. Voice vote, all ayes. Motion carried.

**801: Personnel**

**Certified Staff: Resignations**

Name	Assignment	Dept Action	Reason
Azelborn, Laura	LMHS: Science Teacher	6/5/26	Retirement
Geers, Mike	OR: Science Teacher	6/5/26	Retirement

**Classified Staff: Assignments/Reassignments/Transfers**

Name	Assignment	Dept Action	Salary Placement
Curtis, Elizabeth	O&M: From HP to BP Custodian	1/12/26	Same
Glade, Jacob	TR: Bus Rider	1/7/26	Step 1
Graham, Kourtney	NE: Student Support Associate	2/2/26	LMSEAA A, Step 1
Phelps, Melissa	NS: From BP to OR Cashier	1/20/26	Same
Martinez, Hugo	O&M: From LMHS to HP Custodian	1/19/26	Same
Morgan, Stephanie	WE: Student Support Associate	1/14/26	LMSEAA A, Step 1

**Classified Staff: Resignations**

Name	Assignment	Dept Action	Reason
Dickson, Faith	LMHS: Student Support Associate	1/30/26	Relocation
Frimml, Melanie	BW: Student Support Associate	1/30/26	Other employment
Gunderson, Jenny	LMHS: Student Support Associate	1/21/26	Personal
Mazzella, Stephanie	NS: General Help/Cashier	1/23/26	Personal
McDonald, Trey	LG: Health Assistant	1/14/26	Termination
Welsh, Mikayla	BW: Student Support Associate	2/26/26	Relocation

**Co/Extra-Curricular Staff Schedule H: Assignments/Reassignments/Transfers**

Name	Assignment	Dept Action	Salary Placement
Kelsey, Stephanie	OR: Assistant Dramatics Coach	1/20/26	\$978.50

**Co/Extra-Curricular Staff: Resignations**

Name	Assignment	Dept Action	Reason
Brennecke, Audra	OR: Assistant 7 <sup>th</sup> Gr Volleyball Coach	1/15/26	Relocation
Frangella, Nate	LMHS: Assistant Varsity Football Coach	1/8/26	Personal

## **802: Approval of January 12<sup>th</sup> Board Minutes – Exhibit 802.1**

## **803: Approval of Bills/Warrants – Exhibit 803.1**

## **804: Approval of Contracts/Agreements – Exhibits 804.1-3**

1. McComas-Lacina Construction: Change order for performance hall project
2. Bob Washut Independent Contractor Agrmt: Work with LMHS Jazz Ensemble
3. Johnson Controls: Planned service agreement for O&M building systems
4. Interagency agreements for special education programming with Anamosa CSD (1), Cedar Rapids CSD (1), Central City CSD (1), and Lisbon CSD (1). *For student confidentiality, exhibits are not provided.*

## **805: Informational Financial Reports – Exhibits 805.1-2**

1. School Finances and Cash Balance Reports as of December 31, 2024
2. School Finances and Cash Balance Reports as of December 31, 2025

## **900: BOARD CALENDAR & COMMUNICATIONS**

President Lowe Lancaster reviewed the board calendar. Director Morey volunteered to attend the February 19<sup>th</sup> Marion City Council meeting.

## **901: Board Calendar & Communications**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
January 29	8:30 AM	Board Visit	Wilkins Elementary
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
February 4	4:30 PM	Performance Hall Ribbon Cutting & Open House	LMHS Performance Hall
February 5	12:00 PM	Linn County Conference Board	Cedar Rapids City Hall
February 5	12:30 PM	Cedar Rapids Examining Board	Cedar Rapids City Hall
February 5	5:30 PM	Marion City Council ( <i>Thomas</i> )	ELC Boardroom
February 9	5:00 PM	LMCSD Board of Directors Meeting & Exempt Session	ELC Boardroom
February 12	11:30 AM	Board Visit	Bowman Woods Elem
February 13	10:00 AM	LMCSD Board of Directors Closed Session	ELC Boardroom
February 17	8:00 AM	LMCSD Board of Directors Closed Session	ELC Boardroom
February 17	12:00 PM	Finance/Audit Committee (F/AC)	ELC Boardroom
February 19	5:30 PM	Marion City Council ( <i>Morey</i> )	ELC Boardroom
February 23	5:00 PM	LMCSD Board of Directors Meeting	ELC Boardroom
February 25	4:15 PM	Career & Technical Education Advisory (CTE)	LMHS E-130

