



**Proclamation for National Principals' Month
October 2024**

Whereas, principals have a significant and direct impact on the success of the students and staff;

Whereas, principals fulfill many administrative responsibilities behind the scenes that often go unnoticed;

Whereas, principals are guiding leaders for students, staff, families, and the community;

Therefore, we, the Linn-Mar Community School District Board of Directors, join with the national recognition campaign and proclaim the month of October as National Principals' Month.

We urge everyone to take time during the month of October to say thank you to our dedicated and hardworking principals for all they do to ensure success in reaching the district's goals to *Inspire Learning, Unlock Potential, and Empower Achievement*.

WE ARE LINN-MAR[®]

District Honors & Highlights October 7, 2024



Athletic Honor: Congratulations to Christian Cloyd, LMHS Junior, for being named the KCRG Athlete of the Week!

Teacher Honor: Congratulations to Kristine Stineman, Wilkins Elementary Kindergarten Teacher, for being the recipient of KCRG's A+ for Education Award.



Elementary Highlight: Congratulations to the students and staff at Novak Elementary for participating in their Stride for Pride walk to raise funds for their Specials classes (music, art, library, and physical education).

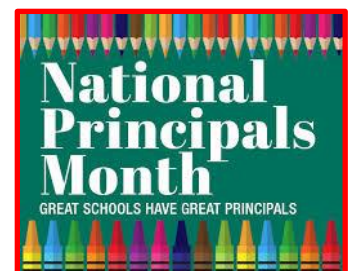


Restoration Project Highlight & Thanks: A huge thank you goes out to the Linn-Mar Class of 1973, current LM High School students, and Jeremy Brown (LMHS Metals Teacher) who assisted in restoring the Armstrong Victory Bell so it was shining for Homecoming 2024 - *Ring the Bell!* [Click here for more information](#)



Homecoming Parade Highlight: Thanks to all of the students, staff, and community members who participated in the Homecoming Parade and worked hard behind the scenes. A huge shout out is extended to all of the floats and parade walkers for representing the district. #WeAreLinnMar

Principals' Honor: Thank you goes out to all of our principals for their dedication and service to the district. We honor you during National Principals' Month.





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

BOARD OF DIRECTORS MINUTES SEPTEMBER 23, 2024

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

200: ADOPTION OF AGENDA - Motion 37-09-23

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

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

No communications were received.

400: MISSION MOMENT *(SPG #1-Community Engagement / BG #2.e-Student Learning)*

The Board of Directors shared some of the district's recent successes including offering congratulations to Kristine Stineman, Wilkins Elementary Kindergarten Teacher, for being the recipient of the KCRG A+ for Education Award. Appreciation was also offered to the students, families, and staff for "seeing something, saying something" regarding last week's response to a reported threat of violence.

500: INFORMATIONAL REPORTS/DISCUSSIONS

501: Facility Naming Request – Exhibit 501.1 *(SPG #4-People & Culture)*

Kerry Smith, Linn-Mar Booster Club Treasurer, Jeff Gustason, Linn-Mar High School Principal, and Tonya Moe, Athletic Director, presented a request from the Linn-Mar Booster Club to name the concession stand at the LM baseball/softball field after Pete King, former Linn-Mar Booster Club President/Volunteer, as "The Pete King Concession Stand."

502: Staffing Report – Exhibit 502.1 *(SPG #4-People & Culture / BG #3.a-District Culture)*

Karla Christian, Chief Human Resources Officer, reported on staffing for the 2024-25 school year including a review of hiring statistics for 2023-24; a review of the Upbeat staff survey results and areas of focus; hiring statistics for 2024-25; and hiring goals, recruiting efforts, and retention focus areas.

503: Board Visit Report *(BG #2.b-c-Student Learning)*

The Board of Directors reported they enjoyed their September 12th visit to Hazel Point Intermediate and were impressed with the facility, the diversity of viewpoints in the classrooms, the utilization of resources across buildings, and the Character Strong curriculum.

504: Diversity/Equity/Inclusion Committee Report

Directors Lowe Lancaster and Thomas reported that during the September 16th DEI Committee meeting the discussion included a review of the purpose of the committee as advisory, discussion on the new attendance requirements, and a brainstorming activity regarding communication strategies. Lowe Lancaster shared that the committee is also seeking new members. *(SPG #1-Community Engagement & 3-Learner Experience / BG #3.c-District Culture)*

505: Finance/Audit Committee Report

Directors Buchholz, Foss, and Morey reported that during the September 19th F/AC meeting topics reviewed included district finances, facility maintenance needs, the stadium scoreboard, Medicaid and Special Education costs/funding, and enrollment. *(SPG #5-Resource Management / BG #2.d-Student Learning & 3.c-District Culture)*

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

Director Thomas reported that during the September 19th Marion City Council meeting there was a discussion on the City's reforestation plan and the development of partnerships within the community.

507: Superintendent's Report – Exhibit 507.1 *(SPG #1-Community Engagement)*

Superintendent Kortemeyer shared updates from around the district including various honors and highlights, meeting participation, construction updates, and upcoming events.

600: UNFINISHED BUSINESS

(SPG #5-Resource Management / BG #1.b-c Visionary Team & 3.c-District Culture)

601: Second Reading of Policy Recommendations - Motion 38-09-23

MOTION by Morey to approve the second reading of the policy recommendations as presented in Exhibit 601.1. Second by Lowe Lancaster. Voice vote, all ayes. Motion carried.

602: Approval of IASB General Assembly Alternate Delegate

President Buchholz facilitated a discussion on appointing an alternate delegate for the Iowa Association of School Boards Annual Convention General Assembly.

MOTION by Foss to appoint Melissa Walker as the alternate delegate for the IASB Annual Convention General Assembly. Second by Lowe Lancaster. Voice vote, all ayes. Motion carried. - **Motion 39-09-23**

603: Approval of Temporary Reps for Board Committees/Advisories

Director Buchholz facilitated a discussion on the temporary representatives for the Policy Committee, School Improvement Advisory Committee, and MEDCO Community Promise Advisory.

MOTION by Morey to appoint Director Thomas as the temporary representative for the Policy Committee, Director Thomas as the temporary representative for the SIAC Committee, and Director Buchholz as the temporary representative for the MEDCO Community Promise Advisory through the annual board meeting on November 11, 2024. Second by Foss. Voice vote, all ayes. Motion carried. - **Motion 40-09-23**

700: NEW BUSINESS (SPG #5-Resource Management / BG #1.b-c Visionary Team & 3.c-District Culture)

701: Approval of Facility Naming Request

MOTION by Lowe Lancaster to approve the naming of the concession stand at the Linn-Mar baseball/ softball field as "The Pete King Concession Stand" in honor of Pete King, former Linn-Mar Booster Club President/Volunteer. Second by Thomas. The board acknowledged Pete King's dedication and devotion to the district, but discussed the need to update Policy 1005.5 to align with district practices prior to considering the naming request.

AMENDED MOTION by Lowe Lancaster to table the approval of the naming request until Policy 1005.5 can be reviewed and updated. Second by Thomas. Voice vote, all ayes. Motion carried. - **Motion 41-09-23**

702: Approval of FY24 SBRC SpEd Allowable Growth Request – Exhibit 702.1

MOTION by Walker to approve 2023-24 fiscal year School Budget Review Committee allowable growth request for the Special Education deficit in the amount of \$6,040,491.61. Second by Foss. Galbraith clarified that this is asking for "spending authority" for the deficit and not for funding. Voice vote, all ayes. Motion carried. - **Motion 42-09-23**

703: Approval of FY24 Depository Banks' Affidavit Reports – Exhibit 703.1

MOTION by Morey to approve the depository banks' affidavit reports for fiscal year 2023-24 as presented in Exhibit 703.1. Second by Thomas. Voice vote, all ayes. Motion carried. - **Motion 43-09-23**

704: First Reading of Policy Recommendation – Exhibit 704.1

MOTION by Walker to approve the first reading of *Policy 205.5-Board Members Social Media Engagement* as presented in Exhibit 704.1. Second by Lowe Lancaster. Morey requested the stricken language be retained and moved to the end of the following paragraph noted in red. Suggestion was also made to remove the purple language, regarding social media, out of policy and into the *Board Operations Manual* as "best practice." Walker clarified the language noted in purple had been reviewed by legal.

AMENDED MOTION by Walker to approve the first reading of Policy 205.5 with the requested changes of retaining the stricken language, noted in green, and moving it to the end of the following paragraph, noted in red. Second by Foss. Voice vote. Ayes: Buchholz, Foss, and Walker. Nays: Morey, Lowe Lancaster, and Thomas. Motion failed.

705: Approval of Open Enrollment Requests - Motion 44-09-23

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

Approved IN	Student Name	Grade	Resident District
	Cooper, Brooklyn	11	Cedar Rapids CSD
	Tewis, Colbie	2	Vinton-Shellsburg
	Tewis, Josslyn	3	Vinton-Shellsburg

Approved OUT	Student Name	Grade	Requested District	Reason
	Ungs, Mia	10	Iowa City CSD	Good cause

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

MOTION by Lowe Lancaster to approve the consent agenda as presented. Second by Thomas. Morey requested additional information on Item 804.10. Voice vote, all ayes. Motion carried. - **Motion 45-09-23**

801: Personnel

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Adams, Mara	LMHS: Student Support Associate	9/11/24	LMSEAA A, Step 1
Aswathanarayana Sastry, Parimala	EH: Student Support Associate	9/12/24	LMSEAA A, Step 1
Balegar, Padmashri	NS: LMHS from Part-Time to Full-Time Cashier	8/23/24	LMSA A+.25, Step 1
Brewer, James	OR: Student Support Associate	8/30/24	LMSEAA A, Step 1
Daniels, Kelsey	AC: Academic Aquatic Instructor	9/11/24	\$15.00/hour
Gerber, Emily	NS: HP Cashier/General Help from 5 to 5.5 hours/day	9/9/24	Same
Gienapp, Diane	TR: Bus Rider	9/9/24	Step 1
Gull, Timothy	TR: From Sub to Bus Driver	8/23/24	Step 2
Herring, Ayaka	NS: EH General Help	9/16/24	PTNS, Step 1
Hosakoppadavaramane, Roja	NS: BW General Help	9/5/24	PTNS, Step 1
Liddiard, Paige	LG: From SSA to EC Paraprofessional	9/27/24	LMSEAA B, Step 1
McCurren, Charlotte	LMHS: Student Support Associate	9/12/24	LMSEAA A, Step 1
Muramreddy, Silpa	NS: LMHS General Help	9/16/24	PTNS, Step 1
Reed, Stacey	LMHS: Student Support Associate	9/12/24	LMSEAA A, Step 1
Schiek, Lily	WF: High School Student Associate (Part-Time)	9/17/24	\$12.00/hour
Winn, Ava	IC: High School Student Associate (Part-Time)	9/18/14	\$12.00/hour

Woitas, Camden	NS: HP Lead Baker	9/11/24	LMSA A+.25, Step 1
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Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Anderson, Katey	NS: HP Cashier/General Help	9/11/24	Personal
Bochicchio, Heidi	NE: Student Support Associate	9/11/24	Termination
Chamarthi, Dhivya	WF: Student Support Associate	8/13/24	Personal
Gienapp, Diane	TR: Bus Rider	9/17/24	Personal
Owens, Jennie	NS: LMHS General Help	9/16/24	Personal
Rodriguez, Kiara	NS: BP General Help	9/11/24	Other employment
Simpson, Breona	NS: LMHS General Help	9/10/24	Relocation
Stark, Thomas	BW: Custodian/HS Student Support Assoc	9/20/24	Relocation
Todd, Andrea	LG: Early Childhood Paraprofessional	9/27/24	Personal
Vidal, Megan	EH: Student Support Associate	9/13/24	Personal
Vratney, Makenna	LG: Student Support Associate	9/23/24	Personal
Williams, Robin	TR: Bus Rider	9/17/24	Personal

