

2026-27 Student Fee Schedule

STUDENT FEES	2025-26	2026-27
Textbook/Supply Fee		
JK-4	\$55.00	\$55.00
JK-4 Reduced	\$27.50	\$27.50
5-8	\$65.00	\$65.00
5-8 Reduced	\$32.50	\$32.50
9-12	\$95.00	\$95.00
9-12 Reduced	\$47.50	\$47.50
9-12 Towel Fee	\$1.00	\$1.00
Dual Enrollment	Prorated	Prorated
Kirkwood Class Drop Fee	\$250.00	\$250.00
Instrumental Rentals (HS/MS/Intermediate)		
School Owned	\$65.00	\$70.00
Percussion	\$55.00	\$55.00
Reduced	\$32.50	\$35.00
Marching Band		
Marching Band Fee	\$70.00	\$70.00
Instrumental Rental	\$20.00	\$20.00
Jazz Band		
Instrument Rental	\$35.00	\$35.00
Orchestra Uniform Rental	\$10.00	\$10.00
Choir Concert Apparel Fee	\$10.00	\$10.00
Show Choir		
10th Street	\$500.00	\$500.00
10th Street Reduced	\$250.00	\$250.00
In Step	\$475.00	\$475.00
In Step Reduced	\$237.50	\$237.50
Hi-Style	\$450.00	\$450.00
Hi-Style Reduced	\$225.00	\$225.00
UpRoar	N/A	\$300.00
UpRoar Reduced	N/A	\$150.00

HIGH SCHOOL	2025-26	2026-27
Activity Ticket	\$50.00	\$52.50
Activity Ticket Reduced (Contact Athletic Office)	\$25.00	\$27.50
Varsity/JV/JV1/Soph Athletic Admissions		
K-12 Football	\$7 - 1 game; \$10 - 2 games	\$8 \$10 - 1 game \$10 \$15 - 2 games
Adult Football	\$7 - 1 game; \$10 - 2 games	\$8 \$10 - 1 game \$10 \$15 - 2 games
K-12 (Other Sports)	\$7.00	\$8.00 \$10.00
Adult (Other Sports)	\$7.00	\$8.00 \$10.00
Varsity All Day Events (VB Tourney, Wrestling Tourney, Swim Invite, Track Invite, Softball Tourney)	\$10.00	\$15.00
9th/JV2 Athletic Admissions		
K-12 (All Sports)	\$7.00	\$8.00 \$5.00
Adult (All Sports)	\$7.00	\$8.00 \$5.00
Non-Varsity All Day Events (VB Tourney, Wrestling Tourney, Swim Invite, Track Invite, Softball Tourney)	\$10.00	\$10.00
All Level Athletic Admission Passes		
All Season/All Sport Flex Passes (10 Scan Flex Pass)	\$56.00	\$64.00
All Season/All Sport Flex Passes (15 Scan Flex Pass)	\$84.00	\$96.00
All Season/All Sport Flex Passes (25 Scan Flex Pass)	\$140.00	\$160.00
All Season/All Sport Family Pass (4)	\$300.00	\$500.00
All Season/All Sport Single Adult Pass	\$150.00	\$200.00
Music Events		
K-12 Students	GWD	GWD
Adults	GWD	GWD
Senior Citizens	GWD	GWD
Musicals		
Single Ticket	\$12.00	\$12.00
Drama Events		
K-12 Students	\$5.00	\$7.00
Adults	\$5.00	\$7.00
Parking Pass	\$25.00	\$25.00
Parking Fines (per occurrence)	\$25.00	\$25.00

Middle School	2025-26	2026-27
Fine Arts	GWD	GWD
Athletics	GWD	GWD

Summer Programs	2025-26	2026-27
Kirkwood Drivers Education		
Full Tuition	\$400.00	\$425.00
Kirkwood Drivers Education		
Reduced Tuition	\$200.00	\$212.50

MEALS	2025-26	2026-27
Lunch		
K-4	\$3.25	\$3.25
5-8	\$3.30	\$3.30
9-12	\$3.40	\$3.40
K-12 Reduced	\$0.40	\$0.40
Adult or Add'l Student Meal	\$5.00	\$5.15
Breakfast		
K-5	\$2.15	\$2.20
6-8	\$2.15	\$2.20
9-12	\$2.15	\$2.20
K-12 Reduced	\$0.30	\$0.30
Adult or Add'l Student Meal	\$2.55	\$2.55
Milk	\$0.60	\$0.60

Note: Yearbook and Cap & Gown are now processed through the providing vendor and not through the district.

8/17/26 - Edits presented for consideration are highlighted in blue.

First Reading of Policy Recommendations: The following policies were reviewed by the Policy Committee on 8/3/26 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.

Annual Review and/or Contact Updates		
Policy #	Title	Status
102.1	Long-Range Needs Assessment	Reviewed
103.1-R	Anti-Bullying/Harassment Policy Investigation Procedures	Revised
103.1-E1	Anti-Bullying/Harassment Complaint Form	Revised
103.1-E2	Anti-Bullying/Harassment Witness Disclosure Form	Revised
104.3	Prohibition of Discrimination/Harassment Based on Sex Per Title IX	Revised
105.1-E	Abuse of Students by District Employees Reporting Form	Revised
400.3	Personnel: Qualifications, Recruitment, Selection	Revised
403.33	Affirmative Action	Revised
Miscellaneous Edits		
502.3	Student Substance Use	Revised
2026 Legislative Session Required Edits		
201.4	School Board Elections	Revised
204.1	School Board Meeting Notice	Revised
400.1	Equal Employment Opportunity	Revised
403.28	Responsible Technology Use	Revised
502.1	Student Conduct	Revised
502.11	Student Expression and Student Publications	Revised
502.16	Disruptive Behavior	New
502.16-R1	Disruptive Behavior Removal Procedures	New
502.16-R2	Disruptive Behavior Removal Procedures for Nonviolent Behavior for Students with an IEP	New
503.4	Student Activity Program	Revised
504.31	Administration of Medication to Students	Revised
504.31-E2	Authorization-Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form	Revised
504.31-E3	Parent/Guardian Authorization and Release Form for Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student	Revised
504.32	Stock Prescription Medication Supply	Revised
504.32-E	Parental Authorization and Release Form for the Administration of Voluntary School Supply of Stock Medication for Life-Threatening Incidents	Revised
602.1	Basic Instruction Program	Revised
602.2	Private Instruction	Revised
602.5	Special Education	Revised
602.23	Open Enrollment Transfers-Procedures as a Receiving District	Revised
603.8	Physical Education	Revised
603.10	Religion-Based Exclusion from a School Program	Revised
603.12	Technology and Instructional Materials	Revised
603.12-R3	One-to-One Digital Device Program Technology Adoption Checklist	New
604.1	Student Guidance and Counseling Program	Revised
604.4	Talented and Gifted Program	Revised
604.4-R	Program for Gifted and Talented Regulation	New
1001.8	Public Examination of District Records	Revised

**Policy 102.1
Long-Range Needs Assessment**

Annual review-no edits recommended.

Long-range needs assessment enables the district to analyze assessment data, get feedback from the community about its expectations of students, and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessments by soliciting information from business, labor, industry, higher education, and community members regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the district, the board will authorize the appointment of a School Improvement Advisory Committee (SIAC) representing administrators, employees, parents, students, community members, and board members to make recommendations and assist the board in determining the priorities of the district, in addition to the basic skills areas of the education program.

Feedback from district patrons, staff, and students will be gathered on a regular basis. The School Improvement Advisory Committee, working with the superintendent, will gather input from the district's patrons, staff, and students on the district's long-range goals, student learning goals, and other areas as deemed appropriate by the committee. This input will be used in the committee's decision-making process and guidance in making recommendations to the board.

It is the responsibility of the superintendent [or designee] to ensure the community is informed of student progress on state and locally determined indicators. The superintendent [or designee] will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order, develop long-range goals and plans to meet the needs, establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance, evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects, and annually report the district's progress made under the plan to the committee, the community, and the Iowa Department of Education.

Adopted: 7/81
Reviewed: 10/11; 5/14; 9/16; 3/23; 10/25
Revised: 9/10; 4/13; 3/20; 6/20; 4/25
Legal Reference (Code of Iowa): §§ 21; 256.7; 280.12; 281 IAC 12.8(1)(b)
IASB Reference: 103
Mandatory Policy

**Policy 103.1-R
Anti-Bullying/Harassment Policy Investigation Procedures**

FILING A COMPLAINT

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available in Policy 103.1-E1. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The complainant shall receive assistance as needed.

INVESTIGATION

The district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The district's Nondiscrimination Coordinators (hereinafter "investigator") will be responsible for handling all complaints alleging bullying or harassment.

The district's Nondiscrimination Coordinators are:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator:

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

Nondiscrimination Coordinator:

Chad Lang ~~Nathan Wear~~, Associate Superintendent
319-447-3028 / chad.lang@Linnmar.k12.ia.us nathan.wear@Linnmar.k12.ia.us

Special Education/Student Services Nondiscrimination Coordinator:

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

Address: 3556 Winslow Road, Marion, IA 52302
Fax: 319-403-8008

The investigation may include, but is not limited to the following:

1. Interviews with the complainant and the individual named in the complaint ("respondent");

2. A request for the complainant to provide a written statement regarding the nature of the complaint;
3. A request for the respondent to provide a written statement;
4. Interviews with witnesses identified during the course of the investigation;
5. A request for witnesses identified during the course of the investigation to provide a written statement; and
6. Review and collection of documentation or information deemed relevant to the investigation.

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal or to the superintendent if the investigation involved the building principal.

The complaint and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

DECISION

The investigator, building principal, or superintendent, depending on the individuals involved, shall inform the complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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Evidence of bullying/harassment such as letters, photos, etc. (Attach evidence, if possible):

I agree that all the information on this form is accurate and true to the best of my knowledge.

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

Please return this completed form to:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator:

Karla Christian, Chief Human Resources Officer

319-447-3036 / kchristian@Linnmar.k12.ia.us

Nondiscrimination Coordinator:

Chad Lang ~~Nathan Wear~~, Associate Superintendent

319-447-3028 / **chad.lang@Linnmar.k12.ia.us** ~~nathan.wear@Linnmar.k12.ia.us~~

Special Education/Student Services Nondiscrimination Coordinator:

Anne Faber, Executive Director of Student Services

319-730-3663 / anne.faber@linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

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

Revised: 6/20; 10/23; 9/24; 9/25

Related Policy: 103.1; 103.1-R; 103.E2-E3

IASB Reference: 104-E(1)

LM LINN-MAR
Community
School District

Name of Witness:_____

Date of Interview:_____

Description of Incidents Witnessed (Include date and place of incidents):_____

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I agree that all the information on this form is accurate and true to the best of my knowledge.

Witness's Signature: _____ Date: _____

Return this completed form to:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator:

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

Nondiscrimination Coordinator:

Chad Lang ~~Nathan Wear~~, Associate Superintendent
319-447-3028 / **chad.lang@Linnmar.k12.ia.us** ~~nathan.wear@Linnmar.k12.ia.us~~

Special Education/Student Services Nondiscrimination Coordinator:

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

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

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

Revised: 6/20; 10/23; 9/24; 9/25

Related Policy: 103.1; 103.1-R; 103.E1; 103.1-E3

IASB Reference: 104-E(2)

Policy 104.3

Prohibition of Discrimination and Harassment Based on Sex Per Title IX

In accordance with Title IX of the *Education Amendments Act of 1972*, the Linn-Mar Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 CFR § 106.30), against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment.

Sexual discrimination involves treating a student or employee (including applicants for employment) unfavorably because of that person's sex, including the person's sexual orientation, transgender status, or pregnancy.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- 3) The following specific offenses as defined by federal law: sexual assault, domestic violence, dating violence, and stalking.

The board authorizes the superintendent to adopt procedures for any individual to report sexual harassment to the district's Title IX coordinators, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the district may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the district's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the district's designated Title IX coordinators:

Title IX Coordinator:

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

Title IX Deputy Coordinator:

Chad Lang **Nathan Wear**, Associate Superintendent

319-447-3028 / **chad.lang@Linnmar.k12.ia.us** **nathan.wear@Linnmar.k12.ia.us**

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this policy should immediately contact the district's Title IX coordinators.

Adopted: 9/20

Reviewed: 3/23

Revised: 10/23; 9/24; 11/25

Related Policy: 103 Series; 104 Series

Legal Reference: 20 USC § 1681 et seq; 34 CFR § 106 et seq

IASB Reference: 106

Mandatory Policy

LM LINN-MAR
Community
School District

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

Student's Name and Address:

Student's Telephone Number: _____

Student's School: _____

Name and place of employment of school employee accused of injuring/abusing the student: _____

Allegation is of: Physical Abuse Sexual Abuse**

***Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witness to sexual abuse have the right to see and hear any interviews of their children in the investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:*

____ Yes ____ No Telephone Number: _____

Please describe what happened (Include date, time, and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury. Attach an additional sheet if needed):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

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

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

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

Complainant's Relationship to Student: _____

Please return this completed and signed form to:

- Karla Christian, Chief Human Resources Officer, Equal Employment/Nondiscrimination Coordinator, Title IX Coordinator
 - 319-447-3036 / kchristian@Linnmar.k12.ia.us
- **Chad Lang** ~~Nathan Wear~~, Associate Superintendent and Nondiscrimination Coordinator
 - 319-447-3028 / **chad.lang@Linnmar.k12.ia.us** ~~nathan.wear@Linnmar.k12.ia.us~~
- Anne Faber, Executive Director of Student Services and Special Education/Student Services Nondiscrimination Coordinator
 - 319-730-3663 / anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302
Fax: 319-403-8002

Related Policy: 105.1
Reviewed: 9/14; 3/17; 3/23; 10/25
Revised: 6/20; 10/23; 8/24; 9/25

Policy 400.3
Personnel Qualifications, Recruitment, Selection

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

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

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

All job openings will be submitted to **the Iowa Department of Education Workforce Development** for posting on **TeachIowa.gov IowaWORKS.gov**, the online state job posting system. Additional announcements of the positions may occur in a manner which the superintendent or superintendent's designee believes will inform potential applicants about the positions.

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

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

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

1. Classified personnel upon the recommendation of the Chief Human Resources Officer; and

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

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

Adopted: 6/70
Reviewed: 1/11; 2/14; 9/14; 12/16; 4/20; 4/23; 8/25
Revised: 2/10; 12/11; 4/13; 4/16; 9/16; 8/24
Related Policy: 302.4; 303.1; 400.1-E
Legal Reference (Code of Iowa): §§ 20; 35C; 216;
256.27; 279.13; 281 IAC 12; 282 IAC 14
IASB Reference: 405.02; 411.02
Mandatory Policy

Policy 403.33
Affirmative Action

The Linn-Mar Community School District is committed to identifying and eliminating past and present effects of discrimination in employment including policies and practices that pose barriers to equal employment opportunity.

To achieve equal opportunity the district recognizes the need to take affirmative action to identify classifications with under-representation of minorities, members of diverse racial/ethnic groups, females, and persons with disabilities; to set goals and timetables for increasing the employment of under-represented groups; and to develop an Affirmative Action Plan for implementing those reasonable goals through outreach, recruitment, training, and other special activities and commitments.

The Affirmative Action Plan helps enable the district to:

- Employ the most qualified person for the position;
- Fully utilize the available talent pool;
- Be fair and just;
- Provide diverse role models for students and better prepare students for living and working in diverse communities and for success in a global economy;
- Reduce stereotypes;
- Increase credibility with all stakeholders; and
- Encourage and support economic development and entice investment in Iowa.

The Linn-Mar Community School District Affirmative Action Plan will be distributed annually to each covered location. Staff will be provided periodic professional development regarding their responsibilities for implementation of the Affirmative Action Plan. A report shall be given to the Board of Directors annually.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action should be directed to the Linn-Mar Equal Employment Coordinator and the Nondiscrimination Coordinators who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007).

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

- **Nondiscrimination Coordinator:**

- **Chad Lang** ~~Nathan Wear~~, Associate Superintendent
319-447-3028 / chad.lang@linnmar.k12.ia.us ~~nathan.wear@linnmar.k12.ia.us~~

Address: 3556 Winslow Road, Marion IA 52302

Fax: 319-403-8008

Inquiries may also be directed in writing to the following:

- Equal Employment Opportunity Commissions
Milwaukee Area Office
Reuss Federal Plaza
310 W Wisconsin Avenue, Suite 800
Milwaukee WI 53203-2292
800-669-4400 or TTY 800-669-6820
<http://www.eeoc.gov/field/milwaukee/index.cfm>
- Iowa Civil Rights Commission
6200 Park Avenue, Suite 100
Des Moines IA 50321-1270
515- 281-4121 or 800-457-4416
<https://icrc.iowa.gov/>

Adopted: 2/09

Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 8/17; 6/20; 4/23

Revised: 10/23; 9/24; 8/25

Policy 502.3
Student Substance Use

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

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, **prescription medications used improperly**, other controlled substances, or “look alike” substances that appear to be tobacco/nicotine products, alcohol, or other controlled substances (ex: schedule I; schedule II-V drugs without a valid prescription) by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district.