## **902: Board Committees/Advisories**

### **Required Board Committees/Advisories**

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

**Additional District Committees/Advisories**

<b>Committee/Advisory</b>	<b>Board Representatives</b>
Facilities Advisory Committee	Foss, Lowe Lancaster, Thomas
Venture Academics Advisory (VAA)	Langston, Mansoor, Morey
LMHS School Counselors Advisory	Lowe Lancaster, Mansoor
MEDCO Community Promise Advisory	Buchholz, Mansoor
Linn County Conference Board	Langston
Cedar Rapids Examining Board	Buchholz
Legislative Liaisons	Morey, Thomas

**1000: ADJOURNMENT**

***– Motion 122-01-26***

**MOTION** by Buchholz to adjourn the meeting at 6:16 PM. Second by Morey. Voice vote, all ayes. Motion carried.

\_\_\_\_\_  
Katie Lowe Lancaster, Board President

\_\_\_\_\_  
Jonathan Galbraith, Board Secretary/Treasurer

DRAFT

**BOARD OF DIRECTORS  
WORK SESSION MINUTES  
JANUARY 26, 2026 @ ELC BOARDROOM**

**100: CALL TO ORDER & DETERMINATION OF A QUORUM**

The work session of the Linn-Mar Board of Directors was called to order at 6:30 PM in the boardroom of the Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Langston, Mansoor, Morey, Thomas, and Lowe Lancaster. Langston attended virtually. Administration present: Galbraith, Christian, and Nelson.

**200: ADOPTION OF AGENDA**

**– Motion 123-01-26**

**MOTION** by Morey to approve the agenda as presented. Second by Thoams. Voice vote, all eyes. Motion carried.

**300: WORK SESSION**

**301: Discussion Regarding Superintendent Search**

Tim Grieves, Grundmeyer Leader Services, facilitated a discussion on the district's needs and search criteria regarding the superintendent search. The board identified the following characteristics they are looking for in a new superintendent:

- Promotes student achievement and experiences for all learners;
- Fosters a positive culture and climate for teachers, staff, and community;
- Is approachable, accessible, welcoming, and promotes and supports the students and community;
- Demonstrates strength in transparent communication, collaborative leadership, and advocacy for public schools; and
- Effectively manages the diversity of district resources, including recruiting and developing effective staff members.

*(SPG #1-Community Engagement & #4-People & Culture / BG #3.a-District Culture)*

**400: ADJOURNMENT**

**- Motion 124-01-26**

**MOTION** by Mansoor to adjourn the work session at 8:19 PM. Second by Morey. Voice vote, all ayes. Motion carried.

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Katie Lowe Lancaster, Board President

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Jonathan Galbraith, Board Secretary/Treasurer