Co/Extracurricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Callahan, Megan	OR: Show Choir Choreographer	9/13/24	\$1,000
Kostiv, Emily	LMHS: Spring Play Director	11/1/24	\$1,757 (.25 A)
Lynch, Greg	LMHS: Winter Play Director	11/1/24	\$1,757 (.25 A)
Treharne, Tom	LMHS: Asst Boys Varsity Swim Coach	11/1/24	\$3,514
Vorhies, Kathy	LMHS: Head Boys Varsity Swim Coach	11/1/24	\$5,856

802: Approval of September 9th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-13

1. Valerie Earnest independent contractor work with Novak Notes Choir
2. Emma Erner independent contractor work with OR Show Choir
3. Katie Ernst independent contractor work with LMHS Jazz Bands
4. Diana Knight independent contractor work with Indian Creek music programs
5. Terri Radig independent contractor work with Indian Creek Encore Choir
6. James Silvas/Silvas Speak LLC independent contractor work with LM Dance Team
7. LM Prowl basketball team non-commercial licensing agreement
8. Peak Construction change order #15 for new administration building
9. McComas-Lacina Construction change order #3 for new performance venue
10. De Lage Landen Public Finance/SHI lease-purchase agreement for ScreenBeam wireless display receivers
11. Beth Davies independent contractor work with LMHS Band
12. Shawn Sandersfeld independent contractor work with LMHS Band
13. Steve Stickney independent contractor work with LMHS Band

805: Overnight Trip Requests – Exhibits 805.1-2

1. FFA to attend National Convention October 22-26 in Indianapolis, IN
2. LM Marching Band to participate in metro-area marching band trip to Ireland over spring break 2026

806: Fundraising Request – Exhibit 806.1

1. Boulder Peak Intermediate Artsonia sales to purchase supplemental supplies

807: Informational Financial Reports – Exhibits 807.1-2

1. School Finance and Cash Balance reports through June 30, 2023
2. School Finance and Cash Balance reports through June 30, 2024

900: BOARD CALENDAR & COMMUNICATIONS

901: Board Calendar & Communications

Buchholz reviewed the board calendar. A request was shared to compile information on other district events (sports, fine arts, Robotics, eSports, etc.) to share with the board.

Date	Time	Event	Location
<i>September 25</i>	<i>5:00 PM</i>	<i>Homecoming Parade</i>	<i>LM High School</i>
September 26	8:30 AM	Board Visit	Excelsior
<i>September 30</i>	--	<i>No School (Professional Day)</i>	--
Date	Time	Event	Location
October 3	8:30 AM	Finance/Audit Committee (F/AC)	Boulder Peak-Rm 2365
October 3	5:30 PM	Marion City Council (<i>Buchholz</i>)	City Hall
October 7	5:00 PM	LMCSD Board of Directors Meeting	City Hall
October 10	4:00 PM	School Improvement Advisory Committee (SIAC)	Former LRC Boardroom
October 17	8:30 AM	Board Visit	Linn Grove Elementary
October 17	5:30 PM	Marion City Council (<i>Thomas</i>)	City Hall
<i>October 18</i>	--	<i>America Reads Day</i>	--
October 21	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boulder Peak-Orange Pod
<i>October 22</i>	--	<i>Elem/Int/MS Conferences</i>	<i>2-Hr Early Dismissal PK-12</i>
<i>October 24</i>	--	<i>Elem/Int/MS Conferences</i>	<i>2-Hr Early Dismissal PK-12</i>
<i>October 25</i>	--	<i>No School (Professional/Workday)</i>	--
October 28	5:00 PM	LMCSD Board of Directors Meeting	City Hall
October 30	4:15 M	LMHS School Counselors Advisory	LMHS College/Career Cntr
October 31	11:30 AM	Board Visit	Echo Hill Elementary

902: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

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

1000: ADJOURNMENT - Motion 46-09-23

MOTION by Lowe Lancaster to adjourn the meeting at 6:36 PM. Second by Foss. Voice vote, all ayes. Motion carried.

Barry Buchholz, Board President

Jonathan Galbraith, Board Secretary/Treasurer

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/19/2024 - 10/02/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$7,688.51
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$146.73
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$627.48
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$146.73
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$627.48
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$659.41
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$629.60
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$944.92
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$7.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$19.17
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$911.06
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$339.10
	Fund Total:	\$12,747.69
Fund: DEBT SERVICE		
UMB BANK, N.A.	OTHER PROFESSIONAL SERVICES	\$600.00
	Fund Total:	\$600.00
Fund: GENERAL		
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$2,299.00
ADVANCE AUTO PARTS	TRANSP. PARTS	\$89.75
ADVANTAGE CHIROPRACTIC	PHYSICALS	\$160.00
AGVANTAGE FS	GREASE,OIL,LUBE,COOL	\$592.96
AGVANTAGE FS	PROPANE	\$2,349.31
ALLIANT ENERGY	ELECTRICITY	\$124,868.52
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$859.87
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$1,672.00
ASIFLEX	EE LIAB-FLEX DEP CARE	\$6,365.70
ASIFLEX	EE LIAB-FLEX HEALTH	\$31,515.51
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$75.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$100.00
CAM COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$7,753.26
CAPITAL ONE	INSTRUCTIONAL SUPPLIES	\$897.02
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$115.91
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$169.00
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$7,392.82
CENTURYLINK	TELEPHONE	\$162.61
CITY OF MARION	OTHER PROFESSIONAL SERVICES	\$400.00
CITY OF MARION.	OTHER PROFESSIONAL SERVICES	\$1,820.70
CITY TREASURER'S OFFICE	OTHER PROFESSIONAL SERVICES	\$150.00
COLLECTION	EE LIAB-GARNISHMENTS	\$1,547.99
CROWBAR'S	INSTRUCTIONAL SUPPLIES	\$507.84
CROWBAR'S	TRANSP. PARTS	\$140.38
DAN MALLOY, JR	PROF SERV: EDUCATION	\$100.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$39,037.17
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$350.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/19/2024 - 10/02/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
F & B CAB CO., INC	TRANSP PRIVATE CONT	\$207.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,356,429.13
FUTURE LINE	GROUNDS UPKEEP	\$633.30
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$635.03
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$162.49
GRAINGER	GENERAL SUPPLIES	\$122.24
GRANT WOOD AEA	COMPUTER SOFTWARE	\$68,087.63
HAWKEYE ENVIRONMENTAL	OTHER PROFESSIONAL SERVICES	\$1,180.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$172.02
IMON COMMUNICATIONS LLC	TELEPHONE	\$1,656.43
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$67,315.20
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$286,457.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$67,315.20
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$286,457.90
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$382,083.76
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$431.85
IOWA APPLIANCE CENTER, INC	REPAIR/MAINT SERVICE	\$94.95
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$320,691.94
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$481,292.57
IOWA SCHOOL COUNSELOR ASSOCIATION	PROF SERV: EDUCATION	\$2,590.00
IOWA SHARES	EE LIAB-CHARITY	\$23.00
KIRKWOOD COMM COLLEGE	OTHER TECH SER	\$2,120.00
LAWSON PRODUCTS, INC	TRANSP. PARTS	\$290.00
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$600.61
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$425.39
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$179.00
LYNCH FORD	TRANSP. PARTS	\$301.82
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5,457.25
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$10,829.70
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$260.00)
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$1,179.42
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$189.61
MENARDS -13127	GENERAL SUPPLIES	\$233.30
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$92.23
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$654,034.21
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	(\$41.25)
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$28,710.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$51,490.19
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$1,557.41
MID AMERICAN ENERGY	NATURAL GAS	\$2,992.94
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$817.31
MT PLEASANT COMMUNITY SCHOOL	DUES AND FEES	\$250.00
NAPA AUTO PARTS	SHOP TOOLS/EQUIPMENT	\$1,215.50
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$310.00
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$242.12

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/19/2024 - 10/02/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
PARTS TOWN, LLC	GENERAL SUPPLIES	\$1,826.43
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$166.19
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	INSTRUCTIONAL SUPPLIES	\$23.99
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$242.52
PODS ENTERPRISES, LLC	RENTALS EQUIPMENT	\$184.12
QUILL CORPORATION	GENERAL SUPPLIES	\$63.86
RISE VISION INC	COMP/TECH HARDWARE	\$168.00
RISE VISION INC	COMPUTER SOFTWARE	\$57.86
ROBERT HALF	OTHER PROFESSIONAL SERVICES	\$4,176.24
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$161.00
SADLER POWER TRAIN	TRANSP. PARTS	\$167.92
SCHOOL BUS SALES	TRANSP. PARTS	\$64.38
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$8.73
SCHOOL HEALTH CORP	INSTRUCTIONAL SUPPLIES	\$568.18
Seale, Ashley M	CASH IN BANK	\$250.00
SHERWIN-WILLIAMS	MAINTENANCE SUPPLIES	\$250.00
SHIPLEY MIKE	STAFF TRAVEL	\$630.56
STERICYCLE INC	GENERAL SUPPLIES	\$36.36
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$2,844.90
SWANK MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$571.00
TEACH UPBEAT LLC	REF & RSRCH MATERIAL	\$28,600.00
TEGELER WRECKER & CRANE	REPAIR/MAINT SERVICE	\$763.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$165,898.14
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$110.00
VAN METER CO	ELECTRICAL SUPPLY	\$86.46
VAN SANT ENTERPRISES	INSTRUCTIONAL SUPPLIES	\$6,842.27
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$62,465.88
WASHINGTON PATRONS OF PERFORMING ARTS	DUES AND FEES	\$300.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,792.06
WEST MUSIC CO	PROF SERV: EDUCATION	\$303.00
		Fund Total: \$6,598,371.67
Fund: LOCAL OPT SALES TAX		
TERRACON CONSULTANTS INC	CONSTRUCTION SERV	\$10,014.75
		Fund Total: \$10,014.75
Fund: NUTRITION SERVICES		
ANDERSON DIANE	GENERAL SUPPLIES	\$45.00
CROSSER TAMMY	GENERAL SUPPLIES	\$45.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$53,943.56
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$982.21
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,199.94
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$982.21
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,199.94
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$2,177.53
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$5,348.72

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/19/2024 - 10/02/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$8,027.37
LOVELL LYNETTE	GENERAL SUPPLIES	\$37.49
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$199.63
MATTES BELAMARCIA	GENERAL SUPPLIES	\$45.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$12,722.98
RAMMELSBERG CATHY	GENERAL SUPPLIES	\$28.35
RODRIGUEZ GERMANIA	GENERAL SUPPLIES	\$31.98
SEVERIN BOUAPHAN	GENERAL SUPPLIES	\$36.41
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,131.82
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$110.00
WESTPHAL ANNA	GENERAL SUPPLIES	\$45.00
WILLIAMS SHERRY	GENERAL SUPPLIES	\$45.00
Fund Total:		\$94,390.14
Fund: PHY PLANT & EQ LEVY		
APPLEBY & HORN	CONSTRUCTION SERV	\$11,365.00
CRISISGO, INC	COMPUTER SOFTWARE	\$14,190.00
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$1,187.50
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,675.00
FUTURE LINE	EQUIPMENT >\$5,000	\$9,353.50
HALL & HALL ENGINEERS INC	ARCHITECT	\$2,418.48
MIDWEST ALARM SERVICES	EQUIPMENT >\$5,000	\$11,184.30
OPN ARCHITECTS, INC.	ARCHITECT	\$37,952.77
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$13,775.00
Fund Total:		\$105,101.55
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,195.66
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$41.51
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$177.54
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$41.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$177.54
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$156.14
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$184.49
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$276.88
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.25
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$363.59
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$108.19
Fund Total:		\$3,731.80
Fund: SALES TAX REVENUE BOND CAP PROJECT		
PHELANS INTERIORS	FURNITURE & FIXTURES	\$12,806.03
Fund Total:		\$12,806.03
Fund: STUDENT ACTIVITY		
BELIN, THOMAS	GENERAL SUPPLIES	\$709.80

