



# District Honors & Highlights

**October 12, 2026**



**Academic Honors:** Congratulations to Linn-Mar High School students Alex Luebbert and Charlie Yetter for being named National Merit Scholarship Commended Students! This recognition places them among approximately 34,000 high-performing students nationwide.

**Artistic Honors:** Congratulations to the following Indian Creek Elementary students for being recognized by the Marion Fire Department for their fire safety posters: Avery W. took first place in the citywide Fire Safety Poster Contest, along with Collins H. and Jozie W. for their posters promoting fire safety awareness.



**Tennis Honors:** Congratulations to Reagan Boies and Gabby Erickson for qualifying for the Iowa High School Girls State Tennis Doubles Tournament!

**Chess Honor:** Congratulations to Nehanraj Ramesh for earning his way to the National Master Chess Title!



**Best Schools Honor:** Congratulations go out to the students, family, and staff of the Linn-Mar Community School District for being named the "#1 Best School District in Linn County" and the "#1 Best Place to Teach in Linn County" in the Niche 2027 Best Schools Rankings.



# Memorandum

**To:** Linn-Mar Board of Education, Nathan Wear, Superintendent  
**From:** Jeff Gustason, Principal *J. M. G.*  
**Date:** 10/6/2026  
**Re:** Early Graduation – End of 1<sup>st</sup> Quarter

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The following students have applied for early graduation at the end of 1<sup>st</sup> Quarter in October 2026:

Tristan Benters (Compass)  
Kamori Clark  
Brianna Fetzer (Compass)  
Cooper Gasper  
Mcoy King (Compass)  
Trenton Thomas (Compass)

These students have a post-secondary education plan in place that has been developed with the Linn-Mar High School counseling staff. These students are on track to meet or exceed Linn-Mar's requirements for graduation by the end 1<sup>st</sup> Quarter.

I recommend the approval of this request pending the successful completion of current course work and the state-wide Civics Test.

**First Reading of Policy Recommendations:** The following policies were reviewed by the Policy Committee on 10/1/26 and are being presented for first reading.

**Edit Key:**

- Edits in **green** within the policies are recommended additional language.
- Edits in **red** within the policies are recommended removed language.

| Policy #  | Title                                                                                                | Status   |
|-----------|------------------------------------------------------------------------------------------------------|----------|
| 202.7     | Board of Directors Conflict of Interest                                                              | Revised  |
| 202.7-E   | Board of Directors Conflict of Interest Disclosure Form                                              | Revised  |
| 403.17    | Employee Conflict of Interest                                                                        | Revised  |
| 403.17-E  | Employee Conflict of Interest Disclosure Form                                                        | Revised  |
| 502.14    | Use of Physical Restraint and/or Seclusion of Students                                               | Reviewed |
| 502.14-R  | Use of Physical Restraint and/or Seclusion of Students Regulation                                    | Reviewed |
| 502.14-E1 | Documentation of Use of Physical Restraint and/or Seclusion of Students                              | Revised  |
| 502.14-E2 | Notice of Debriefing Meeting Regarding Use of Physical Restraint and/or Seclusion of Students        | Revised  |
| 502.14-E3 | Documentation of Debriefing Meeting Regarding Use of Physical Restraint and/or Seclusion of Students | Revised  |
| 801.4     | Governmental Accounting Practices and Regulation                                                     | Revised  |
| 1004.1    | Community Use of District Buildings, Sites, & Equipment                                              | Revised  |
| 1004.1-R1 | Facilities Use Manual Regulation                                                                     | Revised  |
| 1004.1-R2 | Insurance for Employee-Sponsored Activities Regulation                                               | Deleted  |

**Policy 202.7**  
**Board of Directors Conflict of Interest**

School board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the district for contracts for the purchase of goods or services which benefits a board member, or to receive compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$20,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note, or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It ~~is~~ ~~will also be~~ a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, and of the following:

1. The outside employment or activity involves the use of the district's time, facilities, equipment, and supplies or the use of the district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family **(or partner for purposes of contracts funded by federal awards)** from anyone other than the State or the district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the district.
3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity as included in items (1) or (2) above, the board member must cease the employment or activity. If the activity or employment falls under item (3) above, then the board member must:

- a. Cease the outside employment or activity; or
- b. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmation action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by **federal awards** ~~Federal Child Nutrition Funds~~, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

A conflict of interest arises when the board enters into business with an immediate family member of a school board member during their term of service to the district. For purposes of this policy, "immediate family members" includes one's parents, stepparents, siblings, spouse/partner, children, stepchildren, foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest and take the action necessary to not participate if one should arise. **Board members shall submit a Conflict of Interest Form (Policy**

**202.7-E) at the start of each fiscal year and when a conflict of interest arises throughout the school year.**

Adopted: 6/70

Reviewed: 10/11; 4/13

Revised: 8/14; 4/16; 9/16; 10/19; 4/20; 10/22; 10/25

Related Policy: 201.4-5; 202.1; 202.7-E; 205.3

Legal Reference (Code of Iowa): §§ 68B; 71.1; 277.27; 279.7A; 301.28; 22 CFR § 518.42; **CFR § 200.318**

IASB Reference: 203

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



**Policy 202.7-E**  
**Board of Directors Conflict of Interest Disclosure Form**

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I hereby certify that I have, or may have, a financial interest or conflicting interest as noted below. The potential conflict is with the following individual and/or organization with which the Linn-Mar Community School District has, or might reasonably have in the future, a relationship with; or which Linn-Mar Community School District may enter into a transaction with or compete with.

**Name of conflicting or financial interest (individual or company, etc.):**

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**Reason for potential conflict (e.g. family relationship, financial relationship, etc.):**

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**All facts pertinent to the conflicting or financial interest:**

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\_\_\_\_\_ I have no conflict of interest to disclose.

\_\_\_\_\_ I hereby certify that I have read and understand Policy 202.7-Board of Directors Conflict of Interest, which I received a copy of, and that the above information is true, correct, and complete to the best of my knowledge, information, and belief. I further certify that I will comply with the requirements of Policy 202.7-Board of Directors Conflict of Interest.

**Board Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

***This form should be completed at the start of each fiscal year and whenever a conflict of interest may occur.*** Complete additional forms for multiple conflicts/financial interests, as needed.

Please return this form to:  
LMCSD School Board Secretary/Treasurer  
3556 Winslow Road, Marion, IA 52302

Adopted: 1/22  
Reviewed: 10/25 / Revised: 10/22; 9/24  
Related Policy: 202.7

**Policy 403.17**  
**Employee Conflict of Interest**

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the district. Employees' use of their position with the district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the district.

It ~~is will also be~~ a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the district's time, facilities, equipment, and supplies or the use of the district's badge, uniform, business card or other evidence of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the

district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours which the employee performs service or work for the district.

3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3) above, then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. "Contract," for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise. **Employees shall submit a Conflict of Interest Form (Policy 403.17-E) at the start of each fiscal year and when a conflict of interest arises throughout the school year.**

Employees are encouraged to seek assistance from their administrator or supervisor with any ethical concerns; however, the district recognizes this may not always be possible. Therefore, employees may contact the Human Resources office or the superintendent to report anything they cannot discuss with their administrator or supervisor.

### **COMPLAINT PROCEDURES**

~~Employees or third parties who believe they have knowledge of any violation of this policy shall immediately file a complaint with their immediate supervisor or the Chief Human Resources Officer who will determine if an investigation is warranted.~~

~~If an investigation is warranted, the individual may be requested to complete and sign a written complaint form and submit other evidence of the unethical act including but not limited to letters, electronic documents, or pictures.~~

~~If substantiated, the district will conduct a timely investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation, and all employees who are involved in an investigation are expected to provide honest and complete cooperation.~~

~~Appropriate disciplinary action up to and including termination will be taken promptly against any employee engaging in unethical acts and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.~~

Adopted: 5/97

Reviewed: 1/11; 12/11; 4/13; 9/14; 8/17; 6/20; 4/23

Revised: 2/09

Related Policy: 403.17-E

Legal Reference (Code of Iowa): §§ 20.7; 68B; 279.8; 301.28; 7 CFR 3016.36(3)

IASB Reference: 401.02

**Policy 403.17-E**  
**Employee Conflict of Interest Disclosure Form**

I hereby certify that I have, or may have, a financial interest or conflicting interest as noted below. The potential conflict is with the following individual and/or organization with which the Linn-Mar CSD has, or might reasonably have in the future, a relationship with; or which Linn-Mar CSD may enter into a transaction with or compete with.

**Name of conflicting or financial interest (individual or company, etc.):**

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**Reason for potential conflict (e.g. family relationship, financial relationship, etc.):**

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**All facts pertinent to the conflicting or financial interest:**

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\_\_\_\_\_ I have no conflict of interest to disclose.

\_\_\_\_\_ I hereby certify that I have read and understand Policy 403.17 (Employee Conflict of Interest), which I received a copy of, and that the above information is true, correct, and complete to the best of my knowledge, information, and belief. I further certify that I will comply with the requirements of Policy 403.17.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

***This form should be completed at the start of each fiscal year and whenever a conflict of interest may occur. Complete additional forms for multiple conflicts/financial interests, as needed.***

Please return this form to:  
Human Resources Office  
3556 Winslow Road, Marion, IA 52302

**Policy 502.14**

**Use of Physical Restraint and/or Seclusion of Students**

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the students and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint, and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare, and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

**PHYSICAL RESTRAINT** means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school employees, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies such as physically guiding a student during an educational task, handshaking, hugging, or other non-disciplinary physical contact.

**SECLUSION** means the involuntary confinement of a student in a seclusion room or area from which the student is prevented or prohibited from leaving; however, preventing a student from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the student, such as crisis intervention or instruction.

**PHYSICAL RESTRAINT OR SECLUSION IS REASONABLE OR NECESSARY ONLY:**

1. To prevent or terminate an imminent threat of bodily injury to the student or others; or
2. To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
3. When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
4. When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
5. When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district, but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the Executive Director of Student Services [or designee] will ensure a post-occurrence debriefing meeting is held, maintain documentation, and fulfill reporting requirements for each occurrence of physical restraint or seclusion as required by law.

Adopted: 2/21

Reviewed: 10/23

Related Policy: 502.1; 502.1-R; 502.7; 502.14-R; 502.14-E1-E3

Legal Reference (Code of Iowa): §§ 279.8; 280.21; 281 IAC 103

IASB Reference: 503.06

*Mandatory Policy*

**Policy 502.14-R**

**Use of Physical Restraint and/or Seclusion of Students Regulation**

The Linn-Mar Community School District will comply with *281 Iowa Administrative Code Chapter 103* for the use of physical restraint and seclusion of students, including, but not limited to:

- A. Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- B. As soon as practical, after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student's parents/guardians using the school's emergency contact system.
- C. The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for in the student's written approved Individualized Education Plan (IEP), Behavioral Intervention Plan (BIP), Individualized Healthcare Plan (IHP), or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:
  - 1. The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the student or others.
  - 2. An employee will obtain approval from an administrator [or designee] to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
  - 3. The student's parents/guardians and the school may agree to more frequent notifications than is required by law.
  - 4. Schools and district employees must document and explain in writing the reasons why it was not possible for employees to obtain approval, notify parents/guardians, or take action within prescribed time limits.
  - 5. Schools and district employees who begin and then end use of nonapproved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- D. The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and

explain in writing the reasons why a designated seclusion room was not used.

- E. An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- F. If an employee restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have their hands free of physical restraint, unless doing so is not feasible in view of the threat posed.
- G. Seclusion or physical restraint shall not be used as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided by law; as a routine school safety measure; or as a convenience to staff.
- H. The Executive Director of Student Services [or designee] will investigate any complaint or allegation that one or more employees violated any provisions of *281 Iowa Administrative Code Chapter 103*. If the district determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student, the district will notify the parents/guardians of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in *281 Iowa Administrative Code 102.2*, the procedures listed in *Chapter 102* will apply.
- I. The district must comply with and implement *Chapter 103* whether or not a parent/guardian consents to the use of physical restraint or seclusion.

Adopted: 1/21

Revised: 10/23

Related Policy: 502.1; 502.1-R; 502.7; 502.14; 502.14-E1-E3

Legal Reference (Code of Iowa): §§ 279.8; 280.21; 281 IAC 103

IASB Reference: 503.06-R(1)

**Policy 502.14-E1**

**Use of Physical Restraint and/or Seclusion Documentation Form**

~~Documentation of Use of Physical Restraint and/or Seclusion of Students~~

*Physical restraint or seclusion is used to protect the safety of the student or to protect others who are likely to be in jeopardy should a student's actions continue. All instances of physical support in the form of restraint or seclusion will be documented.*

**Student's Name:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Date of Occurrence:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Time of Seclusion:** \_\_\_\_\_ **Time of Restraint:** \_\_\_\_\_

**Duration of Total Occurrence in Minutes:** \_\_\_\_\_

**Employee's Full Name, Title, and Date of Last Training on Restraints and/or Seclusion.**

*Include all who were involved with or implemented the restraint or seclusion, as well as those who observed the occurrence. Include the information of the administrator who approved the extended time, if applicable. Employees are to initial next to their name after the completed form is reviewed.*

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**Describe the antecedent that led to the restraint/seclusion.**

*Provide a brief description of the trigger/cause-setting events of the behavior, including both the student and adult behaviors.*

**Student:** \_\_\_\_\_

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**Adult:** \_\_\_\_\_

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**What approaches were used to de-escalate the student.** *(Check all that apply)*

- ☐ Use a calm, neutral voice
- ☐ Validate feelings
- ☐ Provide wait time
- ☐ Provide reasonable choices
- ☐ Move to an alternative place of safety (Calm down space, etc.)
- ☐ Set positive limits
- ☐ Verbal interventions/nonjudgmental questioning
- ☐ Make the environment safe (Remove unnecessary items, etc.)
- ☐ Provide visual and/or written redirections
- ☐ Disengagements to release/escape
- ☐ Other (Please specify) \_\_\_\_\_

- ☐ Silence/Wait Time
- ☐ Planned Ignoring
- ☐ Adult Proximity (Near or Far)
- ☐ Choice/Options Given
- ☐ Time Out in Hallway
- ☐ Time Out In Classroom
- ☐ Verbal Redirections
- ☐ Written Redirections
- ☐ Visual Redirections
- ☐ Removal of Demand
- ☐ Other (Please specify below)

**Describe the less restrictive approaches checked above that were used as alternatives to restraint and seclusion.** ~~If there is a Behavioral Intervention Plan for the student, what strategies were used from it:~~

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**Describe the student and adult behaviors during the restraint/seclusion.**

Student: \_\_\_\_\_

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Adult: \_\_\_\_\_

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**Describe the restraint/seclusion utilized and the reason why.**

☐ Seclusion ☐ CPI Restraint & Name of the CPI restraint used \_\_\_\_\_

Why Used: ☐ Danger to self ☐ Danger to others

What was the exact safety concern: \_\_\_\_\_

**Describe the student and adult behaviors after the restraint/seclusion.**

Student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adult: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is there any property damage:** \_\_\_\_Yes \_\_\_\_No

List any repairs or replacements needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Injury Documentation**

*If "yes" is checked for any items below, please complete and return an Injury Report Form.*

1. Visible marks noticed on student prior: \_\_\_\_Yes \_\_\_\_No
2. Injury to student (damage to body) during intervention: \_\_\_\_Yes \_\_\_\_No
3. If you answered "yes" in item 2, did the nurse check them: \_\_\_\_Yes \_\_\_\_No
4. If you answered "no" in item 3, why were they not checked:

\_\_\_\_\_  
\_\_\_\_\_

Details of student injury: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Injury to staff (incident report filled out) during intervention: \_\_\_\_Yes \_\_\_\_No
6. If you answered "yes" in item 5, did the nurse check them: \_\_\_\_Yes \_\_\_\_No
7. If you answered "no" in item 6, why were they not checked:

\_\_\_\_\_  
\_\_\_\_\_

Details of staff injury: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Describe future approaches to the student's behavior, including possible IEP meetings to address behavior concerns. **Include any disciplinary actions that may be imposed on the student.**

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**If the occurrence involved a period of physical restraint or seclusion that exceeds 15 minutes an administrator [or designee] must authorize approval of the continuation.**

Time Approved: \_\_\_\_\_ Administrator's Name/Title: \_\_\_\_\_

Reason for length of occurrence: \_\_\_\_\_

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**If the occurrence involved a period of physical restraint or seclusion that exceeds 30 minutes from the last approval time, an administrator [or designee] must authorize approval of the continuation.**

Time Approved: \_\_\_\_\_ Administrator's Name/Title: \_\_\_\_\_

Reason for length of occurrence: \_\_\_\_\_

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**If the occurrence lasts longer than 15 minutes a break for bodily needs should be offered if it is safe to do so.**

Time break offered: \_\_\_\_\_ Student: \_\_\_\_Accepted \_\_\_\_Declined

If break was not offered, please explain why: \_\_\_\_\_

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### **Coping Model:**

- ~~C~~ontrol: Check in with student and staff
- ~~O~~rient: What happened
- ~~P~~atterns: Look for patterns of past behavior
- ~~I~~nvestigate: Discuss alternatives to the behavior
- ~~N~~egotiate: Proceed with plan involving student and staff
- ~~G~~ive: Give encouragement and praise to student and staff

### **Coping Model Check In:**

Student

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff Present: \_\_\_\_\_

Staff:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff Present: \_\_\_\_\_

### **Parent/Guardian Notification**

Parents/guardians will be notified as soon as practicable once the occurrence is under control but no more than one hour after or the end of the school day, whichever occurs first.

Spaces below for documenting multiple attempts to notify parents/guardians are listed in case they cannot be reached on the first attempt.

#### **Notification Attempt One**

Employee Attempting Notification: \_\_\_\_\_

Parent/Guardian Contacted: \_\_\_\_\_

Time/Manner of Notification: \_\_\_\_\_

Was notification successful: \_\_\_\_ Yes \_\_\_\_ No

#### **Notification Attempt Two**

Employee Attempting Notification: \_\_\_\_\_

Parent/Guardian Contacted: \_\_\_\_\_

Time/Manner of Notification: \_\_\_\_\_

Was notification successful: \_\_\_\_ Yes \_\_\_\_ No

#### **Notification Attempt Three**

Employee Attempting Notification: \_\_\_\_\_

Parent/Guardian Contacted: \_\_\_\_\_

Time/Manner of Notification: \_\_\_\_\_

Was notification successful: \_\_\_\_ Yes \_\_\_\_ No

A written copy of this form was sent to the student's parents or guardians within three school days of the occurrence. Unless the parent or guardian agreed to receive the report by email, fax, or hand delivery; the report must be sent by mail and postmarked by the third day following the occurrence. This report **cannot** be placed in a student's backpack.

Enclosed with a copy of this form was an invitation for the parents or guardians to participate in a debriefing meeting scheduled in accordance with law set for the following:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Reporter's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Administrator/Designee Signature:** \_\_\_\_\_

**Documentation Provided By:** *(Please check one)*

\_\_\_\_ By mail and postmarked within three school days of occurrence

\_\_\_\_ By electronic email upon written request of the parent/guardian

\_\_\_\_ By electronic fax

\_\_\_\_ By hand delivery

\_\_\_\_ Other by written request of the parent/guardian *(Please specify other mode below)*

\_\_\_\_\_  
*Copies provided to: Parent/guardian, student file, and Executive Director of Student Services*

Adopted: 2/21

Reviewed: 10/23

Related Policy: 502.14; 502.14-R; 502.14-E2-E3

**Policy 502.14-E2**

**Debriefing Letter to Parent/Guardian of Student Involved in an Occurrence Where Physical restraint and/or Seclusion was Used**

~~Notice of Debriefing Meeting Regarding Use of Physical Restraint and/or Seclusion of Students~~

*[This letter and the enclosed report may be transmitted electronically via email or fax, picked up in person, or mailed. If the district and the parent/guardian do not agree on how to transmit this letter, it must be mailed via postage prepaid, first class mail to the parent/guardian within three (3) school days of the occurrence.]*

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

Dear [Names of Parents/Guardians],

Recently your student, [student's full legal name], was involved in an occurrence at school that required ~~the their~~ physical restraint and/or seclusion **of your student** as defined by 281 Iowa Administrative Code, Chapter 103; ~~which is included with this letter~~. A report related to ~~this the~~ occurrence is **enclosed** ~~also included~~ with this letter.

~~I am inviting you to attend a debriefing meeting to engage with us on topics related to this occurrence. With your assistance, we want to foster the continued health, safety, and educational growth of your student.~~ The law requires debriefing meetings be held for such occurrences **in under** the following circumstances:

- Following the first instance of seclusion or physical restraint during a school year;
- When any personal injury ~~(including physical, mental, and/or psychological)~~ occurs as a part of the use of seclusion or physical restraint;
- When a reasonable educator would determine a debriefing session is necessary;
- When suggested by a student's IEP team;
- When agreed to by the parents/guardians and school officials; and
- After seven instances of seclusion or physical restraint of the student.

This letter is intended to inform you that a debriefing meeting **will be held on [date within 5 days of transmission of letter, time, place] because of [reason from bulleted list above]**. ~~, due to reason \_\_\_\_\_ listed above, will be held on:~~ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_.

The following employees will be in attendance at this meeting *[list names and titles of employees]*. **We are inviting you to attend this debriefing meeting to engage with us on topics related to this occurrence.**

If you ~~would like need~~ to reschedule **the debriefing this** meeting, please contact me as soon as possible via email **[email address]** or telephone **[telephone number]**, and at least one school day prior to the ~~original~~ date and time listed **for this debriefing meeting above**. Your student is allowed to attend this meeting with your consent, and you are welcome to bring a representative of your choosing if you wish. If you plan to bring a representative **to this meeting**, please let **us me** know at least one school day prior to the meeting so that we have an opportunity to make ~~the necessary~~ arrangements ~~to accommodate their attendance~~.