DRAFT

## Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 01/22/2026 - 02/04/2026

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
<b>Fund: GENERAL</b>		
ACCESS SYSTEMS	GENERAL SUPPLIES	\$1,502.73
ACCESS SYSTEMS	INSTRUCTIONAL SUPPLIES	\$214.31
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$4,396.86
AGVANTAGE FS	GREASE,OIL,LUBE,COOL	\$689.77
AGVANTAGE FS	PROPANE	\$5,215.26
AHLERS AND COONEY, P.C.	OTHER PROFESSIONAL SERVICES	\$126.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$176.79
ALLIANT ENERGY	ELECTRICITY	\$44,049.45
ANAMOSA COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$13,076.50
ANYANWU JULIANA	STUDENT FEES	\$810.00
ARK DATA CENTERS LLC	OTHER TECH SER	\$115.14
ASCENDANCE TRUCKS EASTERN IOWA LLC	TRANSP. PARTS	\$677.15
ASIFLEX	EE LIAB-FLEX DEP CARE	\$11,989.61
ASIFLEX	EE LIAB-FLEX HEALTH	\$27,127.81
ASIFLEX	OTHER PROFESSIONAL SERVICES	\$705.25
ATTAINMENT COMPANY INC	INSTRUCTIONAL SUPPLIES	\$54.00
BARRY DEBRA	STAFF TRAVEL	\$447.17
BENTON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$12,802.89
BOHNSACK & FROMMELT LLP	OTHER PROFESSIONAL SERVICES	\$2,000.00
BRECKE	OTHER PROFESSIONAL SERVICES	\$1,450.00
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$279.92
CEDAR RAPIDS COMM SCH DIST	INSTRUCTIONAL SUPPLIES	\$3,180.00
CENTRAL CITY COMMUNITY SCHOOL	TUITION OPEN ENROLL	\$13,350.10
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$86.93
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$260.40
CITY OF MARION.	OTHER PROFESSIONAL SERVICES	\$489.60
COLLEGE COMMUNITY SCHOOLS	DUES AND FEES	\$180.00
CONNECTED SOLUTIONS LLC	PROF SERV: EDUCATION	\$175.00
CONSTELLATION NEWENERGY	NATURAL GAS	\$16,938.81
CRISIS PREVENTION INSTITUTE INC	DUES AND FEES	\$200.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$53,730.46
EDVOTEK	INSTRUCTIONAL SUPPLIES	\$441.78
FOLLETT CONTENT SOLUTIONS, LLC	Foundation EEEG - Instructional Supplies	\$74.99
FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	\$393.22
GASWAY CO, J P	GENERAL SUPPLIES	\$273.68
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$408.88
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$1,500.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$39.88
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$893.70
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA ONE CALL	OTHER TECH SER	\$6.30
ISFIS	OTHER PROFESSIONAL SERVICES	\$327.00
J.W. MORTON & ASSOCIATES	OTHER PROFESSIONAL SERVICES	\$2,100.00
JUICEBOX INTERACTIVE	DUES AND FEES	\$4,718.00

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 01/22/2026 - 02/04/2026

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
JVA MOBILITY	INSTRUCTIONAL SUPPLIES	\$427.40
K-12 TECHNOLOGY GROUP INC	TELEPHONE	\$1,930.90
KENNEDY HIGH SCHOOL	DUES AND FEES	\$280.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$425.00
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$2,090.68
LINN-MAR NUTRITION SERVICES	GENERAL SUPPLIES	\$355.96
MARION WATER DEPT	WATER/SEWER	\$21,264.72
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$305.19
MENARDS -13127	GENERAL SUPPLIES	\$23.90
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$344.05
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$330.94
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$6,227.66
MID AMERICAN ENERGY	NATURAL GAS	\$12,401.77
MID-PRAIRIE COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$15,553.76
MIDWEST BUS PARTS, INC	TRANSP. PARTS	\$350.02
MIDWEST WHEEL	TRANSP. PARTS	\$422.28
MONTICELLO COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$8,535.25
NAPA AUTO PARTS (GPC)	TRANSP. PARTS	\$3.07
NATIONAL ASSOC OF SCHOOL NURSES	DUES AND FEES	\$837.00
OPEN TEXT INC	OTHER TECH SER	\$206.08
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$315.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$267.08
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	INSTRUCTIONAL SUPPLIES	\$53.79
QUILL CORPORATION	GENERAL SUPPLIES	\$67.57
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$2,621.25
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$292.60
SCHOOL SPECIALTY LLC	INSTRUCTIONAL SUPPLIES	\$423.79
SECURLY INC	COMPUTER SOFTWARE	\$38,000.00
SECURLY INC	GENERAL SUPPLIES	\$5,268.68
TEGELER WRECKER & CRANE	REPAIR/MAINT SERVICE	\$763.00
THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$682.00
TYLER TECHNOLOGIES INC	OTHER PROFESSIONAL SERVICES	\$2,982.00
VERIZON WIRELESS	TELEPHONE	\$1,589.69
WEST MUSIC CO	EQUIPMENT REPAIR	\$1,161.42
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,381.08