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/19/2024 - 10/02/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$250.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$130.00
COPYWORKS	GENERAL SUPPLIES	\$99.90
CORRIDOR PHOTO BOOTHS	GENERAL SUPPLIES	\$400.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$330.00
DERLEIN SCALE INC	GENERAL SUPPLIES	\$180.00
ELSMORE SWIM SHOP/AQUATIC	GENERAL SUPPLIES	\$567.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,415.15
FUSIONSITE MIDWEST LLC	DUES AND FEES	\$475.00
FUSIONSITE MIDWEST LLC	GENERAL SUPPLIES	\$416.25
HUNTERS RIDGE GOLF COURSE	DUES AND FEES	\$2,720.00
HUNTERS RIDGE GOLF COURSE	GENERAL SUPPLIES	\$441.25
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$38.80
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$165.92
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$38.80
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$165.92
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$208.14
IOWA CENTRAL COMMUNITY COLLEGE	DUES AND FEES	\$380.00
IOWA CITY AREA SPORTS COMMISSION	DUES AND FEES	\$1,000.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$193.96
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$291.09
ISDTA	DUES AND FEES	\$212.00
LEVEL 10	GENERAL SUPPLIES	\$57.00
LIBERTY HIGH SCHOOL	DUES AND FEES	\$50.00
MARSHALLTOWN HIGH SCHOOL	DUES AND FEES	\$100.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$3,300.00
READ PHOTOGRAPHY	GENERAL SUPPLIES	\$1,150.00
ROBSON ALEXIS	GENERAL SUPPLIES	\$6,000.00
SEVENING CHRISTY	OFFICIAL/JUDGE	\$150.00
SWEET CHEESECAKE	GENERAL SUPPLIES	\$77.00
THUNDER HILLS COUNTRY CLUB INC.	DUES AND FEES	\$100.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$79.14
UNIVERSAL DANCE ASSOCIATION	DUES AND FEES	\$558.00
WEST HIGH SCHOOL	DUES AND FEES	\$180.00
Fund Total:		\$23,630.12
Fund: STUDENT STORE		
ARTISANS INC	GENERAL SUPPLIES	\$432.35
BSN SPORTS	GENERAL SUPPLIES	\$1,876.20
WINCRAFT, INCORPORATED	GENERAL SUPPLIES	\$534.24
Fund Total:		\$2,842.79
Grand Total:		\$6,864,236.54

End of Report



August 16, 2024

Linn Mar Community School District

Attn: Bill Hoskyn

RE: Boiler Heat Exchanger

B. G. Brecke is pleased to present the following proposal to supply and install (1) heat exchanger in your APEX boiler at Excelsior Middle School. The loop the boilers serve has also been compromised and diluted with water to the extent that it needs to be drained and flushed and refilled with new glycol. This proposal includes the following:

- Removal and disposal of existing heat exchanger
- (1) new heat exchanger
- Installation of heat exchanger
- Draining and flushing of loop system
- (11) totes of 35% aluminum safe glycol
- Installation of glycol to system
- Miscellaneous materials
- Labor

Total price.....\$54,188.00(plus applicable tax)



MECHANICAL CONTRACTORS

1-800-728-7055

Prices quoted herein are firm prices provided this proposal is accepted within 30 days from the date of this quotation. Proposals accepted after this date are subject to adjustments at the option of either party. This proposal is contingent upon a mutually satisfactory, equitable contract agreement.

We thank you for the opportunity of presenting this quotation. If you have any questions or should require any additional information, please feel free to contact our office.

Sincerely,
Jason Brecht
jason.brecht@brecke.com
Brecke Mechanical Contractors

ACCEPTANCE OF PROPOSAL – THE ABOVE PRICES, SCOPE OF WORK AND WARRANTY POLICY ARE ACCEPTED AND B.G. BRECKE, INC., IS AUTHORIZED TO PERFORM THE OUTLINED SCOPE OF WORK. PAYMENT TERMS ARE NET 30 DAYS. B.G. BRECKE RESERVES THE RIGHT TO TAKE ALL ACTIONS NECESSARY TO PROTECT ITS INTEREST IN THE EVENT OF ACCOUNT DELIQUENCY.

DATE OF ACCEPTANCE _____ PURCHASE ORDER NUMBER _____

SIGNATURE _____

NAME Barry Buchholz TITLE Board President

THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION AND IS INTENDED ONLY FOR THE COMPANY NAMED. ANY USE, COPYING OR DISCLOSURE OF INFORMATION OUTSIDE OF THE NAMED COMPANY IS STRICTLY PROHIBITED.

We thank you for the opportunity to present this proposal. If you have any questions or should require additional information, please feel free to contact our office.

BRECKE.COM

Cedar Rapids

Dubuque

Waterloo

Covington

Terms and Conditions

Performance: B.G. Brecke, Inc. (hereto referred to as Contractor) shall provide services under this agreement, and the price subject to credit approval by Contractor, and contingent upon strikes, accidents, fires, and the inability to procure materials from the usual sources of supply, or upon any like or unlike cause beyond the control of Contractor. In the event of account delinquency, Contractor may delay performance or, as its option, renegotiate prices, terms, and conditions with the customer. If Contractor and customer are unable to agree on such revisions, this agreement shall be cancelled without any liability, other than the customer's obligation to pay for services rendered by Contractor to the date of cancellation. Services will be performed during normal working hours with any overtime or emergency calls billed separately unless otherwise stated.

Preventive Maintenance: Labor, travel, and materials to perform preventive tasks outlined in schedules and equipment listings.

Full Coverage Service: Provide required labor and materials for repairs on covered equipment. At our option we may utilize used, reconditioned or new materials. Equipment covered under this agreement will be subject to our inspection within 30 days of the agreement date. If the equipment is inaccessible or cannot be tested due to climate conditions, said equipment will be tested at such time conditions allow operation. Contractor will provide a report indicating the condition of the equipment not operating properly along with a proposal for repairs. Upon approval of proposal, Contractor will make outlined repairs. If our proposed repairs are not accepted, we will exclude the equipment from the maintenance agreement.

Payment and Taxes: Customer shall pay Contractor invoices net 30 days of invoice date. Interest of 1 ½% on unpaid balances may be charged. Customer shall pay, in addition to the agreement price, all taxes, or acceptable tax exemption certificate shall be filed with Contractor.

Insurance: Contractor agrees to carry insurance in the following minimum amounts:

- a. Commercial General Liability \$1,000,000 per occurrence
- b. Automobile Liability \$1,000,000 CSL
- c. Workers Compensation Statutory Limits

Asbestos, Mold, and Hazardous Materials: Contractor's services in connection with this agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal, or other work connected with asbestos, mold, polychlorinated biphenyl (PCB) or other hazardous materials. Shall Contractor become aware of the presence of such materials, Contractor may immediately stop work in the affected area and shall notify customer. Customer will be responsible for all action including payments necessary to correct the condition in accordance with all applicable laws and regulations.

New Equipment Warranty: Contractor shall pass on all warranties provided by the original manufacturer of the equipment we install. Such warranty, if any, is specified in the owner's manual provided by the original manufacturer and is normally limited to the actual part that becomes defective, not the labor to replace the part. The customer is responsible for reading and understanding this matter for their specific situation. Contractor warrants its original installation labor on the new equipment to be free of defects due to workmanship for a period of twelve months from the date of completion of said installation. Labor warranty is limited to the normal straight time labor rate, excluding any overtime or weekend emergency costs. No other costs are covered by this warranty policy.

Service Call Warranty: All service labor performed by Contractor is warranted for a period of ninety (90) days from the date of that service. Warranty labor is limited to the normal straight time labor rate, excluding any overtime or weekend emergency costs. All parts purchased and installed by Contractor carry the original manufacturer's warranty, which Contractor passes on to the customer. For parts and materials purchased by the customer, but installed by Contractor, the manufacturer's warranty is the responsibility of the owner.

Warranty Limitations: All claims for warranty must be made to Contractor directly, as Contractor will not accept warranty claims from third parties. Contractor assumes no liability for losses arising from warranty issues other than those outlined in this policy. Contractor reserves the right to change this policy, without notice, at any time, at its sole discretion.

Indemnification: to the fullest extent permitted by law, customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of customer, anyone directly or indirectly employed by customer or anyone for whose acts customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.

Exclusions: This agreement does not include responsibility for design of the system unless otherwise stated, repair and replacement of non-maintainable parts of the system such as unit cabinets, shells, ductwork, hydronic piping structural supports, boiler refractory materials and shells, storage tanks, obsolescence, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, damage to piping, wiring, equipment or systems from removal of floors, walls or ceilings to complete proposed scope of work, damage or malfunction resulting from corrosion or erosion on the water side of the equipment or caused by scale or sludge except where water treatment services are provided by Contractor, removal of moisture or oil in pneumatic tubing and piping, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including customer), failure of customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other beyond control of Contractor.

Quote #2



- September 25, 2024

Linn Mar High School
3119 19th street
Marion , la. 52302

Attn : Andy Parke

Re: Excelsior – Boiler heat exchanger AND glycol replacement

We are pleased to present the following proposal to

- Supply and install one – Thermal Solutions AMP 2000 heat exchanger
 - Remove and dispose existing heat exchanger
 - Verify operation of new unit
 - ✓ Heat exchanger available 10 days to 4 weeks after order.
- Drain , reclaim and dispose of existing loop glycol
- Fill and flush system with city water
- Drain , reclaim and dispose of flush water
- Supply 11- 275 gallon totes [3025 gallons] of 35% propylene glycol
 - As recommended by Dow chemical :
 - Dowfrost HD – safe for use in system with a minoriy content of aluminum [I.E. -heat exchanger] – but not primarily aluminum loop
 - ✓ Available in 5 days after order
 - Dowcal 200 – for use in systems with significant amounts of aluminum in the system
 - ✓ Available in 3 to 4 weeks after order .
- Pumping , installation of glycol into system after new heat exchanger is installed
 - Initial air venting of system
 - Verify system operation

Cost of Project including Dowfrost HD - \$ 67,700.00
[sixty seven thousand seven hundred and no/100 dollars]

Cost of Project including Dowcal 200 - \$ 82,895.00
[eighty two thousand eight hundred ninety five and no/100 dollars]

- Pricing based on regular working hours . Monday-Friday 7am-3:30 pm
- Pricing is based on :
 - Linn Marr will supply a 2” water meter – for connection to yard hydrant – for flush water



***Labor prices are good for 30 days from the date of this quote . Materials are subject to market cost .
Materials can be pre-ordered at a fixed rate with a signed contract authorizing payment for
pre-ordered material .
Prices do not include any state of Federal taxes where applicable**

Dave Smith

Dave Smith

Boiler & Heating Manager

Pinnacle Plumbing and Mechanical

Ph – (work) 319-364-2403 or (cell) 319-558-8470

dsmith@bowkerpinnacle.com

Contract#25-IBCLINMAR-01

Title of Contract:	CFDA No.	RFP No.	Contract No.
IBC Youth Pilot Transition Program Contract (DIF)	84.421D	N/A	25-IBCLINMAR-01

This Contract shall be signed by both parties before the Contractor provides any services pursuant to it. The Agency is not obligated to make payment for any services or deliverables provided by or on behalf of the Contractor before the Contract is executed by both parties. This Contract is entered into by the following parties:

Agency of State: (hereafter "IVRS" or "Agency")	Contractor: (hereafter "Contractor")
Iowa Vocational Rehabilitation Services	Linn Mar Community School District
Agency Principal Address ("Notice Address"):	Contractor Principal Address ("Notice Address"):
1000 E. Grand Ave. Des Moines, IA. 50319	2999 N. 10 th Street, Marion, IA. 52302
Contractor Tax ID No. 42-0872101 V#00002108845	Organized under the laws of:
	State of Iowa