We look forward to working with you **to foster the continued health, safety, and educational growth of your student.**

---

Administrator's Name and Title

Date

---

~~Administrator's Email~~

~~Phone~~

Enclosures:

- Report related to student occurrence
- ~~Copy of 281 Iowa Administrative Code, Chapter 103~~

~~Disclaimer: This letter and the included items must be mailed via postage, prepaid, first class mail to the parent/guardian within three school days of the original occurrence unless it is agreed upon to have it transmitted electronically via email/fax or picked up in person.~~

Adopted: 2/21

Reviewed: 10/23

Related Policy: 502.14; 502.14-R; 502.14-E1; 502.14-E3

**Policy 502.14-E3**

**Debriefing Meeting Document**

~~Documentation of Debriefing Meeting Regarding Use of Physical Restraint and/or Seclusion of Students~~

*[The following individuals must attend the debriefing meeting: employees who administered physical restraint or seclusion; an administrator or employee not involved in the occurrence; the administrator or employee who approved continuation of the physical restraint or seclusion; other relevant personnel designated by the school; if indicated by student's behavior in occurrence, an expert in behavioral/mental health or other discipline. The following individuals must be invited to attend the debriefing meeting: the parent/guardian of the student and the student with parent/guardian's consent.]*

Student Name: \_\_\_\_\_ Building: \_\_\_\_\_

Date of Original Occurrence: \_\_\_\_\_

Date of Debriefing Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Location of Debriefing Meeting: \_\_\_\_\_

**Names, titles of employees, and/or relation to student of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):** ~~all attendees including titles and/or relation to student: (\*Denotes a role required for attendance)~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

\*Administrator: \_\_\_\_\_

\*Administrator not involved in occurrence: \_\_\_\_\_

\*Names of those who administered seclusion/restraint: \_\_\_\_\_

Behavior/Mental Health Expert: \_\_\_\_\_

Others in Attendance (Name and Title): \_\_\_\_\_

**Documentation reviewed during the meeting (must include at least the occurrence report and BIP, IHP, IEP, and/or safety plan if applicable):** ~~(Check all that apply)~~

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Seclusion/Restraint Report \_\_\_\_\_ IEP \_\_\_\_\_ BIP \_\_\_\_\_ IHP

\_\_\_\_\_ Safety Plan \_\_\_\_\_ Other (Please specify): \_\_\_\_\_

Identification of patterns or behavior and proportionate response, if any, in the student and employees involved:

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Possible alternative responses, if any, to the incident/~~or~~ less restrictive means, if any:

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Additional resources, if any, that could facilitate alternative responses in the future:

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Plans for additional follow up actions, if any:

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**This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's parent/guardian within three (3) school days of the debriefing meeting.**

Name and Title of Employee Completing Form

Date

Date Delivered to Parent/Guardian \_\_\_\_\_

Method of Transmittal \_\_\_\_\_

## Policy 801.4 Governmental Accounting Practices and Regulations

**The board recognizes its fiduciary responsibility to oversee the management of district funds in keeping with the district's vision, mission, and goals. To achieve this purpose, the board may engage in learning about the financial needs, operations, and requirements of the district as appropriate for the board's understanding of the district's financial position. The board also commits to engaging in annual financial goal setting for the district based upon measurable data and projections for the district.**

### GENERAL FUND BUDGET

District accounting practices will follow state and federal laws and regulations, Generally Accepted Accounting Principles (GAAP), and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

The district shall prepare an annual three-year general fund budget forecast that includes estimates of unspent authorized budget (spending authority). The estimates shall be prepared utilizing scenarios for likely Supplemental State Aid (SSA) rates and enrollment projections. The projections shall include estimates of property tax rates and income surtax rates, if applicable.

The treasurer shall report to the board as to actual revenue and expenditures for the month and year-to-date as compared to budgeted revenues and expenditures and compared to historical revenues and expenditures (both in dollar amounts and percentages) for each fund maintained by the district. The treasurer shall provide context with respect to current year variances between budgeted and historical revenues and expenditures.

**The board will establish and review financial goals and fiscal management performance measures annually and publish in the minutes. The district will measure whether these goals were obtained as of June 30, but only after completion of the Certified Annual Report due September 15<sup>th</sup> each year.**

### FINANCIAL METRICS

The district is committed to the following financial metrics:

- A. Solvency Ratio\*: Maintaining a combined unassigned and assigned general fund balance that is at least 7% of annual revenue (actual or anticipated). Prior to setting the current year's cash reserve levy and before staffing and other spending decisions are finalized, the district will take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the district to cash flow its legal

spending limit.

- B. Unspent Authority: Maintaining an unspent authority balance of not less than 7% **and not more than 35%** of that year's annual expenditures. The current year's projected balance will be discussed with the board before staffing and other spending decisions are finalized for the succeeding year. The district will measure attainment of these goals as of June 30<sup>th</sup>, but only after completion of the Certified Annual Report.

~~\*Solvency Ratio Calculation:~~

~~———— Unassigned + Assigned Fund Balances~~

~~———— General Fund Revenues — AEA Flow Through~~

### **MODIFIED SUPPLEMENTAL AMOUNT**

The district **may request** ~~shall solicit~~ from the School Budget Review Committee (SBRC) additional modified ~~supplemental amount~~ {spending authority} where it may be available for items such as:

- Special education deficit **balances**
- **Advances to support** increasing enrollment
- Budget guarantee
- Open enrollment not on prior year count
- **Support for students identified as** English Language Learners (ELL)
- **At risk/dropout prevention programming**
- **Initial staffing associate with opening new buildings or programs**
- Any other lawful purpose

The board shall provide a resolution to approve the maximum request authorized.

Any award of modified supplemental amount ~~will~~ **may** be levied as a cash reserve **based on the recommendation of the superintendent in coordination with the treasurer and approved by the Board of Directors, consistent with its annual financial goals and the fiscal performance measures** ~~levy, in full, in the next available budget year.~~

~~For recurring program deficits that are predictable and estimable, the district shall levy in advance for the immediately succeeding year as part of the general cash reserve levy if the deficit causes the estimated assigned and unassigned to fall below the minimum required. Grants of spending authority not funded by the State or other sources may ultimately be levied against property taxes.~~

### **FUND BALANCE REPORTING**

In the Governmental Accounting Standards Board (GASB) Statement No. 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance – restricted, committed, assigned, and unassigned – while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. Formal board action is required

to establish, modify, and/or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The board authorizes the superintendent [or designee] to assign amounts to a specific purpose in compliance with GASB 54. An “assigned fund balance” should also be reported in the order of spending unrestricted resources but is not restricted or committed.

**Financial reporting for the balances of the district’s governmental funds is based on Governmental Accounting Standards Board (GASB) Statement 54, Fund Balance Reporting and Governmental Fund Types Definitions. Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheets. GASB 54 established a hierarchy that is based on “the extent to which the government is bound to honor constraints on the specific purpose for which the amounts in those funds can be spent.”**

**The governmental funds can have up to five fund balance classifications. The classifications are defined below from most to least restrictive.**

1. Nonspendable Fund Balance: Includes amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories and prepaid expenses. It may also include other property acquired for resale and the principal of a permanent fund.
2. Restricted Fund Balance: Should be reported when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”
3. Committed Fund Balance: Reflects specific purposes pursuant to constraints imposed by formal action of the board. Such constraints can only be removed or changed by board action.
4. Assigned Fund Balance: Reflects amounts that are constrained by the government’s intent to be used for specific purposes but meet neither the restricted nor committed forms of constraint. Unless the amount is negative, the assigned fund balance is the residual classification for the governmental funds other than the general fund. If the amount is negative, then the residual amount is shown as unassigned.
5. Unassigned Fund Balance: Is the residual classification for the general fund only. As noted above, if a negative residual amount exists in other

governmental funds, then the amount is reported as unassigned.

It is the responsibility of the superintendent [or designee] to develop administrative regulations implementing this policy. It is also the responsibility of the superintendent [or designee] to make recommendations to the board regarding fund balance designations.

Adopted: 12/13

Reviewed: 12/18

Revised: 5/15; 1/22; 3/25

Legal Reference (Code of Iowa): §§ 257.7, 31; 279.8

IASB Reference: 701.04, 701.05, 701.05-R(1)

### **Policy 1004.1 Community Use of School District Buildings, Sites & Equipment**

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The district actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community at large. However, all school facilities **and outdoor areas** have been primarily erected and maintained for the use of the students of the district and shall not be used for any other purposes that will conflict with that **primary** use.

The facilities of the district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school-related activities, with due consideration given to the conservation of energy and district expenses. Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and board policies. Any activity connected with approved school programs will take precedence over any request for use of facilities for any other purposes. The board reserves the right to deny use of district facilities to any group. The use of school facilities for religious services is intended only as a temporary rental service. Approval for building use shall be for one year in length maximum, with annual application. Only indoor sports/**activities** will be provided indoor facility space for practices **as determined by the district**. Facilities may not be used for private parties, social events, celebrations, or similar exclusive use. Activities in the school facilities shall be supervised by an employee of the district or an adult group representative unless prior arrangements are made with the superintendent [or designee]. Activities may begin as early as 6:00 AM and must end no later than 10:00 PM. It shall be within the discretion of the superintendent to allow use of district facilities on Sundays.

Organizations, individuals, and other entities who wish to use district facilities must apply through the district website. It is the responsibility of the chief financial/operating officer [or designee] to determine whether the district facility requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the chief financial/operating officer [or designee] to approve request forms, obtain proof of insurance, and prepare the contract for use of district property.

The Linn-Mar Booster Club will have the first right of concessions at any non-school sponsored event open to the public.

It is the responsibility of the superintendent [or designee] to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy. (Refer to Policy 1004.1-R1)

Adopted: 4/71

Reviewed: 1/11; 4/14; 6/15; 7/22

Revised: 1/11; 3/13; 7/19

Related Policy: 1004.1-R1; 1004.1-R2; 1004.4

Legal Reference (Code of Iowa): §§ 276; 278.1(4); 279.8; 297.9-11; 123.46

IASB Reference: 905.01

**Linn-Mar CSD**  
**Facilities Use Manual**  
**Regulation**  
**Policy 1004.1-R1**



**Policy 1004.1-R1 Facilities Use Manual Regulation**

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**OVERVIEW** ([Reference: Policy 1004.1](#))

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The district actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community at large. However, all school facilities and outdoor areas have been primarily erected and maintained for the use of the students of the district and shall not be used for any other purposes that will conflict with that primary use.

The facilities of the district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school-related activities, with due consideration given to the conservation of energy and district expenses. Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and board policies. Any activity connected with approved school programs will take precedence over any request for use of facilities for any other purposes. The board reserves the right to deny use of district facilities to any group.

This document outlines administrative policies, guidelines, and processes for community use of school facilities and grounds in the Linn-Mar Community School District (hereafter referred to as "the district"). Please read this manual thoroughly before completing a facilities request via the district website: <https://www.linnmar.k12.ia.us/district/departments/support-services-facilities/>.

For questions regarding the use of district facilities, please contact the **Business Operations** Office at 319-447-3145.

## SCHEDULING OF DISTRICT FACILITIES

1. Types of activities prohibited:
  - a. District facilities will not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States;
  - b. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare will be cause for refusing facility use; and/or
  - c. Private parties, social events, celebrations, or other similar exclusive uses. *(Reference: Policy 1004.1)*
2. Rental of district facilities is for occasional or temporary use, not for regular or ongoing use. **Approval for building use shall be for one year in length maximum, with annual application.** *(Reference: Policy 1004.1)*
3. Only indoor sports/activities will be provided indoor facility space for practices **as determined by the district.** *(Reference: Policy 1004.1)*
4. No overnight stays will be permitted.
5. Facility rental times cannot be requested before 6:00 AM and must end no later than 10:00 PM. *(Reference: Policy 1004.1)*
6. It is within the discretion of the superintendent to allow use of district facilities on Sundays. *(Reference: Policy 1004.1)*
7. School facilities are not normally available for rent on school-designated holidays and over school breaks (including summer break). The superintendent [or designee] may allow use at these times if doing so does not interfere with facility maintenance/cleaning schedules and is contingent upon availability of adequate personnel.
8. When school is cancelled or dismissed early for weather-related or other reasons, all facility rentals will be cancelled. The district also reserves the right to cancel non-school day (including weekend) facility rentals when the conditions are deemed unsafe.
9. Facility use regulations, fees, and other terms for before/after school programs contracted with the district will be detailed in their individual board-approved agreements.
10. The district reserves the right to reject any or all applications, as well as the right to rescind, modify, or amend any or all rules or regulations or to make exceptions.

## FACILITIES REQUEST PROCESS

1. Organizations, individuals, and other entities interested in using district facilities and/or grounds should make such requests online through the Linn-Mar website. An online [Facilities Request Form](#) must be submitted a minimum of two weeks in advance of the requested date for all facilities, except for the Stadium and Aquatic Center. For the Stadium and Aquatic Center, an online Facilities Request Form must be submitted a minimum of six months in advance of the requested date.
2. Upon receipt of a request, the **Business Operations** Office will determine the availability of the facility/area requested and the proper user group classification based on the fee schedules. (Refer to pages 11-17)
3. Once classification is determined, the chief financial/operating officer **[or designee]** will determine the appropriate charges (if any) for the use of district facilities based on classification, activity, personnel fees, equipment, fee schedule, and deposits. When necessary, additional fees may include but not be limited to cleaning fees, failure to cancel a reservation, law enforcement supervision, replacement or repair for damage or theft, or other costs. All, or a percentage of, the estimated usage and personnel fees for a group's activity may be required to be paid prior to facility use.
4. The extent of district staff (building supervisors, custodians, technicians, Nutrition Services, etc.) needed by groups reserving district facilities will be determined by the chief financial/operating officer.
5. Permission granted for facility usage by the **Business Operations** Office shall be made electronically.
  - a. It is the responsibility of the group's representative to read the Facilities Use Manual and be aware of all guidelines for usage, as well as any other specific instructions set forth by district, buildings, or administrative staff.
  - b. **A** ~~An electronically~~ signed facilities use agreement, including proof of insurance (required for Class D and Class E groups), must be submitted to the **Business Office Chief Financial/Operating Officer** prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 per occurrence/\$2,000,000 aggregate and show coverage dates.
  - c. The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances including Class A activities (Refer to user group classifications on pages 11-17). If approval has been given to a

group and it is later determined that the facilities will not be available, notice of cancellation or change of venue will be given to the group's representative as soon as possible with reasons for the cancellation or change. District administrators, the designated building supervisor, custodian, or other district staff on duty have the right to terminate any activity at any time due to violations of board policies; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

6. A 72-hour notice is required to request approval for any changes in the initial request requirements. The district cannot guarantee any requested changes made after this deadline. Changes to initial request requirements may be subject to additional fees.
7. Groups whose requests have previously been approved and wish to cancel must give at least a 72-hour notice. Failure of timely cancellation notification will result in a minimum cancellation fee or the costs incurred to the district in anticipation of the group's use, whichever is greater.
8. On the dates of the event, access to the district facilities will be granted through a designated staff member or a district-issued key/access card. A \$10.00 deposit is required for a district-issued key/access card.
9. Upon completion of the rental event and, if applicable, the district will invoice the group's representative for outstanding charges related to the rental activity.

## **FACILITIES USE GUIDELINES**

1. The group's designated representative must be an adult and must remain onsite during the entire activity.
2. A district employee must be present while the district facilities and/or equipment are being used by an outside entity.
3. The group's representative will be responsible for the following regulations for facility use by the group:
  - a. The group's representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was before entering;
  - b. The facility must be used only for the purpose that was originally intended and set forth on the Facilities Request Form;
  - c. Persons using the facilities must confine themselves to the rooms/ areas assigned for their use and the group's representative must provide supervision to prevent trespassing to portions of the facility not authorized for use;
  - d. The group's representative is responsible for communicating to group members and for ensuring group members understand and follow all guidelines;
  - e. The group's representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group's representative should contact the district designee (as stated on the Facilities Request Form) within 24 hours to report any injuries. Custodians or other district staff present should also be notified;
  - f. Any damage or theft to the facilities or equipment must be reported following the same guidelines as stated in item "e" above;
  - g. The group's representative will make themselves known to the custodian or other district staff present; and
  - h. The group's representative is responsible for knowing fire and tornado safety procedures for directing the group members in an event of an emergency. Guidelines are posted in every room.
4. The group's representative should make a preliminary check of the facilities prior to their use. If anything that will be used is already damaged, they should contact the district custodian/supervisor on duty.
5. Permission to use additional educational equipment must be approved through the chief financial/operating officer in conjunction with the building principal, Nutrition Services manager, or other district staff. Charges for use of equipment may apply.
6. All equipment used or moved must be returned to the proper place in original condition.
7. The renter assumes individual financial responsibility on behalf of the organization being represented for any part of the facilities, or contents made available therein, that may be damaged or stolen during the hours the facilities were in use by the rental group.

8. The renter is liable for any and all loss, damage, or injury sustained by any person(s) by reason of negligence of the renter. The renter will indemnify and hold harmless the district from any and all loss, damage, or injury.
9. Food and beverages are permitted in designated areas only. ~~There should be no other food or beverages brought into the facilities unless previously approved by the chief financial/operating officer.~~
10. **The distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, or other controlled substances (refers to misuse of both licit and illicit drugs), or “look-alike” substances that appear to be tobacco/nicotine products, alcohol, or other controlled substances (ex: schedule I drugs; schedule II-V drugs without a valid prescription),** ~~The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copycat drugs),~~ profane language, ~~non-licensed~~ gambling activities, and weapons within facilities and on school grounds is prohibited. Persons failing to abide will be asked to leave school premises. (Reference: Policies [1004.3](#), [1005.3](#), and [502.8](#))
11. The maximum number of people in any given area is restricted to the seating/room capacity indicated and deemed appropriate by the fire marshal.
12. No pets or other animals are allowed on district grounds. Exceptions include service animals as defined under the *American with Disabilities Act* or other exceptions as authorized by appropriate district personnel.
13. Specific facility/room regulations shall be as follows:
  - a. Auditorium/Theatre/Performance Hall:
    - Groups requesting use of an auditorium/theatre will list in detail their equipment requests and audio/visual technician needs;
    - Only district staff may operate the audio/visual equipment, rigging systems, and other equipment in the auditoriums, ~~and~~ theatres, **and performance hall**;
    - Renters will be charged accordingly for equipment and personnel use; and
    - No food or beverages are allowed in the auditoriums, ~~and~~ theatres, **and performance hall**.
  - b. Multi-Purpose Rooms/Gymnasiums:
    - No wearing of shoes that mark up the floors;
    - No hanging on basketball rims;
    - No leaning on volleyball nets;
    - No bouncing balls in hallways or off ceilings;
    - No climbing or playing on bleachers (If bleachers are needed the custodians will move them in and out);
    - No pushing/pulling of tables, chairs, or other equipment across floors;
    - No taping/markings on floors without prior approval;
    - No playing on gymnastic equipment in the gyms; and
    - No use of scoreboards unless previously approved.
  - c. ~~Kitchens:~~

- ~~Use of kitchens will be granted on a limited basis as determined by appropriate district staff;~~
- ~~A complete listing of kitchen needs must be detailed on the facilities request form prior to approval;~~
- ~~A district employee that is ServSafe certified is required for all kitchen rentals with a charge to the renter; and~~
- ~~Additional costs may also be included as applicable.~~

d. Classrooms:

- ~~Materials/equipment are not to be used or removed from the classrooms; and~~
- ~~Users are expected to leave the classrooms in the same condition they found them.~~

e. Labs:

- ~~Labs are defined as rooms which contain specialized equipment other than desks, tables, and chairs;~~
- ~~Use of labs will only be for purposes appropriate to the lab;~~
- ~~Use of labs will be granted on a limited basis as determined by appropriate district staff; and~~
- ~~Additional charges may apply for district trained staff supervision and/or use of the lab equipment.~~

f. Stadium/Turf Field:

- Use of the Stadium will be granted on a limited basis as determined by appropriate district staff;
- No pets, skateboards, scooters, roller blades/skates, non-authorized vehicles, or any similar conveyance or equipment is allowed on Stadium grounds or the turf field;
- No unauthorized paint, marking materials, or like substances are allowed on Stadium grounds or the turf field;
- No track/metal spikes, high heels, sharp objects, or other materials or substances that may cause damage are allowed on the turf field; and
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products are allowed on the turf field; and
- Only participants, coaches, directors, or credentialed individuals are allowed on the turf field, track, and field areas.

g. Tracks:

- No cleats, high heels, or unauthorized footwear on the track surfaces;
- No pets, skateboards, scooters, roller blades/skates, bikes, non-authorized vehicles, or any similar conveyance or equipment allowed on the tracks;
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on the tracks; and
- No sharp objects or materials that will adhere to or damage surfaces (e.g., bobby pins, glitter, jewelry, etc.) allowed on the tracks.

h. Parking Lots/Open Spaces:

- Groups are expected to clean up all trash, papers, or other litter in the parking lots or open spaces. Failure to provide appropriate cleanup will result in additional charges;
- Use of tents, temporary structures, or signage where stakes are driven into the ground must be preapproved;
- The district reserves the right to cancel any event in order to prevent damage to athletic fields or other district property; and
- Water and electricity may not be available from district sources unless special arrangements are made.

i. Aquatic Center:

- Use will be granted on a limited basis as determined by appropriate district staff;
- A district lifeguard must be present before entering the water;
- Only swimmers, coaches, officials, and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities from the pool lobby or spectator area only;
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts or athletic sports bras as swim attire;
- Swimmers should not enter the pool if they have a communicable disease or an open wound;
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups;
- No diving in the shallow end of the pool and in other areas marked as no diving;
- No horseplay in or around the swimming pool;
- No running on the pool deck;
- Proficient swimming ability is required in deep water areas. The use of floatation aide devices (other than those made available by the district) by non-swimmers is prohibited unless authorized by appropriate district personnel;
- No swimming or reaching beneath the moveable bulkheads;
- No use of starting platforms unless approved by appropriate district personnel;
- Glass containers are prohibited;
- Activities deemed unsafe by the lifeguard will be prohibited; and
- No district pool equipment is to be used unless approved when reservations are made. Charges for equipment use may apply.