~~Controlled substances in this policy refers to the misuse of both licit and illicit drugs.~~ For purposes of this policy, “**controlled substances**” includes the misuse of both licit and illicit drugs, including prescription medications.

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

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of tobacco/nicotine products for those under the age of 21 may be reported to the local law enforcement authorities. Possession, use, or being under the influence of alcohol, **prescription medications used improperly**, and/or of a controlled substance may also be reported to the local law enforcement authorities.

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

The board believes the substance use prevention program will include:

- a. Age-appropriate, evidence-based substance use prevention curriculum for students in grades kindergarten through 12, which address the legal, social, and health consequences of tobacco/nicotine products,

prescription drug misuse, drug, and alcohol use and which provide information about effective techniques for resisting social pressure to use tobacco/nicotine products, drugs, or alcohol;

- b. A statement to students that the use of controlled substances, **including the misuse of prescription medications**, and the unlawful possession and use of tobacco/nicotine products and alcohol is harmful to student well-being;
- c. Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of controlled substances, **including prescription medications**, tobacco/nicotine products, and/or alcohol by students on school premises or as part of any of its activities;
- d. A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- e. A statement that students may be required to complete a substance use evaluation to determine whether substance use disorder treatment is recommended and, if recommended, successfully complete an appropriate rehabilitation program;
- f. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- g. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- h. Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Adopted: 6/70

Reviewed: 3/12; 10/14; 10/17; 9/20

Revised: 5/11; 7/13; 1/15; 3/23; 8/24

Related Policy: 502.1; 502.2; 502.2-R; 502.3-R; 502.4; 1004.3

Legal Reference (Code of Iowa): §§123.46; 124; 279.8-9; 453A;

281 IAC 12.3(6), .5(3)(e), .5(4)(e), .5(5)(e); 34 CFR Pt 86

IASB Reference: 502.07

Mandatory Policy

Policy 201.4
School Board Elections

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a seven member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the **county commissioner of elections board secretary, or the board secretary's designee in accordance with the timelines established by law.**

If a vacancy occurs on the board it shall be filled in accordance with law and board policy.

It is the responsibility of the County Commissioner of Elections to conduct school elections.

As specified by law, special elections may be called by the school board with regard to those matters stipulated in the Code of Iowa.

Adopted: 9/85
Reviewed: 10/11; 4/13; 8/14; 10/19; 10/22
Revised: 11/08; 9/16; 11/18; 10/25
Related Policy: 204.5
Legal Reference (Code of Iowa): §§ .39; .45; .63; .69; 274.7; 277; 278.1; 279.7
IASB Reference: 201

Policy 204.1 School Board Meeting Notice

The regular meeting time and dates will be set by the board at the organizational meeting in odd-numbered years or at the annual meeting in even-numbered years.

Board meetings are normally scheduled for the second and fourth Mondays of the month when the school calendar allows. The board will adhere to the established meeting dates and times unless the board requires additional meetings or, due to circumstances beyond the board's control, the meetings cannot be held on the regular meeting dates, and the meetings will then be rescheduled in accordance with law and policy. Public notice of the meetings will be given, and board meeting dates and times will be posted on the district website upon board approval.

Meetings of the board are conducted for the purpose of carrying out the business of the school district. Only board members have the authority to make and second motions and vote on issues before the board. The board may establish rules for its own governance and determine the procedures that will be followed during board meetings. Meetings may be closed to the public to allow the board to discuss a specific topic as defined by law. (Refer to Policy 204.3)

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date, and tentative agenda of board meetings. The public notice will be posted in a prominent **and conspicuous place that is annually designated for that purpose and always visible to the public. Public notice will also be posted on the primary internet site owned or maintained by the district.** ~~place clearly designated for posting agendas in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed.~~ The agenda will be posted at a minimum, 24 hours **before a scheduled meeting or work session** ~~prior to the start of the meeting.~~

If the district amends the tentative agenda after posting and it is within 24 hours of the meeting, the amended agenda will be clearly marked as "amended" and the specific amended portions identified. Public notice of the amended agenda must be given in the same manner as notice of the original tentative agenda.

A copy of the public notice, either electronic or print, will be provided to **news media** ~~those~~ who have filed a request for notice with the board secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public

notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting electronically. ~~Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.~~

It is the responsibility of the board secretary to give public notice of board meetings and work sessions. The district's website is used to inform the public of future meetings and agendas.

Adopted: 9/85

Reviewed: 10/11; 9/16; 10/19; 10/22

Revised: 8/23; 9/24; 10/25

Related Policy: 204.2-8; 204.16

Legal Reference (Code of Iowa): §§ 21.2-4; 279.1-2; ~~173 N.W.2d 837~~

IASB Reference: 210.02; 210.05

Policy 400.1
Equal Employment Opportunity

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

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

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

Individuals who file an application with the district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy **or related conditions**, or familial status. In keeping with the law, the board will consider the veteran status of applicants.

Background checks and employment eligibility checks for candidates selected for hire will be performed in accordance with applicable laws. ~~Prior to final offer~~

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

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

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

Linn-Mar Community School District Equal Employment Coordinator

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

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

Equal Employment Opportunity Commissions

Milwaukee Area Office - Reuss Federal Plaza
310 West Wisconsin Avenue, Suite **500 800**
Milwaukee, WI 53203-2292
414-662-3680 800-669-4000 or TTY 800-669-6820
Website: <http://www.eeoc.gov/field/milwaukee/index.cfm>

Iowa Civil Rights Commission

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

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

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

Adopted: 7/81
Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23
Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24; 9/24; 9/25; 2/26
Related Policy: 400.1-E; 401.1; 403.11
Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; **256**; 279.8; **280**; 281 IAC 12.4; 95
IASB Reference: 401.01
Mandatory Policy

Policy 403.28
Responsible Technology Use

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

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

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

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

Employees with access to a district computer will not:

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

Employees may encounter information on the Internet that relates to the district or its services. Should such information be encountered, employees should not respond but instead should bring the information to the attention of their immediate supervisor. The district will determine if a response is appropriate to the information.

Brief and occasional personal use of the Internet is acceptable as long as it is not excessive or inappropriate, does not occur during work time, does not violate any of the prohibitions listed above, and does not result in expenses to

the district. The superintendent reserves the exclusive right to determine whether any use is inappropriate, excessive, and/or violates this policy.

Adopted: 2/09

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

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

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

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

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

Policy 502.1 Student Conduct

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while:

- a. On district property or on property within the jurisdiction of the district;
- b. On school-owned and/or operated school or chartered vehicles;
- c. Attending or engaged in school activities; and
- d. Away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the district.

Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Removal from the classroom means a student is **taken out of their regular learning environment and sent to an alternative location. Removal of students from the classroom for violent or nonviolent disruptions shall occur in accordance with the district's disruptive behavior policy (Policy #502.16). Removal of students from the classroom for reasons other than violent or nonviolent disruption shall occur at the discretion of the licensed staff member in charge of the classroom** ~~sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.~~

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal [or designee], disciplining the student.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-

school suspension will not exceed 10 consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed 10 consecutive school days unless due process is provided as required by federal and state law.

Restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

This policy is not intended to address the use of seclusion rooms for students.

Discipline of students who have been identified as special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

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

Adopted: 6/70

Reviewed: 5/11; 3/12; 10/14; 1/15; 9/20

Revised: 7/13; 12/16; 10/17; 2/21; 2/24

Related Policy: 502.1-R; 502.2; 502.2-R; 502.5; 502.5-R1-R3; 502.6; 502.7; 502.8; 502.8-R; 503.1; 602.5

Legal Reference (Code of Iowa): §§ 279.8; 282.3-5; 708.1; 281 IAC 12.3(6)

IASB Reference: 503.01

Mandatory Policy

Policy 502.11
Student Expression and Student Publications

STUDENT EXPRESSION

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Student expression other than student expression in student-produced, official school publications made on district premises, under the jurisdiction of the district, or as part of a school-sponsored activity may be attributed to the district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to materials that may be harmful or inappropriate.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that causes or is reasonably anticipated to cause a material and substantial disruption to the education environment, infringes upon the rights of others, is obscene or lewd, is school sponsored, and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the district.

Decisions will be made consistent with applicable laws.

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with a purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the education environment, and promote communication during demonstrations while remaining viewpoint neutral.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for helping to ensure students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the building principal. Official school publications include materials produced in journalism, newspaper, yearbook, or writing classes, or electronic forms of communication including video and web media and which are distributed to the student body and publicly available either free or for a fee.

Any expression made by students, which may include, but is not limited to, written materials, art, photos, and graphic images including student expression in official school publications, is not an expression of official school policy. The district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedures outlined in board policy 502.12. Students who believe their freedom of expression in a student-produced official school publication has been restricted will also follow the grievance procedure outlined in Policy 502.12.

The superintendent ~~in conjunction with building principals~~ is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent [or designee] will also be responsible for distributing this policy and the student publications code to the students and their parents.

Adopted: 9/98
Reviewed: 5/11; 4/12; 7/13; 10/14; 1/15; 10/17; 9/20; 10/23
Revised: 11/06; 9/21
Related Policy: 502.11-R
Legal Reference (Code of Iowa): §§ 279.8, .73; 280.22; US Const Amend I
IASB Reference: 502.03
Mandatory Policy

Policy 502.16 *New Policy*
Disruptive Behavior

The district supports creating an orderly educational environment for students. Classroom teachers have authority to remove students from the classroom who cause violent or nonviolent disruptions to instruction; however, this authority is not absolute. Students who are removed from the classroom must be afforded due process that is consistent with applicable laws and board policy.

Discipline will be administered consistent with law and board policy and accompanying regulations. Removal and discipline of students with disabilities will comply with the provisions of applicable federal and state laws.

Each teacher providing instruction to a student with a plan under Section 504 of the Federal Rehabilitation Act shall review the plan and provide written confirmation of that review to the student's 504 case manager.

Each district employee who is responsible for implementation of a student's Individualized Education Program (IEP) shall provide written confirmation to the building administrator that they have read the entire IEP and all changes to the IEP including the accommodations or modifications to a student's IEP.

The district will also ensure that at least one paraeducator or other employee who assists a teacher in providing classroom instruction to the student attends meetings related to the student's Individualized Education Program (IEP) or Section 504 plan.

All members of a student's IEP team will be provided training on the least restrictive environment requirements under the Individuals with Disabilities Education Act.

Teachers who become injured due to a student's violent disruption occurring in the performance of the teacher's work duties shall be granted a leave of absence for physical recovery no more than three (3) days with full pay. If the teacher requests additional physical recovery time, the school board will consider the request if accompanied by a note from a physician indicating a need for longer absence. It is within the discretion of the school board to grant or deny such requests.

Upon the request of a teacher as defined by Iowa Code 256.145, the principal will ensure that students have access to school resources, such as school counselors, to address immediate trauma arising from a violent or nonviolent disruption.

Students less than the age of 18 must have consent from a parent or guardian in order to receive mental health services unless they are an emancipated minor.

Upon the request of an employee, the district will ensure that teachers and other school employees have access to the Employee Assistance Program (EAP) to address immediate trauma arising from a violent or nonviolent disruption.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Adopted:

Related Policy: 502.1; 502.16-R1; 502.16-R2

Legal Reference (Code of Iowa): §§ 256.145; 279.8; 279.65B; 279.89; 279.90

IASB Reference: 503.11

Policy 502.16-R1 *New Regulation*
Disruptive Behavior Removal Procedures

NONVIOLENT DISRUPTION

A nonviolent disruption is defined as a disruption to classroom instruction that results from the disorderly conduct, abusive or profane language, bullying as defined by Iowa Code 280.28, or repeatedly disruptive behavior. If the disruption is a nonviolent disruption, a teacher may remove the student from the classroom and place the student under the supervision of the principal or the principal's designee for at least 30 minutes. A teacher may appeal to the school board a principal's decision not to remove a student for nonviolent disruptive behavior, as well as a decision to return the student to the classroom too soon.

A student enrolled in kindergarten through grade four cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss the readmission of the student.

A student enrolled in grades five through twelve cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss readmission. Even so, the student is not allowed to be readmitted to the teacher's classroom until the immediate subsequent school day at the earliest. The student may attend another class on their schedule if the principal or their designee deems it appropriate.

Should there be disciplinary action taken against the student, the principal or the principal's designee will inform the teacher of the actions taken as soon as reasonably possible after the student's removal.

Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.

MULTIPLE NONVIOLENT DISRUPTION REMOVALS

Should a student be removed from a teacher's classroom more than once, the teacher(s) who removed the student, the principal, the guidance counselor, the student's parent/legal guardian (if the student is not an emancipated minor), and the student must participate in a meeting to discuss the student's nonviolent disruptions and establish a behavior plan and a course of discipline. Considerations may include relocating the student to an alternative learning environment.

VIOLENT DISRUPTION

A violent disruption is defined as a disruption to classroom instruction that results from a threat of violence or an incident of violence resulting in injury, property damage, or assault as defined in Iowa Code 708.1. If the disruption is a violent

disruption, the teacher must remove the student from the classroom and place the student under the supervision of the principal or the principal's designee.

A student enrolled in kindergarten through grade four cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss the readmission of the student.

A student enrolled in grades five through twelve cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss readmission. The student is not allowed to be readmitted to the teacher's classroom until the immediate subsequent school day at the earliest.

A student cannot be readmitted into a teacher's classroom if all the following criteria are met:

- The student was removed due to an assault on the teacher; and
- The teacher does not consent to allowing the student to return to the teacher's classroom.

Should there be a determination of disciplinary action, the principal will take the disciplinary action and notify the parent/guardian of the student in writing and, if possible, through electronic notice.

The principal must impose the maximum disciplinary action allowed under district policy when a student's conduct, statements, or other actions:

- are severe or pervasive; and
- result in a request from the teacher for maximum disciplinary consequences.

MULTIPLE VIOLENT DISRUPTION REMOVALS

If a student is removed from a teacher's classroom two or more times in a semester, then the principal will discipline the student in any of the following manners:

- Assigning the student to either in-school or out-of-school suspension; or
- Recommend to the superintendent the student be relocated in an alternative learning environment that has been approved by the superintendent.
- Removal and discipline of students with disabilities under any of these categories must comply with the provisions of applicable federal and state law.

Adopted:

Related Policy: 502.1; 502.16; 502.16-R2

Legal Reference (Code of Iowa): §§ 280.28; 708.1

IASB Reference: 503.11-R(1)

Policy 502.16-R2 *New Regulation*

Disruptive Behavior Removal Procedures for Nonviolent Behavior for Students with an IEP

Should a student with an Individualized Education Program (IEP) be removed from the classroom due to nonviolent disruptive behavior, an IEP team meeting will take place immediately subsequent to the removal of the student from the classroom. The meeting participants should additionally include the following individuals if practicable:

- Teacher who removed the student from the classroom;
- Any teacher who provides classroom instruction to the student;
- Any other employee of the district who was directly involved in the student's conduct.

If a teacher or district employee listed above cannot attend the IEP meeting, they must review the IEP team's minutes, prior written notice, or summary of the meeting and provide written confirmation to the IEP team that they have done so.

The IEP team must discuss the following during the meeting:

- The appropriateness of the student's current educational programming.
- Whether adjustments need to be made to the student's IEP to address the student's behaviors.
- The student's current placement, consistent with Iowa Code, and whether an alternative learning environment would best provide the student with a free appropriate public education.
- The accommodations, modifications, and adaptations required to allow the student's success in a general education setting; and whether the district has the capacity to provide such supports and services.
- Whether and to what extent the provision of special education services and activities in the general education environment will impact the student and the other students in the classroom.

If a student is removed from the classroom five (5) or more times within a fifteen (15) consecutive school day period, then the student's IEP team will meet to discuss the student's behavior.

A teacher has the authority to request a meeting of the student's IEP team at any time by submitting an electronic or written request to the building principal. The request may be denied, in writing, with a description of why applicable laws do not require the meeting of the student's IEP team.

Adopted:

Related Policy: 502.1; 502.16; 502.16-R1

Legal Reference (Iowa Code): 281 IAC 41.115-116

IASB Reference: 503.11-R(2)

Policy 503.4
Student Activity Program

Participation in school activities is a privilege. **School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. ~~Students may participate in interscholastic athletic activities, music, speech, and other contests or events approved by the administration.~~** Any such events must be directed or guided by licensed school personnel.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, **which are the promotion of additional interests and abilities in the students.**

With permission from a parent or guardian, an eighth grade student may participate in interscholastic athletic contests or competitions at the high school level instead of the eighth grade level. Although parent permission is required, the decision regarding whether an eighth grade student may participate at the high school level will be made by the relevant district staff such as the activities director, principal, coach, or superintendent on a case-by-case basis; decisions of the district staff are final and are not able to be appealed. An eighth grade student who participates at the high school level cannot also participate on an eighth grade team in the same sport during the same season. Students may not compete in both programs during the same sport season. Any eighth grade student participating in high school athletics must meet the annual athletic physical examination requirements applicable to include the Supplemental Provider Attestation, eligibility requirements, and good conduct applicable to all student athletes. Factors that will be considered in this decision include but are not limited to compliance with all applicable Iowa High School Athletic Association (IHSAA) and Iowa Girls High School Athletic Union (IGHSAU) rules, student safety, roster capacity, facility capacity, coaching capacity, and eligibility requirements. The superintendent, in conjunction with the athletic director, will develop administrative regulations and procedures necessary to administer this policy.