Contract Information:	Start Date	End Date	# of Yearly Options	Billing Frequency:
Period	10/01/2024	9/30/2025	NA	<input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other
Maximum Value of Contract & Renewals	\$81,300.00			
Amount of Insurance Coverage(s) Required	See Section 13 Insurance			
Federal Funds Involved?	Yes	Contract Available to:	<input type="checkbox"/> State Agencies <input checked="" type="checkbox"/> School Districts	
Contract Attachments				
<input checked="" type="checkbox"/> Statement of Work and Performance Measures (Exhibit A)	<input checked="" type="checkbox"/> Budget (Exhibit B)	<input checked="" type="checkbox"/> Reports (Exhibit C)	<input checked="" type="checkbox"/> Contract Certifications- federal funds	<input checked="" type="checkbox"/> Minority Impact Statement with Definitions

Agency Accounting Codes: Fund: 0398 **Agency:** 283 **Approp:** 0000 **Unit:** DIFS **Task:** 2784 **Prog:** IF25

Agency Contract Manager:	Contractor Project Manager:
Name: Maggie Johnson	Name: Megan Burke-Brunschenn
Address: 1000 E. Grand Ave. Des Moines, IA. 50319	Address: 453 Echo Hill Road Marion, IA. 52302
Tel: (319) 440-6963	Tel: (319) 447-3359
E-mail: maggie.johson@iowa.gov	E-mail : megan.brunschenn@linnmar.k12.ia.us
Agency Billing Contact:	Contractor Billing Contact:
Name: Tracie Kirkpatrick	Name: Jon Galbraith
Address: 1000 E. Grand Ave. Des Moines, IA. 50319	Address: 2999 N. 10 th Street Marion, IA. 52302
Tel: (515) 782-7374	Tel: (319) 447-3008
Email: tracie.kirkpatrick2@iowa.gov	E-mail : jon.galbraith@linnmar.k12.ia.us

This Contract consists of the above information, the attached Contract including all Contract Attachments listed above and Amendments, if any (hereafter "Contract"). In consideration of the mutual covenants in this Contract and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into this Contract and have caused their duly authorized representatives to execute this Contract.

Agency, by:	Contractor, by:
Signature:	Signature:
Printed Name: Dr. James Williams Jr.	Printed Name Barry Buchholz
Title: VR Administrator	Title: Board President
Date:	Date:

Statement of Purpose: The Iowa Blueprint for Change (IBC) project goal is focused on advancing and improving systems so that Iowans with disabilities who were either in subminimum wage employment, or are considered to be contemplating it, have competitive integrated employment (CIE) opportunities that leads to economic security.

Services Contract

This contract, dated October 1, 2024, is entered into between **Iowa Vocational Rehabilitation Services** and **Linn Mar Community School District**.

1. Parties and Contact Information

- a. IVRS, a Division of Iowa Workforce Development, and is authorized to enter into this Contract. The address for IVRS is: 1000 E Grand Avenue, Des Moines, Iowa, 50319. IVRS' contact person for this Contract is Maggie Johnson, (319) 440-6963, Maggie.johnson@iowa.gov.
- b. Linn Mar Community School District (Contractor) is organized under the laws of Iowa, and authorized to enter into this Contract. Its address is 2999 N. 10th Street, Marion, IA, 52302. Contractor's contact person for this Contract is Megan Burke-Brunschenn, (319)-447-3359, megan.brunschenn@linnmar.k12.ia.us.

2. Purpose

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

3. Term

- a. Term: The term of this Contract is from **October 1, 2024**, through **September 30, 2025**.

4. Definitions

For purposes of this Contract, the following words and terms shall mean:

- a. Agency: IVRS.
- b. Contract: This document and any attached exhibits.
- c. Contractor: Linn Mar Community School District
- d. General Terms and Conditions: The provisions of this Contract binding the parties-found at [050116 terms services. Pdf \(iowa.gov\)](#).
- e. Proposal: Contractor's proposal submitted as part of the Federal grant application awarded to IVRS as grant number H421D220013.
- f. Services: Shall mean evaluation services provided by the Contractor concerning evaluation designs, implementation plans, communication plans, actual management and implementation, including analyses, reports, and development and validation of the accuracy of evaluation methodologies, including assessments and their interpretations.

- g. State: The State of Iowa, IVRS, and all State agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as allowed per Federal guidelines outlined in Federal regulations.

5. Statement of Work

- a. Services: Contractor shall perform the services as described in Exhibit A attached to this contract.
- b. Performance Measures:
 - i. Contractor's performance shall comply with and conform to the terms, conditions, and standards of performance as provided in this Contract including, without limitation, the performance standards regarding deliverables as provided in Exhibit A.

6. Compensation

- a. Budget: Contractor shall provide the services under this Contract and pay all related expenses in accordance with the budget attached to this Contract as Exhibit B. Contractor shall promptly notify IVRS of any line item expenditures in excess of the approved budgeted amounts and shall propose budget reconciliation to IVRS, subject to IVRS' approval; budget reconciliations shall require an amendment to Exhibit B. Excess line item expenditures will be paid at the sole discretion of IVRS but in all cases will be subject to the maximum compensation as provided in subsection b. of this Section 6.
- b. Allowable Costs: IVRS will reimburse Contractor for the allowable costs that Contractor incurs in performing the work under this Contract not to exceed **\$81,300**. IVRS will not reimburse Contractor for any cost that is contrary to any restriction or limitation in the grant, including but not limited to 2 CFR Part 200 et seq., or any other applicable laws, regulations, and policies. All grant funds distributed to Contractor shall be used solely for the provision of services pursuant to this Contract. Contractor is aware that any change to line items requires prior approval from IVRS, who must in turn receive prior approval from the Rehabilitation Services Administration (RSA) Project Officer.
- c. Invoices: Contractor shall prepare an invoice or General Accounting Expenditure Form (GAX) and submit it within ten (10) business days following the end of the month. The GAX shall contain an itemization of all expenses incurred for the reporting period, which expenses shall be reported on an accrual basis. GAX and all required supporting documentation shall comply with all applicable laws and rules concerning payments of such claims. By submitting a GAX, Contractor represents to IVRS that:
 - i. The expenditures identified in the GAX are within the scope of work described in Exhibit A; and
 - ii. The costs are allowable, allocable, reasonable, and necessary in accordance with the grant, codified at 2 CFR Part 200, and any other applicable laws, regulations, and policies.
- d. Payment of Invoices: IVRS will review each invoice for compliance with this Contract and applicable laws, regulations, and policies. It will approve all or a portion of the amount sought in the invoice and will pay the approved amount within the time required by Iowa Code section 8A.514(3). If IVRS in good faith determines that the Contractor has failed to satisfactorily perform or deliver any service or deliverable as required by this Contract, the Contractor shall not be entitled to compensation for the service until

Contractor completes satisfactory performance. In this event, IVRS may withhold that portion of the Contractor's compensation which represents payment for services that were not satisfactorily performed.

- e. Documentation: Contractor shall provide and maintain supporting documentation for all expenditures incurred by it under this Contract. Supporting documentation required under this subsection shall include, without limitation, sufficient information to allow Contractor's activities to be traced to the Contract, as required by 34 CFR § 80.20(a)(2), and to enable IVRS to verify the claimed expenditures comply with all other applicable state and federal laws and rules concerning payments of such claims. Non-compliance may result in denial of payment and shall be determined by IVRS in its sole discretion. Acceptable documentation includes, but is not limited to detailed invoices; detailed time sheets and payroll journals; detailed travel logs; detailed receipts for lodging, meals, registration, transportation, and parking expenses; and mileage logs.
- f. Payment is No Waiver: By paying all or a portion of an invoice, IVRS does not waive its ability to challenge any reimbursement for failing to comply with this Contract at a later date.
- g. Offset and Set Off: If IVRS reimburses Contractor for costs that both parties agree to be unallowable costs or costs that otherwise fail to comply with this Contract, IVRS may offset any payments to Contractor under this Contract to recoup payment of the costs. If there are insufficient funds under this Contract to offset, Contractor authorizes IVRS to set off overpayment from money owed Contractor by IVRS, the State, or any other agency of the State under any other Contract.
- h. Availability of Funds: All compensation is subject to the availability of Federal funds.
- i. Prior Approval: "Participant support costs" means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects (2 CFR §200.75). Conference is defined in 2 CFR §200.432 as a meeting, retreat, seminar, symposium, workshop, or event whose primary purpose is disseminating technical information beyond the non-Federal entity and is reasonable for successful performance of the award. Participant support costs are allowable with prior approval of the Federal awarding agency (2 CFR §§200.407(t) and 200.456). In the context of the Uniform Guidance requirements governing prior approval, a participant is a non-employee of the State VR agency who is attending the meeting, workshop, conference, seminar, symposium, or other instructional or information sharing activity. Reimbursement through IVRS for registration, travel, subsistence allowance or stipends must have prior approval through IVRS. No costs will be reimbursed unless IVRS has given prior approval to the Contractor.
- j. Period of Performance: The Uniform Guidance in 2 CFR 200.77 defines "period of performance" as the time during which the non-Federal entity (grantee) may incur new obligations to carry out the work authorized under the Federal award. Expenses will be obligated when approved by IVRS and applied to the budget and FFY in which they are approved and not by service date or when claimed.

7. Monitoring

- a. Reports and Financial Statements: Contractor shall submit at a minimum, quarterly reports of program and financial activities in accordance with the Statement of Work activities. Financial reporting will consist of reporting system documentation which document time designated to contract activities, consistent with the Statement of Work and approved budget. IVRS will review the reports for completeness and to determine that the Contractor has satisfactorily performed services required by this Contract. Quarterly reports shall be submitted thirty (30) days following the close of the quarter.
- b. Site Visits: At its discretion, IVRS and/or RSA representatives will make visits to Contractor's place(s) of operation to inspect and review physical facilities, financial payroll records related to the Contract, case records, and operational policies and procedures, including but not limited to, firsthand observation of Contractor's delivery of services, and any other aspects of the program as may be reasonably necessary to ensure compliance with this Contract.
- c. Technical Assistance: IVRS and RSA representatives will provide technical assistance as needed to Contractor to assist Contractor in performance of its responsibilities pursuant to this Contract, and to ensure satisfactory and timely progress.
- d. Contact with Staff and Job Candidates: IVRS and RSA representatives may, by telephone, personal contact, or otherwise, interview Contractor staff, community providers, general public representatives that have been involved consistent with the Statement of Work, as necessary to ensure compliance with this Contract, following advance written notice from the party seeking contact.
- e. Monitoring and Evaluation Reports: Contractor shall timely furnish to IVRS reports, results of investigations, or any other information resulting from any monitoring or evaluation by any entity of its program and/or operations. IVRS will monitor the activities of the Contractor as necessary to ensure that the subaward is used for the authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Contract; and that the performance goals are achieved. Monitoring of the Contractor will include:
 - i. Reviewing financial and performance reports including timeliness of deadlines;
 - ii. Annual review of the Contractor's program operations; and
 - iii. Follow-up to ensure that the Contractor takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the Contractor detected through audits, on-site reviews, and written confirmation from the Contractor, highlighting the status of actions planned or taken to address Single Audit findings related to the Contract.

8. Control of Staff

- a. Control and Supervision: All staff provided by Contractor under this Contract will at all times be under Contractor's direct control and supervision.
- b. Criminal History Verifications: Contractor is solely responsible for obtaining a criminal history record check on its staff, applicants for employment or volunteers. Contractor shall develop policy and procedures for reviewing criminal arrests or convictions of staff, applicants or volunteers.

- c. Discipline: Contractor is solely responsible for selecting, hiring, disciplining, terminating, and compensating its staff. If IVRS believes that any of Contractor's staff fails to perform duties in a manner that is consistent with this Contract, IVRS will notify the Contractor as soon as practicable. In accordance with Contractor's internal processes. Contractor shall investigate the matter and, if and as appropriate, discipline, reassign, or terminate the staff. IVRS does not have authority to discipline, reassign, or terminate Contractor's staff, but has the authority to require that a particular member of Contractor's staff not be assigned or allowed to provide services under this Contract.
- d. Employment Costs: Contractor will provide for and pay all employment costs of its staff including, but not limited to, workers' compensation, unemployment insurance, health insurance, and other benefits and compensation, and will make and remit all payroll withholdings with respect to its staff as required by law. IVRS shall have no liability whatsoever for any such employment costs to or for the benefit of Contractor's staff. Contractor shall provide IVRS with evidence of the payment of such benefits upon IVRS's request.