**Fund Total: \$355,871.00**

**Fund: NUTRITION SERVICES**

BAXA HOLLY	GENERAL SUPPLIES	\$45.00
BURES KATHERINE	UNEARNED REVENUE	\$171.20
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$3,565.73
GERICKE JOYCE	GENERAL SUPPLIES	\$45.00
MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$46,882.73
RAPIDS WHOLESALE EQUIP CO	EQUIP/DEPRECIATION	\$10,462.00
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$487.00

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 01/22/2026 - 02/04/2026

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
SCHOOL NUTRITION ASSOCIATION	DUES AND FEES	\$64.00
<b>Fund Total:</b>		<b>\$61,722.66</b>
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
BOWKER MECHANICAL CONTRACTORS	CONSTRUCTION SERV	\$1,711.94
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$1,187.50
CUMMINS SALES AND SERVICE	VEHICLE REPAIR > \$2500	\$2,362.87
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,675.00
HABEGGER CORPORTION	BLDG. CONST SUPPLIES	\$857.65
HALL & HALL ENGINEERS INC	CONSTRUCTION SERV	\$900.00
HOME PRO SERVICES INC	CONSTRUCTION SERV	\$15,784.37
OPN ARCHITECTS, INC.	ARCHITECT	\$21,630.00
SETPOINT MECHANICAL SERVICES	CONSTRUCTION SERV	\$4,175.00
TYLER TECHNOLOGIES INC	DATA PROCESSING AND	\$17,096.10
WILBER MASONRY INC	CONSTRUCTION SERV	\$4,726.95
<b>Fund Total:</b>		<b>\$74,107.38</b>
<b>Fund: SALES TAX REVENUE BOND CAP PROJECT</b>		
SOLBERG'S	FURNITURE & FIXTURES	\$2,778.75
<b>Fund Total:</b>		<b>\$2,778.75</b>
<b>Fund: STUDENT ACTIVITY</b>		
AMY WHITE PHOTOGRAPHY	GENERAL SUPPLIES	\$750.00
ANKENY SCHOOLS	DUES AND FEES	\$300.00
BSN SPORTS	GENERAL SUPPLIES	\$1,295.84
CIT CHARTERS, INC	STAFF TRAVEL	\$4,661.02
CONDON MICHAEL J	OFFICIAL/JUDGE	\$60.00
CORRIDOR PHOTO BOOTHS	PROF SERV: EDUCATION	\$200.00
CRAWFORD GREG	OFFICIAL/JUDGE	\$75.00
DAYTON CHARLES	OFFICIAL/JUDGE	\$90.00
DAYTON JOYCE	OFFICIAL/JUDGE	\$440.00
DUGGAN CHRIS	OFFICIAL/JUDGE	\$120.00
DUGGAN KYLE	OFFICIAL/JUDGE	\$360.00
ECISOA	DUES AND FEES	\$140.00
ELSMORE SWIM SHOP/AQUATIC	GENERAL SUPPLIES	\$1,019.10
IOWA HIGH SCHOOL ATHLETIC ASSOC	DUES AND FEES	\$40.00
IOWA HIGH SCHOOL SPEECH ASSOC	DUES AND FEES	\$219.00
IOWA HS BASEBALL COACHES ASSN	DUES AND FEES	\$125.00
JOSTENS, INC	GENERAL SUPPLIES	\$2,239.63
LONG NICHOLAS	OFFICIAL/JUDGE	\$125.00
MAHMENS MITCH	OFFICIAL/JUDGE	\$120.00
MARION IRON CO.	GENERAL SUPPLIES	\$25.20
MENARDS -13127	GENERAL SUPPLIES	\$668.55
MH ADVERTISING SPECIALTIES	GENERAL SUPPLIES	\$1,258.00
PANTINI ANDY	OFFICIAL/JUDGE	\$125.00
RIDDELL ALL-AMERICAN	GENERAL SUPPLIES	\$3,952.90
SAVILLE SCOTT	OFFICIAL/JUDGE	\$90.00