14. The Linn-Mar Booster Club **will have the first right of concessions at any non-school sponsored events open to the public.** ~~reserves the right of all concessions sold at district facilities.~~ (Reference: Policy 1004.1)

15. The school board reserves the right to waive/modify fees for specialized programs or events with approval from the superintendent [or designee].

## **USER GROUP CLASSIFICATIONS IN PRIORITY ORDER**

### **CLASS A: SCHOOL DISTRICT AND DISTRICT-RELATED ORGANIZATIONS**

- a. Regular classroom activities;
- b. School-sponsored activities for students (e.g., clubs, athletics, etc.);
- c. School-sponsored activities for parents (e.g., plays, open houses, etc.);
- d. School-related groups and organizations (e.g., PTOs, Booster Club, LM School Foundation, etc.);
- e. School/district sponsored staff activities (e.g., trainings, wellness, bargaining groups, etc.); and
- f. School board approved community activities.

### **FEE SCHEDULE – CLASS A**

| School/Facility                                                                                                                                    | Fee        | School/Facility                                                   | Fee            |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------|----------------|
| <b>Linn-Mar High School</b>                                                                                                                        |            | <b>Intermediate Schools</b><br><del>Oak Ridge Middle School</del> |                |
| Gym (Main)                                                                                                                                         | N/C        | Gym <del>(Main)</del>                                             | N/C            |
| Gym (Auxiliary)                                                                                                                                    | N/C        | <del>Gym (Auxiliary)</del>                                        | <del>N/C</del> |
| Cafeteria                                                                                                                                          | N/C        | Cafeteria                                                         | N/C            |
| Kitchen                                                                                                                                            | N/C        | Kitchen                                                           | N/C            |
| Auditorium<br>(Stage/Seating Only)                                                                                                                 | N/C        | Commons Area                                                      | N/C            |
| Little Theatre<br>(Stage/Seating Only)                                                                                                             | N/C        | Regular Classrooms                                                | N/C            |
| <b>Performance Hall<br/>(Stage/Seating Only)</b>                                                                                                   | <b>N/C</b> |                                                                   |                |
| Commons Area                                                                                                                                       | N/C        |                                                                   |                |
| Lecture Hall                                                                                                                                       | N/C        | <b>School/Facility</b>                                            | <b>Fee</b>     |
| Wrestling Room                                                                                                                                     | N/C        | <b>Elementary Schools</b>                                         |                |
| Regular Classrooms                                                                                                                                 | N/C        | Gym                                                               | N/C            |
| Lab                                                                                                                                                | N/C        | Multi-Purpose Rooms                                               | N/C            |
| Weight/Cardio Room                                                                                                                                 | N/C        | Kitchen                                                           | N/C            |
|                                                                                                                                                    |            | <b>Regular</b> Classrooms                                         | N/C            |
| <b>School/Facility</b>                                                                                                                             | <b>Fee</b> |                                                                   |                |
| <del>Excelsior</del> <b>Middle Schools</b>                                                                                                         |            | <b>School/Facility</b>                                            | <b>Fee</b>     |
| Gym (Main)                                                                                                                                         | N/C        | <b>Outdoor Areas</b>                                              |                |
| Gym (Auxiliary)                                                                                                                                    | N/C        | Parking Lots                                                      | N/C            |
| Cafeteria                                                                                                                                          | N/C        | Armstrong Field                                                   | N/C            |
| Kitchen                                                                                                                                            | N/C        | Tennis Courts                                                     | N/C            |
| Commons Area                                                                                                                                       | N/C        | Outdoor Tracks                                                    | N/C            |
| Regular Classrooms                                                                                                                                 | N/C        | Elementary Outdoor Fields                                         | N/C            |
|                                                                                                                                                    |            | Middle School<br>Non-Competition Fields                           | N/C            |
|                                                                                                                                                    |            | Middle School<br>Competition Fields                               | N/C            |
| <b>Linn-Mar Stadium/Aquatic Center</b>                                                                                                             |            | High School<br>Baseball/Softball Complex                          | N/C            |
| N/C                                                                                                                                                |            |                                                                   |                |
| <b>*Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.</b> |            |                                                                   |                |

N/C = No Charge / N/A = Not Available / FCFS = First Come, First Served

## CLASS B: PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES

- Official meetings of the City of Marion, the City of Cedar Rapids, the City of Robins, or a community activity sponsored by one of the city boards;
- Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District;
- National, state, and local elections or caucuses;
- Political meetings not boosting specific candidates, state, or national platforms; and
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees.

### FEE SCHEDULE – CLASS B

| School/Facility                                                                                                                                    | Fee                       | School/Facility                       | Fee                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------|----------------------------|
| <b>Linn-Mar High School</b>                                                                                                                        |                           | <b>Intermediate Schools</b>           |                            |
| Gym (Main)                                                                                                                                         | N/C                       | <del>Oak Ridge Middle School</del>    |                            |
| Gym (Auxiliary)                                                                                                                                    | N/C                       | Gym <del>(Main)</del>                 | N/C                        |
| Cafeteria                                                                                                                                          | N/C                       | <del>Gym (Auxiliary)</del>            | <del>N/C</del>             |
| Kitchen                                                                                                                                            | N/C                       | Cafeteria                             | N/C                        |
| Auditorium (Stage/Seating Only)                                                                                                                    | N/C                       | Kitchen                               | N/C                        |
| Little Theatre (Stage/Seating Only)                                                                                                                | N/C                       | Commons Area                          | N/C                        |
| <b>Performance Hall (Stage/Seating Only)</b>                                                                                                       | <b>N/C</b>                | Regular Classrooms                    | N/C                        |
| Commons Area                                                                                                                                       | N/C                       |                                       |                            |
| Lecture Hall                                                                                                                                       | N/C                       | <b>School/Facility</b>                | <b>Fee</b>                 |
| Wrestling Room                                                                                                                                     | N/C                       | <b>Elementary Schools</b>             |                            |
| Regular Classrooms                                                                                                                                 | N/C                       | Gym                                   | N/C                        |
| Lab                                                                                                                                                | N/C                       | Multi-Purpose Rooms                   | N/C                        |
| Weight/Cardio Room                                                                                                                                 | <del>N/C</del> <b>N/A</b> | Kitchen                               | N/C                        |
|                                                                                                                                                    |                           | <b>Regular Classrooms</b>             | N/C                        |
| <b>School/Facility</b>                                                                                                                             | <b>Fee</b>                |                                       |                            |
| <del>Excelsior</del> <b>Middle Schools</b>                                                                                                         |                           | <b>School/Facility</b>                | <b>Fee</b>                 |
| Gym (Main)                                                                                                                                         | N/C                       | <b>Outdoor Areas</b>                  |                            |
| Gym (Auxiliary)                                                                                                                                    | N/C                       | Parking Lots                          | N/C                        |
| Cafeteria                                                                                                                                          | N/C                       | Armstrong Field                       | FCFS                       |
| Kitchen                                                                                                                                            | N/C                       | Tennis Courts                         | FCFS                       |
| Commons Area                                                                                                                                       | N/C                       | Outdoor Tracks                        | FCFS                       |
| Regular Classrooms                                                                                                                                 | N/C                       | Elementary Outdoor Fields             | FCFS                       |
|                                                                                                                                                    |                           | Middle School Non-Competition Fields  | FCFS                       |
| <b>Linn-Mar Stadium/Aquatic Center</b>                                                                                                             |                           | Middle School Competition Fields      | <del>FCFS</del> <b>N/A</b> |
| See separate fee schedule on page 16                                                                                                               |                           | High School Baseball/Softball Complex | Call for price             |
| <b>*Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.</b> |                           |                                       |                            |

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## CLASS C: COMMUNITY YOUTH ORGANIZATIONS/TEAMS

- Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth-oriented groups;
- Practices for youth activities during their regular program season. In order to be considered in this classification, youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request;
- This category is for individual teams, packs, or groups. It is not for the use of an entire organization; and
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees.

### FEE SCHEDULE – CLASS C

| School/Facility                                                                                                                                    | Fee                             | School/Facility                                                   | Fee                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------|------------------------------------|
| <b>Linn-Mar High School</b>                                                                                                                        |                                 | <b>Intermediate Schools</b><br><del>Oak Ridge Middle School</del> |                                    |
| Gym (Main)                                                                                                                                         | N/A                             | <del>Half Main Gym</del>                                          | \$5/hour                           |
| Gym (Auxiliary)                                                                                                                                    | N/A                             | <del>Auxiliary Gym</del>                                          | <del>\$5/hour</del>                |
| Cafeteria                                                                                                                                          | N/A                             | Cafeteria (Weekend Only)                                          | \$30/hour                          |
| Kitchen                                                                                                                                            | N/A                             | Kitchen <del>(Weekend Only)</del>                                 | <del>N/A \$30/hour</del>           |
| Auditorium<br>(Stage/Seating Only)                                                                                                                 | N/A                             | Commons Area<br>(Weekend Only)                                    | \$20/hour                          |
| Little Theatre<br>(Stage/Seating Only)                                                                                                             | N/A                             | <b>Regular</b> Classrooms<br><del>(Weekend Only)</del>            | <b>N/A</b><br><del>\$15/hour</del> |
| <b>Performance Hall</b><br><b>(Stage/Seating Only)</b>                                                                                             | N/A                             |                                                                   |                                    |
| Commons Area                                                                                                                                       | N/A                             | <b>School/Facility</b> <b>Fee</b>                                 |                                    |
| Lecture Hall                                                                                                                                       | N/A                             | <b>Elementary Schools</b>                                         |                                    |
| Wrestling Room                                                                                                                                     | N/A                             | Gym                                                               | \$5/hour                           |
| Regular Classrooms                                                                                                                                 | N/A                             | Multi-Purpose Rooms<br><del>(Weekend Only)</del>                  | \$30/hour                          |
| Lab                                                                                                                                                | N/A                             | Kitchen <del>(Weekend Only)</del>                                 | <del>N/A \$30/hour</del>           |
| Weight/Cardio Room                                                                                                                                 | N/A                             | <b>Regular</b> Classrooms<br><del>(Weekend Only)</del>            | <b>N/A</b> <del>\$15/hour</del>    |
|                                                                                                                                                    |                                 |                                                                   |                                    |
| <b>School/Facility</b>                                                                                                                             | <b>Fee</b>                      | <b>School/Facility</b>                                            | <b>Fee</b>                         |
| <del>Excelsior Middle Schools</del>                                                                                                                |                                 | <b>Outdoor Areas</b>                                              |                                    |
| Half Main Gym                                                                                                                                      | \$5/hour                        | Parking Lots                                                      | \$20/hour                          |
| Gym (Auxiliary)                                                                                                                                    | \$5/hour                        | Armstrong Field                                                   | FCFS                               |
| Cafeteria (Weekend Only)                                                                                                                           | \$30/hour                       | Tennis Courts                                                     | FCFS                               |
| Commons Area (Weekend Only)                                                                                                                        | \$20/hour                       | Outdoor Tracks                                                    | FCFS                               |
| Kitchen <del>(Weekend Only)</del>                                                                                                                  | <del>N/A \$30/hour</del>        | Elementary Outdoor Fields                                         | FCFS                               |
| <b>Regular</b> Classrooms<br><del>(Weekend Only)</del>                                                                                             | <b>N/A</b> <del>\$15/hour</del> | Middle School<br>Non-Competition Fields                           | FCFS                               |
|                                                                                                                                                    |                                 | Middle School<br>Competition Fields                               | N/A                                |
| <b>Linn-Mar Stadium/Aquatic Center</b>                                                                                                             |                                 | High School<br>Baseball/Softball Complex                          | Call for price                     |
| See separate fee schedule on page 16                                                                                                               |                                 |                                                                   |                                    |
| <b>*Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.</b> |                                 |                                                                   |                                    |

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## CLASS D: COMMUNITY NON-PROFIT ORGANIZATIONS, CIVIC ORGANIZATIONS, AND EDUCATIONAL INSTITUTIONS

- A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders but instead uses them to help pursue its organization's goals. The district reserves the right to ask for a 501c non-profit form if the organization's non-profit status is in question;
- This includes but is not limited to community, social, civic, or services organizations for purposes that have educational, recreational, or cultural purposes; local church services; and religious classes and activities;
- Educational activities of public and private colleges and universities; and
- Educational activities of public and private K-12 institutions.

### FEE SCHEDULE - CLASS D

| School/Facility                                                                                                                                    | Fee                      | School/Facility                                                   | Fee                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------|-----------------------------|
| <b>Linn-Mar High School</b>                                                                                                                        |                          | <b>Intermediate Schools</b><br><del>Oak Ridge Middle School</del> |                             |
| Gym (Main)                                                                                                                                         | \$100/hour               | Gym <del>(Main)</del>                                             | <del>\$50</del> 75/hour     |
| Gym (Auxiliary)                                                                                                                                    | \$50/hour                | <del>Gym (Auxiliary)</del>                                        | <del>\$50/hour</del>        |
| Cafeteria                                                                                                                                          | \$30/hour                | Cafeteria                                                         | \$30/hour                   |
| Kitchen                                                                                                                                            | <del>N/A</del> \$30/hour | Kitchen                                                           | <del>N/A</del> \$30/hour    |
| Auditorium (Stage/Seating Only)                                                                                                                    | \$100/hour               | Commons Area                                                      | \$20/hour                   |
| Little Theatre (Stage/Seating Only)                                                                                                                | \$50/hour                | Regular Classrooms                                                | <del>N/A</del><br>\$15/hour |
| <b>Performance Hall (Stage/Seating Only)</b>                                                                                                       | <b>\$200/hour</b>        |                                                                   |                             |
| Commons Area                                                                                                                                       | \$30/hour                | <b>School/Facility</b> <b>Fee</b>                                 |                             |
| Lecture Hall                                                                                                                                       | \$50/hour                | <b>Elementary Schools</b>                                         |                             |
| Wrestling Room                                                                                                                                     | \$30/hour                | Gym                                                               | \$30/hour                   |
| Regular Classrooms                                                                                                                                 | <del>N/A</del> \$15/hour | Multi-Purpose Rooms                                               | \$30/hour                   |
| Lab                                                                                                                                                | <del>N/A</del> \$30/hour | Kitchen                                                           | <del>N/A</del> \$30/hour    |
| Weight/Cardio Room                                                                                                                                 | N/A                      | <b>Regular</b> Classrooms                                         | <del>N/A</del> \$15/hour    |
|                                                                                                                                                    |                          |                                                                   |                             |
| <b>School/Facility</b>                                                                                                                             | <b>Fee</b>               | <b>School/Facility</b>                                            | <b>Fee</b>                  |
| <del>Excelsior</del> <b>Middle Schools</b>                                                                                                         |                          | <b>Outdoor Areas</b>                                              |                             |
| Gym (Main)                                                                                                                                         | \$75/hour                | Parking Lots                                                      | \$20/hour                   |
| Gym (Auxiliary)                                                                                                                                    | <del>\$35</del> 30/hour  | Armstrong Field                                                   | FCFS                        |
| Cafeteria                                                                                                                                          | \$30/hour                | Tennis Courts                                                     | FCFS                        |
| Commons Area (Weekend Only)                                                                                                                        | \$20/hour                | Outdoor Tracks                                                    | FCFS                        |
| Kitchen                                                                                                                                            | <del>N/A</del> \$30/hour | Elementary Outdoor Fields                                         | FCFS                        |
| Regular Classrooms                                                                                                                                 | <del>N/A</del> \$15/hour | Middle School Non-Competition Fields                              | FCFS                        |
|                                                                                                                                                    |                          | Middle School Competition Fields                                  | N/A                         |
| <b>Linn-Mar Stadium/Aquatic Center</b>                                                                                                             |                          | High School Baseball/Softball Complex                             | N/A                         |
| See separate fee schedule on page 16                                                                                                               |                          |                                                                   |                             |
| <b>*Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.</b> |                          |                                                                   |                             |

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## CLASS E: FOR-PROFIT ORGANIZATIONS/ACTIVITIES AND OTHER PRIVATE INTEREST GROUPS

- Commercial groups or businesses;
- Local, state, and national groups hosting special events, workshops, or conferences;
- Political meetings sponsoring specific candidates, state, or national platforms;
- Any group, business, or individual located outside of the district;
- Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold;
- Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request; and
- Other special events.

### FEE SCHEDULE - CLASS E

| School/Facility                                                                                                                                    | Fee                       | School/Facility                                                   | Fee                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------|----------------------------------------|
| <b>Linn-Mar High School</b>                                                                                                                        |                           | <b>Intermediate Schools</b><br><del>Oak Ridge Middle School</del> |                                        |
| Gym (Main)                                                                                                                                         | \$150/hour                | Gym <del>(Main)</del>                                             | \$100/hour                             |
| Gym (Auxiliary)                                                                                                                                    | \$75/hour                 | <del>Gym (Auxiliary)</del>                                        | <del>\$75/hour</del>                   |
| Cafeteria                                                                                                                                          | \$50/hour                 | Cafeteria                                                         | \$50/hour                              |
| Kitchen                                                                                                                                            | <del>N/A</del> \$50/hour  | Kitchen                                                           | <del>N/A</del> \$50/hour               |
| Auditorium (Stage/Seating Only)                                                                                                                    | \$150/hour                | Commons Area                                                      | \$40/hour                              |
| Little Theatre (Stage/Seating Only)                                                                                                                | \$75/hour                 | Regular Classrooms                                                | <del>N/A</del><br><del>\$25/hour</del> |
| <b>Performance Hall (Stage/Seating Only)</b>                                                                                                       | <b>\$300/hour</b>         |                                                                   |                                        |
| Commons Area                                                                                                                                       | \$50/hour                 | <b>School/Facility</b>                                            | <b>Fee</b>                             |
| Lecture Hall                                                                                                                                       | \$75/hour                 | <b>Elementary Schools</b>                                         |                                        |
| Wrestling Room                                                                                                                                     | \$50/hour                 | Gym                                                               | \$50/hour                              |
| Regular Classrooms                                                                                                                                 | <del>N/A</del> \$25/hour  | Multi-Purpose Rooms                                               | \$40/hour                              |
| Lab                                                                                                                                                | <del>N/A</del> \$50/hour  | Kitchen                                                           | <del>N/A</del> \$50/hour               |
| Weight/Cardio Room                                                                                                                                 | N/A                       | <b>Regular</b> Classrooms                                         | <del>N/A</del> \$25/hour               |
|                                                                                                                                                    |                           |                                                                   |                                        |
| <b>School/Facility</b>                                                                                                                             | <b>Fee</b>                | <b>School/Facility</b>                                            | <b>Fee</b>                             |
| <del>Excelsior</del> <b>Middle Schools</b>                                                                                                         |                           | <b>Outdoor Areas</b>                                              |                                        |
| Gym (Main)                                                                                                                                         | \$100/hour                | Parking Lots                                                      | \$30/hour                              |
| Gym (Auxiliary)                                                                                                                                    | <del>\$75</del> \$50/hour | Armstrong Field                                                   | FCFS                                   |
| Cafeteria                                                                                                                                          | \$50/hour                 | Tennis Courts                                                     | FCFS                                   |
| Commons Area (Weekend Only)                                                                                                                        | \$40/hour                 | Outdoor Tracks                                                    | FCFS                                   |
| Kitchen                                                                                                                                            | <del>N/A</del> \$50/hour  | Elementary Outdoor Fields                                         | FCFS                                   |
| Regular Classrooms                                                                                                                                 | <del>N/A</del> \$25/hour  | Middle School Non-Competition Fields                              | FCFS                                   |
|                                                                                                                                                    |                           | Middle School Competition Fields                                  | N/A                                    |
| <b>Linn-Mar Stadium/Aquatic Center</b>                                                                                                             |                           | High School Baseball/Softball Complex                             | N/A                                    |
| See separate fee schedule on page 16                                                                                                               |                           |                                                                   |                                        |
| <b>*Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.</b> |                           |                                                                   |                                        |