9. Text Messaging and Emailing

- a. Prohibition of Text Messaging and Emailing: Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

10. Conferences and Meetings

- a. Use of Grant Funds for Conferences and Meetings: Contractor agrees to the Federal rules regarding the use of grant funds for conferences and meetings. Specifically, prior to attending or hosting a meeting or conference paid with grant funds, Contractor should receive approval from IVRS to:
 - i. Ensure that attending/hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - ii. Ensure that the primary purpose of the meeting or conference is to disseminate technical information (e.g., provide information on specific programmatic requirements, best practices in a particular field, conduct training or professional development; plan/coordinate the work being done under the grant);
 - iii. Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing. Reasonable costs rules can be found in 2 CFR Part 200 Subpart E;
 - iv. For conferences, the number of attendees is reasonable and necessary to accomplish the objectives of the grant.
- b. A hosted meeting or a conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business. Meetings or conferences hosted and charged to the grant must

not be promoted as a U.S. Department of Education conference. This means that the U.S. Department of Education must not be used on conference materials or signage without Department approval.

11. Termination

- a. Immediate Termination by IVRS: IVRS may immediately and unilaterally terminate this Contract upon the occurrence of any of the following events:
 - i. IVRS determines that the Contractor's acts or omissions have caused, or reasonably could cause, a client's life, health, or safety to be jeopardized or has or may expose IVRS to material liability;
 - ii. Contractor fails to comply with any provision of this Contract providing for immediate termination;
 - iii. IVRS, in its sole discretion, determines that Contractor made a Statement, representation, or certification that is materially false, deceptive, incorrect, or incomplete; or
 - iv. Contractor fails to comply with any applicable Federal, State (including, but not limited to, Iowa Code Chapter 8F), or local law or regulation while performing under this Contract.

- b. Termination on Notice by Either Party: Following thirty (30) days' written notice, either party may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation. Following termination upon notice, IVRS will pay Contractor upon submission of invoices and proper proof of claim, for services provided and allowable expenditures incurred under this Contract up to and including the date of termination.

- c. Termination for Cause by IVRS: IVRS may declare Contractor to be in default of its obligations under this Contract upon the occurrence of any of the following events:
 - i. Contractor fails to observe and perform any material condition or obligation created by the Contract;
 - ii. Contractor fails to make substantial and timely progress toward performance of the Contract;
 - iii. Contractor's work product and services fail to conform with the requirements of this Contract; or
 - iv. Contractor's work product or services infringe on any patent, trademark, copyright, trade dress or any other intellectual property right of any third party.

- d. Termination for Cause by Contractor: Contractor may declare IVRS in default of its obligations under this Contract if any of the following events occurs:
 - i. IVRS fails to observe and perform any material condition or obligation created by the Contract; or
 - ii. IVRS fails to make timely payment in conformance with Iowa Code §8A.514 (2021) of Contractor's invoices for services performed or expenditures incurred by Contractor under this Contract.

- e. Termination by IVRS Due to Lack of Funds or Change in Law: Despite anything in this Contract to the contrary, and subject to the limitations, conditions, and procedures set forth below, IVRS may terminate this Contract without penalty by giving sixty (60) days' written notice to Contractor if any of the following occurs:

- i. The legislature or governor fail, in the sole opinion of IVRS, to appropriate funds sufficient to allow IVRS either to meet its obligations under this Contract or to operate as required and to fulfill its obligations under this Contract; or
- ii. If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by IVRS to make any payment under this Contract are insufficient or unavailable for any other reasons as determined by IVRS in its sole discretion; or
- iii. If IVRS's authorization to conduct its business or engage in activities or operations related to the subject matter of this Contract is withdrawn or materially altered or modified; or
- iv. If IVRS's duties, programs, or responsibilities are modified or materially altered; or
- v. If there is a decision of any court, administrative law judge, or an arbitration panel or any law, rule, regulation, or order is enacted, promulgated, or issued that materially or adversely affects IVRS's ability to fulfill any of its obligations under this Contract. IVRS shall provide Contractor with written notice of termination pursuant to this section.

If IVRS terminates this Contract due to lack of funds or change in law, Contractor's exclusive, sole, and complete remedy is the payment for services completed and allowable expenditures incurred by Contractor prior to and including the date of termination.

- f. Contractor's Duties upon Termination: When the Contractor receives IVRS's notice of termination for any reason allowed under this Contract or if Contractor terminates this Contract under section 11, the Contractor shall:
 - i. Immediately cease all services performed pursuant to this Contract except any services that IVRS directs Contractor to perform or complete;
 - ii. Comply with IVRS's instructions for the timely transfer of any active files and related work product; and
 - iii. Cooperate in good faith with IVRS during the transition period between the notification of termination and the substitution of a provider, if any.

12. Records Retention and Access

- a. Access and Retention of Data: Contractor shall comply with Federal record retention rules and regulations including but not limited to 2 CFR Part 200, Subpart D. The Contractor shall maintain accurate, current, and complete records of the financial activity of this Contract which sufficiently and properly document and calculate all charges billed to the Agency throughout the term of this Contract and for a period of at least three (3) years following the date of final payment or completion of any required audit (whichever is later). If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three (3) year period, whichever is later. The Contractor shall permit IVRS, the Auditor of the State or any other authorized representative of the State and where Federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other

records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to this Contract, wherever such records may be located. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. Based on the audit findings, the Agency reserves the right to address the Contractor's board or other managing entity regarding performance and expenditures. When State or Federal law or the terms of this Contract require compliance with OMB Circulars A-87 or A-110 (codified at 2 CFR Part 200) or other similar provision addressing proper use of government funds, Contractor shall comply with these additional records retention and access requirements:

- i. Records of financial activity shall include records that adequately identify the source and application of funds. These records must contain information pertaining to contract amount, obligations, unobligated balances, assets, liabilities, expenditures, income, and third-party reimbursements.
- ii. Contractor shall maintain accounting records supported by source documentation that may include but are not limited to cancelled checks, paid bills, payroll, time and attendance records, and contract award documents.
- iii. Contractor, in maintaining project expenditure accounts, records and reports, shall make any necessary adjustments to reflect refunds, credits, underpayments or overpayments, as well as any adjustments resulting from administrative or compliance reviews and audits. Such adjustments shall be set forth in the financial reports filed with IVRS.
- iv. Contractor shall maintain a sufficient record keeping system to provide the necessary data for the purposes of planning, monitoring, and evaluating its program.

13. Parties' Self-Insured Status

- a. IVRS and Contractor are both agencies of the State of Iowa. As such, each party is self-insured for its general liability insurance coverage.

14. Fiscal Procedures

- a. Audit Exceptions: If an authorized Federal or State audit takes exception to the services provided under this Contract for which Federal or State reimbursement has been paid, Contractor shall refund the reimbursement if the audit exception is due solely to the Contractor's error. If the audit exception is due solely to IVRS's error, IVRS shall be responsible for the reimbursement. If the audit exception is a joint responsibility, the parties will work together to achieve an equitable resolution.
- b. Contractor's Accounting System: Contractor represents that its accounting system is adequate to comply with this Contract.

15. Compliance with Laws and Audit Requirements

- a. General: Contractor shall comply with all applicable Federal, State, and local laws and regulations when performing services under this Contract. Contractor assures that it has complied with all Federal, State, and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Contract, and including, without limitation, applicable provisions of Section 508 of the Rehabilitation Act of 1973, as amended.

- b. Compliance with Nondiscrimination in Employment: The Contactor, its employees, agents, and subcontractors shall not engage in discriminatory employment practices which are forbidden by Federal or State law, executive orders, and rules of the Iowa Department of Administrative Services. The Contractor, its employees, agents, and subcontractors shall comply with all applicable Federal, State and local laws, rules, ordinances, regulations, orders when performing under the Contract, including without limitation, all laws applicable to the prevention of discrimination in employment (e.g., Iowa Code chapter 216 and section 19B.7) and the use of targeted small businesses as subcontractors and suppliers. Upon the State's written request, the Contractor shall submit to the State a copy of its affirmative action plan, containing goals and time specifications, and accessibilities plans and policies as required under Iowa Administrative Code chapter 11-121.

The Contractor, its employees, agents and subcontractors shall also comply with all Federal, State, and local laws, including any permitting and licensure requirements, in carrying out the work performed under this Contract.

Notwithstanding anything in this Contract to the contrary, Contractor's failure to fulfill any requirement set forth in this section shall be regarded as a material breach of this contract and the State may cancel, terminate, or suspend, in whole or in part, this Contract. The State may further declare Contractor ineligible for the future State contracts in accordance with authorized procedures or the Contractor may be subject to other sanctions as provided by law or rule.

If all or a portion of the funding used to pay for the Deliverables is being provided through a grant from the Federal Government, Contractor acknowledges and agrees that pursuant to applicable Federal laws, regulations, circulars and bulletins, the awarding agency of the Federal Government reserves certain rights including, without limitation a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the Deliverables developed under this Contract and the copyright in and to such Deliverables.

- c. Compliance with Audit Requirements: Contractor shall comply with the organizational audit requirements of 2 CFR Part 200. Contractor shall give the State, the United States Comptroller General, and the U.S. Department of Education, through any authorized representative, access to and the right to examine all records, books, papers, or documents, in whatever format, related to this Contract, copies shall be provided at no cost to the State or United States representatives.
- d. Procurement: Contractor shall use procurement procedures that comply with all applicable, Federal, State and local laws and regulations, including procurement standards in §§ 200.318 through 200.327.

16. Representations and Certifications:

- a. Professional Practices: Contractor represents and certifies to the best of its knowledge that all services to be performed under this Contract shall be performed in a professional, competent, diligent and workmanlike manner by knowledgeable, trained and qualified personnel, all in accordance with the terms and specifications of this

Contract and the standards of performance considered generally acceptable in the industry for similar tasks and projects. In the absence of a specification for the performance of any portion of this Contract, the parties agree that the applicable specification shall be the generally accepted industry standard. So long as IVRS notifies Contractor of any services performed in violation of this standard, Contractor shall re-perform the services at no cost to IVRS, such that the services are rendered in the above-specified manner.

- b. Obligations Owed to Third Parties: Contractor represents and certifies, to the best of its knowledge, that all obligations owed to third parties with respect to the activities contemplated to be undertaken by Contractor pursuant to this Contract are or will be fully satisfied by Contractor so that IVRS will not have any obligations with respect to them.

17. Contract Administration

- a. Independent Contractor: The status of Contractor shall be that of an independent contractor. The Contractor, its employees and agents performing under this Contract are not employees or agents of the State of Iowa or any agency, division or department of the State. Neither Contractor nor its employees shall be considered employees of IVRS or the State of Iowa for Federal or State tax purposes. IVRS will not withhold taxes on behalf of Contractor.
- b. Amendments: No supplement, modification, or amendment of this Contract will be binding unless it is in writing and signed and dated by both parties.
- c. Third-Party Beneficiaries: This Contract has no third-party beneficiaries; it benefits only IVRS and Contractor.
- d. Choice of Law and Forum: The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of Iowa law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Contract, exclusive jurisdiction for the proceeding shall lie in Polk County District Court for the State of Iowa, Des Moines, Iowa, or the Federal District Court for the Southern District of Iowa, Central Division, Des Moines, Iowa. This provision shall not be construed as waiving any immunity to suit or liability including, without limitation, sovereign immunity in State or Federal court, which may be available to IVRS or the State of Iowa.
- e. Use of Third Parties: All subcontracts must receive prior approval from the IVRS Contract Manager and are subject to cost-sharing requirements. Contractor shall remain responsible for all services performed under this Contract. All restrictions, obligations and responsibilities of Contractor under this Contract shall also apply to the subcontractors and Contractor shall be solely responsible for ensuring compliance with the terms of this Contract. IVRS shall have the right to request, for good cause, the removal of a subcontractor from the Contract.
- f. Integration: This Contract, including the grant documents and all exhibits, attachments, addenda, and certifications, represents the entire agreement between the parties and none of the parties are relying on any representations that may have been made that are not included in this Contract.

