District Honors & Highlights

October 26, 2026

Special Olympics Highlight: Congratulations to the 33 students that recently participated in the East Central Iowa Special Olympics Regional Bowling Competition.





Thespian Highlight: Congratulations to the LM Thespian Troupe 680 for their great performance of "Design for Murder".

Marching Band Highlight: Congratulations to the Linn-Mar Marching Lions for earning first place in Class A during the ValleyFest Showdown; the premier marching band festival in Iowa, and for earning a caption award for Outstanding Marching. They also received a Division I Superior Rating at the IHSMA State Marching Band Festival.





Scholarship Honor: Congratulations to Sahana Nagarajan, Linn-Mar High School Senior, for being named a semifinalist in the 2027 Coca-Cola Scholars Program. Sahana was among 1,227 semifinalists selected from more than 113,000 applicants throughout the nation.

Robotics Highlight: Congratulations to the Iron Lions Robotics team for their first-place finish alongside two alliance partners during the Clash in the Corn competition in Des Moines.





Cheerleading Highlight: Congratulations to the Linn-Mar Cheer for taking first place in the Coed Cheery/Dane competition at the University of Iowa!



Poms Highlight: Congratulations to the Linn-Mar Poms for their successes at the University of Iowa Spirit Spectacular solo Competition.



Marion Police Department Highlight: Thanks to the Marion Police Department on their recent collaboration with the Linn-Mar High School Digital Photography students. The Marion Police Department allowed students to capture professional headshots and group photos.



Venture Academics Highlight: Kudos to the Venture Academic students for partnering with the City of Marion to launch the VolunteerNow platform through the United Way of East Central Iowa. The program will match volunteers in assisting residents with tasks such as mowing, raking leaves, snow removal, twig cleanup, and moving trash bags.



America Reads Highlights: Thank you to the 500+ volunteers that shared their time during America Reads Day!



KCRG Athlete of the Week Highlight: Congratulations to Caite Schaffel, LMHS Girls Swimming & Diving, for being nominated as one of KCRG's Athletes of the Week.

LM High School Dance Highlight: Congratulations to Maya Budke and Claire Muszynski for finishing in the top 10 during the Iowa State Dance and Drill Team Association Class XIII Solo State Qualifier to advance to the State Finals. Congratulations also go out to the team for earning Division I ratings and one of the top 11 academic awards (out of 250 teams) with a cumulative GPA of 3.91.



Second Reading of Policy Recommendations: The following policies were reviewed by the Policy Committee on 10/1/26, underwent first reading on 10/12/26, and are now being presented for second reading on 10/26/26.

Edit Key:

- Edits in **green** within the policies are recommended additional language.
- Edits in **red** within the policies are recommended removed language.
- Edits highlighted in yellow within the policies are additional edits resulting from first reading and reviewed by the Policy Committee on 10/15/26; *these are reflected in 1004.1 and 1004.1-R1 only*.

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 Series 200 – Board of Directors
Specific Duties of the Board

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

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.):

_____

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

_____

_____

All facts pertinent to the conflicting or financial interest:

_____

_____

_____ 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 Series 400 – Staff/Personnel
All Employees

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.):

_____

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

_____

_____

_____

All facts pertinent to the conflicting or financial interest:

_____

_____

_____

_____ 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

Adopted: 1/22
Revised: 4/23; 9/24
Related Policy: 403.17

Policy Series 500 - Students
Student Conduct

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 Series 500 - Students
Student Conduct

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.

_____

_____

_____

_____

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: _____

_____

_____

_____

_____

_____

Adult: _____

_____

_____

_____

_____

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:~~

_____

_____

_____

_____

Describe the student and adult behaviors <u>during</u> the restraint/seclusion.

Student: _____

_____

_____

Adult: _____

_____

_____

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 <u>after</u> 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: _____

   _____

   _____

   _____

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.

_____

_____

_____

_____

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

Time Approved: _____ Administrator's Name/Title: _____

Reason for length of occurrence: _____

_____

_____

_____

_____

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

Time Approved: _____ Administrator's Name/Title: _____

Reason for length of occurrence: _____

_____

_____

_____

_____

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: _____

_____

_____

_____

_____

~~**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 Series 500 - Students
Student Conduct

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 agreement 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:

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

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

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

_____

_____

_____

Plans for additional follow up actions, if any:

_____

_____

_____

_____

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 _____

Adopted: 2/21
Reviewed: 10/23
Related Policy: 502.14; 502.14-R; 502.14-E1-E2

Policy Series 800 – Business Procedures
Fiscal Management

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 15th 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 30th, but only after completion of the Certified Annual Report.

~~*Solvency Ration 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. **Promotional materials must clearly state the disclaimer: "This is a private activity not sponsored by the LMCSD".** 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. **Users, other than the district and the before/after school childcares contracted with the district, will not be allowed access to the facilities while students are present. There will be a 90-minute window between the end of the student day and the beginning of facility access for renters.**

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

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. **Promotional materials must clearly state the disclaimer: "This is a private activity not sponsored by the LMCSD".** 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. **Users, other than the district and the before/after school childcares contracted with the district, will not be allowed access to the facilities while students are present. There will be a 90-minute window between the end of the student day and the beginning of facility access for renters.** ***(Reference: Policy 1004.1)***
8. 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.
9. 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.
10. 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.
11. 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**/performance hall** 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 auditorium**s**, ~~and~~ theatre**s**, **and performance hall**;
        - Renters will be charged accordingly for equipment and personnel use; and
        - No food or beverages are allowed in the auditorium**s**, ~~and~~ theatre**s**, **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/marking 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: Policy1004.1)*

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
Linn-Mar High School	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C
Little Theatre (Stage/Seating Only)	N/C
Performance Hall (Stage/Seating Only)	**N/C**
Commons Area	N/C
Lecture Hall	N/C
Wrestling Room	N/C
Regular Classrooms	N/C
Lab	N/C
Weight/Cardio Room	N/C

School/Facility	Fee
~~Excelsior~~ **Middle Schools**	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	N/C
Commons Area	N/C
Regular Classrooms	N/C

Linn-Mar Stadium/Aquatic Center
N/C

School/Facility	Fee
Intermediate Schools ~~Oak Ridge Middle School~~	
Gym ~~(Main)~~	N/C
~~Gym (Auxiliary)~~	~~N/C~~
Cafeteria	N/C
Kitchen	N/C
Commons Area	N/C
Regular Classrooms	N/C

School/Facility	Fee
Elementary Schools	
Gym	N/C
Multi-Purpose Rooms	N/C
Kitchen	N/C
Regular Classrooms	N/C

School/Facility	Fee
Outdoor Areas	
Parking Lots	N/C
Armstrong Field	N/C
Tennis Courts	N/C
Outdoor Tracks	N/C
Elementary Outdoor Fields	N/C
Middle School Non-Competition Fields	N/C
Middle School Competition Fields	N/C
High School Baseball/Softball Complex	N/C

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.**

N/C = No Charge / FCFS = First Come, First Served

CLASS B: PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES

a. 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;
b. Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District;
c. National, state, and local elections or caucuses;
d. Political meetings not boosting specific candidates, state, or national platforms; and
e. Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees.

FEE SCHEDULE – CLASS B

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	**N/A** ~~N/C~~
Auditorium (Stage/Seating Only)	N/C
Little Theatre (Stage/Seating Only)	N/C
Performance Hall (Stage/Seating Only)	**N/C**
Commons Area	N/C
Lecture Hall	N/C
Wrestling Room	N/C
Regular Classrooms	**N/A** ~~N/C~~
Lab	**N/A** ~~N/C~~
Weight/Cardio Room	**N/C** ~~N/A~~

School/Facility	Fee
~~Excelsior~~ **Middle Schools**	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	**N/A** ~~N/C~~
Commons Area	N/C
Regular Classrooms	**N/A** ~~N/C~~

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 16

School/Facility	Fee
Intermediate Schools ~~Oak Ridge Middle School~~	
Gym ~~(Main)~~	N/C
~~Gym (Auxiliary)~~	~~N/C~~
Cafeteria	N/C
Kitchen	**N/A** ~~N/C~~
Commons Area	N/C
Regular Classrooms	**N/A** ~~N/C~~

School/Facility	Fee
Elementary Schools	
Gym	N/C
Multi-Purpose Rooms	N/C
Kitchen	**N/A** ~~N/C~~
Regular Classrooms	**N/A** ~~N/C~~

School/Facility	Fee
Outdoor Areas	
Parking Lots	N/C
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	**FCFS** ~~N/A~~
High School Baseball/Softball Complex	Call for price

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.**

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

CLASS C: COMMUNITY YOUTH ORGANIZATIONS/TEAMS

a. Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth-oriented groups;
b. 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;
c. This category is for individual teams, packs, or groups. It is not for the use of an entire organization; and
d. Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees.

FEE SCHEDULE – CLASS C

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	N/A
Gym (Auxiliary)	N/A
Cafeteria	N/A
Kitchen	N/A
Auditorium (Stage/Seating Only)	N/A
Little Theatre (Stage/Seating Only)	N/A
Performance Hall (Stage/Seating Only)	N/A
Commons Area	N/A
Lecture Hall	N/A
Wrestling Room	N/A
Regular Classrooms	N/A
Lab	N/A
Weight/Cardio Room	N/A

School/Facility	Fee
~~Excelsior~~ **Middle Schools**	
Half Main Gym	$10 ~~5~~/hour
Gym (Auxiliary)	$10 ~~5~~/hour
Cafeteria (Weekend Only)	$30/hour
Commons Area (Weekend Only)	$20/hour
Kitchen ~~(Weekend Only)~~	N/A~~$30/hour~~
Regular Classrooms ~~(Weekend Only)~~	N/A~~$15/hour~~

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 16

School/Facility	Fee
Intermediate Schools ~~Oak Ridge Middle School~~	
~~Half Main~~ Gym	$10 ~~5~~/hour
~~Auxiliary Gym~~	~~$5/hour~~
Cafeteria (Weekend Only)	$30/hour
Kitchen ~~(Weekend Only)~~	N/A ~~$30/hour~~
Commons Area (Weekend Only)	$20/hour
Regular Classrooms ~~(Weekend Only)~~	N/A ~~$15/hour~~

School/Facility	Fee
Elementary Schools	
Gym	$10 ~~5~~/hour
Multi-Purpose Rooms ~~(Weekend Only)~~	$30/hour
Kitchen ~~(Weekend Only)~~	N/A ~~$30/hour~~
Regular Classrooms ~~(Weekend Only)~~	N/A ~~$15/hour~~

School/Facility	Fee
Outdoor Areas	
Parking Lots	$20/hour
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	N/A
High School Baseball/Softball Complex	Call for price

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.**

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

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

a. 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;
b. 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;
c. Educational activities of public and private colleges and universities; and
d. Educational activities of public and private K-12 institutions.

FEE SCHEDULE - CLASS D

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	$100/hour
Gym (Auxiliary)	$50/hour
Cafeteria	$30/hour
Kitchen	**N/A** ~~$30/hour~~
Auditorium (Stage/Seating Only)	$100/hour
Little Theatre (Stage/Seating Only)	$50/hour
Performance Hall (Stage/Seating Only)	**$200/hour**
Commons Area	$30/hour
Lecture Hall	$50/hour
Wrestling Room	$30/hour
Regular Classrooms	**N/A** ~~$15/hour~~
Lab	**N/A** ~~$30/hour~~
Weight/Cardio Room	N/A

School/Facility	Fee
~~Excelsior~~ **Middle Schools**	
Gym (Main)	$75/hour
Gym (Auxiliary)	$**35** ~~30~~/hour
Cafeteria	$30/hour
Commons Area (Weekend Only)	$20/hour
Kitchen	**N/A** ~~$30/hour~~
Regular Classrooms	**N/A** ~~$15/hour~~

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 16

School/Facility	Fee
Intermediate Schools ~~Oak Ridge Middle School~~	
Gym ~~(Main)~~	$**50** ~~75~~/hour
~~Gym (Auxiliary)~~	~~$50/hour~~
Cafeteria	$30/hour
Kitchen	**N/A** ~~$30/hour~~
Commons Area	$20/hour
Regular Classrooms	**N/A** ~~$15/hour~~

School/Facility	Fee
Elementary Schools	
Gym	$30/hour
Multi-Purpose Rooms	$30/hour
Kitchen	**N/A** ~~$30/hour~~
Regular Classrooms	**N/A** ~~$15/hour~~

School/Facility	Fee
Outdoor Areas	
Parking Lots	$20/hour
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	N/A
High School Baseball/Softball Complex	N/A

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.**

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

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

a. Commercial groups or businesses;
b. Local, state, and national groups hosting special events, workshops, or conferences;
c. Political meetings sponsoring specific candidates, state, or national platforms;
d. Any group, business, or individual located outside of the district;
e. Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold;
f. 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
g. Other special events.