Student activity events must be approved by the superintendent unless they involve unusual travel and expense, in which case the board will take action. **The events must not disrupt the education program or other district operations.**

A high school student who participates in school sponsored **athletics activities** may participate in a non-school sponsored **sport activity** during the same season. Such outside participation will not conflict with the school-sponsored **athletic** activity.

It is the responsibility of the superintendent in conjunction with building principals to develop administrative regulations for each school activity. These regulations will include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, **academic requirements**, ~~forms and procedures for a waiver of liability from the parent and student in certain activities~~, and proof of insurance for the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the district for participation in the activity.

~~Hours, behavior, and activities will be reasonable and proper as determined by the administration. Anyone who does not recognize the authority and responsibility of the school personnel will not be permitted to remain in attendance at school-sponsored activities.~~

Adopted: 6/70

Reviewed: 5/11; 4/12; 10/14; 1/15; 10/17; 9/20; 10/23

Revised: 7/13

Related Policy: 502.5-R3; 502.6; 503.5-6

Legal Reference (Code of Iowa): 216.9; 280.13-14; 281 IAC 12.3(6), 12.6, 36.8

IASB Reference: 504.06

Mandatory Policy

Policy 504.31
Administration of Medication to Students

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

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

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

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

A written medication administration record shall be on file including:

- Date;
- Student's name;
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;

- Signature and title of the person administering medication; and
- Any unusual circumstances, actions, or omissions.

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

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

Adopted: 5/91

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

Revised: 4/12; 4/16; 10/17; 4/18; 6/20; 8/21; 3/23; 8/23; 2/26

Related Policy: 504.31-E1-E2; 504.32

Legal Reference (Code of Iowa): §§ 124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23;

481 IAC 620; 281 IAC §14.1-2

IASB Reference: 507.02

Mandatory Policy

Policy 504.31-E2

Authorization – Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form

Student's Name: (Last, First, Middle): _____

Birthday: _____ School: _____ Date: _____

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use an epinephrine **delivery system auto-injector** may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, other airway constricting disease medication, or to self-administer an epinephrine **delivery system auto-injector**:

- a. Parent/guardian provides a signed/dated copy of the authorization for student medication self-administration.
- b. Parent/guardian provides a written statement from the student's licensed health care professional (*A person licensed under Chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under Chapter 152 or 152E and registered with the Board of Nursing, or a physician's assistant licensed to practice under the supervision of a physician as authorized in Chapters 147 and 148C*) containing the following:
 1. Name and purpose of the medication;
 2. Prescribed dosage; and
 3. Times or special circumstances under which the prescribed medication is to be administered.
- c. The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student's name, name of the medication, directions for use, and date.
- d. Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of the prescribed medication by a student while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the district and its employees are to incur no liability, except for gross negligence, as a result of injury arising from self-administration of medication or use of an epinephrine **delivery system auto-injector** by the student. The parent or guardian of the student shall sign a statement acknowledging that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine **delivery system auto-injector** by the student as provided by law.

This section to be completed by prescriber

Medication: _____ **Dosage:** _____

Route: _____ **Time:** _____

Purpose for Medication & Administration/Instructions:

Special Circumstances: _____

Discontinue/Re-Evaluate/Follow-Up Date: _____

Prescriber's Signature: _____ **Date:** _____

Prescriber's Address: _____

Emergency Phone: _____

This section to be completed by parent/guardian

1. I request the above-named student possess and self-administer asthma medication, bronchodilator canisters or spacers, or other airway constricting disease medication(s) and/or an epinephrine **delivery system auto-injector** at school and in school activities according to the authorization and instructions;
2. I understand the district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine **delivery system auto-injector** or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine **delivery system auto-injector**. I acknowledge that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine **delivery system auto-injector** by the student;
3. I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change;
4. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment;
5. I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws;
6. I agree to provide the school with back-up medication approved on this form; and
7. I agree that the student will maintain their own self-administration records.

Parent/Guardian Signature: _____ **Date:** _____

Address: _____

Home Phone: _____ **Cell#:** _____ **Work#:** _____

Self-Administration Authorization Additional Information:

Policy 504.31-E3 Parental Authorization and Release Form for Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student

Student's Name (Last, First, Middle): _____

Birthday: _____ **Building:** _____ **Date:** _____

I request the above-named student: *(Parent/guardian initial below all that apply)*

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use an epinephrine **delivery system auto-injector** may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication: _____ **Dosage:** _____ **Route:** _____ **Time:** _____

_____ Co-administer, participate in planning, management, and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery: _____

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

Prescriber's Signature *(and credentials when indicated for health service delivery):* _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Phone: _____ **Address:** _____

Policy 504.32
Stock Prescription Medication Supply

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

PROCUREMENT AND MAINTENANCE OF SUPPLY

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

- a) Two epinephrine **delivery systems auto-injectors**;
- b) **One ~~Two~~ pediatric and one adult dose** bronchodilator canisters and spacers;
- c) Two doses naloxone or other opioid antagonist.

The supply of such medications shall be maintained in a secure, easily accessible area for an emergency within the school building, or in addition to other locations as determined by the district. Each Automated External Defibrillator (AED) box in each school building must contain one dose of Naloxone or another opioid antagonist, stored in a temperature-controlled environment. **Naloxone nasal spray kits stored within the AED boxes will be inspected, at a minimum of one time per month to ensure the medication is present, secure, and within its expiration date.**

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

1. The expiration date;
2. Any visualized particles or color change for epinephrine **delivery systems auto-injectors**;
3. Bronchodilator canister damage;
- 4. Inspection and monitoring of Naloxone nasal spray supplies;** or
5. AED safety check, AED battery expiration, and pad expiration date(s).

The school nurse or trained and authorized personnel shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine **delivery system auto-injector**, bronchodilator canister or spacer, or opioid antagonist that is empty after use, damaged, or close to expiration. The

district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

TRAINING

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

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

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

REPORTING

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

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

Any administration of Naloxone nasal spray provided through the district's Naloxone Program shall be reported to the Department of Health and Human Services (Iowa HHS) within 30 calendar days of administration. Reports shall be submitted by email to the State Opioid Response Help Desk at sor@hhs.iowa.gov and shall include only the date of administration and the outcome of the intervention.

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

1. Each medication incident with the administration of stock epinephrine; bronchodilator canister or spacer, or opioid antagonist;
2. Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
3. **Administration of any Naloxone nasal spray;** and
4. Administration of a stock epinephrine **delivery system auto-injector**, bronchodilator canister or spacer, or opioid antagonist.

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

The superintendent may develop an administrative process to implement this policy.

Adopted: 4/16

Reviewed: 11/17; 12/20

Revised: 3/23; 4/23; 8/23; 2/26

Related Policy: 504.31; 504.31-E1-E4

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

IASB Reference: 804.05

Mandatory Policy

Policy 504.32-E

Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life-Threatening Incidents

Student Name: _____

Student Birthdate: _____ Building: _____ Date: _____

The district seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents. The district supplies the following prescription medications for life-threatening incidents that are listed below. Generic brands may be substituted. *(Select all that apply)*

- _____ Epinephrine **Delivery Systems** ~~Auto-Injectors~~
- _____ Bronchodilator
- _____ Bronchodilator Canisters and Spacers
- _____ Opioid Antagonist

Pursuant to state law, the district or its employees are to incur no liability for any injury arising from the provision, administration, failure to administer, or assistance in the administration of the selected prescription medications supplied by the district for life-threatening incidents provided they have acted reasonably and in good faith.

The parent or guardian shall sign consent for the student to receive the voluntary school supply of stock medications listed for life-threatening incidents and sign a statement acknowledging that the district is to incur no liability as a result of administration of a prescription medication for life-threatening incidents provided the district to have acted reasonably and in good faith. Electronic signatures meet the requirement of written signatures.

- I request the above-named student be administered the voluntary stock supply of prescription medication, in the name of the district, by a school nurse or personnel trained and authorized to administer to a student who, acting reasonably and in good faith, perceives the student may be experiencing symptoms associated with a life-threatening incident following the administration instructions listed as identified in the required annual awareness training associated with the stock medication(s) above and after completion of the medication administration course requirements.
- I understand the district and its employees acting reasonably and in good faith shall incur no liability as a result of administration of the prescription medication(s) for life-threatening incidents provided the district to have acted reasonably and in good faith.

Parent/Guardian Signature: _____ Date: _____

(Agreed to above statements)

Policy 602.1
Basic Instruction Program

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

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

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

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

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

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

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

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

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

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

Adopted: 6/70
Reviewed: 6/11; 1/18; 2/24
Revised: 7/12; 9/13; 4/15; 9/19; 2/21; 6/21; 8/24; 1/25; 9/25
Legal Reference (Code of Iowa): §§216.9; 256.9, .11; 279.8; 280.3-14;
281 IAC 12.5, .11; 20 USC § 1232h; 34 CFR Pt 98
IASB Reference: 603.01

Policy 602.2 Private Instruction

The Linn-Mar Community School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction including but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction; two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means either private instruction provided on a daily basis for at least 148 days during a school year, to be met by attendance for at least 37 days each school quarter by or under supervision of a licensed practitioner, which results in the student making adequate progress, or private instruction provided by a parent, guardian, or legal custodian.

Independent private instruction means private instruction that meets the following criteria:

1. It is not accredited;
- ~~2. Enrolls not more than four unrelated students;~~
- ~~3. Does not charge tuition, fees, or other remuneration for instruction;~~
2. Provides private or religious-based instruction as its primary purpose;
3. Provides **enrolled** students **in all grade levels** with instruction in mathematics, reading and language arts, science, and social studies;
4. Provides, upon written request from the superintendent of the district in which the independent private instruction is provided, or from the director of the Department of Education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students **receiving the instruction, who need not be related to the primary instructor enrolled;**
5. Is not a nonpublic school and does not provide competent private instruction as defined herein; and

6. Is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Adopted: 11/92

Reviewed: 6/11; 9/13; 1/18; 2/21

Revised: 7/12; 4/15; 9/21; 2/24

Related Policy: 602.3

Legal Reference (Code of Iowa): §§ 299; 299A; 281 IAC 31

IASB Reference: 604.01

Policy 602.5 Special Education

The board recognizes some students have different educational needs than other students. The board will provide a free, appropriate, public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age 21 or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in non-academic and extracurricular services and activities, and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Plan (IEP).

The district will ensure that each student's IEP is accessible to all employees responsible for its implementation and that such employees are informed of their specific responsibilities and the accommodations, modifications, and supports required under the IEP. Each responsible employee must review updates to the IEP and provide written confirmation of the review.

Special education students are required to meet the requirements listed for special education **in the district's graduation requirements policy** (Policy 605.3) and in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children ages 3 through 5 are provided comprehensive special education services within the public education system. The district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

Adopted: 6/70

Reviewed: 6/11; 6/12; 9/13; 4/15; 1/18; 2/24

Revised: 10/07; 2/21

Related Policy: 605.3

Legal Reference (Code of Iowa): §§ 256.11(7); 256B; 273.1-2, .5, .9(2-3); **279.90**; 280.8; 281 IAC 41.109; 41.404; 20 USC §§ 1400 et seq; 34 CFR Pt 300

IASB Reference: 603.03

Mandatory Policy

Policy 602.23

Open Enrollment Transfers – Procedures as a Receiving District

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

The school board will take action on the open enrollment request later than June 1st in the year preceding the first year desired for open enrollment. The superintendent [or designee] has authority to approve good cause applications in emergency or extenuating circumstances.

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

If an open enrollment request into the district is denied, the reasoning behind a denial of a request and information related to the denial will be documented and submitted to the Iowa Department of Education (IDOE) in a manner prescribed by the IDOE.

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

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

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

Parents of students whose open enrollment requests are approved by the school board or superintendent [or designee] are responsible for providing transportation to and from the receiving school district without reimbursement.

A receiving district may send school vehicles into the sending district's boundaries to transport students to and from school in the receiving district if the total enrollment of the student's resident district is less than 2,000 students, the student's resident district is contiguous to the receiving district, and the student's resident district has sent school vehicles into the receiving district pursuant to Iowa Code 282.18(10)(b)(2).

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

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

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

Adopted: 3/99
Reviewed: 1/10; 6/11; 6/12; 10/13; 4/15; 1/18; 2/21
Revised: 6/11; 9/21; 10/22; 2/24; 8/24; 5/26
Related Policy: 501.9-10; 602.2-3; 602.7; 602.24-26
Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1; 281 IAC 17
IASB Reference: 501.15
Mandatory Policy

Policy 603.8
Physical Education

Students in grades K-12 are required to participate in physical education courses. **Students who are physically able will be assessed using the presidential physical fitness test. Otherwise, students may be excused from physical education courses unless they are excused** by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students in grades 9-12 may also be excused from physical education courses if:

1. The student is enrolled in academic courses not otherwise available;
2. The student has obtained a physical education waiver for the quarter because the student is actively involved in an athletic program;
3. The student is participating in the Legislative Page Program at the State Capitol for a regular session of the general assembly; or
4. The student is enrolled in a Junior Reserve Officer Training Corp (JROTC).

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study, or other education program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

Adopted: 3/99

Deleted: 9/16

Re-Adopted: 9/21

Reviewed: 12/09/9/13; 4/16; 2/24

Revised: 7/03; 7/08; 7/11; 9/12; 2/15

Related Policy: 602.1

Legal Reference (Code of Iowa): §§ 256.11; 281 IAC 12.5

IASB Reference: 603.06

Mandatory Policy

Policy 603.10
Religious-Based Exclusion from a School Program

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

1. The notice is in writing;
2. The objection is based on religious beliefs;
3. The objection will state which activities or studies violate their religious beliefs;
4. The objection will state why these activities or studies violate their religious beliefs; and
5. The objection will state a proposed alternate activity or study.

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to:

- a. Staff available to supervise a student who wishes to be excluded;
- b. Space to house the student while the student is excluded;
- c. Available superintendent-approved alternative course of study or activity while the student is excluded;
- d. Number of students who wish to be excluded;
- e. Whether allowing the exclusion places the school in a position of supporting a particular religion; and
- f. Whether the program or activity is required for promotion to the next grade level or for graduation.

Decisions will be made consistent with applicable laws.

Adopted: 8/89
Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18; 6/21; 2/24
Revised: 1/10
Related Policy: 603.6; 603.09; 603.09-R
Legal Reference (Code of Iowa): §§ 256.11(6); 279.8; US Const Amend I
IASB Reference: 604.05

Policy 603.12 Technology and Instructional Materials

The board supports the use of innovative methods and the use of technology in the delivery of the education program **in accordance with applicable state instructional technology requirements**. The board encourages employees to investigate **economical** ~~efficient and effective~~ ways to utilize **instructional technology which include laptops, tablets, computers, smart devices, software platforms and other technologies** ~~technological advances~~ as a part of the curriculum ~~and instruction practices~~. Instructional technology shall support, and not supplant, foundational learning.

For grades kindergarten through five, the district limits digital instruction to no more than up to 60 minutes. Digital instruction means the use of instructional technology to deliver lessons, assignments, assessments, or instructional activities. A student's parent or guardian may request additional reductions in the student's digital instruction. Students in these grades will not have access to and use digital services during recess.

The board will adopt or renew any district one-to-one digital device program for all participating grade levels. Prior to adoption or renewal, the board shall complete a technology adoption checklist in accordance with applicable laws. The checklist must be retained by the district and made available to the Iowa Department of Education for audit purposes.

This policy will not apply in the following circumstances:

- **Use required pursuant to an Individualized Education Plan (IEP) or plan developed pursuant to Section 504.**
- **Assistive or adaptive technology used to provide a student access to instruction or to accommodate differing student abilities.**
- **Teacher directed demonstrations using a projector, smartboard, or similar display device when students are not individually operating a digital device.**
- **State assessments, screenings, progress monitoring, and local diagnostic assessments that require the use of one-to-one digital devices.**
- **Dedicated computer science and technology curriculum.**
- **Students enrolled in an online learning program operating pursuant to Iowa Code 256.43.**

~~**It is the responsibility of the superintendent, or designee, to develop guidelines to monitor the use of technology. Any objections to materials used as a result of instructional technology will be processed under board policies 602.27, 602.27-R, 602.28, 602.29, 602.29-R, and 602.29-E.**~~

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

Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18; 6/21; 2/24

Revised: 1/10; 8/24

Related Policy: 602.27; 602.27-R; 602.28-29; 602.29-R; 602.29-E; 603.12-R1-R2; 603.12-E1

Legal Reference (Code of Iowa): §§ 279.8; **279.89**; 281 IAC 12.3(12), 12.5(10), .5(17)

IASB Reference: 605.04

Mandatory Policy

Policy 603.12-R3 *New Regulation*

One-to-One Digital Device Program Technology Adoption Checklist

Prior to adopting or renewing any one-to-one digital device programming, the board will consider all of the following when making programming decisions:

- a. The instructional purpose of the device;
- b. The age appropriateness of the device and associated software;
- c. Content-filtering limitations and the district's capacity to mitigate those limitations; and
- d. Whether student data is collected, stored, or shared and the nature of such data practices.