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## LINN-MAR STADIUM & AQUATIC CENTER FEE SCHEDULE

| School/Facility                                 | Fee                             | School/Facility                                 | Fee                             |
|-------------------------------------------------|---------------------------------|-------------------------------------------------|---------------------------------|
| <b>Linn-Mar Stadium (2-hour min charge)</b>     |                                 | <b>Aquatic Center (2-hour min charge)</b>       |                                 |
| Class A & B Use                                 | N/C                             | Pool Access                                     | \$200/hour                      |
| Class C Use                                     | \$150/hour                      | Concession Room Access                          | \$100/event                     |
| Class D Use                                     | \$200/hour                      | Scoreboard/Timing System                        | \$100/event                     |
| Class E Use                                     | \$250/hour                      | Sound System                                    | \$100/event                     |
| Lights                                          | \$75/hour                       | LM Supervisor                                   | <del>\$70</del> 50/hour         |
| Scoreboard                                      | \$100/event                     | Timing Computer Operator                        | \$40/hour                       |
| Press Box                                       | \$100/event                     | Lifeguards<br>(Minimum of three)                | <del>\$25</del> 15/hour (each)  |
| Sound System                                    | \$100/event                     | Crowd Manager<br>(One for every 250 spectators) | \$40/hour (each)                |
| Stadium Seating Cleaning Fee                    | <del>\$500</del> 150/event      | Stadium Seating Cleaning Fee                    | \$100/event                     |
| LM Supervisor                                   | <del>\$75</del> 50/hour         | Custodian/O&M Staff                             | Actual costs per union contract |
| Custodian/O&M Staff                             | Actual costs per union contract | Other District Personnel                        | Charges depend on request       |
| Crowd Manager<br>(One for every 250 spectators) | \$40/hour (each)                | Additional Equipment/Services                   | Charges depend on request       |
| Gate Manager<br>(One per entrance used)         | \$40/hour (each)                |                                                 |                                 |
| Other District Personnel                        | Charges depend on request       |                                                 |                                 |
| Police Supervision<br>(If applicable)           | Actual costs                    |                                                 |                                 |
| Additional Equipment/Services                   | Charges depend on request       |                                                 |                                 |

N/C = No Charge / ~~N/A~~ = Not Available / FCFS = First Come, First Served

## OTHER FEES SCHEDULE

| Description                                                              | Fee                             | Minimums                      |
|--------------------------------------------------------------------------|---------------------------------|-------------------------------|
| <b>Personnel Fees</b>                                                    |                                 |                               |
| Custodian/O&M Staff <i>(If not already on duty)</i>                      | Actual costs per union contract | 2 hour minimum                |
| Building/Event Supervisor <i>(If applicable)</i>                         | <del>\$75</del> 40/hour         | 2 hour minimum                |
| Kitchen Supervisor                                                       | \$40/hour                       | 2 hour minimum                |
| Auditorium/Theatre Technician Supervisor                                 | \$40/hour                       | 2 hour minimum                |
| Police Supervision <i>(If applicable)</i>                                | Actual costs                    | N/A                           |
| Other District Personnel                                                 | Charges depend on request       | 2 hour minimum                |
| <b>Auditorium/Theatre Use Fees</b>                                       |                                 |                               |
| Use of lights other than house lights                                    |                                 | <del>\$100</del> 75/event     |
| Use of sound system other than one microphone                            |                                 | <del>\$100</del> 75/event     |
| Use of rigging system                                                    |                                 | <del>\$100</del> 75/event     |
| Use of sound shell                                                       |                                 | <del>\$300</del> 200/event    |
| Chairs, stands, risers                                                   |                                 | \$100/event                   |
| Piano <i>(Non-grand)</i>                                                 |                                 | <del>\$100</del> 75/event     |
| <b>Miscellaneous Fees</b>                                                |                                 |                               |
| Minimum Cancellation Fee                                                 |                                 | \$25                          |
| Custodial Flat Fee <i>(If custodian is on duty and deemed necessary)</i> |                                 | \$25                          |
| Additional Equipment                                                     |                                 | Charges depend on the request |
| District Issued Key/Access Card Deposit                                  |                                 | \$10                          |
| Building/Equipment Replacement or Repair Fees                            |                                 | Actual costs                  |

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Adopted: 6/70  
Reviewed: 2/18; 6/05; 10/08  
Revised: 3/00; 1/11; 3/13; 4/14; 6/15; 11/18; 5/19  
Related Policy: 1004.1; 1004.1-R2; 1004.4

**Policy 1004.1-R2 Insurance for Employee-Sponsored Activities Regulation**

When employees wish to sponsor classes, camps, clinics, leagues, or other activities that involve Linn-Mar students or patrons as a majority of the participants that are complementary to the district's curricular offerings, co/extra-curricular offerings, or philosophy, and are requesting to use Linn-Mar facilities or equipment without rental costs the following process will be followed:

1. The sponsors are to submit a completed facilities request form found on the district website and obtain approval from the Chief Financial/Operating Officer at least two weeks preceding solicitation of participant registration for the event.
2. If the event is a fundraiser, all administrative regulations included in Policy 1005.4 must be followed.
3. A preliminary report must be filed by the sponsors with, and approved by, the Chief Financial/Operating Officer at least two weeks preceding issuance of registration forms for the event. The Chief Financial/Operating Officer may require adjustments in the report prior to approval. The report will include:
  - a. A statement of the purpose of the event;
  - b. An outline of activities planned;
  - c. A list of facilities/equipment to be used;
  - d. Anticipated enrollment;
  - e. Participant fees to be charged;
  - f. Anticipated other income and donations;
  - g. Expected expenses, and
  - h. A list of staff to be employed and their compensation.
4. When items 1-3 listed above are completed, the Chief Financial/Operating Officer will notify the local representative of the district's insurance carrier that the district has sanctioned the activity and request that the sponsors and participants be included under the protection of the district's insurance coverage.
5. If participants are charged a fee by the sponsors, the district may charge the sponsors \$1.00/participant to partially offset district expenses. The district will not charge the sponsors if there is no fee charged to the participants. Payment is due with the filing of the final report.
6. An accurate final report showing all pertinent information will be filed with the Chief Financial/Operating Officer within two weeks of the completion of the event. Failure to file a report within this timeline may result in loss of

rent-free access to Linn-Mar facilities and/or equipment for future events. The report will include a list of participants, a list of employees, total fee income, donation income (cash/goods/services), a list of expenses, a list of compensation, and any other information requested.

Adopted: 4/91

Reviewed: 3/13; 6/15; 7/22

Revised: 1/11; 4/14; 7/19

Related Policy: 1004.1; 1004.1-R1; 1004.4

Delete - covered in 1004.1-R1

**LMCSD BOARD OF DIRECTORS  
SEPTMEBER 28, 2026 MINUTES**



[Click here for YouTube Recording](#)

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

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

**200: ADOPTION OF AGENDA**

**Motion 030-09-28**

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

**300: DISTRICT HIGHLIGHT MOMENT – Exhibit 300**

(SPG #4-People & Culture)

President Lowe Lancaster read a proclamation in honor of National Principals' Month.

**400: AUDIENCE COMMUNICATIONS**

(SPG #1-Community Engagement)

No audience communications were received.

**500: INFORMATIONAL REPORTS**

**501: Human Resources Staffing Report – Exhibit 501.1**

Karla Christian, Chief Human Resources Officer, reported on staffing for 2026-27 highlighting information on the 113 new hires, an overview of the reasons why employees choose the district, the high need for Student Support Associates, and current recruiting campaigns.

(SPG #4-People & Culture / BG #3a-District Culture)

**502: Review of Fiscal Year 2026 Certified Annual Report**

Jon Galbraith, Chief Financial/Operating Officer, reviewed the Certified Annual Report for fiscal year 2026 that included information on the various funding buckets, an overview of the different funds, the general fund revenue and expenditures, and the annual transportation report.

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

**503: Marion City Council Report**

(SPG #1-Community Engagement / BG #3d-District Culture)

Director Mansoor reported that during the September 17<sup>th</sup> Marion City Council meeting discussion included the approval of the Gill Park Improvement project (completion November 2026), approval of a city-wide sidewalk repair project (completion May 2027), a discussion of funding options for the Tower Terrace/Indian Creek bridge project, and approval of rezoning a section of Prairie Hill Drive from commercial to multi-residential.

#### **504: Board Visit Report**

(SPG #4-People & Culture / BG #3c-District Culture)

President Lowe Lancaster reported that the board's visit to O&M and Transportation on September 18<sup>th</sup> was highly informative and well led by Andy Parke, O&M Manager, and Brian Cruise, Transportation Manager.

#### **505: Superintendent's Report – Exhibit 505.1**

(SPG #1-Community Engagement)

Superintendent Wear shared several district honors and highlights, extended thanks to everyone who helped make Homecoming week a success, congratulated the Varsity Football Team for winning the Homecoming game, highlighted information about the September 28<sup>th</sup> professional development day, welcomed Becky Rasmussen as Interim Co-Principal for Novak Elementary, and thanked the City of Marion for their recent flood response and the local restaurants for supporting Dine Out for Schools Day.

### **600: UNFINISHED BUSINESS**

#### **700: NEW BUSINESS**

##### **701: Approval of Fiscal Year 2026 Certified Annual Report – Exhibit 701.1**

**MOTION** by Buchholz to approve the Certified Annual Report for fiscal year 2026 as presented in Exhibit 701.1. Second by Morey. Voice vote, all ayes. Motion carried.

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

**- Motion 031-09-28**

##### **702: Approval of FY26 SBRC SpEd Allowable Growth Request – Exhibit 702.1**

**MOTION** by Morey to authorize district administration to submit a request to the School Budget Review Committee for an allowable growth request amount of \$5,438,069.20, relating to the fiscal year 2026 Special Education deficit. Second by Mansoor. Director Morey thanked the administration for their work in lowering the deficit. Voice vote, all ayes. Motion carried. (SPG #5-Resource Management / BG #3c-District Culture)

**- Motion 032-09-28**

##### **703: Approval of FY26 SBRC EL Excess Cost Allowable Growth Request – Exhibit 703.1**

**MOTION** by Mansoor to authorize district administration to submit a request to the School Budget Review Committee for a modified supplemental amount of \$650,272.13, relating to the fiscal year 2026 English Learner excess costs. Directory Morey clarified this was a request for spending authority, not for additional funds. Second by Buchholz. Voice vote, all ayes. Motion carried. (SPG #5-Resource Management / BG #3c-District Culture)

**- Motion 033-09-28**

##### **704: Approval of FY26 Depository Banks Affidavits Reports – Exhibit 704.1**

**MOTION** by Mansoor to approve the depository banks' affidavit reports for fiscal year 2025-26 as presented in Exhibit 704.1. Second by Morey. Voice vote, all ayes. Motion carried. (SPG #5-Resource Management / BG #3c-District Culture)

**- Motion 034-09-28**

### **705: Approval of One-Time Referral Bonus**

**MOTION** by Langston to approve the distribution of a one-time referral bonus of \$600.00 to staff members who refer a Student Support Associate who starts employment with the district by October 31, 2026, and is retained until June 2, 2027; payment will be reflected on their July 2, 2027 paychecks. Second by Foss. Voice vote, all ayes. Motion carried. (SPG #4-People & Culture / BG #3a-District Culture) - **Motion 035-09-28**

### **706: IASB Annual Convention Attendance & Delegate**

(BG #1b-Visionary Team)

President Lowe Lancaster facilitated the selection of this year's delegate and alternate delegate for the Iowa Association of School Boards General Assembly.

**MOTION** by Morey to approve Director Buchholz as delegate and Director Thomas as alternate delegate for the 2026-27 IASB General Assembly. Second by Langston. Voice vote, all ayes. Motion carried. - **Motion 036-09-28**

### **800: CONSENT AGENDA**

(SPG #4-People/Culture & #5-Resource Mngmt / BG #3a, c, d-District Culture)

**MOTION** by Thomas to approve the consent agenda as presented. Second by Mansoor. Congratulations were shared with Batina AbouAssaly on her retirement. Voice vote, all ayes. Motion carried. - **Motion 037-09-28**

### **801: Personnel**

#### **Certified Staff: Assignments/Reassignments/Transfers**

| Name                  | Assignment                                             | Dept Action | Salary Placement              |
|-----------------------|--------------------------------------------------------|-------------|-------------------------------|
| Rasmussen, Becky      | From BW Instructional Coach to NE Interim Co-Principal | 9/29/26     | \$105,000<br>(To be prorated) |
| Sackett-Smith, Monica | District: Student Specific Nurse (.5)                  | 9/14/26     | \$24,150.69                   |

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

| Name               | Assignment                                                  | Dept Action | Salary Placement |
|--------------------|-------------------------------------------------------------|-------------|------------------|
| Barkalow, Josie    | BP: Student Support Associate                               | 9/17/26     | LMSEAA A, Step 1 |
| Beringer, Jesse    | O&M: EX Custodian                                           | 9/16/26     | LMSA C, Step 1   |
| Blanchett, Preston | WE: Student Support Associate                               | 9/14/26     | LMSEAA A, Step 1 |
| Faulkner, Kim      | WE: Student Support Associate (Part-Time)                   | 9/14/26     | LMSEAA A, Step 1 |
| Hastings, Nikki    | TR: From Part-Time to Full-Time Bus Driver                  | 9/21/26     | Same             |
| Jordan, Heather    | From Senior HR Generalist to HR Staffing/Operations Manager | 10/1/26     | \$92,000/year    |
| Kroupa, Jamie      | O&M: From EX to HP Custodian                                | 9/8/26      | Same             |
| Lavinge, Ema       | AC: Academic Aquatic Instructor                             | 9/21/26     | Step 2           |
| McMurrin, Mercedes | OR: Student Support Associate                               | 9/21/26     | LMSEAA A, Step 1 |
| Phillips, Bradley  | ELC: Employee Relations/Recruiting Specialist               | 10/5/26     | \$82,000/year    |
| Pierce, Stephanie  | BP: Student Support Associate                               | 9/14/26     | LMSEAA A, Step 1 |
| Sayasit, Elisha    | LMHS: From SSA to ELL Associate                             | 10/1/26     | Same             |
| Willis, James      | WE: Student Support Associate (Part-Time)                   | 9/14/26     | LMSEAA A, Step 1 |

### **Classified Staff: Resignations**

| <b>Name</b>        | <b>Assignment</b>        | <b>Dept Action</b> | <b>Reason</b>    |
|--------------------|--------------------------|--------------------|------------------|
| AbouAssaly, Batina | NS: EX General Help      | 12/18/26           | Retirement       |
| Mujic, Alma        | LG: Building Secretary   | 9/18/26            | Personal         |
| Poston, Kimberly   | EX: Attendance Secretary | 10/7/26            | Other Employment |

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

| <b>Name</b>   | <b>Assignment</b>                 | <b>Dept Action</b> | <b>Salary Placement</b> |
|---------------|-----------------------------------|--------------------|-------------------------|
| Chapa, Martin | LMHS: Assistant Boys Soccer Coach | 9/14/26            | \$2,772.00              |
| Novak, Laura  | EX: Choir Accompanist             | 9/14/26            | \$2,818.80              |

### **Co/Extra-Curricular Staff (Non-Schedule H): Assignments/Reassignments/Transfers**

| <b>Name</b>       | <b>Assignment</b>                                         | <b>Dept Action</b> | <b>Salary Placement</b> |
|-------------------|-----------------------------------------------------------|--------------------|-------------------------|
| Borchers, Allison | LMHS: 9 <sup>th</sup> Gr Connections/Homeroom Coordinator | 8/10/26            | \$1,980.00              |
| Vieth, Kelly      | BP: Summer Orchestra Lessons                              | 9/4/26             | \$4,410.64              |

### **802: Approval of September 14<sup>th</sup> Board Minutes – Exhibit 802.1**

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

### **804: Approval of Contracts/Agreements – Exhibits 804.1-8**

1. Grant Wood AEA: Renewal of Phonak hearing assistive technology (\$725)
2. Savvas Learning: Spanish extension 2026 (CTE) licensing renewal (\$41,280)
3. Mia Goodwin: Independent contractor work with Girls Wrestling (\$700)
4. Laura Olson: Independent contractor work with Indian Creek Music (\$100)
5. Foreman Construction: Change order #2 for the OR band room edition (\$1,816.50)
6. Dordt University: Student teaching internship agreement
7. Shive-Hattery: Annual roof and building envelope consulting (\$39,000)
8. Shive-Hattery: Oak Ridge/Bowman Woods roof replacement (\$38,000)

### **805: Overnight Trip Request – Exhibit 805.1**

1. FBLA to attend state leadership conference in Des Moines (Oct 18-19, 2026)

### **806: Informational Financial Reports – Exhibits 806.1-2**

1. School Finance & Cash Balance Reports as of June 30, 2025
2. School Finance & Cash Balance Reports as of June 30, 2026

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

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

President Lowe Lancaster reviewed the board calendar, shared a reminder of the closed session, and offered information on board members being available during conference nights. Superintendent Wear shared that the October 8<sup>th</sup> SIAC meeting would begin at 3:45 PM instead of 4:00 PM.

| Date       | Time                    | Event                                       | Location              |
|------------|-------------------------|---------------------------------------------|-----------------------|
| October 1  | 8:30 AM                 | Policy Committee                            | ELC Boardroom A       |
| October 8  | <del>3:45</del> 4:00 PM | School Improvement Advisory Committee       | ELC Boardroom A       |
| October 8  | 5:30 PM                 | Marion City Council ( <i>Thomas</i> )       | City Hall             |
| October 12 | 5:00 PM                 | Board of Directors Meeting & Work Session   | ELC Boardroom A       |
| October 15 | 8:30 AM                 | Board Visit                                 | Linn Grove            |
| October 16 | --                      | <i>America Reads Day</i>                    | --                    |
| October 20 | --                      | <i>2-Hour Early Dismissal</i>               | --                    |
| October 21 | 4:00 PM                 | <i>Marion Chamber Annual Meeting</i>        | <i>Radisson Hotel</i> |
| October 22 | 8:30 AM                 | Finance/Audit Committee                     | ELC Boardroom C       |
| October 22 | --                      | <i>2-Hour Early Dismissal</i>               | --                    |
| October 22 | 5:30 PM                 | Marion City Council ( <i>Thomas</i> )       | City Hall             |
| October 23 | --                      | <i>No School (Professional Day/Workday)</i> | --                    |
| October 26 | 5:00 PM                 | Board of Directors Meeting                  | ELC Boardroom A       |

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

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

| Committee/Advisory                           | Board Representatives            |
|----------------------------------------------|----------------------------------|
| 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**

| Committee/Advisory               | Board Representatives        |
|----------------------------------|------------------------------|
| 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 038-09-28**

**MOTION** by Buchholz to adjourn the meeting at 6:04 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

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Katie Lowe Lancaster, Board President

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Jonathan Galbraith, Board Secretary/Treasurer

# LMCSD BOARD OF DIRECTORS CLOSED SESSION SEPTMEBER 28, 2026 MINUTES

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

The closed session of the Linn-Mar Board of Directors was called to order at 6:18 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. Administration present: Wear.

## **200: ADOPTION OF AGENDA**

**- Motion 039-09-28**

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

## **300: CLOSED SESSION**

### **301: MOVE INTO CLOSED SESSION**

**- Motion 040-09-28**

**MOTION** by Mansoor to move into closed session at 6:19 PM per Iowa Code 21.5(1)(i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." Second by Buchholz. Roll call vote, all ayes. Motion carried.