FEE SCHEDULE - CLASS E

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	$150/hour
Gym (Auxiliary)	$75/hour
Cafeteria	$50/hour
Kitchen	**N/A** ~~$50/hour~~
Auditorium (Stage/Seating Only)	$150/hour
Little Theatre (Stage/Seating Only)	$75/hour
Performance Hall (Stage/Seating Only)	**$300/hour**
Commons Area	$50/hour
Lecture Hall	$75/hour
Wrestling Room	$50/hour
Regular Classrooms	**N/A** ~~$25/hour~~
Lab	**N/A** ~~$50/hour~~
Weight/Cardio Room	N/A

School/Facility	Fee
~~Excelsior~~ **Middle Schools**	
Gym (Main)	$100/hour
Gym (Auxiliary)	$**75**~~50~~/hour
Cafeteria	$50/hour
Commons Area (Weekend Only)	$40/hour
Kitchen	**N/A** ~~$50/hour~~
Regular Classrooms	**N/A** ~~$25/hour~~

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 16

School/Facility	Fee
Intermediate Schools ~~Oak Ridge Middle School~~	
Gym ~~(Main)~~	$100/hour
~~Gym (Auxiliary)~~	~~$75/hour~~
Cafeteria	$50/hour
Kitchen	**N/A** ~~$50/hour~~
Commons Area	$40/hour
Regular Classrooms	**N/A** ~~$25/hour~~

School/Facility	Fee
Elementary Schools	
Gym	$50/hour
Multi-Purpose Rooms	$40/hour
Kitchen	**N/A** ~~$50/hour~~
Regular Classrooms	**N/A** ~~$25/hour~~

School/Facility	Fee
Outdoor Areas	
Parking Lots	$30/hour
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	N/A
High School Baseball/Softball Complex	N/A

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 17 for details.**

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

LINN-MAR STADIUM & AQUATIC CENTER FEE SCHEDULE

School/Facility	Fee
Linn-Mar Stadium *(2-hour min charge)*	
Class A & B Use	N/C
Class C Use	$150/hour
Class D Use	$200/hour
Class E Use	$250/hour
Lights	$75/hour
Scoreboard	$100/event
Press Box	$100/event
Sound System	$100/event
Stadium Seating Cleaning Fee	$**500**~~150~~/event
LM Supervisor	$**75**~~50~~/hour
Custodian/O&M Staff	Actual costs per union contract
Crowd Manager *(One for every 250 spectators)*	$40/hour (each)
Gate Manager *(One per entrance used)*	$40/hour (each)
Other District Personnel	Charges depend on request
Police Supervision *(If applicable)*	Actual costs
Additional Equipment/Services	Charges depend on request

School/Facility	Fee
Aquatic Center *(2-hour min charge)*	
Pool Access	$200/hour
Concession Room Access	$100/event
Scoreboard/Timing System	$100/event
Sound System	$100/event
LM Supervisor	$**70**~~50~~/hour
Timing Computer Operator	$40/hour
Lifeguards *(Minimum of three)*	$**25**~~15~~/hour (each)
Crowd Manager *(One for every 250 spectators)*	$40/hour (each)
Stadium Seating Cleaning Fee	$100/event
Custodian/O&M Staff	Actual costs per union contract
Other District Personnel	Charges depend on request
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
Personnel Fees		
Custodian/O&M Staff *(If not already on duty)*	Actual costs per union contract	2 hour minimum
Building/Event Supervisor *(If applicable)*	$**75**~~40~~/hour	2 hour minimum
~~Kitchen Supervisor~~	~~$40/hour~~	~~2 hour minimum~~
Auditorium/Theatre**/Performance Hall** Technician Supervisor	$40/hour	2 hour minimum
Police Supervision *(If applicable)*	Actual costs	N/A
Other District Personnel	Charges depend on request	2 hour minimum
Auditorium/Theatre Use Fees		
Use of lights other than house lights		$**100**~~75~~/event
Use of sound system other than one microphone		$**100**~~75~~/event
Use of rigging system		$**100**~~75~~/event
Use of sound shell		$**300**~~200~~/event
Chairs, stands, risers		$100/event
Piano *(Non-grand)*		$**100**~~75~~/event
Miscellaneous Fees		
Minimum Cancellation Fee		$25
Custodial Flat Fee *(If custodian is on duty and deemed necessary)*		$25
Additional Equipment		Charges depend on the request
~~District Issued Key/Access Card Deposit~~		~~$10~~
Building/Equipment Replacement or Repair Fees		Actual costs

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

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

Delete-covered in 1004.1-R1

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

First Reading of Policy Recommendations: The following policies were reviewed by the Policy Committee on 10/15/26 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
107.1	Religious Expression	New
202.5	School Board Secretary	Revised
202.6	School Board Treasurer	Revised
702.1-R2	Child Nutrition Programs Civil Rights Complaints Regulation	Revised
702.1-E1	Child Nutrition Program Notices of Discrimination	Revised
702.1-E2	Child Nutrition Programs Civil Rights Complaint Form	Revised
703.1	Technology and Data Security	Revised
801.3	Transfer of Funds	Revised
801.8	Financial Records	Revised
802.9	Debt Management	Revised
803.1-R1	Purchasing-Bidding-Suspension and Debarment of Vendors and Contractors Procedures	Revised
803.1-R2	Purchasing-Bidding-Using Federal Funds in Procurement Contracts	Revised
803.4	Public Purpose and Use of Public Funds	Revised
803.5	Federal Awards Compliance	New
803.12	Time and Effort Reporting	New
804.1	Presentation and Publication of Financial Information	Revised
805.2	Care, Maintenance, and Disposal of District Records	Revised

Policy 107.1 *New Policy*
Religious Expression

LEADERSHIP AND STAFF NOTIFICATION
It is the policy of the Linn-Mar Community School District (hereafter "district") that the superintendent [or designee] shall annually distribute the most recent version of the *Guidance on Constitutionally Protected Prayer and Religious Expression* produced by the US Department of Education, and distributed by the Iowa Department of Education, to each board member, principal, teacher (including substitute teachers and student teachers), staff member, and student through the district's website (www.Linnmar.k12.ia.us).

CONSTITUTIONALLY PROTECTED PRAYER
It is the policy of the district to allow students and staff to engage in constitutionally protected prayer within the district schools consistent with applicable statutory or case law pertaining to the *First Amendment* of the *United States Constitution.* Accordingly, no board policy will prevent, or otherwise deny participation in, constitutionally protected prayer in district schools, consistent with federal law.

GRADING STANDARDS
It is the policy of the district that religious content in student assignments will be evaluated using the same academic grading standards applied to secular work.

STUDENT ORGANIZATIONS
It is the policy of the district that religious student organizations have the same rights, access to facilities, and institutional support as secular student clubs.

PROFESSIONAL DEVELOPMENT
It is the policy of the district to offer professional development opportunities to each employee of the district regarding constitutionally protected prayer and religious expression in public elementary and secondary schools.

CONCERNS
Concerns may be directed to the district's Nondiscrimination Coordinators.

Adopted:
Related Policies: 403.10; 603.5; 603.6; 603.9; 603.9-R; 603.10
Legal Reference (Code of Iowa): § 279.89; SF2231
IASB Reference: 107

Policy 202.5
School Board Secretary

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

It is the responsibility of the board secretary, as custodian of district records, to preserve and maintain the records and documents pertaining to the business of the board, to keep complete minutes of special and regular board meetings including closed sessions, to keep a record of the results of regular and special elections, to keep an accurate account of school funds, **to publish board proceedings and the schedule of bills allowed (including a list of claims allowed),** to sign warrants drawn on the school funds after board approval, and collect data on truant students. The board secretary may designate an individual(s) to assist with responding to and processing requests for records of the district. The board secretary will also be responsible for filing the required reports with the **Board of Directors, the** Iowa Department of Education**, and all other entities, as required. The secretary shall coordinate with the treasurer regarding financial records, financial reporting, and cash flow needs of the district.**

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

Adopted: 6/70
Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22; 10/25
Revised: 8/14; 8/24; 7/25
Legal Reference (Code of Iowa): §§ 64; 279.3, .5, .7, .32-33, .35; 291.2-4, 6-8, 10-11; 299.10; 281 IAC 12.3(1)
IASB Reference: 206.03, Option 1

Policy 202.6
School Board Treasurer

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

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

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

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

Adopted: 6/70
Reviewed: 4/13; 9/16; 10/19; 10/22; 10/25
Revised: 8/14; 8/24
Legal Reference (Code of Iowa): §§ 12B.10; 12C; 279.3, .5, .7, .31-33, .35; 291.2-4, .6-12, .14; 281 IAC 12.3(1)
IASB Reference: 206.04

Policy 702.1-R2
Child Nutrition Programs Civil Rights Complaints Regulation

USDA CHILD NUTRITION PROGRAMS IN IOWA
PROCEDURES FOR HANDLING A CIVIL RIGHTS COMPLAINT

1. Civil rights complaints related to the National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program, Summer Food Service Program, Seamless Summer Option, or Child and Adult Care Food Program are written or verbal allegations of discrimination based on USDA protected classes of race, color, national origin, **religion,** sex, **disability,** age, **marital status, family/parental status, income derived from public assistance programs, political beliefs, or reprisal or retaliation for prior civil rights activity** ~~and disability~~.

2. Any person claiming discrimination has a right to file a complaint within 180 days of the alleged discrimination. See below for additional Iowa Civil Rights information. A civil rights complaint based on the protected classes listed in #1 above must be forwarded to the address on the nondiscrimination statement.

3. All complaints, whether written or verbal, must be accepted by the School Food Authority (SFA)/Sponsor/Organization and forwarded to the USADA at the address or link on the nondiscrimination statement within 5 calendar days of receipt. An anonymous complaint should be handled the same way as any other. Complaint forms may be developed, but their use cannot be required. If the complainant makes the allegations verbally or in a telephone conversation and is reluctant or refuses to put them in writing, the person who handles the complaint must document the description of the complaint.

4. There must be enough information to identify the agency or individual toward which the complaint is directed and indicate the possibility of a violation. Every effort should be made to obtain at least the following information:
    a. Name, address, and telephone number or other means of contacting the complainant;
    b. The specific location and name of the organization delivering the program service or benefit;
    c. The nature of the incident(s) or action(s) that led the complainant to feel there was discrimination;
    d. The basis on which the complainant feels discrimination occurred (race, color, national origin, sex, age, or disability);
    e. The names, titles, and addresses of people who may have knowledge of the discriminatory action(s); and

f. The date(s) when the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).

5. USDA is the cognizant agency for the Child Nutrition Programs listed and, therefore, is the first contact for the ~~six~~ protected classes listed in #1 above, for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within 5 calendar days of receipt and no later than 180 days of the discriminatory act. The **email** ~~link~~ for submission of a complaint is: program.intake@usda.gov.

6. In accordance with applicable federal and/or state laws, protected classes also include **actual or potential parental, family, or marital status,** sexual orientation, ~~religion, or~~ **and** creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270; phone numbers 515-281-4121 or 800-457-4416; website: https://icrc.iowa.gov/.

Adopted: 7/22
Reviewed: 2/24
Revised: 7/25
Related Policy: 702.1; 702.1-R1; 702.1-E1-E2
Legal Reference (Code of Iowa): §283A; 281 IAC 58; Bureau of Nutrition and Health, IDOE, 12/2021
IASB Reference: 710.1-R(1)

Policy Series 700 – Auxiliary Services
Nutrition Services Program

Policy 702.1-E1
Child Nutrition Program Notices of Discrimination

USDA NONDISCRIMINATION STATEMENT
In accordance with federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees; and institutions participating or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, **marital status, family/parental status, income derived from public assistance programs, political beliefs,** or reprisal or retaliation for prior civil rights activity, in any program or activity conducted of funded by the USDA **(not all bases apply to all programs)**. **Remedies and complaint filing deadlines vary by program or incident.**

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the state or local agency **that administers the program or** ~~they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may~~ contact the USDA through the ~~Federal~~ **Telecommunications** Relay Service at **711 (voice and TTY)** ~~(800) 877-8339~~. Additionally, program information may be made available in languages other than English.

To file a program complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)-632-9992. Submit the completed form or letter to the USDA by:

Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW, Mail Stop 9410
Washington DC 20250-9410

Fax: (202)-690-7442; or

Email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

IOWA NONDISCRIMINATION STATEMENT
~~It is the policy of~~ **T**his Child Nutrition Program provider **does** not ~~to~~ discriminate in accordance with applicable federal and/or state laws **in its educational**

programs, activities, and employment practices on the basis of race, creed, color, national origin, sex, sexual orientation, disability, age **(for employment)**, ~~or~~ religion**, or actual or potential parental, family, or marital status (for programs)** ~~in its programs, activities, or employment practices as required by Iowa Code Sections 216.6, 216.7, and 216.9~~. **There is a grievance procedure for processing complaints of discrimination.** If you have questions or grievances related to compliance with this policy, **or for information about the district's grievance procedures by** this Child Nutrition Program provider, please contact the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270; phone number (515)-281-4121 or (800)-457-4416; website: https://icrc.iowa.gov/.

Adopted: 7/22
Reviewed: 2/24
Revised: 7/25
Related Policy: 702.1; 702.1-R1-R2; 702.1-E2
IASB Reference: 710.01-E(1)

Policy Series 700 – Auxiliary Services
Nutrition Services Program

Policy 702.1-E2
Child Nutrition Programs Civil Rights Complaint Form

COMPLAINT CONTACT INFORMATION

Name: _____

Address, City, State, Zip: _____

County: _____ Phone: ( )_____

Email: _____

COMPLAINT INFORMATION

1. Specific name and location of entity and individual delivering the service or benefit.
   _____
   _____
   _____

2. Describe the incident or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participants.
   _____
   _____
   _____
   _____
   _____

3. On what basis does the complainant feel discrimination in accordance with applicable federal and/or state laws exists (race, color, national origin, sex, **disability**, age, **marital status, family/parental status, income derived from public assistance programs, political beliefs, or reprisal ore retaliation for prior civil rights activity,** creed, sexual orientation, religion, or ~~political party affiliation~~ **actual/potential parental/ family/marital status**)?
   _____
   _____
   _____

4. List the names, titles, and business addresses of persons who may have knowledge of the alleged discriminatory action.

   _____

   _____

   _____

5. List the dates during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

   _____

   _____

   _____

6. Date complaint received: _____

7. Person receiving complaint: _____

8. Action(s) taken:

   _____

   _____

   _____

The USDA is the cognizant agency for the Child Nutrition Programs listed and therefore is the first contact for the ~~six~~ **following** protected classes of race, color, national origin, **religion,** sex, **disability,** age, **marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity** ~~and disability~~ for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is program.intake@usda.gov.

In accordance with applicable federal and/or state laws, **additional** protected classes also include **actual or potential parental, family, or marital status,** sexual orientation, ~~religion, or~~ **and** creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270; phone numbers 515-281-4121 or 800-457-4416; website https://icrc.iowa.gov/.

This institution is an equal opportunity provider.

Adopted: 7/22
Reviewed: 2/24
Revised: 7/25
Related Policy: 702.1; 702.1-R1-R2; 702.1-E1
IASB Reference: 710.01-E(2)

Policy Series 700 – Auxiliary Services
Technology Services

Policy 703.1
Technology and Data Security

The Linn-Mar Community School District recognizes the increasingly vital role technology plays in society. ~~It is the goal of the district to embrace technology as a resource to further educate our students and better prepare students for the future.~~ It is the intent of the district to support secure data systems in the district, including security for all personally identifiable information(PII) that is stored digitally on district-maintained devices, computers, and networks. ~~Technology also has incredible potential to support increased efficiency; communication; and growth through collaboration among administration, students, staff, employees, and volunteers. However, with this growth opportunity comes increased potential for valuable, sensitive data to become public. The district takes seriously its responsibility to protect private data.~~ The purpose of this policy is to ensure the secure use and handling of all district data; computer systems; devices; and technology equipment by district students, employees, and data users.