- g. Waiver: Except as specifically provided for in a waiver signed by duly authorized representatives of IVRS and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.
- h. Notices: Whenever this Contract requires a party to send official notice or other communication to the other party, the notice shall be in writing and must be delivered personally; sent by certified or registered mail, postage prepaid; or sent by reputable overnight courier, to the signing representatives at the Notice Addresses as provided on the Declarations and Executions Page of this Contract. A notice sent pursuant to this subsection is effective on the day of personal delivery; five (5) calendar days after the date of mailing; or the next business day after placement with the overnight courier. Section 17.G. does not cover routine communications via telephone or email regarding the services of this contract.
- i. Severability: If a court of competent jurisdiction determines that any provision of this Contract is invalid or unenforceable, such a determination will not affect the validity or enforceability of any other part or provision of this Contract.
- j. Time is of the Essence: Time is of the essence with respect to the performance of the terms of this Contract.
- k. Obligations Beyond Contract Term: This contract shall remain in full force and effect to the end of the specified term or until terminated pursuant to the terms of the Contract. All obligations of IVRS and Contractor incurred or existing under this Contract as of the date of expiration or termination will survive the termination or expiration of the Contract.
- l. Suspensions and Debarment: Contractor certifies pursuant to 48 CFR Part 9 that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any Federal agency or State agency. Contractor certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contracts with the State of Iowa.
- m. Cumulative Rights: The various rights, powers, options, elections, and remedies of any party to this Contract, shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies, or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which that party may be entitled.
- n. Certifications: Concurrent with the execution of this Contract, Contractor shall execute the Contract Certifications attached to this Contract and hereby incorporated into the Contract.
- o. Electronic Signatures: Pursuant to Iowa Code Chapter 554D, the Uniform Electronic Transactions Act (2021), the parties agree to the use of electronic signatures relating to this Contract.

- p. Attribution: Contractor agrees to acknowledge the sponsorship of IVRS with respect to any public Statement, press release, news item, or publication related to a program funded entirely or in part with funds from IVRS. Contractor further agrees to identify the role of IVRS with respect to any individual highlighted or publicized by or through Contractor, when such individual is an IVRS job candidate. Dedicated space on the Contractor's public website and social media platforms will be made available to promote IVRS services.

In relation to services, IVRS shall agree to not use the name of Contractor, nor any of its employees, nor any adaptation of either thereof, in any advertising, promotional or sales literature without prior written consent obtained from the authorized official in each case, except that IVRS may state that it obtained the service from Contractor under a services contract.

- q. Disclaimer: All products must reflect the assigned Department of Education grant number H421D220013 and the EDGAR disclaimer at 34 C.F.R. § 75.620(b) General conditions on publication, (b) required statement. Contractor will ensure that any publication that contains project materials also contains the following statement: "The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant number H421D220013 from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government (Authority: 20 U.S.C. §§ 1221e-3 and 3474)."
- r. Dissemination: Per the Notice Inviting Applications posted by the U.S. Department of Education related to the DIF grant, funds must have a plan to disseminate public grant deliverables. Broad dissemination related to the Iowa Blueprint for Change project is required by RSA and therefore ownership of materials developed for the grant would remain with IVRS. Contractor shall retain sole ownership of curriculum, assessment and evaluation methodologies, processes and models used in performance of this Agreement, including but not limited to copyrights, inventions, improvements, processes, patents or applications for patents.

18. Confidential Information

- a. Access to Confidential Data: Contractor's employees and agents may have access to confidential data regarding clients and applicants maintained by IVRS ("Client Records") only to the extent necessary to carry out its responsibilities under the Contract. Contractor shall keep personal records of clients and applicants private and confidential in compliance with all applicable state and federal laws and regulations including, without limitation, state statutory requirements contained in Iowa Code Chapter 259 (2021), Iowa Code §22.1, and 281 Iowa Administrative Code 56.33. Contractor shall not disclose such information to anyone unless authorized in writing by IVRS. In addition, this information may be made available to persons or entities having responsibilities under the Rehabilitation Act including appropriate federal and state governmental authorities involved in the administration of the Rehabilitation Act. Clients and applicants will be allowed access to their own information unless the records or information are exempt from disclosure.

EXHIBIT A

Statement of Work and Performance Standards

INTRODUCTION

The Iowa Blueprint for Change (IBC) project goal is focused on advancing and improving systems so that Iowans with disabilities who were either in subminimum wage employment, or are considered to be contemplating it, have competitive integrated employment (CIE) opportunities that lead to economic security. The transition pilot under the IBC project offers an opportunity for Linn-Mar Community School District (also referred to as “Contractor”) to assist with the IBC goal by increasing the ongoing delivery of preparation, placement and support services that begin in early high school and result in uninterrupted transition to CIE for youth with disabilities.

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

ELIGIBLE PROGRAM PARTICIPANTS

Eligible program participants are students within the school district who meet the following qualifications for participation in the IBC program:

- Students who receive Social Security (SSI) benefits based on their own disability and/or have the most complex support needs as determined by the school district (Level 3 per Individualized Education Program)
- Students must be determined eligible for services with Iowa Vocational Rehabilitation Services (IVRS)
- Students must have a signed “Consent to Release Information to and from IVRS” form

IBC Services

I. IBC Services to Participants

IBC participants may receive the following services and/or technical assistance, based on unique needs:

- Enhanced Benefits Planning: Benefits Planning can assist with informing Supplemental Security Income (SSI) recipients about their disability benefits and the use of work incentives.
- DIF Customized Employment (also known as DIF CE): is a person-centered approach that leads to competitive integrated employment outcomes for students. DIF CE is appropriate for students whose disability and unique needs require significant support, and repeated exposure and

practice to gain simple skills. Students may or may not have had opportunities to explore jobs, either individually or in a group setting. Additionally, students who are a good fit for DIF CE need additional support developing and/or strengthening skills in time management, communication, and self-advocacy. The results from each phase of DIF CE are used to generate information by identifying a student's skills, interests, abilities, conditions, contributions, and support needed for competitive integrated employment. The objective is to design a pathway to a career that focuses on the student's interest, talents, and contributions, while minimizing limitations, and providing consultative support to ensure the candidate is successful.

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

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

II. IBC Services to Contractor

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

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

CONTRACTOR DUTIES AND RESPONSIBILITIES

Contractor will document all services that are delivered and provide the necessary documentation to IVRS in accordance with the performance measures.

I. Transition Pilot Site Services

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

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

- Plan and deliver job exploration activities as it pertains to the customized employment (CE) service model;
- Build workplace readiness skills;
- Work towards obtaining and maintaining competitive integrated employment;
- Develop ability to navigate community and learn community safety skills;
- Provide basic financial literacy skills training;
- Strengthen and reinforce time management, communication, self-advocacy, and emotional regulation; and
- Introduce students and families to adult services (waivers, SSI, IVRS, etc.).

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

- Professional learning sessions on the IBC program to relevant staff;
- Develop a comprehensive brochure outlining the IBC program for distribution to parents and students;
- Attend school conferences for outreach, to offer input, address questions, and potentially recruit students for the IBC program;
- Share information on professional learning with applicable staff and families;
- Allow for release time/substitutes if professional learning is outside of identified professional learning days;
- Attend Association of Community Rehabilitation Educators (ACRE) training through GHA for teacher, associate and student support team members;
- Participate in regular consultative meetings with the IVRS Counselor for support;
- Identify students that are appropriate for the IBC pilot based on the criteria for participation listed within this contract, and refer potential applicants to IVRS;
- Ensure a "Consent to Release Information to and from IVRS" form has been completed for each participant;
- Provide any necessary information from school records or IEP to IVRS as needed;
- Collaborate with IVRS and CRP (Inclusion Connection) to provide support with the development of the Individualized Plan for Employment (IPE);
- Provide IVRS and CRP with information regarding the student's strengths, interests, and abilities in regards to employment;
- Maintain the Youth Transition Team (YTT) for continuous unique and individualized service delivery; and

- Provide linkages to community resources, information, and service providers for post- graduation transition plans.

II. Oversight of CRP Duties

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

1. Customized Employment Services: The following phases will be provided through the customized employment service delivery model by Inclusion Connection, with support from the assigned Griffin-Hammis Associates (GHA) liaison, with information gleaned shared with the VR counselor, school personnel, parents/ guardians, and other necessary stakeholders (as appropriate, with necessary releases of information):
 - a. Phase 1: Initial Home Visit
 - b. Phase 2: Interviewing Others
 - c. Phase 3: Customized Discovery
 - d. Phase 4: Verifying Vocational Themes
 - e. Phase 5: Narrative Summary
 - f. Phase 6: Customized Job Development
 - g. Phase 7: Consultative Employment Supports
 - h. Phase 8: Fading and Transition to Long Term Supports
2. Provide input to the IVRS Counselor, student, parents, and IEP team to assist in the preparation of the Individualized Plan for Employment (IPE) by the IVRS counselor. The IPE will identify available types of jobs for the IBC participants and provide a good match between job opportunities and the student's choices, interests, and abilities. The IPE will outline the services and training that the student will need to achieve competitive integrated employment.
3. Provide linkages to community resources, information, and service providers for the transition plan for post-graduation.
4. Meet regularly with GHA liaison, Contractor, and attend YTT meetings.
5. Continue to partner with IVRS, HHS and other stakeholders to provide necessary supports to the student post-graduation.

PERFORMANCE MEASURES

1. Contractor staff will complete a Personal Activity Report (PAR) to track their time when completing contractor activities, including contract direct activities, contract indirect, and other activities as applicable. The PAR will be submitted monthly.
2. Case notes will be completed directly into the IRSS Interface within five business days or by the end of the quarter, whichever occurs first.
3. Staging records will be completed and provided to IVRS Counselor staff monthly.
4. 100% of IBC program participants meet the eligibility criteria (per the Eligible Program Participants section).
5. Provide outreach quarterly to students/families about the program as identified on the outreach tracking sheet.
6. At least 5 students will participate in the program during FFY 25.
7. All CE activities need to be completed by the end of FFY25 for IBC participants.

(End of Exhibit A)

EXHIBIT B
Linn Mar CSD DIF Budget
October 1, 2024-September 30, 2025

Expense	Amount
Linn Mar CSD	
Salary	\$29,000.00
Fringe Benefits	\$1,900.00
Travel	\$175.00
Materials & Supplies	\$575.00
Professional Development/Training	\$260.00
Subtotal of Linn Mar CSD	\$31,910.00
Subcontractor Cost -THE ARC of East Central Iowa	
Salaries	\$38,800.00
Fringe Benefit	\$8,420.00
Travel	\$175.00
Material & Supplies	\$575.00
Professional Development/Training	\$260.00
Subtotal of Subcontractor Cost	\$48,230.00
Subtotal	\$80,140.00
Federal Indirect Cost Rate = 10.44%	\$1,160.00
Total Budget	\$81,300.00

BUDGET NARRATIVE

Salaries: This line item includes 1.0 FTE for a Linn-Mar CSD staff to assist with the pilot project and accompany the youth off campus for activities directly related to exploring employment and their community. Accordingly, IVRS, will only reimburse for the time the contracted staff devotes to this Contract. This expense will be documented with Personnel Activity Reports (PAR), payroll journals, printouts from the district accounting system, etc.

Fringe Benefits: These benefits were calculated at 15% of salary for all positions outlined above in Salaries. Payroll documentation including Personnel Activity Report (PAR), payroll journals, job description, and employment contract will be available to support all salary and fringe benefit costs charged to this agreement.