*\*The board returned to open session at 7:29 PM.*

## **400: ADJOURNMENT**

**- Motion 041-09-28**

**MOTION** by Buchholz to adjourn the session at 7:30 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

## Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/24/2026 - 10/07/2026

Fiscal Year: 2026-2027

| Vendor Name                        | Description                    | Check Total       |
|------------------------------------|--------------------------------|-------------------|
| <b>Fund: AQUATIC CENTER</b>        |                                |                   |
| FARMERS STATE BANK                 | EE LIAB-DIR DEP NET PAY        | \$4,107.35        |
| INTERNAL REVENUE SERVICE-9343      | EE LIAB-MEDICARE               | \$68.61           |
| INTERNAL REVENUE SERVICE-9343      | EE LIAB-SO SEC                 | \$293.43          |
| INTERNAL REVENUE SERVICE-9343      | ER LIAB-MEDICARE               | \$68.61           |
| INTERNAL REVENUE SERVICE-9343      | ER LIAB-SOC SEC                | \$293.43          |
| INTERNAL REVENUE SERVICE-9343      | FEDERAL INCOME TAX WITHHOLDING | \$47.19           |
| IOWA SWIMMING INC                  | DUES AND FEES                  | \$2,250.00        |
| TREASURER ST OF IA                 | STATE INCOME TAX WITHHOLDING   | \$24.13           |
| UNIVERSITY OF IA                   | DUES AND FEES                  | \$648.00          |
| <b>Fund Total:</b>                 |                                | <b>\$7,800.75</b> |
| <b>Fund: GENERAL</b>               |                                |                   |
| ABILITY PHYSICAL THERAPY, P.C.     | OTHER PROFESSIONAL SERVICES    | \$3,833.33        |
| ACCESS SYSTEMS                     | GENERAL SUPPLIES               | \$183.61          |
| ACTERRA GROUP LLC                  | MAINTENANCE SUPPLIES           | \$44.65           |
| AGVANTAGE FS                       | PROPANE                        | \$6,555.78        |
| AHLERS AND COONEY, P.C.            | LEGAL SERVICES                 | \$1,260.50        |
| ALLEGRA                            | GENERAL SUPPLIES               | \$1,973.55        |
| ALLIANT ENERGY                     | ELECTRICITY                    | \$116,903.85      |
| AMERICAN SPECIALTIES               | GENERAL SUPPLIES               | \$870.29          |
| ARNOLD MOTOR SUPPLY                | REPAIR PARTS                   | \$100.66          |
| ARNOLD MOTOR SUPPLY                | SHOP TOOLS/EQUIPMENT           | \$93.99           |
| ARNOLD MOTOR SUPPLY                | TRANSP. PARTS                  | \$56.24           |
| ASCENDANCE TRUCKS EASTERN IOWA LLC | TRANSP. PARTS                  | \$786.96          |
| ASIFLEX                            | EE LIAB-FLEX DEP CARE          | \$10,031.57       |
| ASIFLEX                            | EE LIAB-FLEX HEALTH            | \$45,312.53       |
| ASIFLEX                            | OTHER PROFESSIONAL SERVICES    | \$718.25          |
| AT & T MOBILTY                     | TELEPHONE                      | \$1,064.82        |
| ATKINS ELIZABETH                   | STAFF TRAVEL                   | \$15.00           |
| AUTO-JET MUFFLER                   | TRANSP. PARTS                  | \$538.03          |
| BIG RIGGER BUILDERS INC            | VEHICLE REPAIR                 | \$1,856.95        |
| BRAY MELISSA                       | STAFF TRAVEL                   | \$60.50           |
| BUCHHOLZ CHAD                      | STAFF TRAVEL                   | \$110.00          |
| BURGESS GAYLA                      | STAFF TRAVEL                   | \$16.00           |
| CAPITAL SANITARY                   | MAINTENANCE SUPPLIES           | \$2,680.23        |
| CAREERSAFE LLC                     | PROF SERV: EDUCATION           | \$1,750.00        |
| CEDAR RAPIDS WINSUPPLY PLUMBING CO | HEAT/PLUMBING SUPPLY           | \$2,915.09        |
| CENGAGE LEARNING                   | INSTRUCTIONAL SUPPLIES         | \$2,516.07        |
| CENTRAL STATES BUS SALES INC       | TRANSP. PARTS                  | \$175.44          |
| CIT CHARTERS, INC                  | TRANSP PRIVATE CONT            | \$1,594.80        |
| CITY LAUNDERING COMPANY            | GENERAL SUPPLIES               | \$222.30          |
| CITY LAUNDERING COMPANY            | LAUNDRY SERVICE                | \$11,265.48       |
| CITY OF MARION                     | OTHER PROFESSIONAL SERVICES    | \$12,906.56       |
| CITY OF ROBINS                     | WATER/SEWER                    | \$333.54          |
| CITYWIDE CLEANERS                  | OTHER PROFESSIONAL SERVICES    | \$1,431.87        |

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

**Date Range:** 09/24/2026 - 10/07/2026

**Fiscal Year:** 2026-2027

| Vendor Name                            | Description                 | Check Total  |
|----------------------------------------|-----------------------------|--------------|
| CITYWIDE CLEANERS                      | PROF SERV: EDUCATION        | \$1,377.55   |
| COLLECTION                             | EE LIAB-GARNISHMENTS        | \$111.77     |
| CONSTELLATION NEWENERGY                | NATURAL GAS                 | \$1,867.85   |
| CORNER HOUSE LLC                       | PROF SERV: EDUCATION        | \$500.00     |
| COTTON GALLERY LTD.                    | GENERAL SUPPLIES            | \$5,812.00   |
| CR SIGNS, INC                          | GENERAL SUPPLIES            | \$1,523.00   |
| CULLIGAN                               | GENERAL SUPPLIES            | \$139.95     |
| CULLIGAN                               | INSTRUCTIONAL SUPPLIES      | \$405.85     |
| CUMMINS SALES AND SERVICE              | VEHICLE REPAIR              | \$1,306.92   |
| CUTTING EDGE GRAPHICS, INC             | GENERAL SUPPLIES            | \$135.60     |
| D & K PRODUCTS                         | GROUPS UPKEEP               | \$675.00     |
| D.I.A.L./ELEVATOR SAFETY BUREAU        | OTHER PROFESSIONAL SERVICES | \$120.00     |
| DAYTON CHARLES                         | PROF SERV: EDUCATION        | \$112.00     |
| DAYTON JOYCE                           | PROF SERV: EDUCATION        | \$112.00     |
| DELTA DENTAL OF IOWA                   | ER LIAB-DENTAL INS          | \$43,670.60  |
| DEPARTMENT OF EDUCATION                | BUS INSPECTION FEES         | \$3,400.00   |
| EGLI REBECCA                           | STAFF TRAVEL                | \$64.90      |
| ELECTRICAL ENGINEERING & EQUIPMENT CO. | ELECTRICAL SUPPLY           | \$28.06      |
| EMMERT HANNAH                          | PROF SERV: EDUCATION        | \$515.00     |
| EMPLOYEE RESOURCE SYSTEMS, INC         | OTHER PROFESSIONAL SERVICES | \$2,056.32   |
| ENGELHARDT KYLE                        | PROF SERV: EDUCATION        | \$434.70     |
| ERWIN JESSICA                          | TRANSP PRIVATE CONT         | \$19.60      |
| Estate of James Jacobmeyer             | UNDESIGNATED                | \$210.55     |
| FARMERS STATE BANK                     | EE LIAB-DIR DEP NET PAY     | \$521,031.05 |
| FOLLETT CONTENT SOLUTIONS, LLC         | LIBRARY BOOKS               | \$1,599.56   |
| FOLLETT CONTENT SOLUTIONS, LLC         | TEXTBOOKS                   | \$5,220.10   |
| FOREST VANESSA                         | STAFF TRAVEL                | \$53.00      |
| FRANKLIN COVEY                         | GENERAL SUPPLIES            | \$2,800.00   |
| FREIBURGER VICKI                       | STAFF TRAVEL                | \$26.20      |
| GASWAY CO, J P                         | GENERAL SUPPLIES            | \$380.30     |
| GASWAY CO, J P                         | INSTRUCTIONAL SUPPLIES      | \$223.38     |
| GAZETTE COMMUNICATIONS INC             | ADVERTISING                 | \$1,064.53   |
| GOSNELL JIM                            | PROF SERV: EDUCATION        | \$462.40     |
| GRAINGER                               | GENERAL SUPPLIES            | \$410.82     |
| GRANT WOOD AEA                         | INSTRUCTIONAL SUPPLIES      | \$794.31     |
| GREAT MINDS PBC                        | CONSUMABLE WORKBOOKS        | \$34,883.68  |
| GREAT MINDS PBC                        | DUES AND FEES               | \$15,960.00  |
| GREAT MINDS PBC                        | INSTRUCTIONAL SUPPLIES      | \$3,313.95   |
| GREENWOOD CLEANING SYSTEMS             | MAINTENANCE SUPPLIES        | \$1,379.88   |
| HAVEL NATALEE                          | STAFF TRAVEL                | \$25.35      |
| HAWKEYE ENVIRONMENTAL                  | OTHER PROFESSIONAL SERVICES | \$350.00     |
| HEARTLAND AEA 11                       | PROF SERV: EDUCATION        | \$2,464.00   |
| HICKS JESSIE                           | STAFF TRAVEL                | \$18.00      |
| HY-VEE FOOD STORE-8556                 | INSTRUCTIONAL SUPPLIES      | \$241.88     |
| IA WORKFORCE DEVELOPMENT               | INTERGOVT ACCTS RECV        | \$45,089.09  |

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

**Date Range:** 09/24/2026 - 10/07/2026

**Fiscal Year:** 2026-2027

| Vendor Name                    | Description                    | Check Total |
|--------------------------------|--------------------------------|-------------|
| IFP MOTION SOLUTIONS INC       | OTHER TECH SER                 | \$4,635.15  |
| IMAGINE LEARNING LLC           | CONSUMABLE WORKBOOKS           | \$29,239.20 |
| IMAGINE LEARNING LLC           | INSTRUCTIONAL SUPPLIES         | \$2,923.92  |
| INTERNAL REVENUE SERVICE-9343  | EE LIAB-MEDICARE               | \$9,569.63  |
| INTERNAL REVENUE SERVICE-9343  | EE LIAB-SO SEC                 | \$40,918.67 |
| INTERNAL REVENUE SERVICE-9343  | ER LIAB-MEDICARE               | \$9,569.63  |
| INTERNAL REVENUE SERVICE-9343  | ER LIAB-SOC SEC                | \$40,918.67 |
| INTERNAL REVENUE SERVICE-9343  | FEDERAL INCOME TAX WITHHOLDING | \$24,172.88 |
| INTERSTATE ALL BATTERY CENTER  | MAINTENANCE SUPPLIES           | \$214.20    |
| IOWA DEPT OF NATURAL RESOURCES | DUES AND FEES                  | \$120.00    |
| K-12 TECHNOLOGY GROUP INC      | TELEPHONE                      | \$1,246.02  |
| KIRKWOOD COMM COLLEGE          | OTHER TECH SER                 | \$2,120.00  |
| KIRKWOOD COMM COLLEGE          | TEXTBOOKS                      | \$1,381.25  |
| KUCERA MEGAN                   | STAFF TRAVEL                   | \$35.00     |
| LINDER TIRE SERVICE INC        | TIRES AND TUBES                | \$4.00      |
| LINN CO-OP OIL                 | DIESEL                         | \$5,451.00  |
| LINN CO-OP OIL                 | GASOLINE                       | \$11,873.00 |
| LYNCH FORD                     | TRANSP. PARTS                  | \$277.06    |
| MAIERS JASON                   | PROF SERV: EDUCATION           | \$1,566.00  |
| MARION TIRE                    | VEHICLE REPAIR                 | \$4,507.37  |
| MARION WATER DEPT              | WATER/SEWER                    | \$18,913.15 |
| MARTENS NICK                   | STAFF TRAVEL                   | \$52.75     |
| MCCONNELL MARYANN              | STAFF TRAVEL                   | \$21.00     |
| MCMASTER-CARR                  | INSTRUCTIONAL SUPPLIES         | \$348.70    |
| MCMASTER-CARR                  | MAINTENANCE SUPPLIES           | \$79.58     |
| MENARDS -13127                 | GENERAL SUPPLIES               | \$256.39    |
| MENARDS -13127                 | INSTRUCTIONAL SUPPLIES         | \$649.23    |
| MENARDS -13127                 | SHOP TOOLS/EQUIPMENT           | \$184.82    |
| MHC Kenworth Cedar Rapids      | TRANSP. PARTS                  | \$3,104.36  |
| MID AMERICAN ENERGY            | NATURAL GAS                    | \$2,532.93  |
| MIDWEST ALARM SERVICES         | REPAIR/MAINT SERVICE           | \$504.59    |
| MIDWEST BUS PARTS, INC         | TRANSP. PARTS                  | \$535.39    |
| MIDWEST WHEEL                  | TRANSP. PARTS                  | \$1,088.89  |
| MILLER JAMES E                 | PROF SERV: EDUCATION           | \$150.00    |
| NAPA AUTO PARTS (GPC)          | TRANSP. PARTS                  | \$44.81     |
| OFFICE EXPRESS                 | INSTRUCTIONAL SUPPLIES         | \$1,574.89  |
| OPEN TEXT INC                  | OTHER TECH SER                 | \$254.74    |
| ORKIN PEST CONTROL             | Pest Control                   | \$440.00    |
| PARTS TOWN, LLC                | GENERAL SUPPLIES               | \$778.17    |
| PAUL REVERE'S PIZZA            | GENERAL SUPPLIES               | \$919.00    |
| PENCE MOTORSPORTS LLC          | REPAIR/MAINT SERVICE           | \$199.99    |
| PEPPER J.W. & SON, INC         | INSTRUCTIONAL SUPPLIES         | \$861.70    |
| PETERSON JENNIFER              | STAFF TRAVEL                   | \$112.10    |
| PIRNAT MICHAELA                | STAFF TRAVEL                   | \$134.65    |
| PLUMB SUPPLY CO.               | HEAT/PLUMBING SUPPLY           | \$449.48    |

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

**Date Range:** 09/24/2026 - 10/07/2026

**Fiscal Year:** 2026-2027

| Vendor Name                     | Description                       | Check Total |
|---------------------------------|-----------------------------------|-------------|
| POOL TECH, A WGHK INC, COMPANY  | GENERAL SUPPLIES                  | \$4,978.00  |
| PUSH-PEDAL-PULL                 | EQUIPMENT REPAIR                  | \$1,182.49  |
| QUILL CORPORATION               | GENERAL SUPPLIES                  | \$167.15    |
| RAFSON EMILY                    | Professional Educational Services | \$1,500.00  |
| REULE-HAGERMAN KAREY            | STAFF TRAVEL                      | \$21.50     |
| RIFTON                          | INSTRUCTIONAL SUPPLIES            | \$180.00    |
| RISE VISION INC                 | COMP/TECH HARDWARE                | \$168.00    |
| SCHOOL ADMINISTRATORS OF IOWA   | DUES AND FEES                     | \$1,227.00  |
| SCHOOL BUS SALES                | TRANSP. PARTS                     | \$314.47    |
| SCHOOL HEALTH CORP              | GENERAL SUPPLIES                  | \$1,685.33  |
| SCHOOL HEALTH CORP              | INSTRUCTIONAL SUPPLIES            | \$126.70    |
| SHANLEY STEVE                   | PROF SERV: EDUCATION              | \$1,853.00  |
| SIEVE LEON                      | PROF SERV: EDUCATION              | \$977.00    |
| SONOVA USA INC                  | GENERAL SUPPLIES                  | \$2,372.79  |
| STERICYCLE INC                  | DUES AND FEES                     | \$41.64     |
| STEVEN STICKNEY                 | PROF SERV: EDUCATION              | \$401.20    |
| SWANK MOVIE LICENSING USA       | INSTRUCTIONAL SUPPLIES            | \$630.00    |
| SZUREK SCOTT                    | PROF SERV: EDUCATION              | \$508.00    |
| TRANE U.S. INC.                 | REPAIR/MAINT SERVICE              | \$6,758.00  |
| TREASURER ST OF IA              | STATE INCOME TAX WITHHOLDING      | \$12,427.48 |
| UNITED REFRIGERATION            | RENTALS EQUIPMENT                 | \$49.00     |
| UNITY SCHOOL BUS PARTS, INC     | GENERAL SUPPLIES                  | \$95.29     |
| VAN METER CO                    | ELECTRICAL SUPPLY                 | \$1,159.80  |
| VASKE LAURA                     | STAFF TRAVEL                      | \$17.00     |
| VERIZON WIRELESS                | TELEPHONE                         | \$1,396.88  |
| VERNIER SOFTWARE & TECHNOLOGY   | INSTRUCTIONAL SUPPLIES            | \$1,814.00  |
| VOYAGER SOPRIS LEARNING         | COMPUTER SOFTWARE                 | \$872.00    |
| VOYAGER SOPRIS LEARNING         | CONSUMABLE WORKBOOKS              | \$17,000.00 |
| VOYAGER SOPRIS LEARNING         | DUES AND FEES                     | \$6,419.00  |
| VOYAGER SOPRIS LEARNING         | INSTRUCTIONAL SUPPLIES            | \$1,530.00  |
| VOYAGER SOPRIS LEARNING         | TEXTBOOKS                         | \$3,586.00  |
| WEAR NATHAN                     | STAFF TRAVEL                      | \$266.00    |
| WELTER STORAGE EQUIPMENT CO INC | GENERAL SUPPLIES                  | \$1,075.18  |
| WELTER STORAGE EQUIPMENT CO INC | INSTRUCTIONAL SUPPLIES            | \$982.67    |
| WEST MUSIC CO                   | EQUIPMENT REPAIR                  | \$1,062.50  |
| WEST MUSIC CO                   | INSTRUCTIONAL SUPPLIES            | \$1,724.78  |
| WEST MUSIC CO                   | PROF SERV: EDUCATION              | \$32.00     |
| WIELAND & SONS LUMBER CO        | INSTRUCTIONAL SUPPLIES            | \$1,320.00  |
| WINDSTAR LINES                  | TRANSP PRIVATE CONT               | \$16,560.00 |
| ZANER BLOSER                    | CONSUMABLE WORKBOOKS              | \$8,448.30  |
| ZEGLIS BRIAN                    | PROF SERV: EDUCATION              | \$434.00    |

**Fund Total: \$1,260,867.25**

**Fund: LOCAL OPT SALES TAX**

|                               |                             |             |
|-------------------------------|-----------------------------|-------------|
| ALLIANT ENERGY                | OTHER PROFESSIONAL SERVICES | \$2,200.00  |
| DE LAGE LANDEN PUBLIC FINANCE | COMP/TECH HARDWARE          | \$76,461.66 |

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/24/2026 - 10/07/2026

Fiscal Year: 2026-2027

| Vendor Name                       | Description        | Check Total  |
|-----------------------------------|--------------------|--------------|
| OPN ARCHITECTS, INC.              | ARCHITECT          | \$4,459.90   |
| TRI-CITY ELECTRIC COMPANY OF IOWA | COMP/TECH HARDWARE | \$2,371.95   |
| TRI-CITY ELECTRIC COMPANY OF IOWA | CONSTRUCTION SERV  | \$17,061.75  |
| WENGER CORPORATION                | CONSTRUCTION SERV  | \$459,230.00 |

**Fund Total: \$561,785.26**

**Fund: NUTRITION SERVICES**

|                                        |                                |             |
|----------------------------------------|--------------------------------|-------------|
| ABOUASSALY BATINA                      | GENERAL SUPPLIES               | \$45.00     |
| ANDERSON ERICKSON DAIRY CO             | PURCHASE FOOD                  | \$25,909.51 |
| ANDERSON JAMI                          | GENERAL SUPPLIES               | \$45.00     |
| BALASUBRAMANAIAN SUBHALAKSHMI DEE      | GENERAL SUPPLIES               | \$45.00     |
| BANNISTER CARMEN                       | GENERAL SUPPLIES               | \$41.59     |
| BUDDE AMANDA                           | GENERAL SUPPLIES               | \$42.54     |
| CATON MEGAN                            | GENERAL SUPPLIES               | \$45.00     |
| COHN CYNTHIA                           | GENERAL SUPPLIES               | \$27.00     |
| CRUSE JEANINE                          | GENERAL SUPPLIES               | \$45.00     |
| EMS DETERGENT SERVICES                 | GENERAL SUPPLIES               | \$4,758.19  |
| FARMERS STATE BANK                     | EE LIAB-DIR DEP NET PAY        | \$69,499.78 |
| GREEN BECKY                            | GENERAL SUPPLIES               | \$45.00     |
| GRIES ALLYSON                          | GENERAL SUPPLIES               | \$23.98     |
| HARKNESS MELISSA                       | GENERAL SUPPLIES               | \$45.00     |
| HERDLICKA PEGGY                        | GENERAL SUPPLIES               | \$39.99     |
| HERRING AYAKA                          | GENERAL SUPPLIES               | \$33.50     |
| INTERNAL REVENUE SERVICE-9343          | EE LIAB-MEDICARE               | \$1,281.50  |
| INTERNAL REVENUE SERVICE-9343          | EE LIAB-SO SEC                 | \$5,479.61  |
| INTERNAL REVENUE SERVICE-9343          | ER LIAB-MEDICARE               | \$1,281.50  |
| INTERNAL REVENUE SERVICE-9343          | ER LIAB-SOC SEC                | \$5,479.61  |
| INTERNAL REVENUE SERVICE-9343          | FEDERAL INCOME TAX WITHHOLDING | \$3,054.69  |
| JONES ANGELA                           | GENERAL SUPPLIES               | \$45.00     |
| KAUFFMAN SHEILA                        | GENERAL SUPPLIES               | \$45.00     |
| KLEIN KENNEDY                          | GENERAL SUPPLIES               | \$84.95     |
| LACEY BECKY                            | GENERAL SUPPLIES               | \$45.00     |
| LEASON JULIE                           | GENERAL SUPPLIES               | \$45.00     |
| LOVELL LYNETTE                         | GENERAL SUPPLIES               | \$45.00     |
| MARTIN BROTHERS DISTRIBUTING CO., INC  | PURCHASE FOOD                  | \$63,075.98 |
| MATTES BELAMARCIA                      | GENERAL SUPPLIES               | \$45.00     |
| MIMS BRANDIE                           | GENERAL SUPPLIES               | \$45.00     |
| PERFORMANCE FOODSERVICE - CEDAR RAPIDS | GENERAL SUPPLIES               | \$10,971.39 |
| PERFORMANCE FOODSERVICE - CEDAR RAPIDS | PURCHASE FOOD                  | \$73,333.47 |
| PHELPS MELISSA                         | GENERAL SUPPLIES               | \$37.99     |
| PHILLIP LISA                           | GENERAL SUPPLIES               | \$45.00     |
| RAPIDS WHOLESALE EQUIP CO              | EQUIP/DEPRECIATION             | \$17,489.00 |
| RAPIDS WHOLESALE EQUIP CO              | GENERAL SUPPLIES               | \$978.31    |
| SEVERIN BOUAPHAN                       | GENERAL SUPPLIES               | \$37.99     |
| SINGH NEETU                            | GENERAL SUPPLIES               | \$44.63     |

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/24/2026 - 10/07/2026

Fiscal Year: 2026-2027

| Vendor Name          | Description                  | Check Total |
|----------------------|------------------------------|-------------|
| TAGGART PAULA        | GENERAL SUPPLIES             | \$45.00     |
| TREASURER ST OF IA   | STATE INCOME TAX WITHHOLDING | \$1,743.83  |
| VIJAY KUMAR DHIPMALA | GENERAL SUPPLIES             | \$45.00     |
| WESTPHAL ANNA        | GENERAL SUPPLIES             | \$45.00     |
| WINEKAUF CHRISTINE   | GENERAL SUPPLIES             | \$45.00     |
| WITTING MADISON      | GENERAL SUPPLIES             | \$45.00     |

**Fund Total: \$285,650.53**

### Fund: PHY PLANT & EQ LEVY

|                                   |                         |             |
|-----------------------------------|-------------------------|-------------|
| BASEPOINT BUILDING AUTOMATIONS    | CONSTRUCTION SERV       | \$2,735.50  |
| BIG RIGGER BUILDERS INC           | VEHICLE REPAIR > \$2500 | \$3,202.04  |
| DRYSPACE INC                      | CONSTRUCTION SERV       | \$891.40    |
| MIDWEST ALARM SERVICES            | EQUIPMENT >\$5,000      | \$412.10    |
| OPN ARCHITECTS, INC.              | ARCHITECT               | \$8,400.00  |
| RUSSO OUTDOOR POWER PLUS          | BLDG. CONST SUPPLIES    | \$333.42    |
| SHIVE-HATTERY INC.                | CONSTRUCTION SERV       | \$1,769.20  |
| SITLERS SUPPLIES                  | BLDG. CONST SUPPLIES    | \$546.70    |
| STREFF ELECTRIC INC               | CONSTRUCTION SERV       | \$17,047.93 |
| TRI-CITY ELECTRIC COMPANY OF IOWA | OTHER TECH SER          | \$10,376.00 |
| TYLER TECHNOLOGIES INC            | DATA PROCESSING AND     | \$340.00    |