The district **may** ~~supports the~~ use ~~of~~ third-party vendors to perform necessary education functions for the district. Utilizing third party vendors to outsource functions the district would traditionally perform provides a cost-effective means to deliver high quality educational opportunities to all students. However, it is paramount that third party vendors with access to sensitive data and personally identifiable information (PII) of district students, employees, and data users be held to the highest standards of data privacy and security.

The selection of third-party vendors shall be in accordance with appropriate law and policy. Third-party vendors with access to personally identifiable information (PII) shall meet all qualifications to be designated as a school official under the Family Educational Rights and Privacy Act (FERPA). The **superintendent [or designee] shall recommend to the board** ~~board shall ensure~~ that any approved contract with a third-party vendor will require that the vendor comply with all applicable state and federal laws, rules, or regulations regarding the privacy of personally identifiable information (PII).

It is the responsibility of the superintendent [or designee] to develop procedures for the district to enhance the security of data and the learning environment. The procedures shall address, but not be limited to, the following topics:

ACCESS CONTROL
Access control governs who may access what information within the district and the way users may access the information. ~~Increased access to secure networks and data will inevitably increase the risk of security compromise to those networks and data.~~ It is the responsibility of the superintendent [or designee] to **determine** ~~develop procedures for determining~~ which individuals will have

access to district networks, devices, and data and to what extent such access will be granted. System and network access will be granted based upon a need-to-have requirement, with the least amount of access to data and programs by the user as possible.

SECURITY MANAGEMENT

Security management addresses protections and security measures used to protect digital data. These include measures related to audits and remediation, as well as security plans for responding to, reporting, and remediating security incidents. It is the responsibility of the superintendent [or designee] to develop procedures to govern the secure creation, storage, and transmission of any sensitive data and personally identifiable information (PII). The superintendent [or designee] shall implement **appropriate** ~~network perimeter~~ controls to regulate data moving between trusted internal resources to external entities.

TECHNOLOGY AND DATA USE TRAINING

Technology and data use training addresses acceptable use best practices to safeguard data for students, employees, and staff. It is the responsibility of the superintendent [or designee] **help ensure appropriate training** ~~to develop procedures for creating and administering a training program~~ on proper data and technology use. ~~Training shall address the proper use and security of all district owned or controlled technology, devices, media, and data. Training will be provided for all district employees with access to personally identifiable information (PII).~~

~~In furtherance of this policy, the superintendent [or designee] shall be responsible for overseeing district-wide data and technology security, to include development of standards and procedures, and adherence to the administrative procedures defined in this document.~~

Adopted: 12/18
Reviewed: 9/21; 2/24
Related Policy: 403.28; 703.1-R
Legal Reference (Code of Iowa): **279.71**; 715C
IASB Reference: 712

Policy Series 800 – Business Procedures
Fiscal Management

Policy 801.3 Transfer of Funds

A school district may transfer funds under the following circumstances:

1. When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. District monies received without a designated purpose may be transferred in this manner.
2. District monies received for a specific purpose or upon vote of the people may only be transferred by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.
3. If all requirements for district use of funds under the **Statewide** Preschool **Program** ~~Foundation Aid~~, Professional Development Supplement, Home School Assistance Program, Teacher Leadership Supplement, or any discontinued fund have been met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of remaining funds by passage of a board resolution into the district's flexibility account in accordance with law. Before the expenditure of amounts in the flexibility account, the district shall publish notice of the time, date, and place of a public hearing on the proposed resolution approving said expenditures. The board must find and certify that the statutory requirements of each original source of funds have been met before adopting the resolution approving the expenditures. The district will present a copy of the signed board resolution to the Department of Education.
4. The district may transfer by board resolution from the general fund to the student activity fund an amount needed to purchase or refurbish protective and safety equipment required for any extracurricular interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association (IHSAA) or Iowa Girls High School Athletic Union (IGHSAU).
5. If the before and after school **childcare** program exceeds the amount necessary to operate the program, the excess amount may, following a public hearing, be transferred by resolution of the board of directors of the school corporation for deposit in the general fund of the school corporation to be used for district general fund purposes. The district will present a copy of the signed board resolution to the Department of Education.
6. ~~Beginning in fiscal year 2024,~~ **U**nexpended and unobligated dollars that remain at the end of a fiscal year in addition to ongoing revenues may be transferred to the Teacher Salary Supplement (TSS) program from Professional Development Supplement (PDS), Talented and Gifted (TAG), and Teacher Leadership Supplement (TLS) without board action.

7. The district may choose to request approval from the School Budget Review Committee (SBRC) to transfer funds to make a program whole, prior to its elimination.
8. Temporary transfers (loans) of funds are permitted between funds but must be repaid to the originating fund, with interest, by October 1st following the end of the fiscal year **in which the loan was made**.

It is the responsibility of the board secretary **in conjunction with the treasurer** to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Adopted: 6/70
Reviewed: 10/12; 5/15; 12/18
Revised: 7/10; 12/13; 9/21; 1/22; 8/23; 1/25
Legal Reference (Code of Iowa): §§ 24.21-22; 257.10; 279.8; 279.42; 298A; 289 IAC 6
IASB Reference: 701.02

Policy Series 800 – Business Procedures
Fiscal Management

Policy 801.8 Financial Records

Financial records of the district are maintained in accordance with Generally Accepted Accounting Principles (GAAP) **and** as required or modified by law. District monies are received and expended from the appropriate fund and/or account. The funds and accounts of the district will include, but not be limited to:

GOVERNMENTAL FUND TYPE

1. General Fund: This fund is the chief operating fund of the district. It is used to account for all financial resources except those accounted for and reported in another fund.
2. Special Revenue Fund: These funds account for the proceeds of specific revenue sources other than trusts or major capital projects, that are legally restricted or committed to expenditure for specified purposes other than debt service or capital projects.
    a. Management Levy Fund
    b. Public Education and Recreation Levy Fund (PERL)
    c. Student Activity Fund
3. Capital Projects Fund: These funds are used to account for financial resources to acquire or construct major capital facilities or other capital assets (other than those of proprietary funds and trust funds) and to account for revenues from SAVE.
    a. Physical Plant and Equipment Levy Fund (PPEL)
    b. Secure and Advanced Vision for Education (SAVE)
4. Debt Service Fund: This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

PROPRIETARY FUND TYPE

These funds **are used for business type activities that rely on fees and user charges for services.** ~~account for operations of the district operated similar to private business for which a fee is charged to external users for goods or services, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis.~~

1. Enterprise Fund
    a. School Nutrition Fund
    b. Childcare Fund
    c. Internal Service Fund
    d. Community Education
    e. Preschool (Nonvoluntary, state)
    f. Aquatic Center Fund
    g. Student Store Fund

FIDUCIARY FUNDS
These funds are used to account for monies or assets held by the district on behalf of, or in trust for, another entity.

1. Trust
    a. Expendable Trust Funds
    b. Non-expendable Trust Funds
    c. Pension trust Funds
2. Custodial Funds

NON-FIDUCIARY SCHOLARSHIP FUND
Account Groups: These groups are the accounting records for capital assets and long-term debt.

1. General Capital Assets Account Group
2. General Long Term Debt Account Group

The board may establish other funds in accordance with Generally Accepted Accounting Principles (GAAP) and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent in conjunction with **the treasurer and** the school business official to implement this policy and bring necessary changes in the maintenance of the district's financial records to the attention of the board.

Adopted: 3/17
Reviewed: 12/18; 1/22
Revised: 2/21; 1/25
Related Policy: 801.1
Legal Reference (Code of Iowa): §§ 291; 298; 298A; 281 IAC 98
IASB Reference: 701.03

Policy 802.9 Debt Management

DEBT LIMITS

Credit Ratings: The district seeks to maintain the highest possible credit ratings for all categories of short- and long-term debt that can be achieved without compromising the delivery of services and the achievement of adopted objectives. The district recognizes that external economic, natural, or other events may, from time to time, affect the creditworthiness of its debt. Nevertheless, the district is committed to ensuring that actions within their control are prudent.

Debt Limits: For general obligation debt, the district's outstanding debt limit shall be no more than five percent (5%) of the actual value of property within the district's boundaries, as prescribed by the Iowa constitution and statutory restrictions.

For revenue debt, the district's goal is to provide adequate debt service coverage of at least **1.25** ~~1.20~~ times the annual debt service costs.

In accordance with Iowa law, the district may not act as a conduit issuer or issue municipal securities to raise capital for revenue-generating projects where the funds generated are used by a third party ("conduit borrower") to make payments to investors.

PURPOSES AND USE OF DEBT

Capital Planning: To enhance creditworthiness and prudent financial management, the district is committed to systematic capital planning, intergovernmental cooperation, and coordination and long-term financial planning.

Capital Financing: The district may issue long-term debt for capital projects as authorized by Iowa law which include, but are not limited to, the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment. Capitalized interest may be included in sizing any capital project debt issue. The types of debt instruments to be used by the district include:

a. General Obligation Bonds;
b. General Obligation Capital Loan Notes;
c. Bond Anticipation Notes;
d. Revenue Anticipation Notes;
e. School Infrastructure Sales, Services, and Use Tax Revenue Bonds; and
f. Lease Purchase Agreements, including Certificates of Participation.

Working Capital Financing: The district may issue debt for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows. The district shall ~~strive to~~ repay working capital debt **within 13 months of issuance** ~~by the end of the fiscal year in which the debt was incurred~~. A working capital reserve may be included in sizing any working capital debt issue.

Refundings: Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the district, such as to release restrictive bond covenants which affect the operations and management of the district.

In general, advance refundings **(within federal tax law constraints)** for economic savings will be undertaken when a net present value savings exceeds three percent of the refunded debt can be achieved. Current refundings, which produce a new present value savings of less than three percent will be considered on a case by case basis taking into consideration bond covenants and general conditions. Refundings with negative savings will not be considered unless **it is in the best interest of the district** ~~there is a compelling public policy objective for doing so~~.

DEBT STANDARDS AND STRUCTURE

Length of Debt: Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users. Long-term debt will not be issued for periods exceeding**120% of** the useful life or average useful lives of the project or projects to be financed. All debt issued will adhere to state and federal law regarding the length of time the debt may be outstanding.

Debt Structure: Debt will be structured to achieve the lowest possible net cost to the district given market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the district will design the repayment of its overall debt to rapidly recapture its credit capacity for future use.

Generally, the district will only issue fixed-rate debt. In very limited circumstances, the district may issue variable rate debt, consistent with the limitations of Iowa law and upon a finding of the board that the use of fixed rate debt is not in the best interest of the district and a statement of the reasons for the use of variable rate debt.

All debt may be structured using discount, par, or premium coupons, and as serial or term bonds or notes, or any combination thereof, consistent with Iowa law. The district should utilize the coupon structure that produces the lowest True Interest Cost (TIC) taking into consideration the call option value of any callable maturities.

The district will strive to structure their debt in sinking fund installments for each debt issue that achieves, as nearly as practicable, level debt service within an issue or overall debt service within a particular classification of debt.

Derivatives (including, but not limited to, interest rate swaps, caps, collars, corridors, ceiling and floor agreements, forward agreements, float agreements, or other similar financing arrangements), zero-coupon or capital appreciation bonds are not allowed to be issued consistent with state law.

Decision Analysis to Issue Debt: Whenever the district is contemplating the issuance of debt, information will be developed concerning the following four categories commonly used by rating agencies assessing the district's credit worthiness, listed below.

Debt Analysis: Debt capacity analysis; purpose for which debt is proposed to be issued; debt structure; debt burden; debt history and trends; and adequacy of debt and capital planning.

Financial Analysis: Stability, diversity, and growth rates of tax or other revenue sources; trend in assessed valuation and collections; current budget trends; appraisal of past revenue and expenditures trends; history and long-term trends of revenues and expenditures; evidence of financial planning, adherence to GAAP; audit results; fund balance status and trends in operating and debt funds; financial monitoring systems and capabilities; and cash flow projections.

Governmental and Administrative Analysis: Government organization structure; location of financial responsibilities and degree of control; adequacy of basic service provision; intergovernmental cooperation/conflict and extent of duplication; and overall planning efforts.

Economic Analysis: Geographic and location advantages; population and demographic characteristics; wealth indicators; types of employment, industry, and occupation; housing characteristics; new construction; evidence of industrial decline; and trend of the economy.

DEBT ISSUANCE

Credit Enhancement: Credit enhancements (i.e., bond insurance, etc.) may be used but only when the net debt service on the debt is reduced by more than the costs of the credit enhancement.

Costs and Fees: All costs and fees related to issuing the debt will be paid out of debt proceeds and allocated across all projects receiving proceeds of the debt issue.

Method of Sale: Generally, all district debt will be sold through a competitive bidding process. Bids will be awarded on a TIC basis providing other bidding requirements are satisfied.

The district may sell debt using a negotiated process **if it is in the best interest of the district** ~~in extraordinary circumstances~~ when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions of district credit are unusually volatile or uncertain.

Professional Service Providers: The district will retain external bond counsel for all debt issues. All debt issued by the district will include a written opinion by bond counsel affirming that the district is authorized to issue the debt, stating that the district has met all Iowa constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status. The bond counsel retained must have comprehensive municipal debt experience and a thorough understanding of Iowa law as it relates to the issuance of the particular debt.

The district will retain **a municipal** ~~an independent financial~~ advisor. The **municipal** ~~financial~~ advisor will be responsible for structuring and preparing all offering documents for each debt issue. The **municipal** ~~financial~~ advisor retained will have comprehensive municipal debt experience, experience with diverse financial structuring and pricing of municipal securities.

The board treasurer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, rebate specialists, etc.) as necessary to meet legal requirements and minimize net debt costs. These services can include debt restructuring services and security or escrow purchases.