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 01/22/2026 - 02/04/2026

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
SIEREN RANDY	OFFICIAL/JUDGE	\$60.00
VARSITY SPIRIT	GENERAL SUPPLIES	\$117.50
WALKER CARRIE	GENERAL SUPPLIES	\$249.35
WASHUT ROBERT PAUL JR	PROF SERV: EDUCATION	\$100.00
WEST HIGH SCHOOL	DUES AND FEES	\$100.00
WEST MUSIC CO	GENERAL SUPPLIES	\$2,287.95
WINDSTAR LINES	STAFF TRAVEL	\$25,235.00

**Fund Total: \$46,649.04**

**Fund: STUDENT STORE**

ARTISANS INC	GENERAL SUPPLIES	\$1,723.10
BSN SPORTS	GENERAL SUPPLIES	\$774.86
GFSI LLC	GENERAL SUPPLIES	\$1,553.19
L2 BRANDS LLC	GENERAL SUPPLIES	\$3,433.86

**Fund Total: \$7,485.01**

**Grand Total: \$548,613.84**

End of Report



# Independent Contractor Agreement

Please provide all information requested and sign page two.

X **WHEREAS**, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Mark Baumann, 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:** Piano accompanist
2. **GROUP/DEPARTMENT WORKING WITH:** Excelsior Band
3. **AMOUNT OF PAYMENT:** \$20 per student (Typically 12-30 students)

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 3/12/26, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.*

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

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

This agreement is signed and dated this 27<sup>th</sup> day of January, 20 26.

**Independent Contractor Signature:**

**Linn-Mar CSD Representative Signature:**

Mark Bauman  
Title: Piano Accompanist

\_\_\_\_\_  
Title: School Board President

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

Internal Use Only	Account Code: <u>Excelsior</u>
Business Office: <u>2/2/26</u> Date <u>GA</u> Initial	Board Meeting: <u>2.19.26</u> Date



# 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 Jen Loeb, 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:** Classroom presenter 2.
- GROUP/DEPARTMENT WORKING WITH:** Venture Academics 3. **AMOUNT OF**
- PAYMENT:** \$300

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on June 4, 2026, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter in to 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 February 16, 2026 and shall continue in effect until May 31, 2026, 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 27th day of January, 2026.

**Independent Contractor Signature:**



Title: Class Presenter

**Linn-Mar CSD Representative Signature:**

\_\_\_\_\_

Title: School Board President

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

<i>Internal Use Only</i>	Account Code: <u>Venture</u>		
Business Office: <u>2.3.26</u>	Date: <u>CA</u>	Initial: <u>CA</u>	Board Meeting: <u>2.9.26</u> Date

# 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 Nash Ryder, 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:** Performance & Clinic
2. **GROUP/DEPARTMENT WORKING WITH:** L. M. Orchestra
3. **AMOUNT OF PAYMENT:** \$ 2,000.00

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on 2/19/26, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10<sup>th</sup> 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 February 11<sup>th</sup>, 20 26 and shall continue in effect until February 19<sup>th</sup>, 20 26, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 1/30/26 day of 30<sup>th</sup>, 20 26.

X **Independent Contractor Signature:**  
  
 Title: Violin Professor

**Linn-Mar CSD Representative Signature:**  
 \_\_\_\_\_  
 Title: School Board President

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

<i>Internal Use Only</i>	Account Code: <u>HS Orchestra</u>	
Business Office: <u>2.3.26</u>	Date: <u>CA</u> Initial	Board Meeting: <u>2.9.26</u> Date



Winona, MN 2/3/26 so

March 4-7, 2026

ADMINISTRATIVE REGULATIONS REGARDING FIELDTRIPS AND EXCURSIONS - REQUEST FORM

A written request for overnight trips must be submitted to the building principal not less than four weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following fieldtrips and excursions, the teacher shall submit a written summary of the event.

- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent, or designee.
- Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing fieldtrips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored fieldtrips unless the event is sanctioned by the state athletic associations.