**Fund Total: \$46,054.29**

### Fund: PUB ED & REC LEVY

|                   |                   |          |
|-------------------|-------------------|----------|
| MARION WATER DEPT | CONSTRUCTION SERV | \$737.90 |
|-------------------|-------------------|----------|

**Fund Total: \$737.90**

### Fund: STUDENT ACTIVITY

|                                         |                      |            |
|-----------------------------------------|----------------------|------------|
| AMY WHITE PHOTOGRAPHY                   | GENERAL SUPPLIES     | \$700.00   |
| ANDREW KAUDER                           | OFFICIAL/JUDGE       | \$1,506.00 |
| BAREFOOT CAMPUS OUTFITTER               | GENERAL SUPPLIES     | \$296.00   |
| BRANDED APPAREL                         | GENERAL SUPPLIES     | \$797.00   |
| BSN SPORTS                              | GENERAL SUPPLIES     | \$1,286.62 |
| BUDGET CAR RENTAL                       | STAFF TRAVEL         | \$2,031.84 |
| CB COMPANIES LLC dba LIMITLESS IMPRINTS | GENERAL SUPPLIES     | \$4,878.00 |
| CEDAR FALLS HIGH SCHOOL                 | DUES AND FEES        | \$395.00   |
| CITY LAUNDERING COMPANY                 | GENERAL SUPPLIES     | \$593.70   |
| CLEVELAND STACY                         | OFFICIAL/JUDGE       | \$30.00    |
| CONDON MICHAEL J                        | OFFICIAL/JUDGE       | \$300.00   |
| COPYWORKS                               | GENERAL SUPPLIES     | \$202.00   |
| CORNELL COLLEGE                         | DUES AND FEES        | \$300.00   |
| COTTON GALLERY LTD.                     | GENERAL SUPPLIES     | \$210.00   |
| CRAWFORD GREG                           | OFFICIAL/JUDGE       | \$75.00    |
| DAYTON CHARLES                          | OFFICIAL/JUDGE       | \$100.00   |
| DAYTON JOYCE                            | OFFICIAL/JUDGE       | \$240.00   |
| DERLEIN SCALE INC                       | PROF SERV: EDUCATION | \$200.00   |
| ELITE SPORTS                            | GENERAL SUPPLIES     | \$1,302.00 |
| FUSIONSITE MIDWEST LLC                  | DUES AND FEES        | \$996.50   |

## Linn-Mar Community School District

### IA- Warrants Paid Listing

Criteria

**Date Range:** 09/24/2026 - 10/07/2026

**Fiscal Year:** 2026-2027

| Vendor Name                            | Description                             | Check Total |
|----------------------------------------|-----------------------------------------|-------------|
| GOODWIN MIA                            | PROF SERV: EDUCATION                    | \$700.00    |
| GWP LLC                                | GENERAL SUPPLIES                        | \$6,575.00  |
| HANSEN PEGGY                           | OFFICIAL/JUDGE                          | \$60.00     |
| HOSA-FUTURE HEALTH PROFESSIONALS       | DUES AND FEES                           | \$456.00    |
| IOWA CITY AREA SPORTS COMMISSION       | DUES AND FEES                           | \$1,050.00  |
| IOWA FFA ASSOCIATION                   | DUES AND FEES                           | \$829.00    |
| ISDTA                                  | DUES AND FEES                           | \$1,342.00  |
| ISDTA                                  | GENERAL SUPPLIES                        | \$798.00    |
| MENARDS -13127                         | GENERAL SUPPLIES                        | \$89.24     |
| MH ADVERTISING SPECIALTIES             | GENERAL SUPPLIES                        | \$551.00    |
| MONTICELLO SPORTS                      | GENERAL SUPPLIES                        | \$58.00     |
| MOUNT MERCY UNIVERSITY.                | DUES AND FEES                           | \$320.00    |
| MT VERNON CSD                          | DUES AND FEES                           | \$100.00    |
| MUSIC THEATRE INTERNATIONAL            | DUES AND FEES                           | \$5,650.00  |
| PANTINI ANDY                           | OFFICIAL/JUDGE                          | \$175.00    |
| PRAIRIE HIGH SCHOOL                    | DUES AND FEES                           | \$265.00    |
| RAPSODO INC                            | DUES AND FEES                           | \$1,000.00  |
| READ PHOTOGRAPHY                       | GENERAL SUPPLIES                        | \$1,330.00  |
| SAVILLE SCOTT                          | OFFICIAL/JUDGE                          | \$90.00     |
| SIEREN RANDY                           | OFFICIAL/JUDGE                          | \$60.00     |
| SIGN PRO                               | Special Olympics (UCG) - Other Supplies | \$590.00    |
| SUSAN FREESE                           | OFFICIAL/JUDGE                          | \$120.00    |
| THROWS PRO                             | GENERAL SUPPLIES                        | \$907.95    |
| VARSITY SPIRIT FASHIONS & SUPPLIES LLC | GENERAL SUPPLIES                        | \$237.00    |
| WEST HIGH SCHOOL                       | DUES AND FEES                           | \$200.00    |
| XAVIER HIGH SCHOOL                     | DUES AND FEES                           | \$60.00     |

**Fund Total: \$40,052.85**

**Fund: STUDENT STORE**

|                     |                  |          |
|---------------------|------------------|----------|
| GADDIE KYLE         | MISC REVENUE     | \$37.50  |
| STORM DUDS RAINGEAR | GENERAL SUPPLIES | \$401.40 |

**Fund Total: \$438.90**

**Grand Total: \$2,203,387.73**

**End of Report**



## Statement of Work

| Linn-Mar Community School District |                                     |
|------------------------------------|-------------------------------------|
| Company name:                      | Linn-Mar Community School District  |
| Address:                           | 3556 Winslow Road, Marion IA 52302  |
| Requestor:                         | Chad Lang, Associate Superintendent |

| Acutrans             |                                    |
|----------------------|------------------------------------|
| Company name:        | Acutrans                           |
| Primary Contact:     | Estefania Morgado, Account Manager |
| Email:               | EstefaniaM@acutrans.com            |
| Phone:               | 708.277.9504                       |
| SOW Effective date:  | 11/01/2026                         |
| SOW Expiration date: | 11/31/2027                         |

☐

This SOW, executed in accordance with the terms of Master Services Agreement ("the Agreement") dated (date) between (Client Name) and (Supplier Name) is entered into by the parties and effective as of the SOW Effective date above.

OR

☒

This SOW is entered into by the parties and effective as of the SOW Effective Date above.



1. Description of Service

Pursuant to and in conformance with any standards, guidelines and specifications which may be provided by the Client to the Supplier, Supplier will deliver audio/video interpretation and document translation services to the Client under the Agreement as a work made for hire (collectively, the “services”).

2. Pricing/Schedule

Please refer to the detailed pricing schedule in Appendix 1 of this document.

3. Termination and Suspension Due to Force Majeure

This SOW is subject to immediate suspension and/or termination upon written notice in the event of any incapacity, insolvency, termination of business, a party filing for or being the subject of a bankruptcy petition, or if a party is the subject of a debtor relief action. In the event of the suspension, postponement, or interference with the purpose of this Agreement due to an act of God, war, riot, act of terrorism, civil unrest, fire, pandemic, illness, act of any federal, state, or local authority, or any other reason which is beyond either party's reasonable control (each, a “Force Majeure Event”) the Parties may agree to suspend this Agreement for as long as any such event continues, and the obligations of both Parties will be suspended, except for any payments which have accrued and are due to Acutrans as of the date of suspension. If the Force Majeure event continues for more than thirty (30) days, either party may elect to terminate this Agreement immediately upon written notice to the other party.

4. Payment

The Supplier will issue a monthly invoice to the Client.

Client will remit the payment through ACH no later than 30 days after the delivery.

|                             |                                                                      |               |                 |
|-----------------------------|----------------------------------------------------------------------|---------------|-----------------|
| VENDOR/PAYEE INFORMATION    |                                                                      |               |                 |
| Vendor/Payee Name:          | Accurate Translation Bureau, Inc. d/b/a Acutrans                     |               | TIN# 36-4138820 |
| Remit Address:              | P.O. Box 3311, Orland Park, IL 60462                                 |               |                 |
| Email Address:              | CariS@acutrans.com                                                   | Phone Number: | 708-274-9004    |
| BANK INFORMATION            |                                                                      |               |                 |
| Financial Institution Name: | Hinsdale Bank & Trust, 21 E. 1 <sup>st</sup> St., Hinsdale, IL 60521 |               |                 |
| Account #:                  | 250029006                                                            |               |                 |
| Routing/ABA#                | 071925402                                                            |               |                 |
| Type of Account:            | Checking                                                             |               |                 |



In the event that any payment due under this Agreement remains unpaid for a period of 30 days following the due date, a late fee of 1.5% may be assessed on the outstanding balance. This late fee shall be applied per month (or pro-rata for any portion of a month) until such time as the overdue payment is received in full.

5. Credit Card Processing Fee:

Client may pay invoices by credit card for convenience. Payments made by credit card will be subject to a 3% processing fee, which will be added to the invoice balance charged to the card on file. This fee does not apply to payments made by ACH, check, or other approved non-card payment methods.

|                  |  |
|------------------|--|
| Name on Card:    |  |
| CC Number:       |  |
| Expiration Date: |  |
| CVC/CVV:         |  |
| Zip Code:        |  |

**IN WITNESS THEREOF**, the Parties hereby enter into this Agreement by authorized signature below.

|                                    |                                                   |
|------------------------------------|---------------------------------------------------|
| Linn-Mar Community School District | ACCURATE TRANSLATION BUREAU, INC. dba<br>Acutrans |
| Signature:                         | Signature: <i>Kim Keith</i>                       |
| By: Katie Lowe Lancaster           | By: Kim Keith                                     |
| Title: Board President             | Title: Executive Administrator                    |
| Date: October 12, 2026             | Date: 09-16-2026                                  |



# Appendix 1

## Pricing

### Over-The-Phone Interpreting (OPI)

|             |                 |
|-------------|-----------------|
| Spanish     | \$1.30 / minute |
| Non-Spanish | \$1.30 / minute |

### Video Remote Interpreting (VRI)

|                              |                 |
|------------------------------|-----------------|
| Spanish                      | \$1.49 / minute |
| Non-Spanish                  | \$1.49 / minute |
| American Sign Language (ASL) | \$2.99 / minute |

### On-Site Interpretation / Pre-Scheduled Video Conferencing

|             |                 |
|-------------|-----------------|
| Spanish     | \$65.00 / hour  |
| Non-Spanish | \$75.00 / hour  |
| ASL         | \$110.00 / hour |

|                            |                 |
|----------------------------|-----------------|
| Spanish – Simultaneous     | \$110.00 / hour |
| Non-Spanish - Simultaneous | \$130.00 / hour |

|         |                                                                                                                                                                                                               |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mileage | Travel charges will be added to all on-site interpreting requests, door to door, based on current IRS rate. **ASL travel will be charged hourly at the current appointment rate with a 1-hour minimum charge. |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                                |
|------------------|--------------------------------|
| Rush/After Hours | Rates above are valid 24x7x365 |
|------------------|--------------------------------|



\*2- hour minimum for On-Site, with 1-hour increments thereafter. 48-hour cancellation policy.

\*1-hour minimum for Pre-Scheduled Video, with 1-hour increments thereafter. 24-hour cancellation policy.

### Additional Charges

- If session lasts longer than scheduled time, the overage will be billed in 1-hour increments thereafter.
- If session is cancelled less than 24 hours prior to scheduled start time (48 hours for On-Site). Client will be charged for scheduled session hours.

### Additional Services/Equipment (Included)

|                           |           |                                    |           |
|---------------------------|-----------|------------------------------------|-----------|
| Third-Party Calling       | No Charge | Training Materials                 | No Charge |
| Account Activation        | No Charge | Live Training Sessions (Unlimited) | No Charge |
| Client Success Manager    | No Charge | Instruction Cards                  | No Charge |
| Implementation Consultant | No Charge |                                    |           |

\*Translation pricing will be provided in a quote upon translation request as necessary.

\* Projects involving marketing content, legal content, or translation into English will be billed at rates 20% higher than the standard translation rates outlined in this SOW.

| Fully human Document Translation/Review process |               |                    |                 |             |                                           | Machine Translation + Review   |
|-------------------------------------------------|---------------|--------------------|-----------------|-------------|-------------------------------------------|--------------------------------|
| Language                                        | New Word Rate | TM Matches 85%-99% | Repetition Rate | Exact Match | Minimum Hourly Fee Linguistic Hourly Rate | MTPE Discount on New Word Rate |
| Afrikaans                                       | \$0.23        | \$0.12             | \$0.06          | \$0.06      | \$60.00                                   | Not available                  |
| Akan                                            | \$0.23        | \$0.12             | \$0.06          | \$0.06      | \$60.00                                   | Not available                  |
| Albanian                                        | \$0.17        | \$0.09             | \$0.04          | \$0.04      | \$55.00                                   | 5%                             |
| Amharic                                         | \$0.23        | \$0.12             | \$0.06          | \$0.06      | \$55.00                                   | 5%                             |
| Arabic                                          | \$0.13        | \$0.07             | \$0.03          | \$0.03      | \$40.00                                   | 7%                             |
| Armenian                                        | \$0.17        | \$0.09             | \$0.04          | \$0.04      | \$55.00                                   | 5%                             |
| Assamese                                        | \$0.13        | \$0.07             | \$0.03          | \$0.03      | \$25.00                                   | Not available                  |
| Assyrian                                        | \$0.18        | \$0.09             | \$0.05          | \$0.05      | \$50.00                                   | Not available                  |
| Azeri                                           | \$0.23        | \$0.12             | \$0.06          | \$0.06      | \$55.00                                   | Not available                  |
| Bari                                            | \$0.30        | \$0.15             | \$0.08          | \$0.08      | \$85.00                                   | Not available                  |
| Basque                                          | \$0.21        | \$0.11             | \$0.05          | \$0.05      | \$55.00                                   | Not available                  |



|                               |        |        |        |        |          |               |
|-------------------------------|--------|--------|--------|--------|----------|---------------|
| Belarusian                    | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Bemba                         | \$0.30 | \$0.15 | \$0.08 | \$0.08 | \$85.00  | Not available |
| Bengali                       | \$0.13 | \$0.07 | \$0.03 | \$0.03 | \$25.00  | Not available |
| Bosnian                       | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$45.00  | Not available |
| Brazilian Portuguese          | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$65.00  | Not available |
| Burmese                       | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Catalan                       | \$0.21 | \$0.11 | \$0.05 | \$0.05 | \$60.00  | 20%           |
| Cebuano                       | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$65.00  | Not available |
| Chin Falam                    | \$0.30 | \$0.15 | \$0.08 | \$0.08 | \$45.00  | Not available |
| Chin Hakha                    | \$0.30 | \$0.15 | \$0.08 | \$0.08 | \$45.00  | Not available |
| Chin Tedim (Zoma)             | \$0.30 | \$0.15 | \$0.08 | \$0.08 | \$45.00  | Not available |
| Chinese Simplified            | \$0.12 | \$0.06 | \$0.03 | \$0.03 | \$45.00  | 7%            |
| Chinese Traditional           | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$50.00  | 7%            |
| Chuukese                      | \$0.70 | \$0.35 | \$0.18 | \$0.18 |          | Not available |
| Croatian                      | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$45.00  | Not available |
| Czech                         | \$0.12 | \$0.06 | \$0.03 | \$0.03 | \$45.00  | 15%           |
| Dari                          | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Dinka                         | \$0.30 | \$0.15 | \$0.08 | \$0.08 | \$85.00  | Not available |
| Dutch                         | \$0.21 | \$0.11 | \$0.05 | \$0.05 | \$60.00  | 20%           |
| Esperanto                     | \$0.50 | x      | x      | x      | \$100.00 | Not available |
| Estonian                      | \$0.17 | \$0.09 | \$0.04 | \$0.04 | \$50.00  | 10%           |
| Farsi                         | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Finnish                       | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$70.00  | 10%           |
| French                        | \$0.19 | \$0.10 | \$0.05 | \$0.05 | \$70.00  | 20%           |
| French Canadian               | \$0.24 | \$0.12 | \$0.06 | \$0.06 | \$70.00  | 20%           |
| Fulani                        | \$0.21 | \$0.11 | \$0.05 | \$0.05 | \$60.00  | Not available |
| Ga                            | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$55.00  | Not available |
| Galician (Gallego)            | \$0.21 | \$0.11 | \$0.05 | \$0.05 | \$70.00  | Not available |
| Georgian                      | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$45.00  | Not available |
| German                        | \$0.19 | \$0.10 | \$0.05 | \$0.05 | \$70.00  | 10%           |
| Greek                         | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$70.00  | Not available |
| Gujarati                      | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$35.00  | Not available |
| Haitian Creole                | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$70.00  | Not available |
| Hausa                         | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Hebrew                        | \$0.22 | \$0.11 | \$0.06 | \$0.06 | \$45.00  | 7%            |
| Hindi                         | \$0.14 | \$0.07 | \$0.04 | \$0.04 | \$35.00  | 5%            |
| Hmong                         | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$70.00  | Not available |
| Hungarian                     | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$50.00  | 5%            |
| Igbo                          | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Ilocano                       | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$65.00  | Not available |
| Indonesian (Bahasa Indonesia) | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$40.00  | 10%           |



|                              |        |        |        |        |          |               |
|------------------------------|--------|--------|--------|--------|----------|---------------|
| Irish Gaelic                 | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$70.00  |               |
| Italian                      | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$65.00  | 15%           |
| Japanese                     | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$75.00  | 10%           |
| Kannada                      | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$50.00  | Not available |
| Karen                        | \$0.24 | \$0.12 | \$0.06 | \$0.06 | \$70.00  | Not available |
| Kazakh                       | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$45.00  | Not available |
| Khmer (Cambodian)            | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$45.00  | Not available |
| Kinyarwanda                  | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$70.00  | Not available |
|                              |        |        |        |        |          |               |
| Kirundi                      | \$0.28 | \$0.14 | \$0.07 | \$0.07 | \$80.00  | Not available |
| Korean                       | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$55.00  | 5%            |
| Kpelle                       | \$0.50 | \$0.25 | \$0.13 | \$0.13 |          | Not available |
| Kurdish - Kurmanji           | \$0.28 | \$0.14 | \$0.07 | \$0.07 | \$65.00  | Not available |
| Kurdish - Sorani             | \$0.28 | \$0.14 | \$0.07 | \$0.07 | \$65.00  | Not available |
| Kyrgyz                       | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$50.00  | Not available |
| Lao                          | \$0.24 | \$0.12 | \$0.06 | \$0.06 | \$65.00  | Not available |
| Latvian                      | \$0.17 | \$0.09 | \$0.04 | \$0.04 | \$50.00  | 7%            |
| Lingala                      | \$0.22 | \$0.11 | \$0.06 | \$0.06 | \$50.00  | Not available |
| Lithuanian                   | \$0.17 | \$0.09 | \$0.04 | \$0.04 | \$50.00  | 7%            |
| Macedonian                   | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$50.00  | 5%            |
| Malay (Bahasa Malaysia)      | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$55.00  | 5%            |
| Malayalam                    | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$30.00  | Not available |
| Maltese                      | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$65.00  | Not available |
| Marathi                      | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$30.00  | Not available |
| Marshallese                  | \$0.70 | \$0.35 | \$0.18 | \$0.18 |          | Not available |
| Mongolian                    | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$85.00  | Not available |
| Navajo                       | \$1.15 | \$0.58 | \$0.29 | \$0.29 | \$100.00 | Not available |
| Nepali                       | \$0.17 | \$0.09 | \$0.04 | \$0.04 | \$45.00  | Not available |
| Norwegian                    | \$0.22 | \$0.11 | \$0.06 | \$0.06 | \$75.00  | 15%           |
| Odia                         | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$45.00  | Not available |
| Oromo                        | \$0.24 | \$0.12 | \$0.06 | \$0.06 | \$50.00  | Not available |
| Papiamentu                   | \$0.26 | \$0.13 | \$0.07 | \$0.07 |          | Not available |
| Pashto                       | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$35.00  | Not available |
| Polish                       | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$50.00  | 10%           |
| Portuguese (Europe)          | \$0.17 | \$0.09 | \$0.04 | \$0.04 | \$60.00  | 20%           |
| Punjabi                      | \$0.14 | \$0.07 | \$0.04 | \$0.04 | \$45.00  | Not available |
| Rohingya                     | \$0.30 | \$0.15 | \$0.08 | \$0.08 | \$85.00  | Not available |
| Romanian                     | \$0.14 | \$0.07 | \$0.04 | \$0.04 | \$35.00  | 15%           |
| Russian                      | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$40.00  | 10%           |
| Sango                        | \$0.70 | \$0.35 | \$0.18 | \$0.18 |          | Not available |
| Serbian (Latin and Cyrillic) | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$45.00  | 7%            |



|                       |        |        |        |        |         |               |
|-----------------------|--------|--------|--------|--------|---------|---------------|
| Sesotho               | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$65.00 | Not available |
| Setswana              | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$50.00 | Not available |
| Shona                 | \$0.22 | \$0.11 | \$0.06 | \$0.06 | \$50.00 | Not available |
| Sindhi                | \$0.15 | \$0.08 | \$0.04 | \$0.04 | \$35.00 | Not available |
| Slovak                | \$0.14 | \$0.07 | \$0.04 | \$0.04 | \$40.00 | 7%            |
| Slovenian             | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$65.00 | 7%            |
| Somali                | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$50.00 | Not available |
| Spanish (Spain)       | \$0.17 | \$0.09 | \$0.04 | \$0.04 | \$50.00 | 20%           |
| Spanish Latin America | \$0.12 | \$0.06 | \$0.03 | \$0.03 | \$35.00 | 20%           |
| Swahili               | \$0.24 | \$0.12 | \$0.06 | \$0.06 | \$60.00 | Not available |
| Swedish               | \$0.22 | \$0.11 | \$0.06 | \$0.06 | \$75.00 | 15%           |
| Tagalog (Filipino)    | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$50.00 | Not available |
| Tajik                 | \$0.28 | \$0.14 | \$0.07 | \$0.07 | \$80.00 | Not available |
| Tamil                 | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$35.00 | Not available |
| Telugu                | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$35.00 | Not available |
| Thai                  | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$65.00 | 7%            |
| Tigrinya              | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$65.00 | Not available |
| Turkish               | \$0.19 | \$0.10 | \$0.05 | \$0.05 | \$45.00 | 5%            |
| Turkmen               | \$0.28 | \$0.14 | \$0.07 | \$0.07 | \$80.00 | Not available |
| Twi                   | \$0.24 | \$0.12 | \$0.06 | \$0.06 | \$65.00 | Not available |
| Ukrainian             | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$45.00 | 10%           |
| Urdu (India)          | \$0.16 | \$0.08 | \$0.04 | \$0.04 | \$35.00 | Not available |
| Urdu (Pakistan)       | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$40.00 | Not available |
| Uzbek                 | \$0.20 | \$0.10 | \$0.05 | \$0.05 | \$65.00 | Not available |
| Vietnamese            | \$0.18 | \$0.09 | \$0.05 | \$0.05 | \$40.00 | 5%            |
| Wolof                 | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$65.00 | Not available |
| Xhosa                 | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$65.00 | Not available |
| Yoruba                | \$0.19 | \$0.10 | \$0.05 | \$0.05 | \$55.00 | Not available |
| Zulu                  | \$0.23 | \$0.12 | \$0.06 | \$0.06 | \$60.00 | Not available |



| <b>Fee</b>                                       | <b>Sell Rate</b>           |
|--------------------------------------------------|----------------------------|
| <b>Form Reconstruction(1) / per document</b>     | \$25.00                    |
| <b>Proofreading / per hour</b>                   | Same as Minimum Hourly Fee |
| <b>DTP / Typesetting / per hour</b>              | \$35.00                    |
| <b>DTP per page</b>                              | \$6.00                     |
| <b>Large Print / per hour</b>                    | \$40.00                    |
| <b>Recreation of Non-Editable files / hourly</b> | \$35.00                    |
| <b>Engineering</b>                               | \$45.00                    |
| <b>Rush Fee</b>                                  | 15%                        |