Compensation for bond counsel, **municipal** ~~financial~~ advisor, and other service providers will be as economical as possible and consistent with industry standards for the desired qualification levels.

DEBT MANAGEMENT

Investment of Debt Proceeds: The district shall invest all proceeds received from the issuance of debt separate from the district's consolidated cash pool unless otherwise specified by the authorizing bond resolution or trust indenture. Investments will be consistent with those authorized by Iowa law and the district's investment policy to maintain safety of principal and liquidity of the funds.

Arbitrage and Recordkeeping Compliance: The board treasurer shall maintain a system of recordkeeping, reporting, and compliance procedures with respect to all federal tax requirements which are currently, or may become applicable, through the lifetime of all tax-exempt or tax credit bonds.

Federal tax compliance, recordkeeping, reporting, and compliance procedures shall include, but not be limited to:

a. Post-issuance compliance procedures (including proper use of proceeds, timely expenditure of proceeds, proper use of bond financed property, yield restriction and rebate, and timely return filing);
b. Proper maintenance of records to support federal tax compliance;
c. Investments and arbitrage compliance;
d. Expenditures and assets;
e. Private business use; and
f. Designation of primary responsibilities for federal tax compliance of all bond financings.

Financial Disclosure: The district is committed to full and complete financial disclosure and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share comprehensible and accurate financial information. The district is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities and Exchange Commission.

The official statements accompanying debt issues, annual audits, and continuing disclosure statements will meet the standards articulated by the Municipal Securities Rulemaking Board (MSRB), the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC), Generally Accepted Accounting Principles (GAAP), and the Internal Revenue Service (IRS). The board treasurer shall be responsible for ongoing debt disclosure as required by any continuing disclosure certificate for any debt issue and to maintain compliance with disclosure standards promulgated by state and federal regulatory bodies.

Adopted: 6/99
Reviewed: 7/10; 10/12; 5/15; 12/18; 1/22
Revised: 12/13; 3/25
Related Policy: 801.4; 802.9-R1
Legal Reference (Code of Iowa): §§ 74-76; 278.1; 298; 298A
IASB Reference: 704.02

Policy 803.1-R1 Purchasing – Bidding – Suspension and Debarment of Vendors and Contractors Procedures

In connection with transactions subject to federal suspension and debarment requirements, the district is prohibited from entering into transactions with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

When soliciting bids or otherwise preparing to enter into such a transaction, the superintendent [or designee] will use at least one of the following verification methods to ensure that any parties to the transaction are not suspended or debarred prior to committing to any sub-award, purchase, or contract.

1. Obtaining a certification of a party's compliance with the federal suspension and debarment requirements in connection with any application, bid, or proposal;
2. Requiring compliance with the federal suspension and debarment requirements as an express condition of any sub-award, purchase, or contract in question; or
3. Prior to committing to any sub-award, purchase, or contract, check the online Federal System for Award Management at https://sam.gov/reports/awards/standard to determine whether the relevant party is subject to any suspension or debarment restrictions.

2 CFR Part 200 Subpart B-General Provisions
200.113 Mandatory Disclosures

An applicant, recipient, or subrecipient of a federal award must promptly disclose whenever, in connection with the federal awards (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the US Code of a violation of the civil False Claims Act (31 USC 3729-3733). The disclosure must be made in writing to the federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. ~~A non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a federal award including the term and condition outlined in *Appendix XII-Award Term and Condition for Recipient Integrity and Performance Matters* are required to report certain civil, criminal, or administrative proceedings to SAM.~~ Failure to make required disclosures can result in any of the remedies described in *§200.33*~~*8*~~*9-Remedies for Non-Compliance*, including suspension or disbarment. (See also 2 CFR Part 180, 31

USC 3321, and 41 USC 2313). It is the responsibility of the superintendent to timely report to the relevant federal or pass-through agency any violations of federal criminal law involving fraud, bribery, or gratuity potentially impacting a federal grant.

Adopted: 6/70
Reviewed: 712/13; 5/15; 12/18; 1/22
Revised: 10/12; 6/24
Related Policy: 803.1, 803.1-R2
IASB Reference: 705.01-R(1)

Policy Series 800 – Business Procedures
Expenditures

Policy 803.1-R2 Purchasing – Bidding – Using Federal Funds in Procurement Contracts

In addition to the district's standard procurement and purchasing procedures, the following procedures for vendors/contractors paid with federal funds are required. When federal, state, and local requirements conflict, the most stringent requirement will be followed.

2 CFR Part 200, Subpart D Subsection §200.318(c)(1)
No district employee, officer, or agent may participate in the selection, award, and administration of contracts supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. District officers, employees, ~~and~~ agents**, and board members** may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value, district employees must abide by all relevant board policies. Violation of this requirement may result in disciplinary action for the district employee, officer, ~~or~~ agent**, or board member**.

2 CFR Part 200, Subpart D Subsection §200.320(c~~e~~)(1-5~~4~~)
Procurement for contracts paid with federal funds may be conducted by noncompetitive (single source) proposals when one or more of the following circumstances apply: **(1) the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold; (2) the procurement transaction can only be fulfilled by a single source; (3) the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation; (4) the recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the federal agency or pass-through entity provides written approval; or (5) after soliciting several sources, competition is determined inadequate.** ~~(1) the item is only available from a single source; (2) public exigency or emergency will not permit the delay resulting from competitive bids; (3) the federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or (4) after solicitation of a number of sources, competition is inadequate~~.

2 CFR Part 200, Subpart D Subsection §200.321
The district will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, **veteran-owned businesses,** and labor surplus area firms are used when possible. Affirmative steps must include: (1)

placing such businesses on solicitation lists; (2) soliciting such businesses whenever they are **deemed eligible as** potential sources; (3) when economically feasible, dividing contracts into **separate procurements to permit maximum participation from such businesses** ~~smaller tasks or quantities to allow participation from such businesses~~; (4) establishing delivery schedules that encourage participation by such businesses; (5) when appropriate, utilizing the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring the primary contractor to follow steps (1) through (5) when subcontractors are used.

The district will include the following provisions in all procurement contracts or purchase orders and include the following provisions when applicable:

2 CFR Part 200 Appendix II
(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the

acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 oF the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

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

(J) See §200.322 Procurement of Recovered Materials.

(K) §200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

a) The district is prohibited from obligating or expending loan or grant funds to:
    1. Procure or obtain **covered telecommunications equipment or services**;
    2. Extend or renew a contract to procure or obtain **covered telecommunication equipment or services**; or
    3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment~~,~~ **or** services**.** ~~or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.~~

b) As described in Public Law 115-232, Section 889, covered telecommunications equipment **or services means any of the following:**
    1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
    2. For purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and

telecommunication equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

3. Telecommunications or video surveillance services provided by such entities or using such equipment.
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned by or controlled by, or otherwise connected to, the government of a foreign country.

c) For purposes of this section, "covered telecommunications equipment or services" also includes systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

d) In implementing the prohibition under Public Law 115-232, Section 889, ~~subsection (f), paragraph (l),~~ heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions, and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

e) When the recipient or subrecipient accepts a loan or grant, it is certifying that it will comply with the prohibition on covered telecommunications equipment and services in this section. The recipient or subrecipient is not required to certify that funds will not be expended on covered telecommunications equipment or services beyond the certification provided upon accepting the loan or grant and those provided upon submitting payment requests and financial reports.

f) For additional information, see Public Law 115-232, Section 889.

~~g) See also §200.471.~~

(L) §200.322 Domestic preferences for procurements.

a) The recipient or subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be

included in all subawards, contracts, and purchase orders under federal awards.

b) For purposes of this section:

1. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

2. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous concrete; glass, including optical fiber; and lumber.

c) Federal agencies providing federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR Part 184.

Adopted: 1/22
Revised: 6/24
Related Policy: 803.1; 803.1-R1
Legal Reference: §26; 28E; 72.3; 73; 73A; 285; 297; 301; 261 IAC 54; 281 IAC 43.25
IASB Reference: 705.01-R(2)

Policy Series 800 – Business Procedures
Expenditures

Policy 803.4
Public Purpose and Use of Public Funds

The board acknowledges that expenditures and use of district resources may be needed to support the decision-making process in conducting district business, promoting more efficient time frames for conducting business, promulgating a productive working climate, improving personnel well-being and morale, and nurturing a positive learning environment. To serve these purposes, the board supports appropriate expenditures and use of district resources for attainment of the district mission and strategic goals for official district activities and business.

The district is committed to managing and spending public funds in a transparent and responsible manner. Prior to making a purchase with**, or when requesting reimbursement from**, public funds, **all school employees shall be able to accurately articulate, in a clear and concise manner, the public purpose served by such expenditure** an individual should be comfortable defending the purchase/reimbursement to the taxpayers in the district**.** If the **employee is unable to do so,** ~~individual is uncomfortable doing so,~~ the purchase may not fulfill a public purpose, and additional guidance should be sought before the purchase is made.

Individuals who have concerns about the public purpose of a purchase or reimbursement should utilize the district's internal controls policy and regulation as resources for questioning a purchase (Refer to policies 801.7 and 801.7-R). Concerns should be reported to the superintendent and/or the board president.

The superintendent**, in coordination with the treasurer,** shall develop a process for approving expenditures of public funds. The school board will review expenditures and applicable reports, as necessary, to ensure proper oversight of the use of public funds. To the extent possible, expenditures shall be pre-approved ~~by the district~~ prior to expending the funds. Purchases of food and refreshments for district staff, even within the district, **shall** ~~should~~ comply with the district's employee travel allowance policy and all other applicable policies (Refer to policies 803.10 and 803.10-R). All purchases/reimbursements shall comply with applicable laws, board policies, and district accounting requirements.

Additional guidance regarding appropriate expenditures of school funds is provided in the regulation accompanying this policy.

Adopted: 2/00
Reviewed: 7/10; 5/15; 12/18
Revised: 10/12; 12/13; 1/22; 4/25
Related Policy: 801.7; 801.7-R; 803.3; 803.3-R; 803.4-R; 803.10; 803.10-R
Legal Reference (Code of Iowa): §§ 68A.505; 279.8; 721.2; 281 IAC 98.70

Policy Series 800 – Business Procedures
Expenditures

Policy 803.5 *New Policy*
Federal Awards Compliance

In accordance with federal requirements under 2 CFR Part 200, generally accepted accounting principles (GAAP) and applicable Governmental Account Standards Board (GASB) standards, the Linn-Mar Community School District shall account for and report federal awards in compliance with all applicable federal requirements governing the receipt and expenditure of federal awards. The district shall maintain the following:

Mandatory Disclosures 2 CFR 200.113: The district shall disclose violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal award.

Financial Management 2 CFR Part 200.302: The district will maintain a financial management system with internal controls and transparency that identifies all federal awards received and expended and the federal programs under which they were received. Federal awards must be accurate and current, recorded in appropriate records complete with reporting and record maintenance sufficiently identifying amount, source, expenditure and application of funds. The district will compare actual expenditures to budgeted amounts regularly with effective control over and accountability of all funds, property, and assets.

Internal Controls 2 CFR Part 200.303: The district will maintain internal controls over federal awards. Internal controls shall be consistent with guidance provided in the U.S. Government Accountability Office Standards for Internal Control in the Federal Government (Green Book) and/or the COSO Internal Control Framework. These controls are designed to ensure compliance with federal statutes and regulations, safeguard funds, property, sensitive data and other assets. Internal controls monitor compliance and evaluate risks, taking prompt action when instances of noncompliance are identified. They include cybersecurity measures for electronic records.

Payment Procedures 2 CFR 200.305: Federal funds used to pay employees in full or in part must be regulated through the district's payment procedures, which include time and effort tracking. The district shall maintain written procedures for payment management in accordance with Uniform Guidance. Federal funds shall be drawn down only as needed to meet immediate cash requirements and in a manner that minimizes the time elapsing between receipt and disbursement. Compensation charged to federal awards shall be supported by records that accurately reflect the work performed.

Allowability of Costs 2 CFR 200 Subpart E 200.403 - 200.405: All costs charged to federal awards must comply with applicable cost principles. Costs shall also be accounted for in accordance with applicable GASB standards and district

accounting policies. All allowable costs must be documented and conform to federal, state, and program-specific rules.

Procurement Standards 2 CFR 200.317 – 200.327; 200.318(c)(1): The district must maintain written procurement procedures ensuring full and open competition. The district must use appropriate methods, which include required federal contract provisions and verifying contractors are not suspended or debarred. Procurement procedures shall address conflict of interest standards, methods of procurement, including micro-purchases, small purchases, sealed bids, competitive proposals, and noncompetitive procurements, as applicable under federal regulations. The district will maintain procurement records detailing method, selection and price analysis. Additionally, the district will maintain standards of conduct governing employees engaged in these procurement activities. This includes prohibiting participation in decisions where personal or financial interests exist, requiring disclosure of potential conflicts and enforcing disciplinary actions for violations.

Reporting 2 CFR 200.328 – 329: The district will submit required financial and performance reports in accordance with federal requirements. The reporting must be accurate, complete and submitted in a timely manner in accordance with the conditions of the federal award. The district shall maintain supporting documentation for all reports submitted.

Record Retention 2 CFR 200.334-337: The district shall retain records related to federal awards for a minimum of 5 years from the date of submission of the final expenditure report, unless a longer retention period is required.

Records are available for inspection and audit by authorized entities in accordance with federal requirements.

Adopted:
Legal Reference (Code of Iowa): § 257; 11; 281 IAC 97-98
IASB Reference: 705.05

Policy Series 800 – Business Procedures
Expenditures

Policy 803.12 *New Policy*
Time and Effort Reporting

The Linn-Mar Community School District shall establish and maintain a system of internal controls and supporting documentation for salaries and benefits charged, in whole or in part, to federal awards in accordance with:

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance")
- Applicable grant terms and conditions
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB) standards
- Applicable state and federal laws and regulations

The district shall maintain records that accurately reflect the work performed and support the distribution of salaries and wages charged to federal programs.

Personnel costs charged to federal awards must be:

- Reasonable and necessary for the performance of the federal award;
- Consistently treated in accordance with district policies and procedures;
- Supported by records that accurately reflect the actual work performed;
- Properly allocated to the benefiting program or cost objective; and
- Supported by a system of internal controls providing reasonable assurance that the charges are accurate, allowable, and properly documented.