The board delegates to the superintendent or their designee(s) the responsibility to bring forth a recommendation on the use of one-to-one instructional technology. The district maintains this checklist in its records for the purpose of compliance with Iowa Department of Education audit requests.

Adopted:
Related Policy: 603.12; 603.12-R1-R2; 603.12-E1
IASB Reference: 605.04

Policy 604.1
Student Guidance and Counseling Program

The board will provide a student guidance and counseling program. The school counselors will be certified with the Iowa Bureau of Educational Examiners and hold the qualifications required by the board. The guidance and counseling program will serve grades PK-12. The program will assist students with their **social-personal, academic educational**, and career development. The program is coordinated with the education program and involve licensed **employees school counselors working to develop a program in collaboration with parents or guardians, students, teachers, support staff, and administrators to support the curricular goals of the school.**

Adopted: 6/70

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

Revised: 10/13; 4/18; 4/23

Related Policy: 505.6; 505.6-R; 602.1; 604.5

Legal Reference (Code of Iowa): §256.7(24); **256.111(9A)**; 280.14; 622.10; 281 IAC 12.3(11)

IASB Reference: 607.01

Mandatory Policy

Policy 604.4
Program for Gifted and Talented Students

The board recognizes some students require programming beyond the regular education program. **Systematic and uniform procedures are used for screening, referring, identifying, and serving gifted and talented students. The board will review the progress of gifted and talented students at least annually for the purposes of ensuring the district-provided services meet the academic needs of gifted and talented students. ~~The district will identify students with special abilities and provide education programming.~~**

It is the responsibility of the superintendent to develop a talented and gifted program which provides ~~for identifying students,~~ for program evaluation and training of employees.

Adopted: 8/89
Reviewed: 7/11; 9/12; 2/15; 4/18; 6/21
Revised: 10/13; 2/24
Legal Reference (Code of Iowa): §§ 257.42-49; 281 IAC 12.5(12); 59
IASB Reference: 604.03

Policy 604.4-R *New Regulation*
Program for Gifted and Talented Students Regulation

The district shall use systematic and uniform procedures for screening, referral, identification, and serving gifted and talented students enrolled in kindergarten through grade twelve.

SCREENING, REFERRAL, AND IDENTIFICATION

A reasonable effort (which may include outreach, data review, and multiple identification pathways) will be made to identify gifted and talented students among all student populations, including special education and English language learners. Identification of gifted and talented students is based on evidence from multiple data sources (objective and subjective), including local comparisons within the district and, when appropriate, within individual attendance centers. This may include, but is not limited to:

- Standardized testing
- Student achievement
- Cognitive ability
- Qualitative and quantitative data
- Teacher and parent input
- Observation of gifted characteristics and behaviors

No single criterion prohibits a student from participating in the district's programming for gifted and talented students.

SERVING PROGRAMMING

The educational services provided to gifted and talented students must include, but are not limited to:

1. Addressing cognitive needs of the gifted and talented student
2. Addressing character development or common challenges of gifted and talented children and promoting skills to support personal growth and academic success;
3. Be in alignment with the gifted and talented child's identification data;
4. Correspond to the academic strengths and interests of the gifted and talented child;

Acceleration options, including subject acceleration and whole grade acceleration, will be implemented in accordance to district policy and applicable laws.

Policy 1001.8 Public Examination of District Records

Public records of the district may be viewed by the public during regular business hours of the administration office of the district. These hours are 7:30 AM to 4:00 PM Monday through Friday, except for holidays (including school holidays).

Persons wishing to view the district's public records will contact the Executive Director of Communications and make arrangements for the viewing. The Executive Director of Communications will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a reasonable fee for the copies ~~and for the time needed by the employee to review and collect the requested information.~~ **Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile the requested information.** The district will make every effort to provide the public records requested at no cost other than copying costs for a record which takes less than 30 minutes to produce. ~~For requests that take more than 30 minutes to produce, expenses will include the actual cost per hour of the employee's time.~~

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the district will only occur when the event is sponsored by the district.

~~In making a determination for charges for a series of requests from one person or organization within a 30-day period, or a series of requests from persons in a single organization, the charges may be aggregated. For any other materials, cost will be assessed based on the individual request.~~

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- a. Security procedures;
- b. Emergency preparedness procedures;
- c. Evacuation procedures;
- d. Security codes and passwords, and
- e. Information contained in records that if disclosed would significantly increase the vulnerability of critical physical systems or infrastructure.

It is the responsibility of the board secretary to maintain accurate and current records of the district. It is the responsibility of the Executive Director of Communications to respond in a timely manner to requests for viewing and receiving public information of the district.

The district works to make available public records that are requested. However, in rare and unusual circumstances, the district may pursue any available legal remedies, in accordance with applicable laws, to forestall vexatious requestors of records.

Adopted: 3/00

Reviewed: 4/14; 6/15

Revised: 3/13; 7/19; 7/22; 10/22; 7/25

Related Policy: 505.6; 505.6-R; 505.6-E2-E7

Legal Reference (Code of Iowa): §§ 21.4; 22.7; 291.6

IASB Reference: 901

Mandatory Policy

LMCSD BOARD OF DIRECTORS MINUTES MONDAY, AUGUST 3, 2026



[Click here for YouTube recording](#)

100: CALL TO ORDER & DETERMINATION OF A QUORUM

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

200: ADOPTION OF AGENDA

– **Motion 07.08.03**

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

300: DISTRICT HIGHLIGHT MOMENT

Superintendent Wear congratulated Charlie Sarsfield for being named Gatorade Player of the Year for baseball and presented him with a certificate of recognition.

400: AUDIENCE COMMUNICATIONS

(SPG #1-Community Engagement)

No communications were received.

500: INFORMATIONAL REPORTS

501: Marion City Council Report

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

Director Thomas reported that during the July 23rd Marion City Council meeting there were no items of business that pertained to the district.

502: Policy Committee Report

(BG #1.d-Visionary Team)

Director Thomas reported that during the August 3rd Policy Committee meeting several recommendations from IASB were reviewed that were a result of recent legislative changes and that the recommended edits would be presented for first reading during the August 17th board meeting.

503: Superintendent's Report – Exhibit 503.1

(SPG #1-Community Engagement)

Superintendent Wear shared several district honors and highlights and reviewed several upcoming events including an open house to meet new administrators on August 17th at 4:00 PM in the boardroom.

600: UNFINISHED BUSINESS

601: Discussion & Approval of 2026-27 Legislative Priorities – Exhibit 601.1

President Lowe Lancaster facilitated a discussion regarding the board's 2026-27 legislative priorities. (BG #1.b&c-Visionary Team)

– **Motion 08.08.03**

MOTION by Morey to approve the 2026-27 legislative priorities as discussed including the selection of 1) Dropout/At Risk, 2) Preschool, 3) School Funding, and 4) Student Achievement. Second by Mansoor. Voice vote, all ayes. Motion carried.

700: NEW BUSINESS

701: Approval of Open Enrollment Requests

(SPG #2-Learning Excellence & 3-Learner Experience)

MOTION by Langston to approve the open enrollment requests as presented. Second by Mansoor. Voice vote, all ayes. Motion carried.

– **Motion 09.08.03**

Approved IN	Student Name	Grade	Resident District
	Frautschy, Penelope	K	Cedar Rapids CSD
	Denton, Riot	11	Cedar Rapids CSD

Approved OUT	Student Name	Grade	Requested District	Reason
	Mielke, Theodore	6	Cedar Rapids CSD	Good Cause

Denied OUT	Student Name	Grade	Requested District	Reason
	Krumrei, Theodore	6	Cedar Rapids CSD	Late, no good cause

702: Approval of Update to Student Fee Schedule – Exhibit 702.1

MOTION by Thomas to approve updating the 2026-27 Student Fee Schedule to include the UpRoar Show Choir fees as presented in Exhibit 702.1. Second by Morey. Voice vote, all ayes. Motion carried.

– **Motion 10.08.03**

703: Designation of Official Posting Locations of Board Meeting Agendas

MOTION by Morey to approve the official posting locations of board meeting agendas as the front door of the Educational Leadership Center (located at 3556 Winslow Road, Marion) and the district's board/policy website (<https://policy.linnmar.k12.ia.us/>) per HF 2490. Second by Thomas. Voice vote, all ayes. Motion carried.

– **Motion 11.08.03**

800: CONSENT AGENDA

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

MOTION by Mansoor to approve the consent agenda as presented. Second by Morey. Congratulations were shared with the retirees, as well as words of welcome to the new hires.

– Motion 12.08.03

801: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Bucklin, Cathy	EX: From Math to Student Support Services Teacher	7/8/26	Same
Felber, Quinn	BP: 6 th Gr Teacher	8/12/26	BA, Step 1
Ficken, Zach	OR: Student Dean/Athletic-Activities Director	8/3/26	\$80,500/year
Heudepohl, Andrea	EH: 3 rd Gr Teacher	8/12/26	BA, Step 1
Holland, Kendra	WE: Physical Education Teacher	8/12/26	MA+15, Step 17
Jackson, Mia	LG: 1 st Gr Teacher	8/12/26	BA, Step 1
Niles, Abby	From BP 6 th Gr to EX Math Teacher	8/17/26	Same
Sunseri, Danielle	EX: 7 th Gr Reading Teacher (.5)	8/12/26	BA, Step 1
Taylor, Paris	LMHS: English Teacher	8/12/26	BA, Step 2
Tyson, Anna	BP: Student Support Services Teacher	8/12/26	BA, Step 1
Zinkgraf, Christina	LMHS: Science Teacher	8/12/26	MA, Step 5

Certified Staff: Resignations

Name	Assignment	Dept Action	Reason
Ickes, Kelly	NE: 3 rd Gr Teacher	7/17/26	Retirement
Sinnott, Matt	WE: Physical Education Teacher	7/9/26	Other employment

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Anderson, Jami	NS: From OR to HP Production Manager	8/3/26	Same
Anderson, Lou Ann	SC: Student Support Associate	8/18/26	LMSEAA A, Step 1
Biedermann, Kristin	LMHS: Student Support Associate (Part-Time)	8/18/26	LMSEAA A, Step 3
Conrad, Angela	LG: Early Childhood Paraprofessional	8/18/26	LMSEAA B, Step 1
Erbes, Dorian	NS: From IC General Help to Satellite Manager	8/3/26	PTNS, Step 2 +\$1.00
Gerber, Emily	From HP General Help to NE Student Support Associate	8/18/26	LMSEAA A, Step 1
Grace, Marissa	IC: Student Support Associate	8/18/26	LMSEAA A, Step 1
Lavigne, Ema	AC: Aquatic Instructor	7/22/26	\$14.00/hour
Neef, Kylie	LG: Student Support Associate	8/18/26	LMSEAA A, Step 1
Stivers, Josh	AC: Aquatic Instructor	7/17/26	\$14.00/hour

Tyler, Kerry	LG: Student Support Associate	8/4/26	LMSEAA C, Step 1
Viktora, Randi	BP: Student Support Associate	8/18/26	LMSEAA A, Step 1
Weber, Janissa	BW: Student Support Associate	8/18/26	LMSEAA A, Step 1
Williams, Breanna	BW: Student Support Associate	8/18/26	LMSEAA A, Step 1
Witting, Madison	NS: From EX Lead Cook to WF Production Mgr	8/3/26	\$18.50/hour
Witting, Marriah	LG: Student Support Associate	8/18/26	LMSEAA A, Step 1

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason
Covey, Breanna	NS: HP Lead Baker	7/28/26	Personal
Kane, Allison	LMHS/Compass: Student Supervisor	7/27/26	Other employment
King, Kelly	NS: EX General Help/Cashier	7/13/26	Other employment
Miller, James	EX: Student Support Associate	7/14/26	Personal
Rodriguez, Suzanne	OR: Student Support Associate	7/16/26	Other employment
Sourwine, Rhonda	LG: Student Support Associate	7/24/26	Retirement
Troyna, Krista	IC: Student Support Associate	7/20/26	Personal
Wagner, Kim	BP: Student Support Associate	6/30/26	Retirement
Wiley, Stacie	ELC: Payroll/Benefits Technician	7/22/26	Retirement
Zimmerman, Josephine	EX: Custodian	7/13/26	Other employment

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

Name	Assignment	Dept Action	Salary Placement
Albright, Kourtney	LMHS: Dinner Theatre Sponsor	8/17/26	\$1,980
Kuennen, Nicole	LMHS: Student Council Sponsor	8/24/26	\$5,939
Thompson, Jaxon	LMHS: Assistant Varsity Boys Track Coach	8/3/26	\$4,752
Viggiano, Raphael	LMHS: Head 9 th Gr Volleyball Coach	8/10/26	\$4,752

802: Approval of July 13th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-10

1. City Laundering: renewal of rental service agreement
2. Constellation NewEnergy: renewal of natural gas purchasing agreement
3. Pel Industries: commercial licensing agreement
4. Touchdown Club: commercial licensing agreement
5. City of Marion: equipment sharing memorandum of understanding
6. Boland Recreation: change order for Indian Creek playground project (\$4,380)
7. Carey Bostain: Independent contractor work with LM Orchestra (\$500)
8. John Hall: Independent contractor work with LM Orchestra (\$2,000)
9. Tyler Hendrickson: Independent contractor work with LM Orchestra (\$900)
10. Miera Kim: Independent contractor work with LM Orchestra (\$500)

11. Interagency agreements for Special Education services with Alburnett CSD (2) and Cedar Rapids CSD (2). *For student confidentiality, exhibits are not provided.*

805: Overnight Trip Request – Exhibit 805.1

1. Girls Swim & Dive Team to attend Waukee Invitational (September 18-19, 2026)

806: Fundraising Requests – Exhibit 806.1-3

1. Girls Basketball to host apparel sales (October-November 2026)
2. Girls Basketball to host poster donations (October-November 2026)
3. Girls Basketball to host youth camps (June 2027)

900: BOARD CALENDAR & COMMUNICATIONS

901: Board Calendar & Communications

President Lowe Lancaster reviewed the board calendar and requested a volunteer for the September Marion City Council meetings. Morey reported that the Venture Academics government students will be meeting with the City soon to discuss opportunities to promote property tax awareness.