LINN-MAR COMMUNITY SCHOOL DISTRICT  
and KIRKWOOD COMMUNITY COLLEGE AGREEMENT

This Agreement is made and entered into on October 12, 2026 by and between the Linn-Mar Community School District and Kirkwood Community College. The parties agree as follows:

1. Purpose: The purpose of this Agreement is to provide for procedures for the placement, assignment, supervision, evaluation, and termination of student teachers and to provide instruction to the District's students. For the purpose of this agreement, the term "student teacher" is defined as but is not limited to, student teachers, field experience students, practicum students, counseling practicum students, and nursing students.
2. Term: The term of this agreement shall be from October 12, 2026, to August 31, 2027.
3. Placement:
  - 3.1 The placement of individuals as student teachers shall be accomplished on a cooperative basis involving both the District and the Institution subject to the terms and conditions of this Agreement.
  - 3.2 The placement of individuals as student teachers shall be initiated by Institution personnel contacting designated District personnel.
  - 3.3 The Institution shall provide to the District a list of appropriately qualified individuals who have successfully completed a background check that is satisfactory to the District indicating the grade level, preferred subjects, and other relevant information regarding the individuals for the District to review in making a decision regarding whether an individual shall serve as a student teacher in the District.
  - 3.4 The District may refuse the placement of any individual as a student teacher based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
  - 3.5 The Institution may refuse the placement of any individual as a student teacher in the District based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.

4. Assignment:

4.1 The District or the Institution may terminate or change the assignment of any student teacher at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

4.2 Only one student teacher shall be assigned to a District teacher, unless other arrangements are mutually agreed upon by the District and the Institution.

4.3 The student teacher shall schedule an orientation meeting with the District teacher before beginning the student teacher's assignment.

4.4 Student teachers shall be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.

4.5 Student teachers shall report directly to the appropriate principal's office the first day of their assignment and complete an emergency contact information form and turn it into appropriate District personnel.

4.6 Student teachers shall be on duty each regularly scheduled school day for the length of time that is required by the District. Student teachers shall follow the District's schedule, not the Institution's schedule.

4.7 A student teacher's assignment consists of, but is not limited to recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans, and working on special projects.

4.8 The student teacher's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties and an extension is mutually agreed upon by the District and the Institution.

5. Supervision and Evaluation of Student Teachers:

5.1 The Institution shall designate an appropriate person who shall serve as supervisor of the student teacher in cooperation with designated District personnel.

5.2 Student teachers shall be subject to all of the policies, procedures, rules, and regulations that are applicable to the District's teachers.

5.3 Student teachers shall be subject to all of the policies, procedures, rules, and regulations of the Institution that are applicable to students.

5.4 The District shall monitor the student teacher's attendance.

5.5 The student teacher shall notify the District of planned absences at least two

weeks prior to the absence or a minimum of twenty-four hours advance notice, where practicable, in the event of an emergency.

5.6 The District shall notify the Institution if there are issues with a student teacher's attendance including, but not limited to, absences without appropriate notification to the District.

5.7 The Institution shall be responsible for the final evaluation of the student teacher. The District shall have the opportunity to provide input to the Institution regarding its final evaluation of the student teacher.

6. Miscellaneous

6.1 Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself and its employees. Each party shall be responsible for its own negligence and that of its officers and employees. Neither party shall indemnify nor hold the other party harmless. Neither party shall insure the actions of the other.

6.2 This Agreement is by and between the District and the Institution only. There are no third party beneficiaries to this Agreement.

6.3 This Agreement represents the entire agreement between the District and the Institution. Any subsequent changes or modifications to the terms of this Agreement in the form of a duly executed amendment to this Agreement.

6.4 The parties acknowledge and agree that if any paragraph, provision or term of this Agreement is deemed illegal or void by any court or other appropriate authority, the remaining provision of this Agreement shall remain in full force and effect.

6.5 Any notice required under this Agreement shall be given to each party through the parties' contacts at the addresses listed below:

Linn-Mar Community School District

Kirkwood Community College

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Katie Lowe Lancaster  
President, Board of Directors  
Linn-Mar Community School District

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Amanda Humphrey, Dean  
Kirkwood Community College

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

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

FranklinCovey Services Agreement

This Services Agreement ("Agreement") is entered into as of the date given below (the "Effective Date") by and between Franklin Covey Client Sales, Inc., whose address is 13907 South Minuteman Drive, Suite 500, Draper, Utah 84020 ("FranklinCovey"), and the following organization ("Client"):

**Organization:**  
**Address:**  
**City, State, Zip:**

**Wilkins & Linn Grove Elementary Buildings**  
**3556 Winslow Road**  
**Marion IA 52302**

**Contact Person:**  
**Telephone:**  
**Email:**

**Chad Lang, Associate Superintendent**  
**(319) 447-3028**  
**chad.lang@linnmar.k12.ia.us**

Details of Services and Materials

Details of the Services are described in the following table:

| Deliverable                           | Start Date | End Date | Invoice Date             | Amount     | Quantity | Total      |
|---------------------------------------|------------|----------|--------------------------|------------|----------|------------|
| Professional Development              |            |          |                          |            |          |            |
| Prepaid Teacher Believed in Me Course |            |          | Upon Workshop Completion | \$3,800.00 | 1        | \$3,800.00 |
| Total Investment                      |            |          |                          |            |          | \$3,800.00 |

Client may contact FranklinCovey via email or purchase order to purchase additional products and/or services, which shall be subject to the terms and conditions of this Agreement. If Client issues a purchase order and there is a conflict between the purchase order terms and this Agreement, this Agreement shall control. If this Agreement is executed by Client after the Invoice Dates above, FranklinCovey may adjust the Invoice Dates based on the Effective Date. Such change shall not affect the Total Investment.

Invoices to be sent to:

**Billing Contact:**  
**Address:**  
**City, State, Postal Code:**

**Terri Mohler**  
**3556 Winslow Road**  
**Marion IA 52302**

**Email:**  
**Phone:**

**terri.mohler@Linnmar.k12.ia.us**  
**319-447-3014**

IN WITNESS HEREOF, all Parties have executed the foregoing Agreement by their duly authorized representatives.

**Franklin Covey Client Sales, Inc.**  
  
**Signature:**  
**Printed Name:**  
**Title:**

**Lindsay Nelson**  
  
**Client Engagement Coordinator**

**Wilkins & Linn Grove Elementary Buildings**  
  
**Signature:**  
**Printed Name:**  
**Title:**  
**Effective Date:**

**Katie Lowe Lancaster**  
  
**Board President**  
  
**October 12, 2026**

## Terms and Conditions

**Use of FranklinCovey Content with Artificial Intelligence Tools:** Client shall not upload, input, ingest, or otherwise submit any FranklinCovey proprietary content or materials into any artificial intelligence (AI) platform, tool, or application, including but not limited to large language models, generative AI tools, and AI-assisted content creation systems, without the prior express written permission of FranklinCovey. This restriction applies to all FranklinCovey materials provided under this Agreement, including participant kits, digital presentations, and course content, regardless of whether such AI tool is publicly available, privately operated, or internally deployed within the Client's organization.

**Scheduling a Consultant:** Contact FranklinCovey via email preferably thirty (30) days in advance to schedule a FranklinCovey consultant. Once scheduled, the cancellation/rescheduling provisions will apply.

**Cancellation/Rescheduling Fees:** Fifteen (15) calendar days' notice is required to cancel or reschedule a scheduled consultant. If Client provides fewer than fifteen days' notice, Client will be billed a cancellation fee of 75% or a rescheduling fee of 25% of the consultant fee to cover costs incurred by FranklinCovey, as well as any travel costs imposed on FranklinCovey as a result of such cancellation or rescheduling. Client will not be assessed a cancellation/rescheduling fee for any consultant services canceled or rescheduled by FranklinCovey.

**Facilities:** Client shall be responsible for providing an appropriate room for onsite Services and to furnish the room with audio/visual equipment required by FranklinCovey, and all costs associated therewith.

**Term, Termination, and Events of Termination:** The term of this Agreement shall commence on the Effective Date and continue for a period of one (1) year. If Client terminates for convenience, FranklinCovey shall not refund any previously invoiced amounts. Either party may terminate this Agreement if the other party materially breaches the Agreement, and such material breach remains uncured after the non-breaching party has provided thirty (30) days' written notice of such breach. Upon termination of this Agreement for any reason, Client shall immediately discontinue all use of the FranklinCovey materials.

**Payment Terms:** FranklinCovey shall invoice Client for all fees as identified in the table(s) above, which fees are nonrefundable and non-prorateable, including shipping and handling, and sales and use taxes (unless Client submits proof of its tax-exempt status to FranklinCovey). All shipments are FOB Shipping Point. Payment terms are net 30 from the invoice date. Fees are subject to an annual price increase.

**Recordings:** Client shall not make or allow to be made any audio and/or video recordings of the Services. Client shall inform the audience and otherwise take reasonable actions to ensure that no recordings of the Services are made.

**Copyright:** FranklinCovey owns or controls all intellectual property rights, proprietary rights, and copyrights to all Services and materials provided for in this Agreement, and Client shall communicate the same to recipients of the Services. Any unauthorized use, reuse, copying, reproduction, recording, transmittal, modification, or revision of the Services and/or materials, if applicable, shall constitute a breach of this Agreement and/or federal copyright law. Any materials provided for herein are intended for personal use only by participants, and are not for resale, distribution to a third-party, commercial use, file sharing, or public display. Nothing in this Agreement implies a grant of license for Client to use the concepts and materials outside the scope of the Agreement.

**Modification of Agreement:** All amendments or modifications to this Agreement must be in writing and signed by the parties hereto. The person executing this Agreement on behalf of Client warrants that he/she is authorized to enter into this Agreement and has authority to bind Client.

**EEOC.** FranklinCovey complies with the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and qualified individuals on the basis of disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

**Force Majeure:** Neither Client nor FranklinCovey shall be required to perform any term, condition, or covenant of this Agreement so long as such performance is delayed or prevented by acts of God, material or labor restriction by any governmental authority, civil riot, floods, hurricanes, or other natural disasters, or any other cause not reasonably within the control of Client or FranklinCovey.

**Entire Agreement:** This Agreement represents the entire understanding between the parties and supersedes all prior agreements, whether written or oral, relating to the subject matter hereof. In the event any terms contained in any subsequent purchase order (or similar document) sent or received in connection with this Agreement are inconsistent with the terms of this Agreement, the terms of the Agreement shall prevail.

## OPERA Iowa SCHOOL AGREEMENT

This Agreement is made **October 12, 2026**, by and between Des Moines Metro Opera / OPERA Iowa (hereinafter referred to as DMMO), and Linn-Mar Community School District (hereinafter referred to as SPONSOR).

SPONSOR hereby engages DMMO to provide an OPERA Iowa residency of a quality consistent with the reputation of DMMO, and DMMO agrees to do so upon the following terms and conditions:

- A. Date(s) of residency: **Tuesday, March 9 – Friday, March 12, 2027**
  - B. Theater or other place of residency: **TBD**
  - C. Number of performances: **Seven (7) of *Pinocchio* (arr. John Davies)**
  - D. Time of workshops: **TBD**
- Time of performance(s): **TBD**

SPONSOR will remit to DMMO payment in the amount of **FOUR THOUSAND ONE HUNDRED SIXTY-FIVE DOLLARS (\$4,165.00)** by credit card (call 515-961-6221) or check made payable to DES MOINES METRO OPERA for the above-named services, according to the following schedule:

- A. A deposit of ONE HUNDRED DOLLARS (\$100.00) per performance (\$700.00 total) is required to reserve the agreed upon date(s). Performance dates are confirmed only on receipt of this deposit and a signed agreement. Signed agreements must be received within 15 days of the Date of Issue to be considered valid. Deposits must be sent to the DMMO Office (106 West Boston Ave, Indianola, IA 50125).
- B. Balance of payment must be made no less than 30 days in advance of the date(s) of residency.

SPONSOR is responsible for providing:

- A. **An on-site coordinator** for the date(s) of residency. This person needs to be available throughout the residency in order to answer inquiries and assist with any problems that may arise.
- B. **A member of the custodial staff** must be available to help with load-in and load-out and to assist with questions that may arise with the facility (for one (1) hour when troupe arrives and for thirty (30) minutes after the performance).
- C. **Stage Crew**, at least four (4) adults, each capable of lifting at least 50 pounds, to help load and unload scenery from DMMO vehicles. Five (5) or six (6) responsible high school students aged 15 and older may also assist with the load-in and load-out if an adult is provided to supervise their activities. For liability purposes, students under the age of 15 may not assist. DMMO will not guarantee the use of its scenery and equipment if this assistance is not provided.

## **OPERA Iowa**

### **SCHOOL AGREEMENT**

- D. **Performance Space** – An auditorium, theater, gym, or cafeteria that is equipped with the following:
1. A stage area that is at least 25 feet wide by 15 feet deep with an overhead clearance of at least 13 feet.
  2. Two (2) SEPARATE 20 AMP circuits.
  3. WiFi access.
  4. Floor and/or chair seating for students/audience members.
- E. **Additional spaces** that must be reserved for DMMO throughout the residency and be restricted to their use:
1. At least two (2) dressing rooms (restrooms reserved for DMMO are acceptable).
  2. Area that is secured (office or lockable room) where personal belongings can be stored.
  3. If workshops are being presented, two (2) spaces (classrooms, music room) separate from the performance space that can accommodate the workshop groups.
- F. **A tuned piano** for performance(s) and workshop(s) is needed. An upright piano is acceptable.
- G. **Meals for the troupe:** DMMO will provide a per diem for troupe members for lunches. Troupe members will be responsible for providing their own lunches.

DMMO is responsible for providing:

- A. A troupe of five (5) singers, one (1) music director and two (2) technicians.
- B. All scenery, props, costumes and equipment in order to perform the repertoire.
- C. Transportation for troupe members, scenery, props, costumes and equipment. Additional expense may apply to presenters outside the state of Iowa.
- D. Student workshops with teacher and student educational materials.
- E. The Virtual Opera Curriculum with lesson materials for teachers.
- F. Assistance with local publicity in terms of providing photographs, press releases and interview opportunities with the troupe.

DMMO does not allow audio or video recording of the performance(s) or workshop(s) without prior consent. Photography may not be taken during performances without prior consent. Photography may be taken during workshops without prior consent.

DMMO reserves the right to change the repertory should illness render a singer incapable of performance or for any other reason deemed absolutely necessary by DMMO.

**OPERA Iowa**  
**SCHOOL AGREEMENT**

If SPONSOR cancels the Agreement within 30 days prior to the residency, no refund shall be given.

In the event that any residency of the Agreement shall be prevented by an act of God, physical disability, the acts or regulations of public authorities or labor unions, strike, civil tumult or any cause beyond the reasonable control of the parties, DMMO and SPONSOR shall be respectively relieved of their obligations herein with respect to the residency prevented and any fees or payments made by SPONSOR to DMMO shall be refunded in full.

This Agreement contains the complete understanding of the parties hereof and is not to be amended, supplemented, varied or discharged except by mutual agreement of DMMO and SPONSOR.

If the above is agreeable and acceptable, please sign this Agreement within 15 days of Date of Issue for countersignature. The deposit is due within 15 days of receiving the invoice.

For DMMO

For SPONSOR

\_\_\_\_\_  
Michael Egel, General & Artistic Director

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Printed Name

\_\_\_\_\_  
Date

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



Policy 1005.4-E1 Fundraising Request Form

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

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

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

Building Name: Hazel Point Intermediate Sponsoring Group: HP Volunteers  
 Contact Name: Colleen Kane Contact Phone: (319) 200-1600  
 Contact Email: Kane@linnmar.k12.ia.us District Acct Code: 10.0481.1013.101.8039.000012 001999  
 Description of Fundraising Activity (Information required for the request to be considered)  
 Fundraising Activity: Hazel Point Apparel  
 Activity Start/End Dates: Oct. 9 - Oct. 23 Estimated Proceeds: \$ 500.00  
 Purpose/Use of Funds Raised: (Must be specific) The proceeds will be used to fund student activity nights, assembly supplies, and student clubs.

**Administrator Approval:**

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

Building Administrator Signature: [Signature] Date: 9/24/20

**Business Office and Board Review/Approval:**

Business Office Review/Approval: [Signature] Date: 10/7/20

Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Request Received: 9/25/20 Summary Due Date: \_\_\_\_\_

# **K-12 Science Program Evaluation**

***2026-2027***

***Every Student. Every Day. All In.***



# Objectives

***By the end of today's meeting, we will:***

1. Understand the process for program evaluation and the role for each participant.
2. Review and begin discussing the guiding questions that will assist in the program evaluation.



# What is Program Evaluation?

*(handout)*

***An ongoing, evidence-based study of whether our curriculum is working.***

**We ask whether each program:**

- Meets its goals and standards
- Improves student learning
- Is equitable for all learners
- Is taught with fidelity
- Is aligned grade to grade, without gaps or overlap

**Why we do it:**

Accountability · Improvement · Decision-Making · Equity



# Long-Range Plan: 6 Year Cycle



## Long-Range Plan for Program Evaluation and Curriculum Review *(Updated 6.11.26)*

| Levels | Content Area(s)                   | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | 2031-2032 | 2032-2033 | 2033-2034 | 2034-2035 | 2035-2036 | 2036-2037 |
|--------|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 9-12   | Business                          | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | Impl      |
| 6-12   | Computer Science                  | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        |
| 7-12   | Design/Engineering/Materials(DEM) | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | Impl      |
| K-12   | English Language Arts             | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      |
| 7-12   | Family & Consumer Science         | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      |
| 8-12   | Foreign Languages                 | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | Impl      |
| K-12   | Health/P.E.                       | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | Impl      |
| K-12   | Math                              | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      |
| K-12   | Fine Arts                         | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        |
| K-12   | Visual Arts                       | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      |
| K-12   | Science (including Ag.)           | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | PE        |
| K-12   | Social Studies                    | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | Impl      |
| K-12   | Talented & Gifted                 | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      |
| K-12   | SEBH/Counseling?                  | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      |
| K-12   | Strat II I.D.                     | PE        | RR        | Impl      | Impl      | Impl      | Impl      | PE        | RR        | Impl      | Impl      | Impl      |

| 6 Year Cycle Responsibilities                                                                       | Individuals/Teams Responsible                | Teacher Input                                                                                                         |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Year 1 (PE): Program Evaluation; conduct comprehensive program evaluation                           | District TL Team/Administrators/Content Reps | All teachers will have input with a form/feedback                                                                     |
| Year 2 (RR): Revise and Resource Review: making edits, updates, pilots and professional development | Content Reps/Coaches/T&L Directors           | Then, smaller group of K-12 teachers as representatives (content leads)                                               |
| Years 3-6 (Impl): Full implementation phases                                                        | Teachers/Coaches/T&L/Administrators          | Capacity to build trust; standards as curriculum, resources as support. Consistent professional learning and support. |

Note: PLTW, Venture, A.P. courses are updated with corresponding departments/content areas.