Documentation supporting personnel expenses shall:

- Reflect the total activity for which the employee is compensated;
- Be incorporated into the district's official records;
- Reasonably reflect the employee's actual work activity;
- Comply with established district administrative procedures;
- Support allocations among multiple federal and non-federal funding sources, when applicable; and
- Be supported by periodic review and supervisory approval.

Employees working solely on a single federal program or cost objective may be required to complete periodic certifications confirming that the employee worked solely on that program for the applicable reporting period.

Employees working on multiple cost objectives or funding sources shall maintain appropriate time and effort documentation that reasonably reflects actual activity performed and supports salary allocations charged to each funding source.

Budget estimates or predetermined distributions may be used for interim accounting purposes provided that:

- The estimates produce reasonable approximations of actual activity;
- The district performs periodic reconciliations between budget estimates and actual work performed; and
- Any necessary adjustments are made timely.

All documentation shall be retained in accordance with the district's record retention policies and applicable federal record retention requirements, including retention for a minimum of three years following submission of the final expenditure report, unless a longer retention period is required by law, audit resolution, or grant terms.

The superintendent and/or designated school business official shall establish administrative procedures necessary to implement this policy, including:

- Documentation standards;
- Review and approval procedures;
- Internal monitoring procedures;
- Corrective actions for noncompliance; and
- Periodic reconciliation of payroll charges to federal awards.

Adopted:
Legal Reference (Code of Iowa): § 257; 11; 281 IAC 97-98
IASB Reference: 706.04

Policy 804.1 Presentation and Publication of Financial Information

The district recognizes the importance and value of fulfilling timely reporting requirements. Regularly providing updated financial information assists the school board in making informed decisions for the future financial health of the district.

Annually, after August 31st of each year and before the organizational meeting, the treasurer ~~At the annual meeting, the board treasurer~~ will give the annual report stating the **beginning balance, disbursements, revenues received, and ending balances in each district fund** ~~amount held over, received, paid out, and on hand in the general fund and all other funds~~. This report is in written form and sent to the board with the agenda for the board meeting. The board treasurer will also furnish the board with a statement from each depository showing the balance then on deposit. It is the responsibility of the board treasurer to submit this report to the board annually.

The board secretary**, in coordination with the treasurer,** will **provide a written** report to the board each month**. The report will be included in the agenda for the board meeting, showing the beginning balance,** ~~about the~~ receipts, disbursements, and **ending** balances of **each district** ~~the various~~ fund~~s~~. ~~This report will be in written form and sent to the board with the agenda for the board meeting.~~

Following board approval, **the board secretary will timely publish** each month the schedule of bills allowed by the board **and will annually publish the total salaries paid to the employees regularly employed by the district** ~~is published~~ in a newspaper **published within the district or, if none, in a newspaper of general circulation within the district.** ~~designated as the newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the district will also be published in a newspaper designated as the newspaper for official publication. It is the responsibility of the board secretary to publish these reports in a timely manner.~~

Adopted: 6/70
Reviewed: 10/12; 12/13; 5/15; 12/18; 1/22
Revised: 7/10; 3/25
Legal Reference (Code of Iowa): §§ 279**; .33, .36;** 291.7; 618
IASB Reference: 707.01

Policy Series 800 – Business Procedures
Records

Policy 805.2 Care, Maintenance, and Disposal of District Records

School district records are housed in the central administration office of the district. It is the responsibility of the superintendent and board secretary as custodian of district records, or their designee, to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

Record	Length of Time
Board Secretary's Financial Records	Permanently
Board Treasurer's Financial Records	Permanently
School Board Election Results	Permanently
Board of Directors Open Meeting Minutes	Permanently
Recordings and Minutes of Closed Board Meetings	1 year
Individual Student's Permanent Records	Permanently
Annual Audit Reports	Permanently
Annual Budgets	Permanently
Real Property Records (e.g. Deeds, Abstracts, etc.)	Permanently
Records of Payment of Judgements Against the District	20 years
Bonds and Bond Coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
Written Contracts	11 years
Cancelled Warrants, Check Stubs, Bank Statements, Bills, Invoices, and Related Records	5 years
School Meal Program Accounts/Records	3 years after submission of the final claim for reimbursement
Program Grants	As determined by the grant
Non-Payroll Personnel Records	7 years after leaving the district
Payroll Personnel Records	3 years after leaving the district
Payroll Records	3 years
Employment Applications	2 years
Records of complaints of sex discrimination and conduct that reasonably may constitute sex discrimination, plus all responsive records, outcomes, and training materials on the topic	7 years
District Emails	At least 1 year, unless otherwise specified by law based on the subject matter of the email
Surveillance Video Footage	30 days

In the event that any federal or state agency requires a record to be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employee records are housed in the central administration office of the district. Employee records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, the human resources director, and the custodian of district records.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the district are housed in the central administration office of the attendance center where the student attends. Permanent records shall be housed in a fire resistant safe or vault or electronically with ~~a~~ secure backup**s** ~~file~~. The building administrator is responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled in the district will be housed in an appropriately safe and secure storage area or facility and will be retained permanently. These records will be maintained by the custodian of district records. Cumulative records will be maintained for a period of at least five years after the student graduates or otherwise ends enrollment in the district. Special education records shall be maintained in accordance with applicable federal or state law.

To the extent allowed by law, the custodian of district records **or their designee** may digitize or otherwise electronically retain district records and may destroy paper copies of the records. **Necessary records related to the Child Nutrition Program must be retained in their original form during the retention period.** An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

District officers, administrators, and employees are strongly encouraged to use district-provided accounts and devices to conduct all district business. If an officer, administrator, or employee conducts district business on a personal device or account, the individual is hereby notified that those constitute records of the district and must be retained in accordance with this policy. Furthermore, records of the district that exist on an individual's personal device or account may be subject to disclosure upon a Freedom of Information Act (FOIA) request.

Adopted: 6/99
Reviewed: 10/12; 12/18; 1/22
Revised: 5/15; 4/16; 8/23; 7/25
Related Policy: 403.16-16R; 505.61
Legal Reference (Code of Iowa): §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1(13); 281 IAC 12.3(4); 41.624
IASB Reference: 708
Mandatory Policy

Exhibit 802.1

LMCSD BOARD OF DIRECTORS MINUTES
MONDAY, OCTOBER 12, 2026
5:00 PM @ ELC BOARDROOM

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, Morey, and Lowe Lancaster. Thomas attended electronically. Mansoor arrived at 5:01 PM. Administration present: Wear, Galbraith, Ramos, Lang, Christian, Faber, and Milke.

200: ADOPTION OF AGENDA *– Motion 042-10-12*

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

300: DISTRICT HIGHLIGHT MOMENT *(SPG #2-Learning Excellence)*

A recognition was shared in honor of Anagha Doddamane and Shreyan Mandal (Westfield Elementary) and James "Jimmy" Shank (Echo Hill Elementary) for being selected out of 785 Iowa students as part of the 2026 cohort of National Math Stars.

400: AUDIENCE COMMUNICATIONS *(SPG #1-Community Engagement)*

No audience communications were received.

500: INFORMATIONAL REPORTS

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

Director Langston reported that during the October 1st Policy Committee meeting several policies were reviewed that needed to be updated, as presented in Exhibit 702.1. President Lowe Lancaster shared that the committee would be meeting again on October 15th.

502: Facilities Advisory Committee Report *(SPG #5-Resource Management / BG #3.d-District Culture)*

Director Foss reported that during the October 8th Facilities Advisory Committee meeting discussion focused on prioritizing projects that could be submitted to the Finance/Audit Committee for review of funding options. Foss reported that the Excelsior HVAC project and athletic improvements were the top two priorities identified.

503: School Improvement Advisory Committee Report

Director Langston reported that during the October 8th SIAC meeting data pertaining to ACT participation and FAST testing was reviewed. *(SPG #2-Learning Excellence / BG #3.d-District Culture)*

DRAFT

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

President Lowe Lancaster reported that during the October 8th Marion City Council there were no items of business that pertained to the district.

505: Superintendent's Report – Exhibit 505.1 *(SPG #1-Community Engagement)*

Superintendent Wear shared several honors and highlights, a reminder of the upcoming conference nights, information on the upcoming parent newsletter, and congratulated the Varsity Football team, Marching Band, and Special Olympics Bowling team on their recent successes.

600: UNFINISHED BUSINESS

700: NEW BUSINESS

701: Approval of Early Graduation Requests – Exhibit 701.1 *– Motion 043-10-12*

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

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

Benters, Tristan	Fetzer, Brianna	King, McCoy
Clark, Kamori	Gasper, Cooper	Thomas, Trenton

702: First Reading of Policy Recommendations – Exhibit 702.1 *– Motion 044-10-12*

MOTION by Langston to approve the first reading of the policy recommendations as presented in Exhibit 702.1. Second by Foss. Directors Morey and Foss requested additional edits to the Facilities Use Manual and that the fee schedules be approved by the Finance/Audit Committee prior to second reading. Voice vote, all ayes. Motion carried.

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

DRAFT

703: Approval of Open Enrollment Requests *– Motion 045-10-12*

MOTION by Buchholz to approve the open enrollment requests as presented. Second by Morey. Voice vote, all ayes. Motion carried. *(SPG #2-Learning Excellence & 3-Learner Experience)*

Approved	Student Name	Grade	Requested District	Reason
OUT	Neal, Alice	8th	Marion Independent	Good cause

Approved	Student Name	Grade	Resident District
IN	Hartwig, Kai	7th	Marion Independent

For clarifying information on open enrollments visit the Iowa Department of Education at:
https://educate.iowa.gov/pk-12/educational-choice/open-enrollment

800: CONSENT AGENDA

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

MOTION by Morey to approve the consent agenda as presented. Second by Langston. Director Foss clarified that under Item 804, contract fees are included for transparency and requested funding sources be included as well. Voice vote, all ayes. Motion carried.

– Motion 046-10-12

801: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Pratt, Christy	District: EH .5 Student Specific Nurse	10/6/26	Step 15 (pro-rated)
Schiek, Chyan	WF: From Paraprofessional to Student Support Services Teacher	10/1/26	BA, Step 1
Wery, Alyssa	District: Nurse	10/12/26	Step 15

Certified Staff: Resignations

Name	Assignment	Dept Action	Reason
Sackett-Smith, Monica	District: EH .5 Student Specific Nurse	9/24/26	Personal

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Alves, Sarah	ELC: Payroll/Benefits Technician	10/8/26	$26.50/hour
Glade, Jacob	TR: From Regular Sub to Bus Driver	10/2/26	Step 1
LaBarge, Timothy	TR: From Regular Sub to Bus Driver	10/2/26	Step 1
Meeker, Jay	TR: Bus Rider	10/5/26	Step 1
Patterson, Dalton	O&M: From LG Custodian (.75 FTE) to BP Custodian (1.0 FTE)	10/8/26	Same
Stivers, Jon	AC: Aquatic Age Development/ Event Coordinator	9/8/26	$50,000/year

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason
Adams, Casey	O&M: HVAC Technician	9/28/26	Other employment
Pierce, Stephanie	BP: Student Support Associate	10/6/26	Termination

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

Name	Assignment	Dept Action	Salary Placement
Harris, Madison	LMHS: Asst 10th Gr Coach (.5 FTE)	10/5/26	$1,782 1-year contract

*SPG = Strategic Plan Goal/ BG = Board Goal

DRAFT

Heinsius, Austin	LMHS: Co-Head 9th Gr Volleyball Coach	10/5/26	$2,376 1-year contract
Lippert, Jordan	LMHS: Asst Varsity Volleyball Coach (.5 FTE)	10/5/26	$2,376 1-year contract
Rowland, Nikki	LMHS: Asst Varsity Volleyball Coach (.5 FTE)	10/5/26	$2,376 1-year contract
Willman, Gail	LMHS: Asst 10th Gr Coach (.5 FTE)	10/5/26	$1,782 1-year contract

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

Name	Assignment	Dept Action	Salary Placement
Lovell, Tim	EX: Asst Boys Basketball Coach	10/13/26	$3,168 1-year contract

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason
Lippert, Jordan	LMHS: Boys JV1 Tennis Coach	10/1/26	Personal

802: Approval of September 28th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-4

1. Acutrans: Electronic interpreting services renewal (Last year $2,917)
2. Kirkwood Community College: Student teaching agreement
3. Franklin Covey: Teacher training for Wilkins and Linn Grove ($3,800)
4. Opera Iowa: Elementary performances of *Pinocchio* ($700)

805: Fundraising Request – Exhibit 805.1

1. Hazel Point Intermediate to host an apparel sale.

900: BOARD CALENDAR & COMMUNICATIONS

901: Board Calendar & Communications

President Lowe Lancaster reviewed the board calendar and shared there would be a 10 minute recess between the regular meeting and work session.

Date	Time	Event	Location
October 15	8:30 AM	Board Visit	Linn Grove
October 15	10:00 AM	Policy Committee	ELC Boardroom A
October 16	--	*America Reads Day*	--
October 20	--	*2-Hour Early Dismissal*	--
October 21	*4:00 PM*	*Marion Chamber Annual Meeting*	*Radisson Hotel*
October 22	8:30 AM	Finance/Audit Committee	ELC Boardroom C
October 22	--	*2-Hour Early Dismissal*	--
October 22	5:30 PM	Marion City Council *(Thomas)*	City Hall
October 23	--	*No School (Professional Day/Workday)*	--
October 26	5:00 PM	Board of Directors Meeting & Work Session	ELC Boardroom A
October 29	9:00 AM	Facilities Advisory Committee	Sup's Conf Room

*SPG = Strategic Plan Goal/ BG = Board Goal

DRAFT

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 047-10-12***

MOTION by Buchholz to adjourn the meeting at 5:49 PM. Second by Morey. Voice vote, all ayes. Motion carried.

_____

Katie Lowe Lancaster, Board President

_____

Jonathan Galbraith, Board Secretary/Treasurer

DRAFT

LMCSD BOARD OF DIRECTORS WORK SESSION MINUTES
MONDAY, OCTOBER 12, 2026
@ ELC BOARDROOM

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The work session of the Linn-Mar Board of Directors was called to order at 6:05 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, and Lowe Lancaster. Thomas attended electronically. Administration present: Wear, Galbraith, Ramos, Lang, Christian, Faber, and Milke.