**Fieldtrip Criteria:**

The following checklist *must be* submitted for overnight trips along with the required documentation:

Fieldtrip Group: LM Robotics  
*(Examples: Robotics, FBLA, etc.)*

Submitted by: Dan Niemitalo  
*(Name)*

Criteria		Description	Yes	No
Purpose	Required	The purpose of the fieldtrip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	✓	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience.	✓	
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this fieldtrip/work site visit or excursion.	✓	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines. Reference: Board Policy 603.3	✓	
Common Experience	Recommended	This fieldtrip/work site visit is a common experience that all students at this grade level or activity group should have.	✓	
Multi-disciplinary	Recommended	This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<u>Zach Wang</u> Date <u>2/2/26</u>		
District Administrator Approval		<u>[Signature]</u> Date <u>2/1/26</u>		
Board Approval				

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

## **Purpose of Field Trip**

Linn-Mar Robotics Mission Statement:

**Empowering students to become technology leaders through experiential learning and mentorship.**

Our team's activities flow from our mission statement. This competition trip meets our goals in a variety of ways.

- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organizing the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Attempt to advance to the FIRST World Championship in April in Houston. Attending this event would be a very inspiring opportunity for all students involved.
- Learn best practices from other teams. Some of the teams that will be in attendance at this event are world class teams with really well organized, highly respected, and historically successful programs.

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### **Pre-Planning and Follow-Up**

Every student will be assigned one or more roles prior to the trip. These role descriptions include preparation that is to be done prior to the trip. All of the roles include a follow-up component, such as reporting to the team on best practices learned from other teams.

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches.

### **Assessment**

The trip will be assessed in multiple ways. The competitive success of the team is one such measure; we hope to rank highly enough to be alliance captains, then advance through elimination rounds and win the tournament.

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done. This information will create jobs for students to work on in future meetings, and that work will help the team get better at accomplishing our mission.

One of the benefits of this event is that it can inform our future work. We will use what we learn on this trip to direct our FRC team's workload in the coming weeks and months.

### **Funding – Travel**

Travel expenses (\$300 per students) are paid for by students’ families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms: \$169 + tax x 3 nights	\$4600
Van rentals (3 vans x 4 days):	\$800
Van gas:	\$225
Group lunch food	\$375
<b>Approximate Total:</b>	<b>\$6000</b>

With adult mentors paying their hotels separately and approximately 14 students attending, this puts the cost per student at \$300 per student. We are also adjusting the costs between this trip and the Cedar Falls trip to put the two trips at a more similar cost to each other (the Cedar Falls trip will cost \$240). Collectively we aim to break even on the two trips. Students will pay for the costs before the trip. Students will also be responsible for bringing money for four supper meals on the road at the competition venue (approximately \$60).

### **Funding – Other Expenses**

The registration fees and parts/tools costs for this event are covered by the LM Robotics general budget.

The robot is already built, but we continue to work on upgraded mechanisms to improve our performance at the event.

LM Robotics’ general budget (HS clubs account 21.0109.1900.950.7426) is funded as follows:

- Donations from businesses and non-profit organizations
- Donations from families and mentors
- LM Booster Club support
- Fundraising through summer robotics and Lego camps

## **Common Experience**

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The competitions are the most exciting and energizing parts of our endeavors. These competitions motivate students to work very hard and achieve some impressive things. Often when students come back from their very first competition, they come back with a higher level of motivation and go on to become stronger contributors. Also, competitions give them some experiences that they don't get in the shop. For example, they work cooperatively with allies from other schools even as they compete with them (FIRST refers to this highly workplace-relevant dynamic as "coopertition"). They act as ambassadors to introduce spectators to FIRST and its goals and principles. They give their award presentations to judge panels. They work to solve tricky unexpected problems in the very short time available – often just minutes.

FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, even if they know they will face each other in the next match. The goal is for everybody to compete at an increasingly high level. Gracious Professionalism is a standard of behavior that will serve students very well when they become technology leaders.