Date	Time	Event	Location
August 6	8:30 AM	Finance/Audit Committee	ELC Boardroom C
August 6	5:30 PM	Marion City Council (<i>Buchholz</i>)	City Hall
August 12	12:00 PM	Luncheon for New Teachers	ELC Boardroom
August 17	4:00 PM	Open House for New Administrators	ELC Boardroom C
August 17	5:00 PM	LMCSD Board of Directors Meeting	ELC Boardroom A
August 18	7:30 AM	Staff Kickoff/Welcome Back	Performance Hall
August 20	5:30 PM	Marion City Council (<i>Thomas</i>)	City Hall
August 24	--	First Day of School K-9 th Grades	--
August 25	--	First Day of School 10 th -12 th Grades	--
Date	Time	Event	Location
September 1	--	First Day of School for PreK	--
September 3	5:30 PM	Marion City Council (<i>Mansoor</i>)	City Hall
September 7	--	No School – Labor Day Holiday	--
September 10	8:30 AM	Finance/Audit Committee	ELC Boardroom C
September 14	5:00 PM	LMCSD Board of Directors Meeting	ELC Boardroom A
September 17	5:30 PM	Marion City Council (<i>Mansoor</i>)	City Hall
September 28	--	No School – Professional Day	--
September 28	5:00 PM	LMCSD Board of Directors Meeting	ELC Boardroom A

902: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

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

1000: ADJOURNMENT**– Motion 13.08.03**

MOTION by Morey to adjourn the meeting at 5:27 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 07/30/2026 - 08/12/2026

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
BMO MASTERCARD	DUES AND FEES	\$2,444.17
BMO MASTERCARD	GENERAL SUPPLIES	\$666.81
BMO MASTERCARD	STAFF TRAVEL	\$552.27
Fund Total:		\$3,663.25
Fund: GENERAL		
1ST AYD CORP	Uncollectible General Supplies	\$170.93
BENTON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$12,802.86
BIG RIGGER BUILDERS INC	SHOP TOOLS/EQUIPMENT	\$503.76
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$1,303.53
BMO MASTERCARD	ADVERTISING	\$81.90
BMO MASTERCARD	COMP/TECH HARDWARE	\$212.29
BMO MASTERCARD	COMPUTER SOFTWARE	\$323.40
BMO MASTERCARD	DUES AND FEES	\$3,456.51
BMO MASTERCARD	GARBAGE COLLECTION	\$19,168.80
BMO MASTERCARD	GENERAL SUPPLIES	\$3,739.18
BMO MASTERCARD	HEAT/PLUMBING SUPPLY	\$26.98
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$9,797.98
BMO MASTERCARD	LIBRARY BOOKS	\$412.33
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$2,515.27
BMO MASTERCARD	POSTAGE/UPS	\$38.70
BMO MASTERCARD	PROF SERV: EDUCATION	\$75.00
BMO MASTERCARD	REF & RSRCH MATERIAL	\$207.27
BMO MASTERCARD	STAFF TRAVEL	\$4,340.27
BMO MASTERCARD	STAFF WORKSH/CONF	\$939.28
BMO MASTERCARD	TEXTBOOKS	\$241.26
BRECKE	REPAIR/MAINT SERVICE	\$1,450.00
CARDINAL COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$273.63
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$262,476.67
CENTRAL CITY COMMUNITY SCHOOL	TUITION IN STATE	\$18,341.02
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$18,674.24
COLLEGE COMMUNITY SCHOOLS	TUITION IN STATE	\$24,578.01
CONSTELLATION NEWENERGY	NATURAL GAS	\$2,594.71
EMPOWERING EXCELLENCE CHARTER SCHOOL	TUITION IN STATE	\$6,817.48
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$1,399.54
GEYER INSTRUCTIONAL PRODUCTS	INSTRUCTIONAL SUPPLIES	\$11,112.80
GRANT WOOD AEA	GENERAL SUPPLIES	\$280.00
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$18.88
GRANT WOOD AEA	PROF SERV: EDUCATION	\$32,394.64
GRANT WOOD AEA	Professional Educational Services	\$14,348.08
HAWKEYE ELECTRICAL CONTRACTORS	TECH REPAIRS/MAINTENANCE	\$2,572.50
INTERSTATE POWER SYSTEMS	VEHICLE REPAIR	\$2,048.73
JOHNSTON COMMUNITY SCHOOL DIST	TUITION IN STATE	\$81,429.08
KIRKWOOD COMM COLLEGE	TUITION IN STATE	\$16,850.97

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 07/30/2026 - 08/12/2026

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$26,385.50
LISBON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$3,791.00
MARION INDEPENDENT SCHOOLS	TUITION IN STATE	\$600,387.70
MARION INDEPENDENT SCHOOLS	TUITION OPEN ENROLL	\$1,936,176.17
PARTS TOWN, LLC	GENERAL SUPPLIES	\$964.62
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$299.50
RIVERSIDE INSIGHTS	INSTRUCTIONAL SUPPLIES	\$105.60
SCHOOL BUS SALES	TRANSP. PARTS	\$5,934.27
SIOUX CITY COMMUNITY SCHOOL DISTRICT	PROF SERV: EDUCATION	\$1,819.58
SIOUX CITY COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$4,802.57
SPRINGVILLE COMMUNITY SCHOOLS	TUITION IN STATE	\$24,909.76
SWAMP FOX BOOKSTORE	LIBRARY BOOKS	\$5.59
UNDER-HILL TRUCK & AUTO REPAIR	VEHICLE REPAIR	\$1,213.93
WOODWARD GRANGER COMM SCHOOL DIS	TUITION IN STATE	\$2,659.50
Fund Total:		\$3,167,473.77
Fund: LOCAL OPT SALES TAX		
EASTERN IOWA EXCAVATING & CONCRETE	CONSTRUCTION SERV	\$97,377.34
Fund Total:		\$97,377.34
Fund: NUTRITION SERVICES		
BMO MASTERCARD	GENERAL SUPPLIES	\$68.99
BMO MASTERCARD	STAFF TRAVEL	\$643.84
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$89.90
UNDER-HILL TRUCK & AUTO REPAIR	VEHICLE REPAIR	\$561.51
Fund Total:		\$1,364.24
Fund: PHY PLANT & EQ LEVY		
DRYSpace INC	CONSTRUCTION SERV	\$249,353.05
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$5,945.50
Fund Total:		\$255,298.55
Fund: PUB ED & REC LEVY		
BMO MASTERCARD	GROUNDS UPKEEP	\$168.33
WENDLING QUARRIES	CONSTRUCTION SERV	\$912.96
Fund Total:		\$1,081.29
Fund: STUDENT ACTIVITY		
BMO MASTERCARD	DUES AND FEES	\$1,799.00
BMO MASTERCARD	GENERAL SUPPLIES	\$7,874.49
BMO MASTERCARD	STAFF TRAVEL	\$4,655.86
BSN SPORTS	GENERAL SUPPLIES	\$1,083.00
HOFFMAN KYLE	DUES AND FEES	\$120.00
Fund Total:		\$15,532.35
Grand Total:		\$3,541,790.79

End of Report

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 07/30/2026 - 08/12/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
BLACK HAWK SWIMMING ASSOCIATION	DUES AND FEES	\$5,184.00
DUBUQUE AREA SWIMMIN' HURRICANES	DUES AND FEES	\$3,915.50
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$29,459.50
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$523.55
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$2,238.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$523.55
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$2,238.75
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$578.22
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$265.77
Fund Total:		\$44,927.59
Fund: DEBT SERVICE		
AHLERS AND COONEY, P.C.	OTHER PROFESSIONAL SERVICES	\$45,000.00
Fund Total:		\$45,000.00
Fund: GENERAL		
ADVANTAGE CHIROPRACTIC	PHYSICALS	\$720.00
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$776.50
ALLIANT ENERGY	ELECTRICITY	\$103,707.56
ARNOLD MOTOR SUPPLY	REPAIR PARTS	\$3.48
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$396.27
ASIFLEX	EE LIAB-FLEX DEP CARE	\$21,351.69
ASIFLEX	EE LIAB-FLEX HEALTH	\$39,195.71
ASIFLEX	OTHER PROFESSIONAL SERVICES	\$705.25
AT & T MOBILTY	TELEPHONE	\$1,168.25
BOHNSACK & FROMMELT LLP	OTHER PROFESSIONAL SERVICES	\$13,000.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$31,556.51
CAREERSAFE LLC	PROF SERV: EDUCATION	\$4,025.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$945.25
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$2,808.77
CHARACTERSTRONG LLC	DUES AND FEES	\$55,973.00
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$238.47
CORRIDOR ENERGY COOPERATIVE	ELECTRICITY	\$38,529.29
CR GLASS CO	GENERAL SUPPLIES	\$817.60
D & K PRODUCTS	GROUPS UPKEEP	\$28.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$73,876.49
EDUTEK SOLUTIONS LLC	COMPUTER SOFTWARE	\$8,995.00
ELECTRICAL ENGINEERING & EQUIPMENT CO.	ELECTRICAL SUPPLY	\$34.10
EMPLOYEE RESOURCE SYSTEMS, INC	DUES AND FEES	\$2,056.32
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$212,633.87
FRANKLIN COVEY	DUES AND FEES	\$6,930.00
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$39.74
GRAINGER	GENERAL SUPPLIES	\$516.12
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$2,086.52
HAWKEYE FIRE & SAFETY COMPANY	REPAIR/MAINT SERVICE	\$1,890.00
HOGLUND BUS CO. INC	TRANSP. PARTS	\$449.03

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 07/30/2026 - 08/12/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
IMAGINE LEARNING LLC	DUES AND FEES	\$84.00
IMAGINE LEARNING LLC	TEXTBOOKS	\$360.80
IMON COMMUNICATIONS LLC	TELEPHONE	\$1,125.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$4,128.08
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$17,650.94
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$4,128.08
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$17,650.94
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$19,176.65
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$2,562.07
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$383.56
K-12 TECHNOLOGY GROUP INC	OTHER TECH SER	\$225.54
KIRKWOOD COMM COLLEGE	OTHER TECH SER	\$120.00
LABELS EAST INC	INSTRUCTIONAL SUPPLIES	\$61.00
LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	\$292.97
LAWSON PRODUCTS, INC	TRANSP. PARTS	\$130.23
LINDER TIRE SERVICE INC	REPAIR/MAINT SERVICE	\$437.68
LINN CO-OP OIL	DIESEL	\$17,255.00
LINN CO-OP OIL	GASOLINE	\$6,522.00
LORI STOHS CONSULTING	PROF SERV: EDUCATION	\$8,276.45
MAGMA MATH	DUES AND FEES	\$11,200.00
MARION TIRE	REPAIR/MAINT SERVICE	\$1,657.66
MARION WATER DEPT	WATER/SEWER	\$7,475.03
MENARDS -13127	GENERAL SUPPLIES	\$1,330.05
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$73.83
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$1,040.75
MID AMERICAN ENERGY	NATURAL GAS	\$1,795.35
MIDWEST ALARM SERVICES	REPAIR/MAINT SERVICE	\$362.00
MIDWEST BUS PARTS, INC	TRANSP. PARTS	\$2,269.25
MIDWEST WHEEL	TRANSP. PARTS	\$2,299.46
NAEHCY	DUES AND FEES	\$969.00
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$440.47
ORKIN PEST CONTROL	Pest Control	\$553.01
PARTS TOWN, LLC	GENERAL SUPPLIES	\$1,271.70
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$179.58
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$264.24
POSTMASTER	DUES AND FEES	\$390.00
POWER SCHOOL GROUP LLC	COMPUTER SOFTWARE	\$11,592.11
RAPTOR TECHNOLOGIES LLC	COMPUTER SOFTWARE	\$17,779.13
RENAISSANCE LEARNING	DUES AND FEES	\$11,890.00
RENAISSANCE LEARNING	INSTRUCTIONAL SUPPLIES	\$2,978.50
RIVERSIDE TECHNOLOGIES, INC	INSTRUCTIONAL SUPPLIES	\$3,016.42
ROCHESTER ARMORED CAR CO INC	OTHER TECH SER	\$76.96
SADLER POWER TRAIN	TRANSP. PARTS	\$384.58
SCHIMBERG	HEAT/PLUMBING SUPPLY	\$257.32

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 07/30/2026 - 08/12/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
SCHOOL BUS SAFETY COMPANY	OTHER TECH SER	\$434.12
SCHOOL BUS SALES	TRANSP. PARTS	\$1,813.57
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$301.35
SCHOOL SPECIALTY LLC	DUES AND FEES	\$7,041.00
SECURLY INC	COMPUTER SOFTWARE	\$10,032.00
SITEONE LANDSCAPE SUPPLY, LLC	GROUNDS UPKEEP	\$32.92
TAESE/USU	DUES AND FEES	\$905.00
TRANE U.S. INC.	REPAIR/MAINT SERVICE	\$6,758.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$7,212.35
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS/MAINTENANCE	\$687.00
VAN METER CO	ELECTRICAL SUPPLY	\$590.40
VECTOR SOLUTIONS	DUES AND FEES	\$2,898.19
VERIZON WIRELESS	TELEPHONE	\$1,396.86
Fund Total:		\$847,685.02
Fund: LOCAL OPT SALES TAX		
FOREMAN CONSTRUCTION LLC	CONSTRUCTION SERV	\$273,690.35
OPN ARCHITECTS, INC.	ARCHITECT	(\$2,625.79)
Fund Total:		\$271,064.56
Fund: NUTRITION SERVICES		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$6,307.46
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$115.85
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$495.36
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$115.85
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$495.36
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$469.85
KAINZ LAURA	UNEARNED REVENUE	\$5.20
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$204.89
WOODS EMILY	UNEARNED REVENUE	\$138.08
Fund Total:		\$8,347.90
Fund: PHY PLANT & EQ LEVY		
CAPITAL SANITARY	EQUIPMENT >\$5,000	\$19,955.65
CARROLL CONSTRUCTION SUPPLY	CONSTRUCTION SERV	\$117.72
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$21,558.00
OPN ARCHITECTS, INC.	ARCHITECT	\$11,200.00
RUSSO OUTDOOR POWER PLUS	BLDG. CONST SUPPLIES	\$56.28
TEGELER WRECKER & CRANE	VEHICLE REPAIR > \$2500	\$16,723.37
TYLER TECHNOLOGIES INC	DATA PROCESSING AND	\$290.00
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$12,175.00
Fund Total:		\$82,076.02
Fund: PUB ED & REC LEVY		
CENTRAL STATES CONCRETE	CONSTRUCTION SERV	\$14,410.35
WENDLING QUARRIES	CONSTRUCTION SERV	\$1,715.27
Fund Total:		\$16,125.62

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 07/30/2026 - 08/12/2026

Fiscal Year: 2026-2027

Vendor Name	Description	Check Total
Fund: STUDENT ACTIVITY		
CORRIDOR PHOTO BOOTHS	PROF SERV: EDUCATION	\$200.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$46.00
ELITE SPORTS	GENERAL SUPPLIES	\$2,093.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$554.99
FUSIONSITE MIDWEST LLC	DUES AND FEES	\$249.32
GRECO MATTHEW	PROF SERV: EDUCATION	\$2,500.00
HILTY ANNA	PROF SERV: EDUCATION	\$7,000.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$9.35
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$39.99
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$9.35
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$39.99
MONTICELLO SPORTS	GENERAL SUPPLIES	\$4,984.00
NIETERT PAYSON	OFFICIAL/JUDGE	\$1,200.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$0.10
WINDSTAR LINES	STAFF TRAVEL	\$1,738.55
WOOLVERTON PRINTING CO	GENERAL SUPPLIES	\$45.00
Fund Total:		\$20,709.64
Grand Total:		\$1,335,936.35

End of Report



1ST AMENDMENT TO CONTRACT BETWEEN Linn-Mar Community Schools
AND THE CITY OF MARION FOR SRO Contract FY'26

WHEREAS, the City of Marion ("City") and Linn-Mar Community Schools entered into an agreement on May 20th, 2024, for Police SRO Program from FY'25 – FY'27

WHEREAS, the parties wish

NOW THEREFORE, the parties mutually agree as follows:

1. Article IV (A)(1) should be amended to read as follows:

1. The salary and benefits for a starting officer on July 1, 2026, will be \$111,810.00 per year. LM shall pay \$51,626.24 per year beginning July 1, 2026, and ending June 30, 2027.
2. That all other terms in the original agreement shall remain unchanged.

CITY OF MARION, IOWA

By: _____
Nicolas AbouAssaly, Mayor **Date**

By: _____
Katie Lowe Lancaster, Board President Date

2026-27 Letter of Understanding

Between

**Grant Wood Area Education Agency and Linn-Mar Community School District
VAST Center Science Curriculum for FOSS**

The purpose of the Letter of Understanding is to coordinate the services of GWAEA with local school districts in providing the VAST Center Science Curriculum Resources

Grant Wood Area Education Agency (GWAEA) agrees to:

- replenish units for circulation
- establish and distribute a circulation schedule to district buildings
- maintain program inventory and determine purchasing needs
- communicate with area educators
- provide financial support to underwrite program costs
- conduct required introductory professional learning for new teachers and teachers new to a grade level
- document training records
- maintain instructional materials at a high standard and keep them up to date
- assist educators in the appropriate implementation of science units
- provide access to the VAST Center staff through email, phone, etc.
- make available VAST Center infrastructure & experience
- provide access to additional teacher manuals at VAST Center negotiated discounted rate
- invoice the participating school district on or about April 15, 2027 for the 2026-27 program

Linn-Mar CSD will:

1. communicate the needed science kits for your district when VAST Center staff reach out to confirm your order
2. provide accurate staffing information
3. notify VAST staff of any teaching assignment changes
4. coordinate professional learning with the GWAEA Science Consultant ideally before the unit is implemented with students. This could be achieved through attendance at a professional learning event or through contracting time with the consultant.
5. reimburse the VAST Center for damaged and/or missing items if necessary
6. provide annual payment for use of the kit at the following rate on or before June 1, 2027
 - o **\$550.00 per requested middle school unit**
 - o **\$150.00 per requested elementary unit**

Please sign below:

☐ Our district agrees to the conditions outlined above.

Linn-Mar CSD Representative: Katie Lowe Lancaster
Printed Name

Signature: _____

GWAEA Representative Signature

****Please return to Carie Finnegan at Vast@gwaea.org by September 14, 2026.****



VAST Center
 1120 33rd Ave SW
 Cedar Rapids, IA 52404

July, 2026

Erica Rausch and Lori Manley
 Linn-Mar

Please see the anticipated cost for your 2026-27 FOSS units.