200: ADOPTION OF AGENDA *– Motion 048-10-12*

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

300: WORK SESSION

301: Teaching & Learning / Curriculum Report – Exhibit 301.1

Chad Lang, Associate Superintendent/Chief Academic Officer, and the Directors of Teaching & Learning, Lori Manley (Elementary), Erica Rausch (Intermediate/Middle School), and Lucas Ptacek (High School), reported on the curriculum program evaluation cycle including information on long-term and short-term plans, process overview and timeline, role and responsibilities, and guiding questions.

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

400: ADJOURNMENT *– Motion 049-10-12*

MOTION by Morey to adjourn the work session at 7:24 PM. Second by Langston. Voice vote, all ayes. Motion carried.

_____

Katie Lowe Lancaster, Board President

_____

Jonathan Galbraith, Board Secretary/Treasurer

*SPG = Strategic Plan Goal/ BG = Board Goal

DRAFT

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 10/08/2026 - 10/22/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
COE COLLEGE	DUES AND FEES	$2,582.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	$14,101.57
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	$263.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	$1,127.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	$263.67
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	$1,127.51
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	$1,136.18
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	$1,248.84
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	$1,874.27
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	$16.64
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	$33.78
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	$886.88
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	$427.87
	Fund Total:	**$25,090.39**
Fund: DEBT SERVICE		
PIPER SANDLER & CO.	OTHER PROFESSIONAL SERVICES	$4,000.00
	Fund Total:	**$4,000.00**
Fund: GENERAL		
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL SERVICES	$7,666.66
ACCURATE TRANSLATION BUREAU	Professional Educational Services	$783.45
ACME TOOLS	INSTRUCTIONAL SUPPLIES	$288.74
ADVANTAGE RECORDS MANAGEMENT	OTHER TECH SER	$99.51
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	$1,101.68
ALLIANT ENERGY	ELECTRICITY	$12,370.13
AMERICAN SPECIALTIES	GENERAL SUPPLIES	$30.30
ARK DATA CENTERS LLC	OTHER TECH SER	$115.14
ARNOLD MOTOR SUPPLY	REPAIR PARTS	$101.01
BARNES & NOBLE	GENERAL SUPPLIES	$1,433.00
BRANDED APPAREL	INSTRUCTIONAL SUPPLIES	$150.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	$1,574.88
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	$1,308.40
CHIROPRACTIC OF IOWA	PHYSICALS	$110.00
COE COLLEGE	TUITION COLLEGE/UNIV	$5,250.00
COLLECTION	EE LIAB-GARNISHMENTS	$2,131.32
CONNECTED SOLUTIONS LLC	PROF SERV: EDUCATION	$175.00
CONVERGE ONE	COMPUTER SOFTWARE	$489.96
CORRIDOR ENERGY COOPERATIVE	ELECTRICITY	$39,089.47
CR SIGNS, INC	GENERAL SUPPLIES	$340.00
CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	$1,833.23
DECKER EQUIPMENT	INSTRUCTIONAL SUPPLIES	$464.35
DENNY AMANDA	OTHER PROFESSIONAL SERVICES	$360.00
F & B CAB CO., INC	TRANSP PRIVATE CONT	$962.50
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	$3,639,119.63
FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	$255.91

IA- Warrants Paid Listing

Criteria

Date Range: 10/08/2026 - 10/22/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
FRANKLIN COVEY	PROF SERV: EDUCATION	$3,800.00
GASWAY CO, J P	GENERAL SUPPLIES	$1,589.47
GAZETTE COMMUNICATIONS INC	ADVERTISING	$1,028.42
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	$1,000.92
GRANT WOOD AEA	GENERAL SUPPLIES	$724.78
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	$240.70
GRANT WOOD AEA	PROF SERV: EDUCATION	$15,181.00
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	$1,355.51
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	$33,292.74
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	$362.50
HOWIES ATHLETIC TAPE	GENERAL SUPPLIES	$1,317.32
IMAGINE LEARNING LLC	INSTRUCTIONAL SUPPLIES	$7,250.00
IMON COMMUNICATIONS LLC	TELEPHONE	$1,125.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	$71,784.34
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	$306,939.53
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	$71,784.34
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	$306,939.53
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	$394,006.97
INTERSTATE BILLING SERVICE	REPAIR/MAINT SERVICE	$12,284.10
IOWA COMMUNICATIONS NETWORK	INTERNET	$11.08
IOWA DEPT OF REVENUE	EE LIAB-GARNISHMENTS	$15.17
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	$371,435.24
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	$557,448.58
IOWA SHARES	EE LIAB-CHARITY	$23.00
IOWA STATE EDUCATION ASSOCIATION	PROF SERV: EDUCATION	$2,040.00
ISFIS	OTHER PROFESSIONAL SERVICES	$852.00
LINDER TIRE SERVICE INC	REPAIR/MAINT SERVICE	$16.00
LINN CO-OP OIL	GASOLINE	$2,062.34
LINN-MAR FOUNDATION	EE LIAB-CHARITY	$80.00
LYNCH FORD	VEHICLE REPAIR	$290.66
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	$5,685.61
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	$11,150.41
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	($248.00)
MARION CHAMBER OF COMMERCE	DUES AND FEES	$467.29
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	$1,290.80
MATHCOUNTS FOUNDATION	DUES AND FEES	$588.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	$605.57
MENARDS -13127	GENERAL SUPPLIES	$836.75
MENARDS -13127	INSTRUCTIONAL SUPPLIES	$975.15
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	$667,457.31
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	($43.25)
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	$26,970.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	$55,211.21
MID AMERICAN ENERGY	NATURAL GAS	$16.10
ORKIN PEST CONTROL	Pest Control	$935.24

IA- Warrants Paid Listing

Criteria

Date Range: 10/08/2026 - 10/22/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
PAUL REVERE'S PIZZA	GENERAL SUPPLIES	$917.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	$697.52
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	$568.43
Pottawattamie County Sheriff	EE LIAB-GARNISHMENTS	$845.00
QUILL CORPORATION	GENERAL SUPPLIES	$274.52
ROCHESTER ARMORED CAR CO INC	OTHER TECH SER	$596.44
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	$164.00
SAFEGUARD	GENERAL SUPPLIES	$1,122.43
SCHIMBERG	HEAT/PLUMBING SUPPLY	$176.84
SCHOOL HEALTH CORP	GENERAL SUPPLIES	$3,141.48
SCHOOL HEALTH CORP	INSTRUCTIONAL SUPPLIES	$311.64
SCHOOL SPECIALTY LLC	INSTRUCTIONAL SUPPLIES	$3,070.21
SIGN PRO	GENERAL SUPPLIES	$2,260.00
SNAP-ON INDUSTRIAL	EQUIPMENT >$5,000	$42,194.59
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	$16.50
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	$4,389.44
THE SHREDDER	OTHER TECH SER	$954.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	$135,951.11
TRI-CITY ELECTRIC COMPANY OF IOWA	COMP/TECH HARDWARE	$1,689.94
TRI-CITY ELECTRIC COMPANY OF IOWA	COMPUTER SOFTWARE	$165.00
TRI-CITY ELECTRIC COMPANY OF IOWA	INSTRUCTIONAL SUPPLIES	$760.93
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	$70.00
VAN METER CO	ELECTRICAL SUPPLY	$639.17
VAN SANT ENTERPRISES	INSTRUCTIONAL SUPPLIES	$995.39
VERIZON WIRELESS	TELEPHONE	$77.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	$65,532.19
VOYAGER SOPRIS LEARNING	CONSUMABLE WORKBOOKS	$1,822.50
VOYAGER SOPRIS LEARNING	DUES AND FEES	$2,137.50
WARDS SCIENCE	INSTRUCTIONAL SUPPLIES	$828.21
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	$397.88
	Fund Total:	**$6,928,550.56**
Fund: LOCAL OPT SALES TAX		
FOREMAN CONSTRUCTION LLC	CONSTRUCTION SERV	$160,429.27
	Fund Total:	**$160,429.27**
Fund: MANAGEMENT LEVY		
TRUENORTH COMPANIES, LC	WORKERS COMP	$302,059.00
	Fund Total:	**$302,059.00**
Fund: NUTRITION SERVICES		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	$71,477.91
HEALD MARGARET	GENERAL SUPPLIES	$45.00
HEARTLAND PAYMENT SYSTEMS	COMPUTER SOFTWARE	$7,092.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	$1,321.30
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	$5,649.84
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	$1,321.30

IA- Warrants Paid Listing

Criteria

Date Range: 10/08/2026 - 10/22/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	$5,649.84
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	$3,403.81
IOWA DEPT OF REVENUE	EE LIAB-GARNISHMENTS	$754.13
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	$11,585.79
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	$17,387.83
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	$177.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	$189.73
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	$24,228.02
PAN-O-GOLD BAKING CO	PURCHASE FOOD	$4,540.34
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	$1,792.35
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	$150.00
	Fund Total:	**$156,766.69**
Fund: PHY PLANT & EQ LEVY		
ACCESS SYSTEMS	COMPUTER/COPIER RENT	$12,103.55
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	$1,187.50
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	$3,675.00
NGE, INC.	EQUIPMENT >$5,000	$22,772.00
OPN ARCHITECTS, INC.	ARCHITECT	$9,302.50
TEGELER WRECKER & CRANE	VEHICLE REPAIR > $2500	$5,813.76
TYLER TECHNOLOGIES INC	DATA PROCESSING AND	$136,122.68
	Fund Total:	**$190,976.99**
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	$2,370.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	$44.25
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	$189.23
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	$44.25
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	$189.23
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	$160.68
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	$199.21
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	$298.96
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	$6.05
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	$385.91
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	$87.82
	Fund Total:	**$3,978.99**
Fund: STUDENT ACTIVITY		
APPLE COMPUTER INC	GENERAL SUPPLIES	$858.00
BRANDED APPAREL	Special Olympics (UCG) - Other Supplies	$518.00
BUTIKOFER DONNA	OFFICIAL/JUDGE	$285.50
CB COMPANIES LLC dba LIMITLESS IMPRINTS	GENERAL SUPPLIES	$1,170.00
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	$295.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	$150.00
CONDON MICHAEL J	OFFICIAL/JUDGE	$400.00
CRAWFORD GREG	OFFICIAL/JUDGE	$75.00

IA- Warrants Paid Listing

Criteria

Date Range: 10/08/2026 - 10/22/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
DANCE TEAM UNION, LLC	DUES AND FEES	$798.00
DAYTON CHARLES	DUES AND FEES	$30.00
DAYTON CHARLES	OFFICIAL/JUDGE	$180.00
DAYTON JOYCE	OFFICIAL/JUDGE	$275.00
DRAMATIC PUBLISHING	GENERAL SUPPLIES	$269.00
DVORAK KATHY	OFFICIAL/JUDGE	$106.81
ELITE SPORTS	GENERAL SUPPLIES	$754.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	$5,597.46
HAARS COREY	OFFICIAL/JUDGE	$60.00
HANSEN PEGGY	OFFICIAL/JUDGE	$225.00
HILTY ANNA	PROF SERV: EDUCATION	$4,500.00
HUBBELL GLORIA	OFFICIAL/JUDGE	$225.00
HUDSON COMMUNITY SCHOOL DISTRICT	DUES AND FEES	$1,860.23
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	$113.32
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	$484.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	$113.32
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	$484.41
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	$419.79
IOWA CENTRAL COMMUNITY COLLEGE	DUES AND FEES	$440.00
IOWA FBLA-9399	DUES AND FEES	$2,320.00
IOWA FBLA-9399	GENERAL SUPPLIES	$526.00
IOWA FBLA-9399	STAFF TRAVEL	$4,400.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	$495.37
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	$743.39
KENNEDY HIGH SCHOOL	DUES AND FEES	$125.00
KIDD LOVAR	PROF SERV: EDUCATION	$2,500.00
LIBERTY HIGH SCHOOL	DUES AND FEES	$75.00
LINN COUNTY RECORDER	DUES AND FEES	$20.50
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	$3.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	$2.62
MONTICELLO SPORTS	GENERAL SUPPLIES	$168.00
PANEC KELEN	GENERAL SUPPLIES	$150.00
PANTINI ANDY	OFFICIAL/JUDGE	$125.00
PRAIRIE HIGH SCHOOL	DUES AND FEES	$1,100.00
SAVILLE SCOTT	OFFICIAL/JUDGE	$160.00
SUSAN FREESE	OFFICIAL/JUDGE	$225.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	$124.34
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	$14.66
WEST MUSIC CO	GENERAL SUPPLIES	$1,894.00
	Fund Total:	**$35,859.63**
	Grand Total:	**$7,807,711.52**

End of Report

EVENT AGREEMENT

This Event Agreement ("Agreement") is made as of this day 10/27/2026, ("Effective Date") by and between the owner that have executed this Agreement ("Owner") and Linn-Mar Orchestra ("Organizer").

WHEREAS, Owner owns the Shopping Center listed on Exhibit A ("Shopping Center"), or pursuant to certain agreements with the Owner, Owner has the right to contract for and provide the services described herein to the Shopping Center, and has engaged affiliate Kohan Retail Investment Group to provide the Services as further set forth herein and in Exhibit A.

WHEREAS, Organizer seeks to conduct an event in a portion of the common area of the Shopping Center as more particularly described herein.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

TERMS AND CONDITIONS

1. **TERM.** The "Term" of this Agreement shall begin on the Effective Date and shall terminate on the "Expiration Date" specified on Exhibit A. The Event (as hereinafter defined) shall be conducted during the "Event Term" specified on Exhibit A.

2. **EVENT.** During the Event Term, Organizer shall conduct the event described on Exhibit A in a portion of the common area of the Shopping Center more particularly depicted on Exhibit A ("Premises"). Any activities conducted and/or exhibition of any displays, sets, signs, decorations, materials, advertising collateral and/or equipment of Organizer specified on Exhibit A (collectively the "Event Elements") during the Event Term shall be collectively referred to herein as the "Event". If storage of any Event Elements is included in the services and/or benefits provided by Owner, as more particularly specified on Exhibit A ("Services"), the Premises is deemed to include the area(s) in which such Event Elements are stored.