### **Multi-Disciplinary:**

The students will use and be exposed to many different STEM skills on any robotics trip; those include mechanical design, programming, and electronics. Beyond the many STEM skills, they also put their communication, leadership, and interpersonal skills to the test. The scouting team organizes itself complete a marathon of data collection, and then they have to organize and disseminate that data using a combination of paper, face to face communication, excel, and android app use. The drive team has to assert itself tactfully to advocate for the best strategies for our team and for our entire alliances, even when the alliance partners may sometimes start off with dearly held, yet suboptimal strategic plans. The pit crew must work safely yet quickly and effectively to keep the robot running even when they have only minutes to work. The software team has to keep their cool and maintain their creativity as they tackle vexing bugs that pop up at the least convenient times. Business oriented members of the team will focus partly on scouting other team's organizational and business practices with plans to share ideas with our team later on. All students will be required to frequently practice effective communication with people they don't know.

## 2026 Regional Trip Itinerary Winona, MN

<p><b>Wednesday, 03/04/26</b></p> <p>2:00 PM — Students dismissed from classes Meet in shop; load up vans</p> <p>2:15 PM Depart from LMHS</p> <p>5:30 PM Dinner in Winona, MN</p> <p>6 PM - 8 PM Load-in at venue (5 reps)</p> <p>6:30 PM Check into hotel</p> <p>8:00 PM Swim / prepare scouting / etc</p> <p>10:30 PM In rooms</p> <p>11:00 PM Lights out</p> <p><b>Thursday, 03/05/26</b></p> <p>7:45 AM Breakfast at Hotel</p> <p>8:15 AM Leave Hotel</p> <p>8:30 AM Arrive at Arena Registration Maintenance Pits open Robot Inspection</p> <p>9:00 AM Driver's Meeting</p> <p>10:00 AM Mandatory mentor meeting (1/team)</p> <p>11:00 AM Lunch at arena</p> <p>12:00 PM Practice Matches Begin</p> <p>6:00 PM Practice Matches End</p> <p>6:30 PM Pits close, depart for hotel</p> <p>7:00 PM Supper near hotel</p> <p>9:00 PM Team meeting</p> <p>10:30 PM In rooms</p> <p>11:00 PM Lights Out</p>	<p><b>Friday, 03/06/26</b></p> <p>7:15 AM Breakfast at hotel</p> <p>7:45 AM Leave hotel</p> <p>8:00 AM Arrive at Arena Pits open</p> <p>8:30 AM Opening Ceremonies</p> <p>8:55 AM Qualifier Matches begin</p> <p>9:30 AM Safety Captains Meeting</p> <p>12:00 PM Lunch in arena</p> <p>1:00 PM Matches resume</p> <p>5:45 PM Awards ceremony</p> <p>6:15 PM Pits close, Leave arena, back to hotel</p> <p>7:00 PM Pizza at hotel</p> <p>8:00 PM Scouting meetings</p> <p>10:30 PM In rooms</p> <p>11:00 PM Lights out</p> <p><b>Saturday, 03/07/26</b></p> <p>7:15 AM Check Out + Breakfast at hotel</p> <p>7:45 AM Leave hotel</p> <p>8:00 AM Arrive at arena Pits open</p> <p>8:30 AM Opening Ceremonies</p> <p>8:55 AM Qualifier Matches Resume</p> <p>9:30 AM Safety Captains Meeting</p> <p>12:15 PM Qualifier matches conclude Alliance Selection</p> <p>12:30 PM Lunch at arena</p> <p>1:30 PM Playoff Matches &amp; Awards Begin</p> <p>5:30 PM Approximate end of event, pack up Depart for home</p> <p>6:30 PM Supper on the road</p> <p>10:00 PM Arrive back at LMHS</p>
<p><b>Hotel</b> Holiday Inn Express 1128 Homer Rd Winona, MN (507) 474-1700</p>	<p><b>Arena</b> St. Mary's University 700 Terrace Heights Winona, MN USA</p>



**Excursions and Trips Request Form**

Print

**Code 603.3-E**

Date Request Received by CFO/COO: 1/30/26

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer **NOT LESS THAN FOUR WEEKS PRIOR TO THE PROPOSED EXCURSION/TRIP AND PRIOR TO ANY TRAVEL ARRANGEMENTS BEING FINALIZED.**