Travel: This line item includes mileage only for the Linn-Mar staff, estimating 250 miles annually at **\$0.50 per mile**. Travel for will be between the high school and transportation to pick up the school vehicle. If Linn-Mar staff were to travel elsewhere, mileage, meals and lodging will be claimed at current rates, and will not exceed the State of Iowa rates listed here: <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/state-travel> Meals will only be allowed when contracted staff is in overnight status. Detailed travel documentation will be kept for mileage and itemized receipts will be kept for lodging, registrations, and other travel expenses.

Materials & Supplies: These items include office supplies, supplies or activities needed to develop work experiences, learn transferable work skills and provide assistive/adaptive equipment necessary for students to explore different areas of career interests. All supply costs will be directly related to this Contract and invoices will be kept to document cost.

Professional Development: Funds in this line item will be used to cover trainings and other workshops needed for Linn-Mar or The Arc to improve the knowledge, skills, experience of the staff and improve the outcomes of the pilot project, including Linn-Mar STOP driving certification requirements. Invoices and copies of registrations and training agendas will be kept to document project-related costs.

Indirect Costs: [The current IDC rate is 10.44%](https://educateiowa.gov/documents/indirect-cost-rates). This is the Unrestricted Indirect Cost Rate provided to the CSD by the DE. Use 2024-2025 rate for this budget period. The most current rate can be found here: <https://educateiowa.gov/documents/indirect-cost-rates>.

Notification of Staff Changes: Please contact IVRS Financial and the contract manager as major staff changes occur. Please include the temporary plan for meeting the needs of this contract, who will cover those duties, an estimated timeframe for temporary change, permanent plan for replacement, and possible impact on the budget. Documentation required for your claim may change due to the staff changes.

Miscellaneous: Additional documentation may be requested upon review of claims submitted in order to make sure costs are allowable, allocable, reasonable and necessary.

Subcontracting Costs -The ARC of Central Iowa

Salaries: This line item includes a 1.0 FTE Employment Specialist for the project and supervision (7% for Program Manager time) of the Employment Specialist for The Arc of East Central Iowa. Accordingly, IVRS, will only reimburse for the time the contracted staff devotes to this Contract. This expense will be documented with Personnel Activity Reports (PAR), payroll journals, printouts from the district accounting system, etc.

Fringe Benefits: These benefits were calculated at 15% of salary for all positions outlined above in Salaries. Payroll documentation including Personnel Activity Report (PAR), payroll journals, job description, and employment contract will be available to support all salary and fringe benefit costs charged to this agreement.

Travel: This line item includes mileage only for the Employment Specialist, estimating 250 miles annually at **\$0.50 per mile**. Travel for the ES will be to conduct interviewing and other information gathering conducted with the youth's networks to develop a youth's 'themes', as well as off-campus activities. Mileage, meals and lodging will be claimed at current rates, and will not exceed the State of Iowa rates listed here: <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/state-travel> Meals will only be allowed when contracted staff is in overnight status. Detailed travel documentation will be kept for mileage and itemized receipts will be kept for lodging, registrations, and other travel expenses.

(End of Exhibit B)

EXHIBIT C REPORTS

A. QUARTERLY PROGRESS REPORT

1. Overview

Contractor shall submit a Quarterly Progress Report in which it will describe the IBC transition pilot site services and operations, participant characteristics, and outcomes achieved during the quarter. The quarters are based on the federal fiscal year, October 1-September 30.

2. Quarterly Report Format

IVRS Contract Manager will provide the Quarterly Report template to the Contractor to be used for the entire FFY. All four quarters will be reported on the same document along with IVRS Analysis/Recommendations for each quarter.

3. Due Date and Submission

Quarterly Progress Reports and supporting documentation are due within five business days after the end of the quarter (January 8, April 7, July 8, and October 7). Contractor shall submit reports to the IVRS Contract Manager via electronic mail. Signatures and certification may be provided by electronic signature or in portable document format (PDF). Hard copies of the progress reports or attachments to it will not be accepted without the approval of the IVRS Contract Manager.

4. Content

a. Budget Status:

The Contract Financial Contact will be required to fill in this area based on the approved budget contained in the Contract, indicate if the Contractor is within budget and provide a report of expenditures for the reported period. If over budget, indicate by how much, the reasons why and the impact this will have on the project. Also, indicate the plan for addressing and remedying any actual or anticipated budget shortfalls. Changes to the Statement of Work due to budget considerations or changes in strategy must be approved by strategy must be approved by IVRS.

b. Primary Tasks:

Provide the updated Quarterly Progress Report which describes the work completed during the reporting period. Include or attach supporting documents or information as required/needed.

c. Problems or Delays:

Describe any unexpected problems encountered and the impact or possible impact on overall performance of the Contract.

d. Performance Measures:

Provide all performance measures as required in Exhibit A for the quarter and year-to-date.

B. YEAR END SUMMARY REPORT

1. Overview

Contractor shall submit a summary report at the end of the federal fiscal year in which it provides a description of the activities undertaken in performance of the Contract during the previous year, including examples of specific achievements and outcomes. The Contractor shall provide information demonstrating substantial progress in achieving the objectives of IBC and data that assists IVRS in demonstrating the usefulness and effectiveness (including cost-effectiveness) of the IBC transition pilot site. Funding of the program is contingent upon the satisfactory completion of the agreed upon activities, including meeting the performance measures as provided in the Quarterly Progress Reports.

2. Due Date and Submission

Year End Summary Report will be found within the Quarterly Progress Report for 4th Quarter and is due October 7, 2025. Contractor shall submit the report to the IVRS Contract Manager via electronic mail. Signatures may be provided by electronic signature or in portable document format (PDF). Hard copies of the reports or attachments to it will not be accepted without the approval of the IVRS Contract Manager.

(End of Exhibit C)

CONTRACT CERTIFICATIONS

Certification of Compliance with the Pro-Children Act of 1994

Contractor shall comply with Public Law 103-227, also known as the Pro-Children Act of 1994 (Act). The Act requires that smoking not be permitted in any portion of any indoor facility used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities (other than clinics) where WIC coupons are redeemed.

Contractor further agrees that the above language will be included in any sub-awards that contain provisions for children's services and that all subcontractors shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

Contractor certifies as follows:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, State of Iowa, or IVRS with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. Contractor shall provide immediate written notice to the person to whom this document is submitted if at any time Contractor learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principle, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this document is submitted for assistance in obtaining a copy of those regulations.
4. Contractor agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by IVRS or the agency with which this transaction originated.
5. Contractor further agrees by submitting this document that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. A participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the IVRS or the agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

9. Contractor certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal IVRS or agency.
10. Where Contractor is unable to certify to any of the Statements in this certification, Contractor shall attach an explanation to this document.

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of Contractor to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of the Congress, an officer or employee of the Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of the Congress, or an employee of a Member of Congress in connection with this Contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. Contractor shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all Contractors shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C.A. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification Regarding Drug Free Workplace

Contractor agrees to provide a drug-free workplace by:

1. Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Establishing a drug-free awareness program to inform employees about: a.) the dangers of drug abuse in the workplace; b.) the employer's policy of maintaining a drug-free workplace; c.) any available drug counseling, rehabilitation, and employee assistance programs; and d.) the penalties that may be imposed upon employees for drug abuse violations.
3. Requiring that each employee undertaking activities under this Contract be given a copy of the Statement required by paragraph 1. above.
4. Notifying the employee in the Statement required by paragraph 1. that as a condition of employment under this Contract, the employee will:
 - a. Abide by the terms of the Statement; and
 - b. Notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction;
5. Notifying IVRS within ten (10) days of receiving notice from an employee of that employee's criminal drug conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 41 U.S.C. § 703; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1. through 6., above.

Contract shall, within 30 days after receiving notice from an employee of a conviction pursuant to 41 U.S.C. § 701(a)(1)(D)(ii) or 41 U.S.C. § 702(a)(1)(D)(ii), take appropriate personnel action against such employee up to and including termination, or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Contractor certifies that the above certifications are true and accurate, and Contractor has caused a duly authorized representative to execute these Contract Certifications concurrently with the underlying Contract.

Minority Impact Statement

Pursuant to Iowa Code § 8.11 (2023), all grant applications submitted to the State of Iowa shall include a Minority Impact Statement. This is the State's mechanism to require grant applicants to consider the potential impact of the grant project's proposed program on minority groups.

Please choose the Statement(s) that pertain to this grant application. Complete all the information requested for each chosen Statement(s).

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Signature and Title

Date

Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

b. As used in this subsection:

- 1) *“Disability”* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“Disability” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

Memorandum of Agreement (MoA) for the Iowa Blueprint for Change (IBC) Transition Pilot Program

The parties to this Memorandum of Agreement are the Linn-Mar Community School District (LMCSD), CRP (The Arc of East Central Iowa), Iowa Vocational Rehabilitation Services (IVRS), University of Iowa Centers for Evaluation and Assessment (U of I CEA) and Griffin-Hammis Associates (GHA).

I. Purpose

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

- Students who receive Social Security (SSI) benefits based on their own disability and/or have the most complex support needs as determined by the school district (Level 3 per Individualized Education Program)
- Students must be determined eligible for services with Iowa Vocational Rehabilitation Services (IVRS)
- Students must have a signed “Consent to Release Information to and from IVRS” form

II. Roles and Responsibilities

The parties agree to the following roles and responsibilities.

A. Training and Outreach

1. Linn-Mar Community School District (LMCSD) Responsibilities
 - a. In collaboration with IVRS, facilitate two technical assistance days or sessions; one day will consist of training for staff, while the other day will consist of information delivery for parents and students.
 - b. Facilitate professional learning sessions on the IBC Transition Pilot Program to relevant staff.
 - c. Develop a comprehensive brochure outlining the IBC Transition Pilot Program for distribution to parents and students.
 - d. The school staff and Youth Transition Team (YTT) staff will attend school conferences for outreach, to offer input, address questions, and potentially recruit students for the IBC Transition Pilot Program.

- e. Share information on professional learning with applicable staff and families.
 - f. Allow for release time/substitutes if professional learning is outside of identified professional learning days.
 - g. Attend required training as identified and approved by the IBC team to receive certification to provide supported employment services.
 - h. Participate in regular consultative meetings with the IVRS counselor for support.
 - i. Ensure that all printed materials are accessible and have the appropriate disclaimers, as required by 2 CFR 200 and the DIF Grant Anticipation Note (GAN).
2. Iowa Vocational Rehabilitation Services (IVRS) Responsibilities
 - a. Coordinate with school and CRP staff to schedule a day for technical assistance for educators and a day to present information for students and parents.
 - b. Participate in the coordination of content for technical assistance days, in conjunction with LMCS D.
 - c. Attend technical assistance days for educators and parents/students.
 - d. Participate in regular consultative meetings to provide support to the transition team.
 - e. Review and approve all printed materials.
 3. The Arc of ECI Responsibilities
 - a. Attendance at technical assistance days.
 4. GHA Responsibilities
 - a. Attend and participate in technical assistance days along with other identified partners.
 - b. Coordinate materials for outreach and technical assistance (and submit for approval to IVRS IBC team prior to dissemination).

B. Information gathering to select potential IBC Transition Pilot participants.

1. LMCS D Responsibilities
 - a. Identify students that are appropriate for the IBC Transition Pilot based on the criteria in the Purpose section of this MOA.
 - b. Refer students to IVRS in advance of participation to avoid delays in service during eligibility determination.
 - c. Ensure a "Consent to Release Information to and from IVRS" form has been completed and documented in ACHIEVE and notify IVRS once completed.
 - d. Provide any necessary information from school records or IEP to IVRS as needed.
2. IVRS Responsibilities
 - a. Assist responsible parties in the process of referral, as needed.
 - b. Verify a "Consent to Release Information to and from IVRS" form has been completed with each participant.
 - c. Conduct intake for IVRS services for each referred student.