3. **EVENT FEE.** In consideration for the rights granted by Owner under this Agreement, Organizer agrees to pay the "Event Fee" to "Payee" at the address and pursuant to the payment schedule, all as set forth on Exhibit A.

   If the Event Fee, or any portion thereof, is not paid within ten (10) days of when due, the unpaid balance of all, or the then due portion, of the Event Fee will be assessed a service fee of one and one-half percent (1.5%) per month to the extent allowed by law. Owner will have the right to suspend and/or terminate the Services and Organizer's access to the Premises if Organizer fails to timely pay Payee in accordance with the terms of this Agreement. If it becomes necessary for Owner to remove any or all Event Elements and/or other personal property of Organizer from the Premises as a result of Organizer's default, Organizer shall reimburse Owner for all reasonable costs incurred in connection therewith upon fifteen (15) days' written notice. If Organizer fails to satisfy the obligations required to gain access to the Premises as provided in Sections 4A, 4B and 4C of this Agreement, Organizer shall not be relieved of its obligation to pay the Event Fee.

4. **ORGANIZER'S OBLIGATIONS.**

   A. **Submission of Event Elements.** By the "Delivery Date" specified on Exhibit A, Organizer agrees to deliver to Owner all Event Elements specified on Exhibit A, which may include without limitation camera-ready artwork, advertising collateral, display or set designs, signs, copy, electronic files, activity plans and schedules, promotional materials and/or samples to be distributed and/or such other materials, logos, trademarks and designs to be used in connection with the Event, as are necessary for Owner to approve the Event and provide the Services pursuant to this Agreement.

   B. **Permits.** Organizer shall procure and keep in full force and effect, at its sole cost and expense, from governmental authorities having jurisdiction over the Shopping Center, any and all licenses, permits, bonds or other authorizations necessary to conduct the Event as contemplated under this Agreement. Organizer will notify Owner immediately if Organizer fails to obtain the required permits and licenses prior to commencement of the Event. A copy of any required permits or licenses shall be provided to Owner prior to commencement of the Event and the provision of such permits or licenses to Owner is a condition precedent to any access to the Premises.

   C. **Insurance.** Organizer shall provide the insurance coverage set forth on Exhibit B attached hereto and deliver to Owner a certificate of insurance described therein prior to commencement of the Event.

   D. **Event Set-up and Operation.** Organizer shall have the sole responsibility of conducting the Event, which may include the erection and installation of any Event Elements authorized by Owner, unless erection and installation are included in the Services. Organizer shall install the Event Elements and promptly repair at its sole cost and expense any damage to the Shopping Center caused by Organizer, any contractors or other providers of Organizer, exhibitors and/or participants in the Event (each a "Contractor" and collectively the "Contractors"), or their respective employees, agents, affiliates or

subcontractors in connection with the set-up of the Event. Organizer shall maintain the Event Elements and conduct the Event solely on the Premises in a clean and orderly manner that exemplifies a first-class shopping center. In no event shall Organizer, any Contractor or any of their employees, agents, affiliates, subcontractors, or suppliers (collectively "Organizer Parties") hawk or otherwise create a nuisance in the Shopping Center.

E. **Removal of Event Elements.** Upon the earlier of the expiration of the Event Term or termination of this Agreement, Organizer shall remove all Event Elements from the Premises, repair damage caused by such removal and peaceably yield up to Owner the Premises in good order, repair and condition. Until such time as all Event Elements are removed, Organizer's obligations shall continue as set forth in this Agreement. In the event Organizer does not remove all Event Elements at the expiration of the Event Term or earlier termination of this Agreement, Owner shall provide Organizer with written notice of Organizer's failure to remove the Event Elements from the Premises. Such written notice shall provide Organizer with one (1) day for the purpose of removing the Event Elements from the Premises ("Notice Period"). In the event Organizer does not remove any or all of the Event Elements within the Notice Period, Owner shall have the right, in its sole and absolute discretion, to either remove and store the Event Elements or dispose of the Event Elements at Organizer's sole cost and expense. Organizer shall have no claim against Owner for such removal, storage and/or disposal.

F. **Compliance With Law.** Organizer agrees to perform all of its obligations under this Agreement in a professional manner and shall comply with all federal, state and local laws, statutes, ordinances, rules, regulations, codes and other governmental requirements.

G. **Acknowledgement.** Organizer acknowledges and agrees that Owner's ability to provide access to the Premises and the Services is contingent upon Organizer's timely performance of Organizer's obligations under this Agreement and Organizer's failure to perform any of its obligations shall be a material breach of this Agreement.

5. **OWNER'S OBLIGATIONS.** Owner shall review and approve in writing, in its sole discretion, all Event Elements. Owner reserves the right during the Term to reject any or all Event Elements for any reason or no reason and to curtail or regulate any or all Event Elements including without limitation sound levels thereof and Organizer Parties, at Organizer's expense. Subject to Organizer's obligations set forth in Section 4 of this Agreement and Owner's approval of the Event, Owner shall provide to Organizer and each authorized Contractor access to the Premises during the Event Term in accordance with this Agreement. Organizer and each authorized Contractor shall be allowed access to, and use of, the loading dock and parking lot at reasonable times, as determined by Owner and as needed to perform Organizer's obligations under this Agreement. Owner shall also provide to Organizer the Services.

6. **CONTRACTORS**. Organizer shall be responsible to procure any and all Contractors necessary for the Event. Organizer shall supply Owner with a list of all proposed Contractors at least five (5) business days prior to commencement of the Event. The list shall specify the names, addresses and type of each Contractor. Organizer agrees that only Contractors approved by Owner in writing will be permitted to enter the Premises. Organizer acknowledges and agrees that Owner shall not approve of, or permit, any such Contractor to enter the Premises, until Owner has received from each Contractor (i) a certificate of insurance evidencing insurance coverage set forth on Exhibit B attached hereto satisfactory to Owner and (ii) an original of Exhibit C signed by an authorized representative of each Contractor, without any modification. Any exception or modification to the foregoing requirements shall be in Owner's sole and absolute discretion.

7. **INTELLECTUAL PROPERTY RIGHTS.**

A. Each party owns and shall retain all right, title, and interest in and to its trademarks and service marks (collectively "Marks"). Neither party shall, in any way during the Term or thereafter, directly, or indirectly do or cause to be done any act or thing contesting or in any way challenging any part of the other party's right, title and interest in such party's Marks. Without the prior written consent of Owner, Organizer shall not, while this Agreement is in effect or thereafter, use or permit the use of Owner's name or the name of any affiliate of Owner, or the name, address or any picture or likeness of, or reference to, the Shopping Center in any advertising, promotional, or other materials.

B. Owner may make still, digital, video and/or photographic images or recordings of the Shopping Center which may include the Event Elements, Organizer's Marks and/or other materials of Organizer's displayed at the Shopping Center during the Term. Owner shall have the right to use such images or recordings for purposes of promoting the Shopping Center and marketing activities at the Shopping Center.

8. **REPRESENTATIONS AND WARRANTIES**.

A. Organizer represents and warrants that (i) the production, operation, broadcasting, advertising and promotion of the Event and the use of the Event Elements as provided in this Agreement will not violate the trademark rights, copyrights, the right of privacy or publicity or constitute a libel or slander, or involve plagiarism or violate any other rights of any person or entity; (ii) it has the full right and legal authority to enter into and fully perform this Agreement in accordance with its terms and there are and shall be no agreements (oral or written) which conflict with Organizer's full performance hereof; and (iii) it has inspected the Premises and acknowledges that such area is safe and suitable for the Event contemplated hereunder.

B. Owner represents and warrants that it has the full right and legal authority to enter into and fully perform this Agreement in

accordance with its terms and there are and shall be no agreements (oral or written) which conflict with Owner's full performance hereof.

9. **INDEMNIFICATION.** Organizer shall indemnify, hold harmless, defend and reimburse Owner, including without limitation, Owner's parent companies, subsidiaries and affiliates, and their respective employees, officers, members, partners and directors, Property Manager, agents, representatives, accountants, attorneys ("Indemnified Parties") from and for all claims, losses, damages, liabilities, expenses, encumbrances, attorneys' fees and litigation expenses (collectively "Claims") which arise or are alleged to arise wholly or partly out of: (i) any violation of this Agreement by Organizer or any Contractor; or (ii) any negligence or intentional misconduct or other action or omission of any of the Organizer parties. Without limiting the generality of the foregoing, such Claims include, matters involving: (a) bodily or personal injury, sickness or disease or death of any of the Organizer Parties, the Indemnified Parties or third parties who are in or may be in the Shopping Center from time to time; (b) losses of, or damage to, personal, intangible or real property of any of the Organizer Parties, the Indemnified Parties or third parties who are in or may be in the Shopping Center from time to time (including reduction in value and loss of use or income); (c) employer-employee relations of the Organizer Parties; (d) infringement of any intellectual property or proprietary rights; or (e) claims for express or implied indemnity or contribution arising by reason of any Claims. This Section 9 shall survive the expiration or earlier termination of this Agreement and shall not be construed to provide for any indemnification which would, as a result thereof, make the provisions of this Section 9 void, or to eliminate or reduce any other indemnification or right which any indemnitee has by law.

10. **LIMITATION ON LIABILITY.** Organizer hereby agrees to be solely responsible for any loss or damage to the Event Elements and any other equipment or property of Organizer or the Contractors or injury to any of the Organizer Parties resulting from the use of the Premises, except to the extent such loss or damage is directly and conclusively caused by the gross negligence of Owner. Owner shall not be liable to any of the Organizer Parties for any loss or damage to any property of any Organizer Parties, including without limitation for any removal of such property by Owner during the Event Term or upon the earlier of the expiration of the Event Term or termination of this Agreement. Except as specifically provided in this Section 10, Organizer waives any claim against Owner for any damage to any property of the Organizer Parties and will obtain a similar waiver from any Contractor.

No representation, guarantee, assurance or warranty is made or given by Owner that the security procedures used by Owner, if any, will be effective to prevent (i) injury to Organizer, any Contractor, guests, or any other person who is or may be in the Shopping Center from time to time or (ii) damage to, or loss (by theft or otherwise) of any property of the Organizer Parties or of the property of any other person who is or may be in the Shopping Center from time to time.

ORGANIZER EXPRESSLY UNDERSTANDS AND AGREES THAT OWNER SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT INCLUDING, WITHOUT LIMITATION CLAIMS, DAMAGES FOR LOSS OF PROFITS, GOODWILL, LOSS OF DATA, LOSS OF AIR TIME, OR OTHER INTANGIBLE LOSSES (EVEN IF OWNER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). THE AGGREGATE LIABILITY OF OWNER FOR ANY REASON AND UPON ANY CAUSE OF ACTION (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE, STRICT LIABILITY AND OTHER ACTIONS IN CONTRACT OR TORT) ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT SHALL BE LIMITED TO DIRECT DAMAGES ACTUALLY INCURRED UP TO, BUT NOT TO EXCEED, THE AMOUNT ACTUALLY PAID BY ORGANIZER TO PAYEE UNDER THIS AGREEMENT.

11. **RELOCATION; REMOVAL.** Owner has the right in its sole discretion to relocate the Premises within the Shopping Center for any reason, including but not limited to remodeling or construction, whether temporarily or permanently. In the event of such relocation Owner shall provide Organizer with notice of the relocation and shall make reasonable efforts to relocate the Premises at Owner's expense to a location within the Shopping Center that offers comparable exposure to Organizer, as determined by Owner. If it is not feasible to relocate as determined by Owner, Owner shall reimburse to Organizer the unearned portion of the Event Fee paid to Owner based on the remaining portion of the Term. Such reimbursement shall be the sole and exclusive remedy available to Organizer in the event relocation of the Premises is not feasible.

During the Event Term, Owner has the right in its sole discretion to remove any or all Event Elements for any reason, including without limitation default by Organizer, or no reason. Owner shall reimburse to Organizer the unearned portion of the Event Fee paid to Owner based on the remaining portion of the Term for any removal not caused by Organizer's breach of this Agreement. Such reimbursement shall be the sole and exclusive remedy available to Organizer for such removal of any or all elements of the Event.

12. **TERMINATION: FAILURE TO PERFORM**.

A. **Termination for Cause.** Unless cured within **5** business days of the alleged breach (but in no event later than one (1) business day prior to commencement of the Event) either party may terminate this Agreement upon notice if the other party commits a material breach of this Agreement; or at any time upon written notice if the other party ceases its business operations, becomes insolvent or unable to pay its debts as they mature, makes a general assignment for the benefit of its creditors, is the subject of an appointment of a receiver or trustee for its business at the Shopping Center, or files or has filed against it proceedings under any provision of the United States Bankruptcy Code, as codified at 11 U.S.C. Sections 101, *et seq.* or similar law, as such may be amended from time to time. Any such notice of termination shall identify the Shopping Center to which it applies and specify the alleged breach or cause in reasonable detail. In the event of termination of this Agreement by Owner pursuant to this Subsection 12A, in addition to any other remedies available to Owner at law, in equity or otherwise, Organizer shall pay to Owner the Event Fee.

B. **Termination without Cause.** Owner may terminate this Agreement immediately upon notice to Organizer at such time as Owner may elect without cause. If Owner terminates this Agreement without cause, Owner shall refund to Organizer the unearned portion of the Event Fee paid to Owner based on the remaining portion of the Term.

13. **GENERAL PROVISIONS**.

A. **Entire Agreement.** This Agreement, which includes the exhibits referenced herein and attached hereto, sets forth the entire understanding and agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, representations, warranties, understandings and commitments of the parties, whether oral or written, with respect thereto.

B. **Assignment.** This Agreement may not be assigned, in whole or in part, by the Organizer without the prior written consent of Owner. Owner may freely assign this Agreement to any affiliate or to any other assignee, provided that any such assignee (other than an affiliate) agrees in writing to fulfill all obligations of Owner under this Agreement.