District Name	School Name		K-5th Grade FOSS Kits	# of Additional 1 Elem Sections	6-8th Grade FOSS Kits	# of Additional MS Sections	#of OSE MS kits
Linn-Mar	Bowman Woods Elementary School		51	0			0
	Echo Hill Elementary School		57	0			0
	Excelsior Middle School				9	0	0
	Indian Creek Elementary School		45	0			0
	Linn Grove Elementary School		45	0			0
	Novak Elementary School		42				0
	Oak Ridge School				0		10
	Westfield Elementary		54				0
	Wilkins Elementary School		39				0
	Boulder Peak Intermediate		21	18	21		0
	Hazel Point Intermediate		21	21	21		0
	Total	0	375	39	51	0	10
	Fee	\$0.00	\$150.00	\$38.84	\$550.00	\$91.11	\$275.00
	Total cost	\$0.00	\$56,250.00	\$1,514.76	\$28,050.00	\$0.00	\$2,750.00

Fee for 2026-27 VAST Science Kits		\$88,564.76					

-VAST Center

2026-27 Letter of Understanding

Between

**Grant Wood Area Education Agency and Linn-Mar Community School District
VAST Center Science Curriculum for Open Sci Ed (OSE)**

The purpose of the Letter of Understanding is to coordinate the services of GWAEA with local school districts in providing the VAST Center Science Curriculum Resources

Grant Wood Area Education Agency (GWAEA) agrees to:

- replenish units for circulation
- establish and distribute a circulation schedule to district buildings
- maintain program inventory and determine purchasing needs
- communicate with area educators
- provide financial support to underwrite program costs
- conduct required introductory professional learning for new teachers and teachers new to a grade level
- document training records
- maintain instructional materials at a high standard and keep them up to date
- assist educators in the appropriate implementation of science units
- provide access to the VAST Center staff through email, phone, etc.
- make available VAST Center infrastructure & experience
- provide access to additional teacher manuals at VAST Center negotiated discounted rate
- invoice the participating school district on or about April 15, 2027 for the 2026-27 program

Linn-Mar CSD will:

1. communicate the needed science kits for your district when VAST Center staff reach out to confirm your order
2. provide accurate staffing information
3. notify VAST staff of any teaching assignment changes
4. coordinate professional learning with the GWAEA Science Consultant ideally before the unit is implemented with students. This could be achieved through attendance at a professional learning event or through contracting time with the consultant.
5. reimburse the VAST Center for damaged and/or missing items if necessary
6. provide annual payment for use of the kit at the following rate on or before June 1, 2027
 - o **\$275.00 per requested middle school unit**
 - o **\$190.00 per requested elementary unit**

Please check box and sign:

- ☐ Our district agrees to the conditions outlined above.
- ☐ Our district will participate in OpenSciEd coaching and consultation for new users or attend OpenSciEd professional learning when available. Contact Maria Hasken-Averkamp at mhasken-averkamp@gwaea.org to schedule dates.

Linn-Mar CSD Representative: Katie Lowe Lancaster**Printed Name****Signature:** __________
GWAEA Representative Signature****Please return to Carie Finnegan at VAST@gwaea.org by September 14, 2026.****



GRANT WOOD
AREA EDUCATION AGENCY

VAST Center
1120 33rd Ave SW
Cedar Rapids, IA 52404

July, 2026

Erica Rausch and Lori Manley
Linn-Mar

Please see the anticipated cost for your 2026-27 FOSS units.

District Name	School Name		K-5th Grade FOSS Kits	# of Additional 1 Elem Sections	6-8th Grade FOSS Kits	# of Additional MS Sections	#of OSE MS kits
Linn-Mar	Bowman Woods Elementary School		51	0			0
	Echo Hill Elementary School		57	0			0
	Excelsior Middle School				9	0	0
	Indian Creek Elementary School		45	0			0
	Linn Grove Elementary School		45	0			0
	Novak Elementary School		42				0
	Oak Ridge School				0		10
	Westfield Elementary		54				0
	Wilkins Elementary School		39				0
	Boulder Peak Intermediate		21	18	21		0
	Hazel Point Intermediate		21	21	21		0
	Total	0	375	39	51	0	10
	Fee	\$0.00	\$150.00	\$38.84	\$550.00	\$91.11	\$275.00
	Total cost	\$0.00	\$56,250.00	\$1,514.76	\$28,050.00	\$0.00	\$2,750.00

Fee for 2026-27 VAST Science Kits		\$88,564.76					

-VAST Center



CATERING SALES EVENT AGREEMENT

DoubleTree by Hilton Cedar Rapids Convention Complex
350 First Avenue NE
Cedar Rapids, Iowa 52401

This **Catering Sales Event Agreement** ("Agreement") is by and between **Cedar Rapids Community School District** ("Group") and **City of Cedar Rapids** ("Owner") d/b/a **DoubleTree by Hilton Cedar Rapids Convention Complex** (the "Hotel").

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Thad Sentman	Name of "Event":	Metropolitan Orchestra Rehearsals
Title:	Director of Orchestras - Linn-Mar High School	Date(s) of Event:	February 04, 2027
Company Name:	Linn-Mar Community School District	Post to Reader Board As:	Metropolitan Orchestra Rehearsals
Address:	3111 10 th Street	Hotel Contact:	Travis Faust
City, State, Zip:	Marion, IA 52302	Title:	Director Of Catering / Events
Phone:	(319) 892-4880	Phone:	(319) 731-4514
Email:	tsentman@linnmar.k12.ia.us	Email:	travis.faust@hilton.com

Hotel is pleased to offer the following function space based on Hotel's understanding of Group's present needs. Please review the detailed information outlined within to assure that this accurately reflects Group's requirements.

Schedule of Events:

Date	Start Time	End Time	Function	Room*	Setup	Agr	Room Rental
Thu, 02/04/27	7:00 AM	2:00 PM	Common Area	First Floor Pre-function	Round Tables of 10		Waived
Thu, 02/04/27	7:00 AM	2:00 PM	Registration	Convention Center Lobby	Registration	400	Waived
Thu, 02/04/27	7:00 AM	2:00 PM	Rehearsal Room #1	Taft	Theater	90	\$1000
Thu, 02/04/27	7:00 AM	2:00 PM	Rehearsal Room #2	Exhibit Hall A	Theater	90	\$750
Thu, 02/04/27	7:00 AM	2:00 PM	Rehearsal Room #3	Exhibit Hall B	Theater	90	\$750
Thu, 02/04/27	7:00 AM	2:00 PM	Rehearsal Room #4	Exhibit Hall C	Theater	90	\$750
Thu, 02/04/27	7:00 AM	2:00 PM	Rehearsal Room #5	Parlor Ballroom	Theater	90	\$500
Thu, 02/04/27	7:00 AM	2:00 PM	Rehearsal Room #6	Grand Ballroom C	Theater	90	\$750

- *Subject to change without notice.
- Group agrees to confirm with Hotel the assigned function space *before* printing any materials listing specific meeting or function locations.
- Ant = Anticipated; Agr = Anticipated Number of Attendees

The rates and concessions outlined in this Agreement are based on Group's guaranteed expenditure of a minimum of **\$0.00** in banquet food and beverage ("**Total Anticipated Food and Beverage Revenue**"). The Total Anticipated Food and Beverage Revenue amount does *not* include gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes, or any other fees outside of food and beverage product sales.

Service Charge: The service charge that is in effect on the day of Group's Event will be added to Group's Master Account. Currently, the service charge is equal to **26%** of the food, beverage and room rental total, plus any applicable state and/or local taxes. The service charge is not a gratuity and is the property of Hotel to cover discretionary and administrative costs of Group's Event. Hotel will endeavor to notify Group in advance of Group's Event of any increases to the combined charge should different gratuity and/or service charge amounts be in effect on the day of Group's Event.

Summary of Revenue Anticipated by Hotel from this Agreement: For Group's information and guidance, the following chart illustrates the total potential value of the Event. The Hotel has offered the rates and other concessions in this Agreement based upon the total revenue contracted, as well as additional revenue from providing additional services to the Group and Group's attendees at additional charge. Any requests for additional sleeping rooms, meeting rooms, function space and/or Food and Beverage to be added after Agreement signing will be subject to availability, and agreed upon changes would be confirmed in a written amendment to this Agreement signed by both parties.

Summary of Revenue Anticipated by Hotel from this Agreement	
Total Anticipated Food and Beverage Revenue: Total Anticipated Food and Beverage Revenue does not include gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales.	\$0.00
Total Anticipated Meeting Room Rental Fees: Any discounts on Meeting Room Rental Fees are based on Group's achievement of performance requirements.	\$4,500.00
"Total Anticipated Revenue":	\$4,500.00

Taxes: Group agrees to pay any and all applicable federal, state, municipal or other taxes, fees, or assessments imposed on or applicable to Group's Event. Currently, the sales tax rate is **7%**, and the hotel occupancy tax rate is **5%** (subject to change without notice). In addition, a **3%** per room, per night

Destination Marketing Fee is collected and distributed to the Cedar Rapids Convention & Visitors Bureau. Hotel will honor any available tax exemptions for which Group qualifies, provided that Group properly completes and timely provides all documentation required by the applicable jurisdiction to substantiate the exemption.

Event Planner Program: ("Event Planner") is eligible to earn an Event Planner Bonus for a qualifying event. The Event Planner's Hilton Honors Account Number is _____. For this Event, Event Planner is eligible to earn two (2) Hilton Honors bonus point for every eligible dollar spent. Eligible revenue will include **all sleeping room revenue (if any, and regardless whether rooms are paid by individuals or billed to the Master Account) and all meeting room rental (if any), catered food and beverage revenue (if any), and audio visual revenue (if any)** up to a maximum of \$100,000 of eligible revenue. Full details and rules regarding the Event Planner Program are available by visiting www.hilton.com. Group agrees to take full responsibility for determining whether further disclosure of the Event Planner Bonus is required and for making such disclosure if it is required.

Option Dates: These arrangements are being held on a **first option basis** until **August 18, 2026** (the "Option Period"). However, should other business opportunities arise such that Hotel is in a position to confirm immediately, Group will be advised and given **48 hours**, or until the end of Group's Option Period (whichever is shorter) to confirm this Agreement on a definite basis by returning a signed copy of this Agreement to Hotel, or to enable alternate dates to be researched and offered for Group's use. Please note that it is Group's responsibility to notify Hotel if Group needs to request an extension of Group's Option Period. If Hotel does not receive a signed copy of this Agreement by **August 18, 2026**, Hotel may, at Hotel's sole option and with no notice required, release this first option, or may continue to hold the arrangements, or may review and revise Hotel's rates. No cancellation fee shall apply if Hotel releases this first option.

Additional Terms and Conditions: By signing where indicated below, Group agrees that in addition to the terms and conditions of this Agreement as outlined above, this Agreement is also comprised of all the general terms and conditions set forth in the Catering Sales Event Agreement – Additional Terms and Conditions (collectively, the "**Additional Terms and Conditions**") located on the following web site: <https://www.hilton.com/en/p/hilton-distributions/catering-usa/addlterms/>.

Entire Agreement: This Agreement, together with the **Standard Terms and Conditions** (attached hereto and incorporated herein by reference), the above-referenced **Additional Terms and Conditions**, appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. This Agreement will become a binding commitment upon signature by both Group and Hotel (even if signed after the Option Period). If for any reason this Agreement is returned signed by Group but with changes, it shall not constitute an acceptance, but rather a counteroffer by Group that may be accepted or rejected by the Hotel in Hotel's sole discretion

ACCEPTED AND AGREED TO:

GROUP:

Linn-Mar Community Schools-Orchestra

HOTEL:

City of Cedar Rapids

d/b/a DoubleTree by Hilton Cedar Rapids Convention Complex

By DoubleTree Management, LLC, Managing Agent

By: Katie Lowe Lancaster

Title: School Board President

Dated: August 17, 2026

By:

Title:

Dated:

STANDARD TERMS AND CONDITIONS

Assignment/Confirmation of Function Space: The Schedule of Events listed on the first page of this Agreement indicates the space that is tentatively being held for Group and will be held on a definite basis upon signing of this Agreement by both parties. Group agrees to confirm with Hotel the assigned function space before printing any materials listing specific meeting or function locations. If for any reason the function space reserved is not available for the Event, Group agrees that Hotel may substitute space of appropriate size and comparable quality for the Event.

Supplemental Surcharges: For Group's information, supplemental surcharges are charges added to Group's Master Account to pay for costs incurred by the Hotel in connection with additional equipment, administration, and staffing necessary for the Event. **Supplemental surcharges will be solely retained by the Hotel and are not distributed to hourly or tipped employees.** Examples include, but are not limited to, early sets, set-up charges, late end times, outdoor venues, resets, refreshes, cleaning and other services that require staffing above normal levels and/or services outside of the normal scope contracted and paid products and services.

Food & Beverage Guarantees and Timeline: In order for Hotel to deliver on Group's expectations for a successful Event, it is critical for Group to provide timely and complete information to the Hotel. So that the Hotel may make appropriate plans for purchasing and preparing product, as well as properly scheduling staff, the following mandatory timeline relates to final menus and program meal functions:

TIMELINE	Action
Menu Prices Set by Hotel 90 days prior to the Event	At that time, Hotel will confirm in writing Group's menu prices for catered food and beverage functions.
"F&B Cut-Off Date" 45 days prior to the Event	No later than the F&B Cut-Off Date, Group must submit the final agenda with detailed daily room set specifications, final catered menu selections and the updated anticipated attendance for all scheduled catered food functions. Upon review of Group's final menus and Event requirements, Hotel will send Event Orders to Group to review all arrangements and prices. If Group does not advise Hotel of any changes on the Event Orders by the date requested by Hotel, Group agrees that the Event Orders will be considered accepted by Group as correct and Group will be billed accordingly.
Expected Number of Attendees Due no later than Noon (local Hotel time), ten (10) business days prior to the first day of the Event	Group must submit the expected number of attendees for each catered food function. If for any reason Group's expected number of attendees are not submitted by the due date, Hotel will use the anticipated number of attendees listed in the Event Orders as the basis to determine the expected number of attendees. Group may either reduce or increase the expected number of attendees when giving the final guaranteed number of attendees for each scheduled catered food function by up to 10% without incurring any liability to Hotel for additional costs or supplemental surcharges.
Final Guaranteed Number of Attendees Due no later than Noon (local Hotel time), three (3) business days prior to the first day of the Event	Group must inform Hotel of the final guaranteed number of attendees that will attend each of the catered food functions by contacting the Events/Catering Department by email or phone. Guarantees cannot be reduced after this time. Guarantees by text message cannot be accepted. Group will be charged the final guaranteed attendance or the number of attendees served, <i>whichever is greater</i> . Hotel will only prepare food for the final guaranteed number of attendees. If Group reduced the expected number of attendees for a catered food function by more than 10% , then the Hotel may add a supplemental surcharge to the Group's Master Account equal to the actual menu price per person as stated on the applicable Event Order (plus taxes and applicable gratuity and service charge) multiplied by the number of attendees reduced in excess of 10% . If Group increased the expected number of attendees for a catered food function by more than 10% , then the Hotel may add a supplemental surcharge equal to 25% of the meal cost to the Group's Master Account to cover costs incurred by the Hotel for rush orders and overtime, and the menu offering may be based on Chef's Selection and Group agrees to accept such substitutions. This also applies if there are any increases to the final guaranteed number of attendees within five (5) business days before the start of the Event or if Group adds a new catered food function added within five (5) business days before the start of the Event.

Master Accounts:

Group agrees to the following deposit schedule:

DEPOSIT SCHEDULE		
	Due Date	Amount
Initial Deposit	July 31, 2026	\$1500.00
Final Deposit	January 4, 2027	Full Prepayment of Estimated Event Total – See Table A at end of Agreement \$4170.00

No later than 30 days in advance of arrival, or **1/4/2027**, Group will either provide Hotel with a valid credit card to which all remaining estimated Master Account charges will be charged on that date, or provide payment of all remaining estimated Master Account charges by company check, certified check, wire transfer or credit card.

Hotel reserves the right to increase the amount of deposits and/or pre-payments should there be a negative change in Group's financial status, even if credit had previously been approved.

If advance payments or deposits are not paid on a timely basis, the Hotel will have the right, at Hotel's option, to consider the Agreement cancelled and Hotel will be entitled to cancellation damages as provided in this Agreement.

Hotel prefers that Group pay all deposits and Master Account charges by electronic funds (wire) transfer. Hotel will separately provide Hotel's current banking details. If Group is paying by credit card, Hotel requests that Group provide Hotel with Group's credit card information at the time of Group's Event so that Hotel may charge the credit card account at departure. **Hilton accepts American Express.** If any charges are disputed, Group must provide an itemized list of disputed charges to Hotel so that Hotel may charge the undisputed charges to the credit card account immediately and the remainder will be charged upon resolution.

If payment of all undisputed charges is not received within thirty (30) days after Group's receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice. Group must submit to Hotel an itemized list of any disputed charges within fifteen (15) days of receipt of the final invoice, or else all disputes are waived. If any charges are disputed, all undisputed amounts will be paid within thirty (30) days and the parties agree to work in good faith to resolve the disputed invoiced charges in a timely manner, and Group agree to pay the remainder immediately upon resolution of the dispute.