# Our Long-Range Plan Mirrors State of Iowa Standards Renewal Plan

## Standards Review/Revision Timeline

| Standards Area                                             | First Adopted                   | Subsequent Adoptions                        | Last Adopted                                        | Most Recent Implementation                     | Next Process Begins | Next Adoption |
|------------------------------------------------------------|---------------------------------|---------------------------------------------|-----------------------------------------------------|------------------------------------------------|---------------------|---------------|
| English/Language Arts                                      | 2008                            | 2016<br>(no substantive revision)           | June 2024                                           | 2024-25                                        | September 2028      | June 2029     |
| Mathematics                                                | 2008                            | 2010                                        | April 2024                                          | 2024-25                                        | April 2029          | January 2030  |
| Science                                                    | 2008                            | 2015                                        | May 2025                                            | 2025-26                                        | September 2030      | June 2031     |
| Social Studies                                             | 2008                            | 2017                                        | January 2026                                        | 2026-27                                        | September 2031      | June 2032     |
| Iowa Quality Preschool Program Standards                   | 2007                            | 2017                                        | April 2026                                          | 2026-27                                        | October 2031        | August 2032   |
| Early Learning Standards                                   | 2007                            | 2017                                        | June 2026                                           | 2026-27                                        | November 2031       | October 2032  |
| 21st Century Skills                                        | 2008                            | 2017<br>(only civic and financial literacy) | January 2026<br>(only civic and financial literacy) | 2026-27<br>(only civic and financial literacy) | TBD                 | TBD           |
| Computer Science, Data Science and Artificial Intelligence | 2018<br>(computer science only) | None                                        | Winter 2026-27<br>(anticipated)                     | 2026-27                                        | January 2032        | November 2032 |
| Fine Arts                                                  | 2017                            | None                                        | November 2017                                       | 2017-18                                        | TBD                 | TBD           |
| Health and Physical Education                              | 2019                            | None                                        | October 2019                                        | 2019-20                                        | TBD                 | TBD           |

# Process Overview & Yearly Timeline

School Year: 2026-2027

P.E. Phase: P.E., Year 1

Content Area: Science

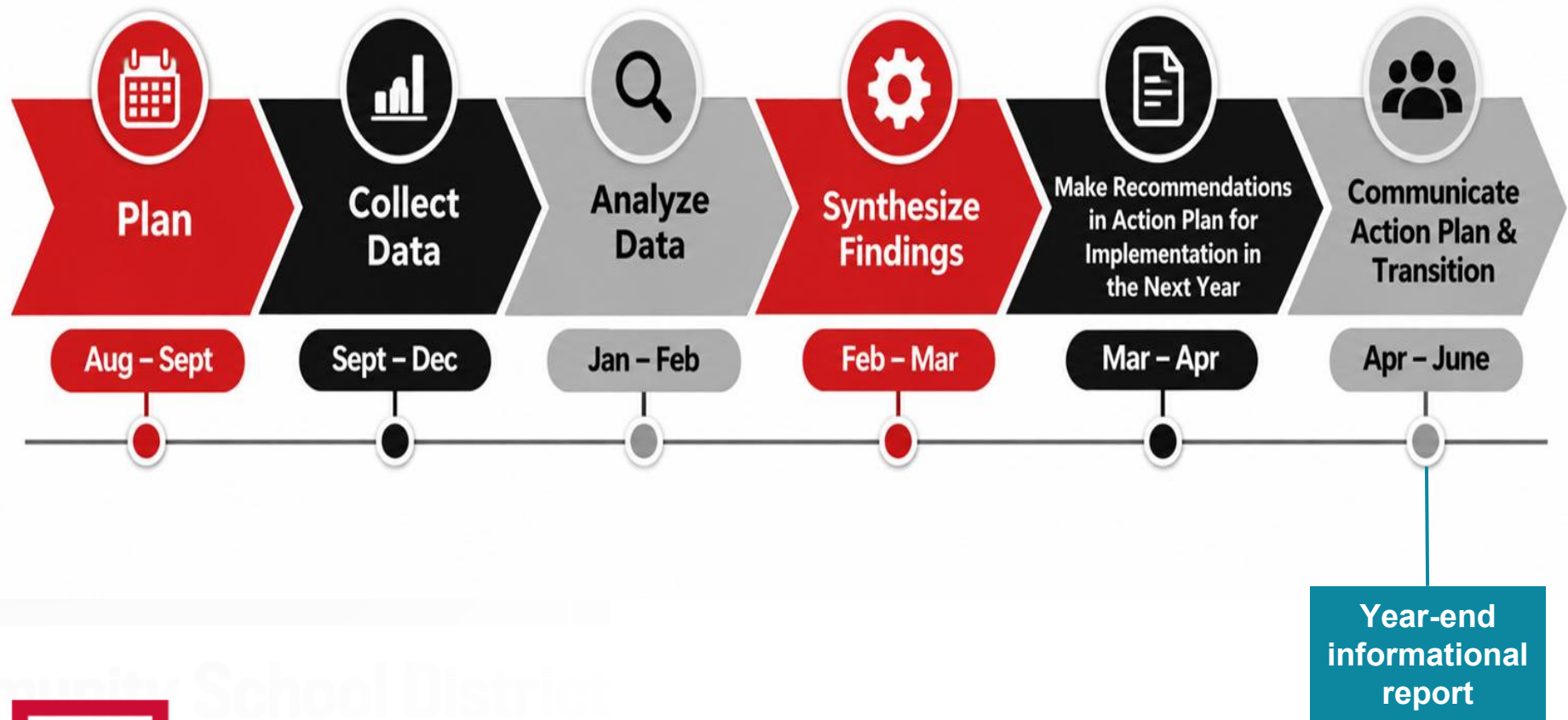
| Date & Time                                                                                 | Team Needed            | Purpose of Meeting                                                                                                                                                                                                                                                                | Actions Needing Completed and Deadline(s)                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9/28/2026</b><br><b>8-10 a.m.</b><br><b>NOW 1:00-3:00 p.m.</b><br><a href="#">Agenda</a> | Full team & principals | <p>Overview of Overall Process and Timeline for year; including dates.</p> <p>Priority Learning K-12 and State of Science</p> <p>Define guiding questions for the team such as: <i>Is the program aligned to standards? Equitably accessible? Effective for all learners?</i></p> | <p>Publish timelines through district staff newsletter and building calendars.</p> <p>Send and confirm calendar invites and meeting locations for teams in this review.</p> <p>Publish timeline to all affected teachers/administrators and communication benchmarks for updates and next steps along the way.</p> |
| <b>10/16/2026</b><br><b>12:30-2:45 p.m.</b><br><a href="#">Agenda</a>                       | Teaching & Learning    | <p>Research, gather, and organize all relevant data as aligned to guiding questions established in meeting #1</p> <p><i>*review confidentiality &amp; A.I. protocols with student data</i></p>                                                                                    | <p>Determine data needed and how it is stored (digitally)</p> <p>Design and complete surveys and/or focus groups</p> <p>Ensure all data and forms completed by 1/8/2027</p> <p>Communication to: _____</p>                                                                                                         |
| <b>1/18/2027</b><br><b>1-3:30 p.m.</b><br><b>Agenda</b>                                     | Full team & principals | Analyze all data and record findings from relevant data gathered                                                                                                                                                                                                                  | Communication to: _____                                                                                                                                                                                                                                                                                            |
| <b>2/12/2027</b><br><b>12:30-2:45 p.m.</b><br><b>Agenda</b>                                 | Teaching & Learning    | Synthesize findings. Write summary report and begin to formulate Action Plan                                                                                                                                                                                                      | Complete team debrief documents (by audience) by 3/29/2027.                                                                                                                                                                                                                                                        |
| <b>4/5/2027 (K-4; HS) &amp; 4/8/2027 (5-8)</b><br><b>Agenda(s)</b>                          | Full team & principals | Design and make an action plan for grades, levels, bands, or courses                                                                                                                                                                                                              | <p>Complete action plan document by 4/30/2027.</p> <p>Determine when and how to present findings to stakeholders before May 31st, 2027.</p>                                                                                                                                                                        |
| <b>May 2027</b>                                                                             | (no in-person meeting) | Present findings to stakeholders and communicate a timeline for R.R. year (2027-2028)                                                                                                                                                                                             | Determine and deploy communication meetings and correspondence at building level at agreed upon timelines for R.R. year.                                                                                                                                                                                           |

# The Team's Roles & Responsibilities

- Gather evidence
- Evaluate the program
- Make recommendations
- Lead revision and implementation
- Communicate and monitor

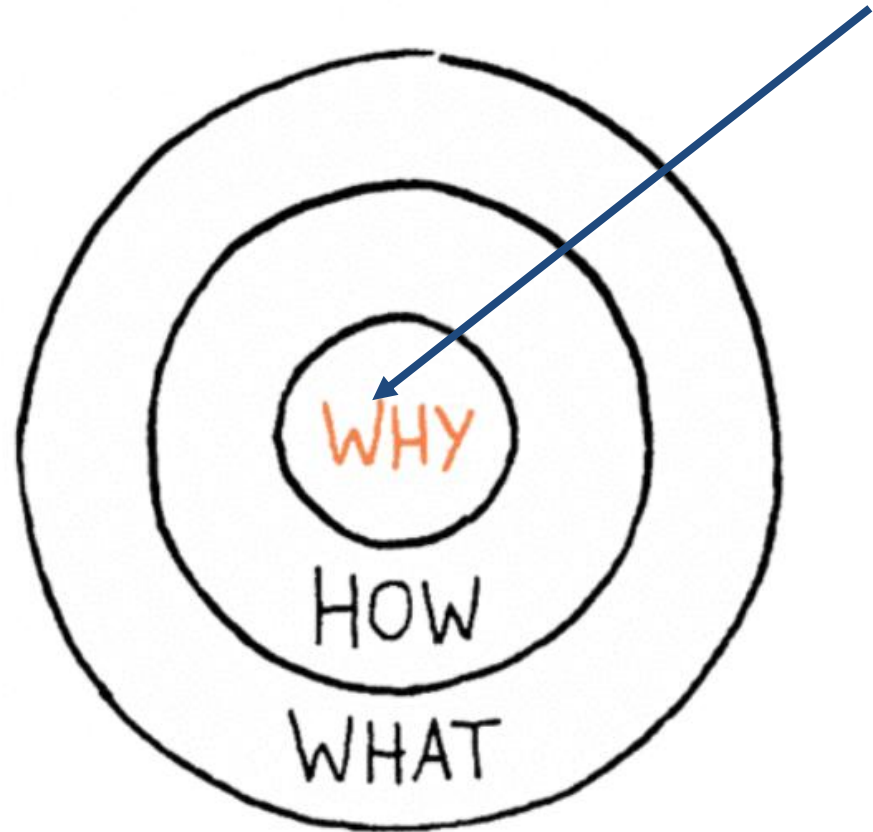
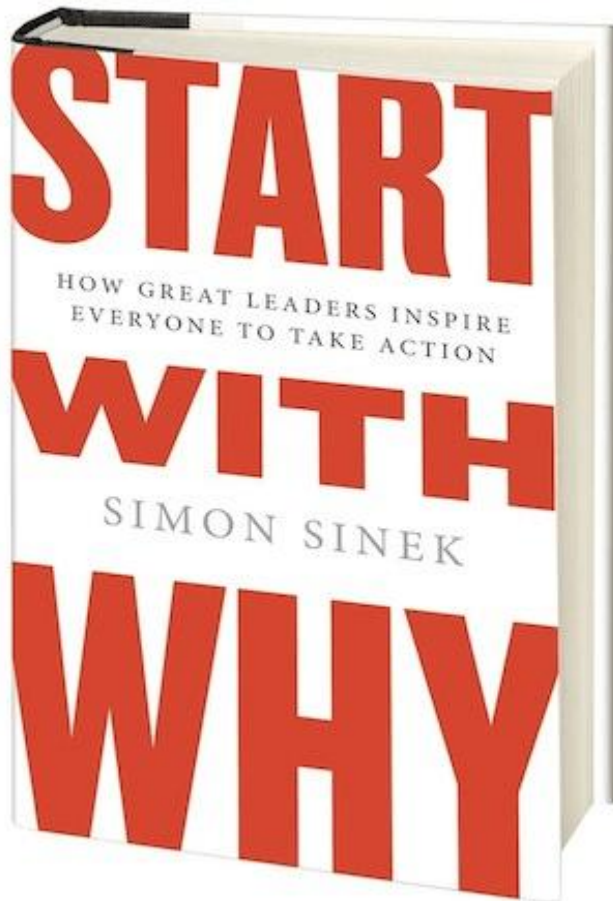


# Year 1: P.E. Year: Process Overview & Timeline



# What Drives Each Program Evaluation?

## The Golden Circle



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

# Define Our Guiding Questions

## Strands of Questions

- **Accountability** – Demonstrating to stakeholders (school board, parents, students) that programs are effective and resources are well-used. Ensures alignment to updated state, national, or industry standards.
- **Improvement** – Identifying strengths, gaps, and areas for revision in curriculum or instructional practices.
- **Decision-Making** – Informing whether to continue, revise, scale, or discontinue a program, or provide professional learning to meet the instructional needs of delivery.
- **Equity Check** – Ensuring all students have access to high-quality learning opportunities in guaranteed and viable curriculums.



# Our Year 1 Core Guiding Questions

## ACCOUNTABILITY

- 1.** To what degree is the written Linn-Mar curriculum aligned to current state, national, or industry standards for this content area?
- 2.** How does student performance on [state/national assessment, e.g., AP exam, NAEP, ISASP] compare to [district goals / state average / prior years], and what does that data suggest about this content area?

# Our Year 1 Core Guiding Questions

## IMPROVEMENT

1. Are there gaps (standards not addressed) or redundancies (concepts taught more than once without clear progression) across grade levels or courses?

## DECISION-MAKING

2. Do teachers feel adequately prepared and supported to deliver the curriculum and priority standards with confidence and fidelity, and what professional learning needs have they identified for the next cycle?

# Our Year 1 Core Guiding Questions

## EQUITY CHECK

- 1.** Do achievement gaps exist between subgroups, and have those gaps widened, narrowed, or remained stable over time?

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- 2.** Do all student subgroups have equitable access to rigorous content, advanced coursework, and enrichment opportunities in this area?

# Define Our Guiding Questions



## Program Evaluation Guiding Questions - Base Template

### Purposes

- Accountability** – Demonstrating to stakeholders (school board, parents, students) that programs are effective and resources are well-used. Ensures alignment to updated state, national, or industry standards.
- Improvement** – Identifying strengths, gaps, and areas for revision in curriculum or instructional practices.
- Decision-Making** – Informing whether to continue, revise, scale, or discontinue a program, or provide professional learning to meet the instructional needs of delivery.
- Equity Check** – Ensuring all students have access to high-quality learning opportunities in guaranteed and viable curriculums.

### Guiding Questions

| Evaluation Questions                                                                                                                                                                                                                 | Why the Question is Important | Information Needed to Answer the Question | When and How the Information Will Be Collected | Analysis and Interpretation |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------|------------------------------------------------|-----------------------------|
| To what degree is the written Linn-Mar curriculum aligned to current state, national, or industry standards for this content area?<br><i>Accountability</i>                                                                          |                               |                                           |                                                |                             |
| How does student performance on [state/national assessment, e.g., AP exam, NAEP, ISASP] compare to [district goals / state average / prior years], and what does that data suggest about this content area?<br><i>Accountability</i> |                               |                                           |                                                |                             |

Program Evaluation

|                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| narrowed, or remained stable over time?<br><i>Equity Check</i>                                                                                             |  |
| Do all student subgroups have equitable access to rigorous content, advanced coursework, and enrichment opportunities in this area?<br><i>Equity Check</i> |  |

| What is the purpose of the evaluation? | Information Needed to Answer the Question | When and How the Information Will Be Collected | Analysis and Interpretation |
|----------------------------------------|-------------------------------------------|------------------------------------------------|-----------------------------|
|                                        |                                           |                                                |                             |
|                                        |                                           |                                                |                             |
|                                        |                                           |                                                |                             |
|                                        |                                           |                                                |                             |

Program Evaluation



# Application Insight on Developing Guiding Questions: A Science Example

| Rotation 1: Lucas | Rotation 2: Erica | Rotation 3: Lori |
|-------------------|-------------------|------------------|
| Nathan            | Anne              | Natalie          |
| Jeri              | Barry             | Katie            |
| Britt             | Midhat            | Laura            |
| Evan              | Justin            | Chad             |



# **Year 2 Overview:**

## **Revision, Resource, and Professional Learning**

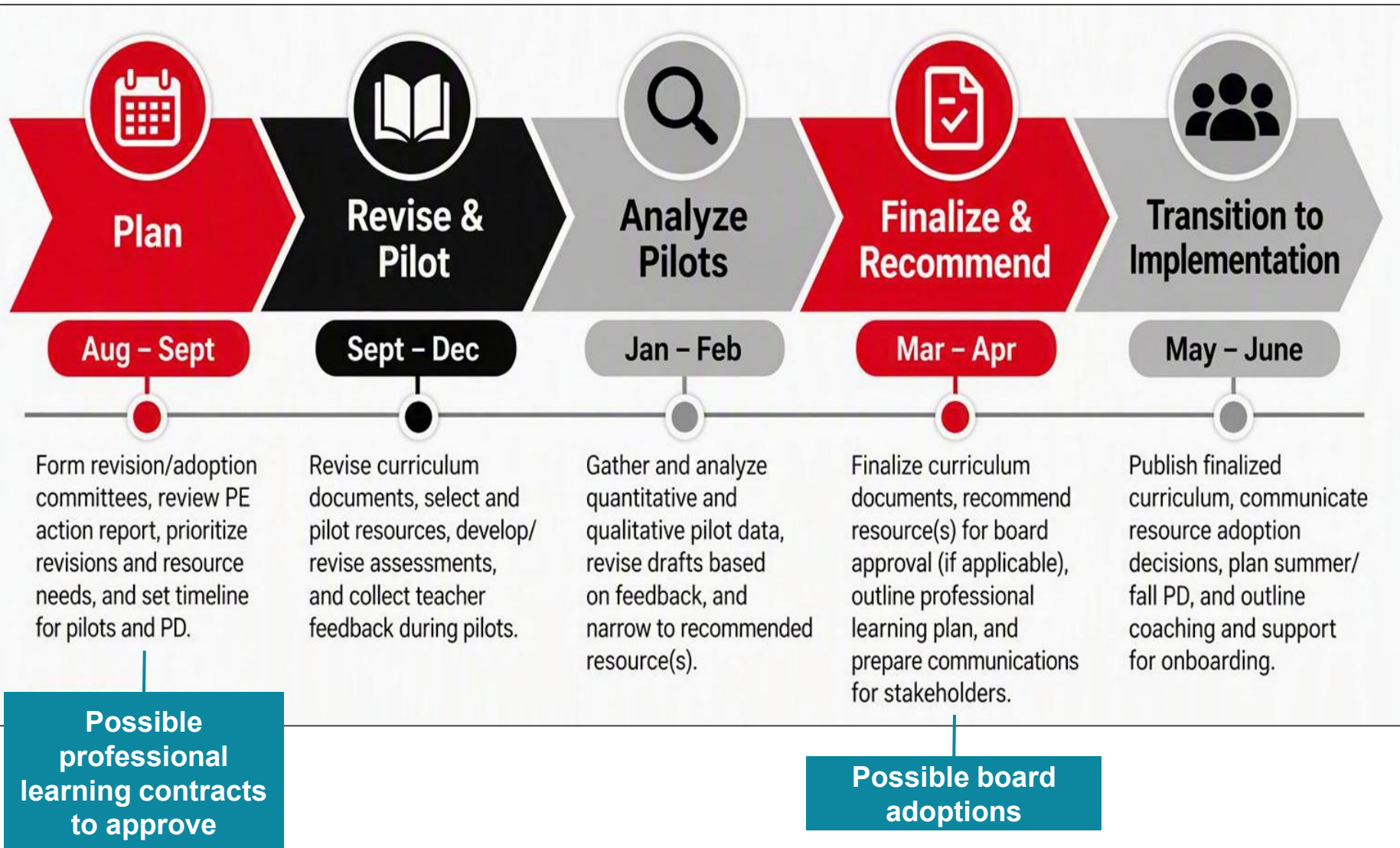
- The goal of this year is for the administration to verify and deploy the action plan from the end of year 1.
- Depending on the recommended action steps, members of the year 1 team will be needed for additional leadership steps such as professional learning design, piloting, etc.

**Year 1 is K-12 in scope, year 2 is revision is data driven, customized, targeted, and often banded in scope.**



# Year 2:

## Revision/Resource Process Overview & Timeline



# What Makes Our Linn-Mar Program Evaluation & Curriculum Review Process Unique?

- Familiar in its cyclical nature but fully customizable.
- Flexible.
- Allows for communication, transparency, and feedback loops.
- Cost-effective to deploy and in-house.
- Enhances budgeting through expense predictability related to professional learning and resource adoption.
- Built to align with leadership infrastructure (directors, instructional coaches, etc.).
- Aligned and coherent with district systems such as PLCs, standards-based learning, M.T.S.S.
- A hybrid design based on research: program evaluation of James Sanders, organizational leadership of Bolman & Deal, and adult learning theory from Merriam & Bierema.



**What Questions Might We Be Able to  
Answer for You?**

**Thank You!**