C. **Audit.** This Section shall apply if the Event Fee is based on a percentage of Organizer's sales. At any time during the Term and for one (1) year after the Expiration Date, Owner shall have the right, upon reasonable notice to Organizer to inspect and/or audit the records of Organizer directly related to the calculation of the percentage rent to verify the accuracy of any information provided by Organizer to Owner. Such inspection shall occur at Organizer's headquarters during mutually agreed upon dates and times during regular business hours.

D. **Notices.** All notices, requests and approvals required under this Agreement must be in writing and addressed to the other party's designated contact for notice as set forth on Exhibit A, or to such other address as such party designates in writing. All such notices, requests and approvals will be deemed to have been given either when personally delivered or upon delivery by either registered or certified mail, postage prepaid with return receipt requested, or by a recognized commercial courier service providing proof of delivery or, in the absence of delivery, on the date of mailing. Every notice shall identify the Shopping Center to which it applies. The provisions of this Section 13C shall survive termination of this Agreement.

E. **Governing Law; Disputes.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the state in which the Shopping Center is located without regard to its choice of law or conflicts of laws provisions. The parties hereby waive trial by jury. If either party shall institute any action or proceeding against the other relating to the provisions of this Agreement, the prevailing party in the action or proceeding shall be entitled to recover all reasonable costs and attorneys' fees from the unsuccessful party.

F. **Reformation and Severability.** If any provision or term of this Agreement shall, to any extent, be held invalid, illegal or unenforceable by a court of competent jurisdiction, that provision shall, to the extent possible, be modified in such a manner as to be valid, legal and enforceable but so as to most nearly retain the intent of the parties as expressed herein, and if such a modification is not possible, that provision shall be severed from this Agreement, and in either case the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.

G. **Waivers; Modification; Amendment.** No waiver, modification or amendment of any term or condition of this Agreement shall be valid or of any force or effect unless made in writing, signed by the parties hereto or their duly authorized representatives, and specifying with particularity the nature and extent of such waiver, modification or amendment and the Shopping Center to which it applies. The failure of a party at any time to exercise any of its rights or options under this Agreement shall not be construed to be a waiver of such rights or options or prevent such party from subsequently asserting or exercising such rights or options, nor shall it be construed, deemed or interpreted as a waiver of, or acquiescence in, any such breach or default or of any similar breach or default occurring later.

H. **Independent Contractor.** The parties are independent contractors with respect to one another and to this Agreement and shall not be construed to be the agent of the other under any circumstances. Neither party shall make any express or implied agreements, warranties, guarantees or representations or incur any debt in the name of, or on behalf of, the other or be obligated by or have any liability under any agreement or representations made by the other that are not expressly authorized in writing.

I. **Force Majeure.** Neither party shall be liable for any delay or failure to perform its obligations under this Agreement, except

for the obligation to pay, if such delay or failure is caused by a force beyond such party's control.

J. **Counterparts.** This Agreement may be executed in any number of counterparts and by the parties on separate counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which, when taken together, shall constitute one and the same Agreement. Delivery of an executed counterpart of this Agreement by electronic mail or facsimile shall be equally as effective as delivery of a manually executed counterpart of this Agreement. Any party delivering an executed counterpart of this Agreement electronically or by facsimile shall also deliver a manually executed counterpart of this Agreement; provided, however, the failure to deliver a manually executed counterpart shall not affect the validity, enforceability and binding effect of this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the day and year first above written.

ORGINIZER:

October 26, 2026

By: Linn-Mar Community District **Date**

Katie Lowe Lancaster

School Board President

Title

OWNER

LINDALE MALL REALTY HOLDING LLC

By:_____

Authorized Signatory: Tina Tourres

Date of Fully Executed Event Agreement: _____

If Organizer is a CORPORATION, an authorized officer must sign on behalf of the corporation and indicate the capacity in which he/she is signing. The agreement must beexecuted by the president or vice-president, unless the bylaws or a resolution of the board of directors shall otherwise provide, in which event, the bylaws or a certified copy of the resolution, as the case may be, must be attached to this License. Also, the appropriate corporate seal must be affixed.

EXHIBIT A- EVENT DETAILS

OWNER: Lindale Realty Holding LLC,
4444 1st Ave NE Cedar Rapids, IA.
52402

319.393.9393 Attn: Tina Tourres,
General Manager

ttourres@krigproperties.com

Organizer Name: Linn-Mar Orchestra
Address: 3556 Winslow Road Marion, IA.
52302
Contact: Katie Vail
Phone: 319-730-3685
Email: kvail@linnmar.k12.ia.us

Licensee Legal Entity:
Linn-Mar School District
DBA: Linn-Mar
FEIN/SSN:
Licensee Notice Address: 3556 Winslow Road, Marion, IA 52302
Phone: 319-730-3685
Email: kvail@linnmar.k12.ia.us

Guarantor Name: SAME as above
Phone:
Email:
Guarantor Notice Address:

LINN-MAR ORCHESTRA **LINDALE MALL**

Event Date: December 11th, from 10:00am to 12:00pm

Load in/Load out: December 11th

Event Location(s): Food Court / Common Area

Event Description: Orchestra Performances from schools Excelsior, Boulder Peak, Hazel Point, and Oak Ridge

Sales Reporting Required: No

~~The breakpoint percentage of all gross sales and revenues in excess of the breakpoint dollar amount ("Percentage License Fee") is payable on the date outlined below. For the purpose of this License Agreement, "gross sales and revenues" means all sales prices of goods and merchandise sold, licensed or charged and the full charges for all services and all other receipts by Licensee within the Shopping Center.~~

~~**EVENT FEE**~~

~~Total Fees: **$0.00**~~

~~Payment Schedule:~~

Invoice Date	Due Date	Amount	Additional Fees	Total Amount

Send Payment to: **Lindale Mall Realty Holding LLC – 4444 1st Ave NE Cedar Rapids, IA. 52402**

Owner Responsibilities: N/A

Access to the food court, with chairs provided for both performers and audience members.

Organizer Responsibilities:

Ensure the area is left clean and orderly, with all chairs properly put away.

LINN-MAR ORCHESTRA **LINDALE MALL**

EXHIBIT B- INSURANCE REQUIRMENTS

REQUIRED INSURANCE:

Organizer and Contractor shall furnish and maintain in effect during the Term of the Agreement the insurance coverage described below:

General Liability: $1,000,000 Occurrence/$1,000,000 Aggregate except the Events set forth below which shall be as follows;

Type of Event	Standard GL Occurrence/Aggregate Requirement
Dances	$1,000,000/$3,000,00
Petting Zoos	$1,000,000/$3,000,00
Vehicle Display Events	$1,000,000/$3,000,00
Vehicle Driven Events	$2,000,000/$5,000,000
Specialty Markets	$2,000,000/$5,000,000
Carnivals and Circuses	$5,000,000/$5,000,000
Concerts > 1,500 attendees	$5,000,000/$5,000,000
Walks/Races	$2,000,000/$5,000,000
Dunk Tank	$5,000,000/$5,000,000
Rock Climbing	$5,000,000/$5,000,000
Medical Testing/Consultation/ Health Screening/Shots	$1,000,000/$3,000,00
Rock Climbing or Bungee Jump	$5,000,000/$5,000,000

Any Deductible or Self-Insured Retention associated with this insurance in excess of $5,000 requires Owner's written consent.

Professional Liability (Medical Malpractice)

Medical Testing/Consultation Health Screenings Shots** ** Organizer shall ensure that all shots are administered by a registered health professional (e.g. LPN, RN, PA, etc.)	$1,000,000/$3,000,000

Automobile Liability: $1,000,000 Combined Single Limit

Workers Compensation Employers Liability:

Statutory	OR	$500,000 Each Accident $500,000 Disease, Policy Limit $500,000 Disease, Each Employee

(For Monopolistic States) Workers' Compensation Stop Gap Employers' Liability	Evidence of Monopolistic State Coverage $500,000 Occurrence/Aggregate

Liquor Liability, or a combination of Liquor Liability and Follow Form Umbrella Liability or Follow Form Excess Liability: (if alcohol is served)

This insurance shall include, but not be limited to, coverage for liability arising from premises, operations, independent contractors, and liability assumed under an insured contract.

Any Deductible or Self-Insured Retention associated with this insurance in excess of $5,000 requires Owner's written consent.

POLICY REQUIRMENTS:

The insurance required of Organizer and Contractor shall be issued by an insurer or insurers lawfully authorized to do business in the jurisdiction in which the Event(s) is located, and maintaining an AM Best rating of at least A- VII.

The General Liability Insurance, Automobile Liability Insurance, Liquor Liability insurance, and the Follow Form Umbrella Liability Insurance or Follow Form Excess Liability Insurance shall name, as "Additional Insureds", River Hills Mall Realty Holding LLC, and Kohan Investment Group LLC (exactly as identified on Exhibit A). All Insurance policies required by this Agreement shall contain waivers of any and all rights of subrogation against the Additional Insureds, and the Liability Insurance policies required by this agreement shall contain either a cross-liability endorsement or separation of insureds provision, which provision shall permit the limits of liability under Organizer's policies to apply separately to each Additional Insured.

All Insurance policies required by this Agreement shall state that they are primary and not additional to, or contributing with, any other insurance carried by, or for the benefit of the Additional Insureds with respect to the negligence of Organizer, its employees, agents, contractors and/or subcontractors.

Organizer and Contractor, for both themselves and on behalf of the "Additional Insureds", shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible or self-insured retention, including any loss not covered because of the operation of such deductible or self-insured retention.

Before any Event, the Shopping Center shall be furnished valid and original certificate(s) of insurance evidencing that all required insurance coverages are in force. All insurance policies required in the Agreement shall not be allowed to be cancelled, allowed to lapse or substantially modified without thirty (30) days' prior written notice to Owner, except for non-payment of premium for which ten (10) days notice shall be provided.

Compliance with the insurance requirements of this Agreement shall not be relieved by Owner's, or any Shopping Center's, receipt or review of any insurance certificates.

LINN-MAR ORCHESTRA **LINDALE MALL**

EXHIBIT C- CONTRACTOR HOLD HARMLESS AGREEMENT

The undersigned, _____

("Contractor"), in connection with the _____
("Event") to be conducted at _____(the "Shopping Center") during the Event Term specified in that certain Event Agreement dated_____by and between the Owner that has executed this Agreement ("Owner") and Hawkeye Area Council-BSA. Organizer") will indemnify, protect, defend and hold harmless Owner, Owner's parent companies, subsidiaries and affiliates, and their respective employees, officers, members, partners and directors, ("Indemnified Parties") from and against any and all claims, damages, actions, liabilities and expenses, including, without limitation, reasonable attorneys' fees and court costs arising from or in connection with the acts or omissions of the undersigned, its officers, agents, partners, affiliates, contractors, or employees (collectively "Contractor Parties") in connection with the Event and/or the presence of Contractor Parties at the Shopping Center. Contractor waives any claim against any and all of the Indemnified Parties for any damage to Contractor's property while at the Shopping Center.

Contractor: _____

Name: _____

Date: _____

If a corporation

By: _____

Exhibit 805.1

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

LINN-MAR Community School District

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.

English classroom

Building Name: Linn Mar High School **Sponsoring Group:** Classroom

Contact Name: Paris Taylor **Contact Phone:** 319-447-3426

Contact Email: paris.taylor@linnmar.k12.ia.us **District Acct Code:** 10.0109.1013. 101.8039.001999 ok

Description of Fundraising Activity *(Information required for the request to be considered)*

Fundraising Activity: Virtual Author Visit DonorsChoose acct.

Activity Start/End Dates: Nov/Dec 2026 **Estimated Proceeds:** $ 5,000

Purpose/Use of Funds Raised: (*Must be* specific) Use of funds will be used to pay for Jason Reynolds virtual appearance fee.

- Requesting permission to start a Donorschoose account + ask community businesses for donations

online donation campaign

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

Building Administrator Signature: _____ Date: 9/29/26

Business Office and Board Review/Approval:
Business Office Review/Approval: _____ Date: 10/15/26

Board Review/Approval: _____ Date: _____

Date Request Received: 9/29/26 **Summary Due Date:** _____

CFO Reviewed/Approved 10/15/26 - cH

Revised: 6/22; 7/22
Related Policy: 1005.4; 1005.4-R; 1005.4-E2

Exhibit 805.2

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

LINN-MAR Community School District

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: LMHS **Sponsoring Group:** Paris

Contact Name: Paris Taylor **Contact Phone:** 319-447-3426

Contact Email: paris.taylor@linnmar.k12.ia.us **District Acct Code:** 10.0109.1013.101.8039.001999

Description of Fundraising Activity *(Information required for the request to be considered)*

Fundraising Activity: Jason Reynolds Author Visit

Activity Start/End Dates: Dec 2026 **Estimated Proceeds:** $ 200.00

Purpose/Use of Funds Raised: *(Must be specific)* To Solicit Business donations to raise money for a virtual author's visit that can be held as early as December. reaching out to local businesses

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

Building Administrator Signature: Zach [signature] Date: 10/20/26

Business Office and Board Review/Approval:
Business Office Review/Approval: [signature] Date: 10/20/26

Board Review/Approval: _____ Date: _____

Date Request Received: 10/20/26 **Summary Due Date:** Feb 11, 2027

Revised: 6/22; 7/22
Related Policy: 1005.4; 1005.4-R; 1005.4-E2

Exhibit 805.3

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

LINN-MAR Community School District

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 CKane@linnmar.k12.ia.us **District Acct Code:** 10.0481.1013.101.8039.000612

Description of Fundraising Activity *(Information required for the request to be considered)*
Fundraising Activity: HP Family night at Im0n Ice Arena
Activity Start/End Dates: 02-12-2027 **Estimated Proceeds:** $100.00
Purpose/Use of Funds Raised: (*Must be* specific) These funds will be used to support our 2nd Activity Night for students as well as PBIS rewards.

Administrator Approval:
I approve this request as necessary to provide funds for the purposes described above.
Building Administrator Signature: _____ Date: 10/20/26

Business Office and Board Review/Approval:
Business Office Review/Approval: _____ Date: 10/20/26
Board Review/Approval: _____ Date: _____

Date Request Received: 10/20/26 **Summary Due Date:** Mar 26, 2027

Revised: 6/22; 7/22
Related Policy: 1005.4; 1005.4-R; 1005.4-E2