Guarantee of Anticipated Revenue: If the Event is held, but the Hotel does not realize the Total Anticipated Revenue from the Event, Group agrees to pay damages to the Hotel for lack of performance. The damages owed will be the amount necessary for the Hotel to receive no less than **90%** of the Total Anticipated Revenue from the Event (exclusive of gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales). Group will be charged based on the Event guarantee that Group gives the Hotel or the Total Anticipated Revenue indicated at the time Group signed this Agreement, whichever is greater.

Cancellation Damages: Group guarantees that the Event will provide the Total Anticipated Revenue. Group agrees and understands that, in the event of a cancellation or lack of full performance by Group, the Hotel's actual damages would be difficult to determine. Therefore, Group agrees that should Group cancel the Event for any reason other than due to a valid Impossibility occurrence, including changing the meeting/function site to another hotel, Group will pay as liquidated damages and not as a penalty, a percentage of the Total Anticipated Revenue for the Event, plus any applicable state and/or local taxes as required by law, calculated as follows:

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue	Amount of Cancellation Damages
Cancellation between date of signing and 10/15/2024:	25 % =	\$1125.00
Cancellation between 10/16/2026 and 12/31/2026:	50 % =	\$2250.00
Cancellation between 1/1/2027 and date of arrival:	75 % =	\$3375.00

The parties agree that the sliding scale of damages above is intended to reflect that the closer in time to the date of Group's Event that a cancellation occurs, the less likely it is that Hotel will be able to replace any or all of Group's business with comparable business. Therefore, no analysis of resale or mitigation will be required and damages will be due as set forth above.

Impossibility: If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the United States; government regulations in effect 60 days or less before the Event dates that would prevent the Event from taking place as contracted; or terrorist attacks in the city in which Hotel is located) any of which make it illegal or impossible to perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party.

If the Event is terminated due to a valid Impossibility/force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (i.e., food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

Indemnification: Group agrees to indemnify, defend and hold harmless the Hotel, Hotel's owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "**Hotel Indemnified Parties**"), from and against any and all third party claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "**Claim(s)**"), in any way arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, exhibitors, or attendees. Nothing in this indemnification shall require Group to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties.

Hotel agrees to indemnify, defend and hold harmless Group, Group's owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "**Group Indemnified Parties**"), from and against any and all Claims (as such term is defined above) arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Hotel's employees, agents, or contractors. Nothing in this indemnification shall require Hotel to indemnify any of the Group Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Group Indemnified Parties.

This section shall not waive any statutory limitations of liability available to either party, including innkeeper's limitation of liability laws, nor shall it waive any defenses a party may have with respect to any Claim. This section shall survive any termination or expiration of this Agreement.

Insurance: Group agrees to maintain insurance reasonably commensurate with all activities arising from or connected with Group's Event, including, but not limited to, general liability insurance, with limits not less than \$2,000,000 per occurrence, covering personal injury, property damage, and other liability arising from Group's Event. Group further agrees to add Hotel and Hotel's Owner as additional insureds under all applicable policies for Group's Event.

Hotel agrees to maintain general liability insurance with limits not less than \$2,000,000 per occurrence, covering liability for personal injury, property damage, liquor liability, and automobile liability, as well as Workers Compensation insurance per applicable laws and Employers Liability insurance.

Upon written request, each party shall make evidence of coverage available to the other party. For hotels that participate in Hilton's general liability insurance program, proof of Hotel's insurance coverage is satisfied by Hilton's Memorandum of Insurance available at: <https://marshdigital.marsh.com/marshconnect/viewMOI.action?clientId=645498676>. The Hotel can confirm whether the Hotel participates.

Governing Law: The Agreement will be governed by and interpreted pursuant to the laws of the state in which Hotel is located, excluding any laws regarding the choice or conflict of laws.

Dispute Resolution: The parties will use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this Agreement by presenting the dispute to senior representatives of Hotel and Group for their discussion and possible resolution in the order set forth herein; *provided, however*, that a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, and/or infringement of intellectual property rights shall not be subject to this provision. All negotiations pursuant to this section are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. If within a period of thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the respective senior representatives are unable to agree upon a resolution of such dispute, then the dispute will be resolved by binding arbitration using one arbitrator before JAMS or the American Arbitration Association in the state and city in which the Hotel is located, or the closest available location. The parties further agree that in any arbitration proceeding, they may conduct reasonable discovery pursuant to the arbitration rules, and any arbitration award will be enforceable in State or Federal court.

Attorney's Fees/Costs: The parties agree that the prevailing party in any arbitration or court proceeding arising out of or related to this Agreement will be entitled to recover an award of its reasonable attorney's fees and expert witness fees, costs and pre and post judgment interest at the highest available legal rate. The parties further agree that if Hotel must retain counsel or initiate arbitration or legal action to collect of any monies owed to Hotel by Group under this Agreement, whether or not an arbitration or court action is filed, Hotel will be entitled to recover its reasonable attorney's fees incurred in such efforts to collect.

Disputes Involving Credit Card Payments: As a condition of Hotel agreeing to accept Group's credit card as an approved form of payment for all Master Account charges, Group agrees that any disputes that Group may raise with respect to any Master Account charges must be addressed directly by Group and Hotel, and the parties agree to work in good faith to resolve any such disputed invoices in a timely manner. Any dispute that cannot be timely resolved to the mutual satisfaction of the parties shall resolved in accordance with the dispute resolution provisions as contained elsewhere in this Agreement.

Estimated Charges:

Thursday, February 4, 2027							
Events							
Qty	Name	Value	Subtotal	Combined Tax	Admin	Gratuity	Total
1	Parlor Ballroom	\$ 500.00	\$ 500.00	\$.00	\$ 130.00	\$.00	\$ 630.00
1	Grand Ballroom C	\$ 750.00	\$ 750.00	\$.00	\$ 195.00	\$.00	\$ 945.00
1	Taft A and B	\$ 1,000.00	\$ 1,000.00	\$.00	\$ 260.00	\$.00	\$ 1,260.00
1	Exhibit Hall B	\$ 750.00	\$ 750.00	\$.00	\$ 195.00	\$.00	\$ 945.00
1	Exhibit Hall C	\$ 750.00	\$ 750.00	\$.00	\$ 195.00	\$.00	\$ 945.00
1	Exhibit Hall A	\$ 750.00	\$ 750.00	\$.00	\$ 195.00	\$.00	\$ 945.00
Daily Total							
			Subtotal	Combined Tax	Admin	Gratuity	Total
Events			\$ 4,500.00	\$.00	\$ 1,170.00	\$.00	\$ 5670.00



DoubleTree by Hilton Cedar Rapids Convention Complex
350 First Avenue NE
Cedar Rapids, IA 52401

Name and Address:

Arrival Date:

2/4/2027

Departure Date:

2/4/2027

Metropolitan Orchestra Rehearsals
Linn-Mar Community School District
3111 10th Street
Marion, IA 52302

Page 1

8/4/2026

ADVANCED DEPOSIT INVOICE

DUE 8/31/2026

Deposit @

\$1,500

\$ 1,500.00

TOTAL \$ 1,500.00

PLEASE REMIT PAYMENT TO:

DoubleTree by Hilton Cedar Rapids Convention Complex
350 First Avenue NE
Cedar Rapids, IA 52401

Independent Contractor Agreement



Please provide all information requested and sign page two.

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

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

1. **SERVICES TO BE PERFORMED:** Oak Ridge Ovation Show Choir Choreography
2. **GROUP/DEPARTMENT WORKING WITH:** Oak Ridge Ovation
3. **AMOUNT OF PAYMENT:** \$5,000

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on January 30, 2027, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

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

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on August 25, 2026 and shall continue in effect until January 30, 2027, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 11 day of August, 2026.

Independent Contractor Signature:



Title: Oak Ridge Ovation Choreographer

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only

Account Code: Oak Ridge Show Choir

Business Office: 8.11.26 Date CAA Initial

Board Meeting: 8.17.26 Date

Independent Contractor Agreement

Please provide all information requested and sign page two.

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

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

1. **SERVICES TO BE PERFORMED:** 10th Street Edition Choreography Assistance
2. **GROUP/DEPARTMENT WORKING WITH:** Linn-Mar 10th Street Edition
3. **AMOUNT OF PAYMENT:** 600

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on 8/18/2026, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.*

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

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on 8/10, 2026 and shall continue in effect until 8/18, 2026, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 29 day of July, 2026.

Independent Contractor Signature:



Title: Jesse Flaherty

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only		Account Code: <u>HS Show Choir - 10th St</u>	
Business Office: <u>8.6.26</u>	Date: <u>CA</u>	Initial	Board Meeting: <u>8.17.26</u> Date



Independent Contractor Agreement

Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Paulette Milewski of CorrectED Solutions, LLC, Independent Contractor ("IC"), for the performance of certain services,

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

1. **SERVICES TO BE PERFORMED:** Classroom presenter 2.
- GROUP/DEPARTMENT WORKING WITH:** Venture Academics 3. **AMOUNT OF PAYMENT:** \$175

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on 9/11/2026, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.

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

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

This agreement is signed and dated this 16 day of July, 20 26.

Independent Contractor Signature:

Paula M. Milner, Owner

Title: Class Presenter

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only

Account Code: Venture

Business Office: 8.5.26

Date

CA

Initial

Board Meeting: 8.17.26

Date



Independent Contractor Agreement

Please provide all information requested and sign page two.

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

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

1. **SERVICES TO BE PERFORMED:** Coaching and Sectional work with LMHS Orchestras
2. **GROUP/DEPARTMENT WORKING WITH:** Linn-Mar Orchestras
3. **AMOUNT OF PAYMENT:** \$50 per hour of service (Estimated total \$1,000)

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on June 1st 2027, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.*

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

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on August 28th, 2026 and shall continue in effect until June 1st, 2027, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 2 day of August, 2026.

Independent Contractor Signature:

Title:

President, Schultz Strings

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only

Account Code: HS Orchestra - Giacoletto

Business Office: 8.5.26

Date

CAA

Initial

Board Meeting: 8.17.26

Date



Independent Contractor Agreement

Please provide all information requested and sign page two.

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

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

1. **SERVICES TO BE PERFORMED:** Coaching & helping to run sectionals for orchestra
2. **GROUP/DEPARTMENT WORKING WITH:** LMHS Orchestra
3. **AMOUNT OF PAYMENT:** \$700

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on June 1st 2027, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.*

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

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on August 28th, 2026 and shall continue in effect until June 1st, 2027, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 6 day of August, 2026.

Independent Contractor Signature:

Linn-Mar CSD Representative Signature:

Title: 

Title: School Board President

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

Internal Use Only		Account Code: <u>HS Orchestra</u>	
Business Office: <u>8.11.26</u>	Date: <u>CA</u>	Initial	Board Meeting: <u>8.17.26</u> Date

Independent Contractor Agreement

Please provide all information requested and sign page two.



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

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

1. **SERVICES TO BE PERFORMED:** Classroom presenter 2. **GROUP/DEPARTMENT WORKING WITH:** Venture Academics 3. **AMOUNT OF PAYMENT:** \$175

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on Sept 10 2026, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.

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



Independent Contractor Agreement

Please provide all information requested and sign page two.

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

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

1. **SERVICES TO BE PERFORMED:** Coaching and Sectional work with LMHS Orchestras
2. **GROUP/DEPARTMENT WORKING WITH:** Linn-Mar Orchestras
3. **AMOUNT OF PAYMENT:** 371.00

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on June 1st 2027, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.*

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

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on August 28th, 2026 and shall continue in effect until June 1st, 2027, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 5 day of August, 2026.

Independent Contractor Signature:



Title: Dr. Rachel Walter

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only		Account Code: <u>HS Orchestra - Giacoletto</u>	
Business Office: <u>8.5.26</u>	Date: <u>CA</u>	Initial	Board Meeting: <u>8.17.26</u> Date



HANDS UP COMMUNICATIONS SERVICE AGREEMENT

Overview

This proposal offers language access services between and Hands Up Holdings dba Hands Up Communications agrees to render high quality services for your events, training, products, and programs. This proposal is good for 365 days from date of signature or until terminated by either party. We request that our Service Agreement is signed a minimum of two days prior to your first appointment booking to allow us time to set up your account in our system.

Internal Use Only

Agreement Type

- ☒ Standard Agreement
- ☐ Private Pay/Prepayment
- ☐ Performing Arts
- ☐ Intern Services
- ☐ Pro Bono

Hands Up Personnel Only:

On-Site Interpreting, Hourly and Per Interpreter

\$70

Virtual Remote Interpreting, Hourly and Per Interpreter

\$90

Legal Interpreting, On-Site Interpreting, Hourly and Per Interpreter

\$97

CART, On-Site Interpreting, Hourly and Per Interpreter

\$147

On-Demand Video Remote (VRI)

\$2.15 per minute/\$2.46 per minute a

5 minute minimum

On-Demand Over-the-Phone (OPI)

\$1.38 per minute/\$2.15 per minute a

5 minute minimum

Travel Time (If Applicable)

\$70/Hour

The above rate will be charged based upon each interpreter's total duration of travel time to and from the performance location.

Costs

- For on-site interpreting assignments, there is a standard minimum charge of two (2) hours for ASL language services, and one and a half (1.5) hours for spoken language services. If the event exceeds the pre-scheduled time, services will be billed in 15-minute increments.
- A \$10/hr upcharge is applied after business hours, which are defined as after 5:00 PM and before 7:00 AM local time; weekends are defined as Friday after 5:00 PM until Monday before 7:00 AM local time.
- For on-site interpreting services, round trip travel time from the interpreter's city of residence will be billed at the agreed-upon hourly minimum.
- Virtual Remote Interpreting (VRI) has a standard minimum charge of one hour.

- If the event exceeds the pre-scheduled time, services will be billed in 15-minute increments.
- Assignments canceled with less than a business day of notice, or those concluding earlier than designated, will be billed the full scheduled time.
- If a service request is made with less than a business day of notice, a flat fee of \$10.00 will apply.
- All interpreting costs are billed for each interpreter hired/booked.
- We issue invoices on a weekly basis, with payment due upon receipt. A 10% late fee will be applied to any outstanding balances that remain unpaid for more than 30 days from the invoice date.
- Due to the length and complexity of commencement ceremonies, a minimum of two (2) interpreters is required.

Conclusion

For more than a decade, Hands Up Communications has worked to provide access to individuals who communicate in languages other than English. As an all-access language company, we stand with organizations, companies, and businesses to enable them to remain in compliance with federal and state laws that support language access. Hands Up has earned a well-deserved reputation for its industry expertise and creative language solutions. Our goal is to broaden your reach while supporting and honoring inclusion, diversity, equity, and access thus creating a sense of belonging.

If there are any questions or concerns regarding this proposal, please continue to discuss the proposal with your current point of contact. Thank you.

Checking this box signifies your agreement with the above terms. *

☒ I agree to the terms.

Company Authorized Representative *

Katie

First Name

Lancaster Lowe

Last Name

Date of Agreement *

08/17/2026

Date



Title *

Board President

I.e., "Office Manager"

Email *

katie.lowelancaster@linnmar.k12.ia.u

example@example.com

Signature *

Clear

Powered by **Jotform Sign**

Payment Options

EFT or ACH Payments: If you wish to utilize this method of payment, please fill out the information below.

☐ I would like to opt into EFT or ACH payments.

Financial Institution

Type of Account

- ☐ Checking
- ☐ Savings

Routing Number

Account Number

Our invoices will be emailed to you the week following service(s). Payment is expected before 30 days from the date of our invoice, or a 10% late fee will be automatically added.

Credit Card Payment

Upon receipt of our invoice you will be given an option to “click and pay” immediately by credit card. There are no processing fees to our customer who choose this option.

Check Payment

Paper check payments can be remitted to:

Hands Up Communications
Attn: Accounting Department
PO Box 933
Cedar Rapids, IA 52401

Late Fee

A 10% Late Fee is added to unpaid invoices over 30 days old.

Note: Service Requestor acknowledges that Service Provider invests significant time and resources in recruiting, screening, and coordinating qualified interpreters. Should the Service Requestor directly engage (whether as an employee or contractor) any interpreter introduced, assigned, or coordinated by Service Provider within twelve (12) months of the interpreter's most recent Hands Up Communications-facilitated assignment, the Service Requestor agrees to notify Service Provider in advance and engage in good faith discussions regarding a potential conversion fee. This conversion fee may be calculated as up to ten percent (10%) of the interpreter's first-year compensation. This provision is intended to support the sustainability of the interpreter coordination process and does not restrict the Service Requestor's general hiring practices, but rather applies only to interpreters introduced through Service Provider.

Private Pay/Prepayment Agreements

Prepayment is expected prior to services rendered and before an interpreter is booked for the assignment.

Service Agreement Customer Information

Business Name *

Linn-Mar CSD

Address *

3556 Winslow Rd.

Street Address

Street Address Line 2

Marion

City

IA

State / Province

52302

Postal / Zip Code

Company Phone Number *

319-447-3000

Please enter a valid phone number.