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

**THE REQUEST WILL INCLUDE:**

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

**EXCURSION/TRIP CRITERIA:** The following checklist **MUST BE** signed and submitted to the Chief Financial/Operating Officer with required documentation **NOT LESS THAN 4 WEEKS PRIOR TO** the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: HOSA Submitted by: Chelsi Sneed  
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." <a href="#">Reference Board Policy 603.3.</a>	✓
Pre-Planning	<b>Required</b>	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. <a href="#">Reference Board Policy 603.3.</a>	✓
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	?
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>1/29/26</u>
Chief Financial/Operating Officer Approval			Date <u>2/11/26</u>
Board of Directors Approval			Date

Adopted: 2/99 / Reviewed: 9/13; 2/15; 4/18; 6/21; 2/24 / Revised: 8/16; 11/17 / Related Policy: 502.1; 503.6; 603.3; 603.3-R

## HOSA SLC Conference

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- A) PURPOSE:** The purpose of this trip is to attend the HOSA State Leadership Conference (SLC). Students will participate in leadership workshops, competitive events and networking opportunities that support career exploration in health sciences and leadership development
- B) PRE-PLANNING:** Participation is dependent on students being registered members of HOSA.
- C) SUPERVISION:** Students will be supervised at all times of the day by approved HOSA advisors, two additional high school teachers, as well as conference staff at Drake University. Students will follow all school and conference rules and guidelines. Supervisors will stay in the same hotel as students and check in frequently.
- D) ITINERARY:** We will depart Linn-Mar High School around 5:45 am the morning of Sunday March 8th, attend the opening ceremony at Drake University at 7:45 and then compete in competitions throughout the day with events ending Sunday around 6:00 pm. We will eat dinner and stay in our hotel for the remainder of the evening. The opening ceremony will begin around 8:00 am Monday morning the 9th and continued conference sessions will occur until around 1:00 pm. At which time we will depart from Drake University to head back to Linn-Mar High School around 3:00 pm.
- E) COST/FUNDING:** Conference fee: \$100/student, state fee: \$24/student (paid for by each individual student participating). Hotel Fees will be covered by our BOBA fundraiser event profit and depending on profit will determine how much if any not covered would be the individual students responsibilities.
- F) NUMBER OF ATTENDEES:** We will have twenty - eight students attending this year.
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**Excursions and Trips Request Form**

**Code 603.3-R2**

Date Request Received by CFO/COO: 1/26/26

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

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

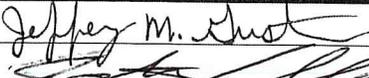
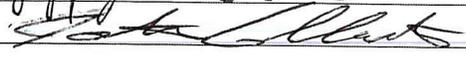
The request will include:

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

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

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

Group: Varsity Volleyball Submitted by: Nicole Rowland  
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	<b>Required</b>	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date 1-20-26
Chief Financial/Operating Officer Approval			Date 1-29-26
Board of Directors Approval			Date

To whom it may concern:

The JV and Varsity Girls Volleyball team has an opportunity to attend the Iowa Girls Coaches Association, preseason team camp, August 6-7, 2026. This will provide our athletes top competition against teams from across the state of Iowa.

**Supervision:**

We will have a minimum of four coaches attend this camp with the players.

- Head Coach – Nicole Rowland
- Assistant Coaches – three coaches

**Itinerary:**

- **August 6<sup>th</sup>** – 6am – Two coaches leave with the varsity team. Varsity competition begins, at Johnston HS, in the AM. Team and coaches will stay overnight in hotel
- **August 7<sup>th</sup>**
  - AM – Varsity team competition at Johnston HS
  - 6AM – JV team departs LM for competition at Norwalk HS

**Cost:**

We will be using district vans for transportation and pay for lodging, and one team/coach meals out of the VB Coaches account.

The cost for each team registration:

Varsity: \$350

JV: \$175

Hotel for 10 athletes and 2 coaches – approximately \$900

Team Meal – approximately \$200-\$250 (includes tax and tip)

**Purpose of the Trip:**

To provide opportunities for our athletes and coaches to get an assessment of our skills and team chemistry. Create lifelong memories and team bonding opportunities for our athletes and coaches.