Company Fax Number

###-###-####

Please enter a valid fax number.

Company URL

www.linnmar.k12.ia.us

Billing Point of Contact

Name *

Jennifer

First Name

Dirks

Last Name

Email *

jennifer.dirks@linnmar.k12.ia.us

example@example.com

Phone Number *

319-730-3541

Please enter a valid phone number.

Person(s) or Department Who Will be Requesting Our Services

☐ Same as above

Name *

Megan

First Name

Brunscheen

Last Name

Email *

megan.brunscheen@linnmar.k12.ia.u

example@example.com

Phone Number *

319-447-3359

Please enter a valid phone number.

What is your type of business? *

- ☐ Medical
- ☒ Education
- ☐ Legal
- ☐ Social Services
- ☐ Other

Other Locations (Optional)

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Additional Information

If you would like to provide additional information for us, now is your chance!

Continue

AIA® Document G701® – 2017
Change Order

PROJECT: (Name and address)
26201000 Linn-Mar CSD
Oak Ridge Band Room Addition
4901 Alburnett Road
Marion, IA 52302

CONTRACT INFORMATION:
Contract For: General Construction
Date: June 12, 2026

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: August 10, 2026

OWNER: (Name and address)
Linn-Mar Community School District
3556 Winslow Road
Marion, IA 52302

ARCHITECT: (Name and address)
OPN Architects, Inc.
200 5th Ave SE Ste 201
Cedar Rapids, IA 52401

CONTRACTOR: (Name and address)
Foreman Construction, LLC
941 Metzger Drive
Hiawatha, IA 52233

THE CONTRACT IS CHANGED AS FOLLOWS:

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

COR 001	ITC-002	Audio/Visual Revisions	\$1,252.44
COR 002	ITC-003	Door Hardware Set 7.0 Revision	\$ 876.75
COR 003	ITC-004	Stone Band Detail	\$3,600.24
TOTAL ADD			\$5,729.43

The original Contract Sum was	\$ 1,711,300.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,711,300.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,729.43
The new Contract Sum including this Change Order will be	\$ 1,717,029.43

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

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

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


ARCHITECT (Signature)
BY: Joseph Tursi, Project Manager
(Printed name, title, and license number if required)

08.11.26
Date


CONTRACTOR (Signature)
BY: Will Foreman, Project Manager
(Printed name and title)

8.11.2026
Date

OWNER (Signature)
BY: Katie Lowe Lancaster, Board President
(Printed name and title)

Date



CHANGE ORDER NO. 3

PROJECT: Linn Mar Activities Center – Early Site Package
DATE: August 11, 2026
CONTRACTOR: Eastern Iowa Excavating and Concrete, LLC
 Cascade, Iowa
ORIGINAL CONTRACT AMOUNT: \$918,291.25
CO #1 (Increase): \$10,109.15
CO #2 (Increase): \$131,331.05
NEW TOTAL AMOUNT: \$ 1,059,731.45

Change Order Item Description

COR 3-1	Electrical ITC 004	1	LS	\$ 2,435.00	\$ 2,435.00
COR 3-2	Import Topsoil, Hydroseed	1	LS	\$ 16,475	\$ 16,475.00
COR 3-3	Add Concrete Pavement (5")	1297	SF	\$ 7.35	\$ 9,532.95
COR 3-4	Add Concrete Pavement (6")	1020	SF	\$ 9.55	\$ 9,741.00
CO # 2				TOTAL	\$ 38,183.95

Original Contract Amount	\$918,291.25
Change Order #1 (Increase)	\$10,109.15
Change Order #2 (Increase)	\$131,331.05
Change Order #3 (Increase)	\$38,183.95
Revised Contract Amount	\$1,097,915.40

Eastern Iowa Excavating and Concrete, LLC

By: [Signature]

Title: Project Manager

Date: 8-12-26

Hall & Hall Engineers, Inc.

By: [Signature]

Title: Project Manager

Date: 8-12-26

Linn Mar Community School District

By: _____

Title: School Board President

Date: August 17, 2026

Agreement for Provision of Daycare Services

This agreement is made this 17th day of August 2026, between the Linn-Mar Community School District, hereinafter referred to as District, and The ARC of East Central Iowa, a licensed childcare provider, pursuant to Iowa Code §279.49, herein referred to as The ARC.

Recitals

The District sets forth this agreement for the operation of a program at Boulder Peak Intermediate School, 3920 35th Avenue, Marion, IA to provide after school childcare to students enrolled in kindergarten through grade 12. The ARC recognizes that continuity of personnel, program quality, and maintaining the low cost of a program is important to both the District and the parents who use this service. The District and The ARC set forth in writing the terms and conditions of their agreement and understanding.

IT IS THEREFOR AGREED AS FOLLOWS:

Appointment: The District hereby grants The ARC the contract to offer an after school childcare and summer childcare program at Boulder Peak Intermediate (25 students) to students enrolled in Linn-Mar Schools' kindergarten (or age five per The ARC discretion) through grade 12.

After school childcare: The aforementioned after school childcare will be housed in the classroom as designated by district at Boulder Peak Intermediate. This space shall be available Monday through Friday, from the last bell until 6:00 p.m. on days when school is in session. During the school year on scheduled in-service days, emergency days, and days mutually agreed upon by the district and The ARC, the space shall be available from 2:30 pm to 6:00 p.m. In addition, the District grants The ARC, its agents, employees, clients, and other persons doing work for or business with The ARC that is related to this agreement, the right to use the commons areas consisting of the parking area, roadways, pathways, sidewalks, and entrances and exits designated by the District for common use, subject to the terms and conditions of this agreement. The District further grants The ARC access to the outdoor play area and sensory room at such times as may be mutually agreed upon between the building principal and The ARC.

Rental: The ARC agrees to rent the classroom as designated by district, playground, and sensory room (as available) at Boulder Peak Intermediate for the monthly fee of \$1200 during the 2026-2027 school year and \$1300 during the 2027-2028 school year.

During the school year, the sensory room, and playground at Boulder Peak Intermediate may be available for use from 2:30 p.m. - 6:00 p.m. by The ARC. The District and/or building programming activities will take priority for use of these spaces. The ARC will have the option to use these spaces at any available time during that month; not already scheduled by the District. The District and/or Building Administrator will inform the provider when these spaces are not available. The District reserves the right to use these spaces on a reserved day, as needed, for school-sponsored programming, provided the principal gives at least seven days advance notice to the Business Office and The ARC. Use of these spaces is included in the monthly rent.

The ARC shall advise the District on or before April 1st of any intention to discontinue renting the space for the following year.

Use of Premises: The ARC covenants and agrees during the term of this agreement to use and occupy the leased premises only for the operation of an after-school childcare program. Should The ARC desire to use other areas in the school (for example, kitchen, stoves, prep areas, etc.) The ARC staff must first request use and receive approval from the building principal; use the space appropriately; and be responsible for cleaning/returning the space to the condition it was in prior to their use.

In the event the District determines that overtime custodial service may be necessary (paid holiday day), The ARC will be responsible for the overtime custodial wages at the overtime rate of pay at 3.5 times their normal pay. The District will provide The ARC a yearly calendar of school dates as soon as approved by the school board. All non-workdays due to holidays will be communicated with The ARC as established by the District. Any day that the District closes due to weather conditions, The ARC will also be closed for the day. Any day that the District dismisses school early due to weather conditions, The ARC will not provide after-school care. In the event of severe inclement weather and the District must close, The ARC will agree to leave the premises as soon as children are safely relocated.

The ARC will include the fee for one swipe card per child into the registration fee for families. Each family will be provided one swipe card to be used to access the building in the afternoons. The ARC will pay the District the cost of one card per family. The ARC will provide the District with the information to program cards for families and inform the District of any lost cards. The District will be responsible for programming the cards. If a family wishes to request additional cards or needs to replace a lost card, they will work with The ARC to submit a technology ticket and pay the cost for the addition card. The cost per card is \$10.00. Cards will be used during the school year.

In response to any other future health emergencies, The ARC agrees to follow all District guidelines, restrictions, and guidance.

Agreement for Provision of Extended Care Services

Care and Maintenance of Premises: The ARC takes said premises in their present condition except for such repairs and alterations as may be expressly herein provided. The District will keep the roof, walls, and other structural parts of the building in good repair. The District shall provide custodial services including trash, garbage, cleaning supplies, and snow removal and shall pay for all utilities and heat for the after school childcare program areas. The ARC shall care for and maintain said premises in a reasonably safe and serviceable condition. Except for normal wear and tear, The ARC will not permit or allow said premises to be damaged or depreciated in value by its own act or negligence or any act of negligence of its agents, employees, or the students enrolled in the after-school childcare program. The ARC will make no unlawful use of said premises and agrees to comply with all valid regulations of the Board of Health and the Department of Health and Human Services, city ordinances, or applicable municipality, the law of the State of Iowa and the Federal Government. This provision shall not be construed as creating any duty by The ARC to the general public.

Assignment and Subletting: The ARC may not mortgage, pledge, assign, or otherwise encumber its interest in this agreement or sublease the property which it is renting. If for any reason, The ARC ceases doing business as The ARC, and/or ceases to be a licensed childcare provider, The ARC must notify an official of the District immediately. The District retains the right to revoke this agreement by written notice at any time after such notification.

Standards of Operation: The ARC agrees to operate an after school childcare program in compliance with the District's standards. The ARC will confer with the District on the programs offered, the fees charged, and all other matters of importance to the school administration. The ARC will provide a copy of the fee schedule on an annual basis to the Business Office as well as provide any other information that is requested due to state reporting requirements. In the event of a disagreement regarding these matters, The ARC agrees to abide by the standards set by the District. The District retains the right to revoke this agreement via written notice in the event The ARC fails to operate the after school childcare program in compliance with the District standards.

Insurance: The ARC shall procure, maintain, and provide the District with proof of a bodily injury and property damage liability policy in the following limits and add the District as an additional insured under the policy:

- a. \$1,000,000 aggregate limit of liability and property damage
- b. Split limits of \$250,000 for each person and \$5,000,000 for each accident for bodily injury liability, and \$100,000 for property damage
- c. \$1,000,000 umbrella coverage

The ARC shall deliver to the District, promptly after this agreement commences, insurer's certificates evidencing all insurance that The ARC must maintain under this agreement and within thirty (30) days before any such insurance expires, another certificate evidencing its renewal.

Terms: Except as herein and otherwise provided, this agreement shall remain in force and effect through the end of the 2027-2028 school year. This agreement shall, subject to applicable state law, terminate at the end of the stated term or if written notice of termination is sent by either party to the other at least ninety (90) days in advance of such termination. The agreement will be reviewed annually in January at which time either party can terminate the agreement at the end of the current school year with good cause.

The District retains the right to revoke this agreement in the event that The ARC is no longer licensed by the State of Iowa as a childcare center pursuant to Iowa Code §237A, or The ARC fails to maintain adequate insurance coverage. The ARC is obligated to notify the District immediately in the event of a change of nature described above.

Indemnification/Independent Contractor Status: The ARC and the District are independent contractors, and shall not be construed as joint ventures, partners, agents, servants, or employees of each other. The ARC shall indicate its independent status on any advertising or signs it may use. Further, The ARC shall indemnify and hold the District harmless from and against any and all loss, damage, liability, and expense incurred arising from a violation of this agreement and from any and all claims, damages, causes of action, or suits arising out of the business operations of The ARC, including any made by employees of The ARC.

Agreement for Provision of Extended Care Services

Compliance with Laws: The ARC shall comply with all applicable laws, statutes, ordinances, orders, or codes of any public or governmental authority having jurisdiction over its business operations.

Waiver: Failure of either party to enforce any of the provisions of this agreement or to exercise any rights or remedies granted herein shall in no way be deemed to be a waiver of such provisions or in any way affect the validity of this agreement. An exercise by either party of any of the rights or remedies contained in this agreement shall not prohibit them from exercising the same or any other rights thereafter. All rights and remedies are cumulative and severable.

Notices: All notices required to be sent to the District shall be sent by registered or certified mail addressed to the Linn-Mar Community School District at its office located at 3556 Winslow Road, Marion, IA 52302, or at such other address as the District shall designate in writing. All notices required to be sent to The ARC shall be sent by registered or certified mail addressed to: The ARC, 680 2nd Street SE, Cedar Rapids, IA 52401, or at such other address as The ARC shall designate in writing.

Separability of Provisions: Should any part of this agreement between the District and The ARC be found to be illegal, or in violation of public or board policy, or for any other reason unenforceable in law, such findings shall in no event invalidate the other parts of this agreement.

Entire Agreement: This agreement between the District and The ARC encompasses all of the terms and conditions and representations made by either party and supercedes any other agreement discussed by the parties. This agreement may not be amended except in writing signed by the parties to this agreement.

Applicable Law: This agreement has been made in the State of Iowa and shall be interpreted and construed in accordance with the laws of that state.

In witness whereof, the parties have executed this agreement on the date indicated.

_____	_____	_____
Date	Date	Date
_____	_____	_____
Owner/Executive Director The ARC	Katie Lowe Lancaster School Board President Linn-Mar Community School District	Jonathan Galbraith Board Secretary Linn-Mar Community School District



1330 Elmhurst Drive NE
Cedar Rapids, Iowa 52402-4797
319-363-1323 | 800-248-4504

MTMERCY.EDU

AGREEMENT FOR COOPERATION IN A STUDENT TEACHING OR FIELD EXPERIENCE PROGRAM

This agreement entered into by and between MOUNT MERCY UNIVERSITY, CEDAR RAPIDS, IOWA, and LINN-MAR COMMUNITY SCHOOL DISTRICT defines the mutual consideration of the parties for the MOUNT MERCY UNIVERSITY Student Teaching or Field Experience program for the **2026-27, 2027-28, 2028-29.**

1.0 Scope of Agreement

- 1.1 This agreement shall set forth the procedures for possible placement of students for student teaching or field experience, any termination or change of assignment, supervision, the status and authority of students.

2.0 Placement of Student Teaching or Field Experience Students

- 2.1 The placement of students shall be accomplished on a cooperative basis involving MOUNT MERCY UNIVERSITY, CEDAR RAPIDS, IOWA and LINN-MAR COMMUNITY SCHOOL DISTRICT.
- 2.2 Placement shall be initiated by the Chairperson, Department of Education, through application from each student, setting out the student's background and the type of assignment appropriate for the student's needs.
- 2.3 The university reserves the right to decline the services of any given cooperating teacher.
- 2.4 LINN-MAR COMMUNITY SCHOOL DISTRICT reserves the right to refuse placement of any given student.

3.0 Termination or Change of Assignment

- 3.1 The Chairperson, Department of Education, at any time, may terminate or change the assignment of any student. Prior to doing so, the chairperson shall make reasonable efforts before such time to consult with all parties concerned regarding the reasons for termination or changes in assignment.

4.0 Supervision of the Student

- 4.1 Members of the university faculty will serve as supervisors of the students for the student teaching or field experience program, in cooperation with the cooperating teachers, who guide, direct, and evaluate the student.
- 4.2 The student shall be subject to the rules and regulations of the cooperating school system and to those established by the Chairperson, Department of Education, as well as the Code of Ethics of the profession.

5.0 Status and Authority of Students

- 5.1 Students shall have status and authority in accordance with Section 272.27, Code of Iowa.
- 5.2 Students actually engaged under the terms of this contract shall be entitled to the same protection under the provisions of Section 670.8, Code of Iowa, as is afforded by said section to officers and employees of the LINN-MAR COMMUNITY SCHOOL DISTRICT, during the time they are so assigned.

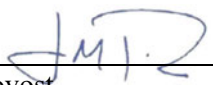
6.0 Standard Student Teaching or Field Experience Assignment to the LINN-MAR COMMUNITY SCHOOL DISTRICT.

- 6.1 The **standard student teaching assignment** shall be eight weeks of consecutive full days, excepting trimester registration week in the high school. Students may be assigned for one or two eight-week blocks of full day student teaching upon mutual agreement of the university and LINN-MAR COMMUNITY SCHOOL DISTRICT.
- 6.2 The **standard field experience assignment** shall be for approximately eleven weeks (20-70 hours). Students will arrange hours with their cooperating teacher.
- 6.3 MOUNT MERCY UNIVERSITY, CEDAR RAPIDS, IOWA, agrees to compensate the cooperating teacher(s) from LINN-MAR COMMUNITY SCHOOL DISTRICT in the amount of \$165 for the **standard student teaching assignment** of eight weeks of consecutive full days. **This applies to student teaching assignments only, not field experience assignments.**
- 6.4 Payment will be made at the termination of the student teaching period.

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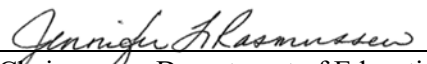
MOUNT MERCY UNIVERSITY

Linn-Mar Community School District



Provost

Superintendent



Chairperson, Department of Education

President, Board of Education

August 13, 2026

Date

Date