- d. Determine eligibility for IVRS services for each referred student and inform all parties of the eligibility decision.
 - e. Inform all parties when each participant is removed from the waiting list and placed into services.
- 3. The Arc of ECI Responsibilities
 - a. Make referrals on any potential students within the district that meet IBC qualifications, but have not yet been referred.
 - 4. GHA Responsibilities
 - a. Be available to all partners to staff potential student referrals as requested.

C. Provision of Services Through Case Closure.

- 1. LMCS D Responsibilities
 - a. Collaborate with IVRS and The Arc of ECI to provide support with the development of the IPE.
 - b. Provide IVRS and The Arc of ECI with information regarding the student's strengths, interests, and abilities in regards to employment.
 - c. Update Individualized Education Program (IEP) for each participant, as applicable, to align the work goal on the IEP with the employment goal on the IVRS IPE.
 - d. Assure there is no duplication of transition services provided by other established transition programs within the district.
 - e. Enter services provided and case notes direction into the IRSS interface within five business days, or before the end of the calendar quarter, whichever comes first.
 - f. Submit progress reports to the IVRS Contract Manager on a quarterly basis.
 - g. Maintain the Youth Transition Team (YTT) for continuous unique and individualized service delivery.
 - h. Assume responsibility for organizing and overseeing all services provided within the schools, and ensure alignment with the district's service delivery plan for secondary transition services.
 - i. Provide services and supports to participants in the school district, based on participant's individual needs.
 - j. Provide linkages to community resources, information, and service providers for post-graduation transition plans.
 - k. Notify all parties of any changes in participants (e.g., relocation out of the school district, request for file closure, incarceration, etc.).
- 2. IVRS Responsibilities
 - a. Develop an IPE for each participant in order to identify a work goal and services needed, amend as needed, and provide copies to LMCS D.
 - b. Conduct comprehensive annual reviews for each participant.
 - c. Coordinate with The Arc of ECI on the development and maintenance of business partnerships for participants.
 - d. Authorize and pay for services that are agreed upon and outlined on the participant's IPE.

- e. Provide innovative assistive technology technical assistance to participants and the LMCSO, as applicable.
 - f. Provide innovative benefits planning technical assistance to participants and the LMCSO, as applicable.
 - g. Provide innovative self-employment technical assistance to participants and the LMCSO, as applicable.
 - h. Determine when each participant's employment has stabilized and close the case based on IVRS policy.
 - i. Notify all parties of any changes in participants (e.g., relocation out of the school district, request for file closure, incarceration, etc.).
3. The Arc of ECI Responsibilities
- a. Provide regular updates to all parties on progress of participants who are receiving services provided by The Arc of ECI.
 - b. Work closely with GHA and IVRS on the fidelity model for CE.
 - c. Develop and maintain partnerships with local businesses to promote the CE process and job placement for participants in the IBC Transition Pilot Program.
 - d. Provide necessary documentation to involved parties, as outline in various service agreements (e.g., provide necessary documentation to IVRS for payment, provide necessary documentation to GHA for mentoring, provide necessary documentation to the LMCSO, etc.).
4. GHA Responsibilities
- a. Be available for any scheduled meetings for the IBC participant, as applicable.
 - b. Provide mentoring and technical assistance to The Arc of ECI, in accordance with the contract between IVRS and GHA.

D. Local Evaluation – U of I CEA

- 1. The local evaluation team will provide evaluation in all of the previous sections of this MOA, as outlined in the evaluation plan and as agreed upon under the contract between IVRS and U of I CEA.

III. Performance Measures

The parties will work cooperatively to:

- 1. Case notes will be completed directly into the IRSS Interface within five business days or by the end of the quarter, whichever occurs first.
- 2. Staging records will be completed and provided to IVRS Counselor staff monthly.
- 3. 100% of IBC program participants meet the eligibility criteria (per the Eligible Program Participants section).
- 4. Provide outreach quarterly to students/families about the program as identified on the outreach tracking sheet.
- 5. At least 5 students will participate in the program during FFY 25.
- 6. All CE activities need to be completed by the end of FFY25 for IBC participants.

IV. Term of Memorandum of Agreement

This Agreement will become effective on October 1, 2024, and will continue until September 30, 2025.

V. Right to Terminate

This agreement may be terminated for any reason by any of the parties upon 30 days' written notice with the understanding that, as a result of termination, the IBC Transition Pilot Program would be discontinued.

VI. Limitation of Agreement

The parties understand that this Agreement is not a contract and is not binding. This Agreement constitutes the entire agreement between the parties with respect to the subject matter addressed here, and supersedes all prior understandings or agreements, oral or written, with respect to this subject matter.

VII. Relationship of Parties

No agent or employee of any party shall be deemed an agent or employee of any other party. Each party will be solely and entirely responsible for the acts of its employees, agents, subcontractors, and volunteers. This Agreement is executed for the benefit of the parties. It is not intended, nor may it be construed, to create any third-party beneficiaries.

VIII. Indemnification

Each party agrees to defend, indemnify, and hold the other(s) harmless from any and all liability, damages, expenses (including attorney fees and court costs), and claims for loss or injury of any kind, in connection with any claims that arise from a party's own action or omissions by that party or its employees, agents, subcontractors, or volunteers.

IX. Data Sharing

Access to Confidential Data. Employees and agents to parties in this MOA may have access to confidential data regarding clients and applicants maintained by IVRS only to the extent necessary to carry out its responsibilities under this MOA. Personal records of clients and applicants shall be kept private and confidential in compliance with all applicable state and federal laws and regulations including, without limitation, state statutory requirements contained in Iowa Code Chapter 259 (2019), Iowa Code §22.1, and 281 Iowa Administrative Code 56.33. Information shall not be disclosed to anyone unless authorized in writing by IVRS; provided, however, that client personal information may be made available to prospective employers and the Client Assistance Program of the Division on Disabilities of the Iowa Department of Human Rights on a selective basis pursuant to a Release of Information form signed by the client or applicant. In addition, this information may be made available to persons or entities having responsibilities under the Rehabilitation Act including appropriate federal and state governmental authorities involved in the administration of the Rehabilitation Act. Clients and applicants will be allowed access to their own information unless the records or information are exempt from disclosure. Contractor shall provide to IVRS a written description of its policies and procedures to

safeguard confidential information upon request. Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats.

No Dissemination of Confidential Data. No confidential individual record data collected, maintained, or used in the course of performance of parties in this MOA shall be disseminated except as authorized by law or this MOA and with the written consent of IVRS, either during the period of the MOA or thereafter. Any data supplied to or created by the parties of the MOA shall be considered the property of IVRS. Any and all data collected, maintained, created, provided, or used in the course of the performance of the MOA, in whatever form it is maintained, shall be returned to IVRS promptly at their request.

Research and Evaluation. Personal information may be shared by parties to this MOA engaged in audit, evaluation, or research only for purposes directly connected with the administration of the IBC program and only if, in accordance with a written agreement, the organization, agency, or individual assures that:

1. The information will be used only for the purposes for which it is being provided;
2. The information will be released only to persons officially connected with the audit, evaluation, or research;
3. The information will not be released to the involved individual;
4. The information will be managed in a manner to safeguard confidentiality; and
5. The final product will not reveal any personal identifying information without the informed written consent of the involved individual or the individual's representative.

Barry Buchholz, Linn-Mar Board President
Linn-Mar Community School District
3556 Winslow Road
Marion, IA 52302
319-447-3359
barry.buchholz@linnmar.k12.ia.us

Date: _____

Theresa Lewis, Executive Director
The Arc of East Central Iowa
680 2nd Street SE
Cedar Rapids, IA 52401
(319) 540-5770
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Date: _____

Date: _____

Dr. James Williams, CRC, ACAS, Administrator
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Iowa Workforce Development
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Date: _____

Wendy Beaver, Executive Director
University of Iowa Division of Sponsored Programs
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Iowa City, IA 52242
319-335-2122
wendy-beaver@uiowa.edu

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 Lynn Block, Latitude Yoga & Fitness, 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:** Yoga
2. **GROUP/DEPARTMENT WORKING WITH:** Boys Swim
3. **AMOUNT OF PAYMENT:** \$50 per session estimated at 25 sessions paid in installments

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 services from 11/19/24 to 2/12/25, 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 November 19th, 20 24 and shall continue in effect until February 12th, 20 25, 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 23 day of September, 20 24.

Independent Contractor Signature:

Linn-Mar CSD Representative Signature:

Lynn Block

[Signature]

Title: Owner, Latitude Yoga + Fitness

Title: School Board President

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

Internal Use Only	Account Code: _____
Business Office: <u>9.27.24</u> Date <u>CA</u> Initial	Board Meeting: <u>10.7.24</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 Mark Baumann, Independent Contractor ("IC"), for the performance of certain services,

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

1. **SERVICES TO BE PERFORMED:** Accompanying (Piano)
2. **GROUP/DEPARTMENT WORKING WITH:** Wilkins Choir
3. **AMOUNT OF PAYMENT:** \$ 320

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 4/17/2025, 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 December 4, 20 ~~24~~ and shall continue in effect until April 17, 20 25, 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 24 day of September, 20 24.

Independent Contractor Signature:

Mark Bauman

Title: Accompanist

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only		Account Code: _____	
Business Office: <u>10.3.24</u>	Date: <u>CA</u>	Initial	Board Meeting: <u>10.7.24</u> Date

Independent Contractor Agreement



Please provide all information requested and sign page two.

Exhibit 904.5

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Laura Olson, 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:** accompany 2 grade level programs
2. **GROUP/DEPARTMENT WORKING WITH:** Indian Creek Music
3. **AMOUNT OF PAYMENT:** \$100

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 March 25, 2025, 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 November 12, 20 24 and shall continue in effect until March 25, 20 25, 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 23rd day of September, 20 24.

Independent Contractor Signature:

Linn-Mar CSD Representative Signature:

Laura Olson
 Title: Accompanist

 Title: School Board President

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

Internal Use Only	Account Code: _____
Business Office: <u>10/3/24</u> Date <u>CH</u> Initial	Board Meeting Date: 10/7/24



RECEIVED

Code 1005.4-E1

Fundraising Request Form

SEP 19 2024



Exhibit 905.1

Completed request forms are to be submitted to the business office per the following schedule:

Request Due	Board Meeting Date	Activity Start Date
By 1st day of School	First meeting in Sept	Day after approval meeting
By last day before Thanksgiving break	December meeting	Day after approval meeting
By last day before spring break	First meeting in April	Day after approval meeting

Important Notes: A fundraising project summary is due six weeks after the activity ends. Proceeds should be spent during the year the funds are raised. All groups are required to submit a request for each activity to the business office specifying how all fundraising proceeds are to be spent.

School Name Bowman Woods Sponsoring Group BW Art
 Contact Name Sara Krause Contact Phone 319-310-0590
 Contact E-Mail skrause@linnmar.k12.ia.us District Account 10-0436-1013-102-8039
~~000612~~

001929

Description of Activity	
all information must be provided in order to be approved	
Fundraising Activity	<u>Artsonia digital portfolio with online</u>
Activity From/To Dates	<u>2024-2025 school year art sales</u>
Estimated Proceeds	<u>\$300 \$100</u>
Purpose and Use of Funds (MUST BE SPECIFIC)	<u>Art supplies: yarn, drawing paper, clay, glazes, crafting supplies, paint, and other supplies that exceed regular budget.</u>

** I am approving that this request is necessary to provide funds for the purpose described above.*

Building Admin Jina J. March 5/31/24
 Signature of Approval _____ Date 9/27/24

Business Office Review: <u>[Signature]</u> <u>9/23/24</u> Date	Office Use Only Summary Due Date: _____ _____ _____
School Board Review/Approval: _____ Date	

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

SEP 10 2024

50



Policy 1005.4-E1 Fundraising Request Form

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

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

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

Building Name: Dak Ridge **Sponsoring Group:** Level 10 Apparel
Contact Name: Michael Moran **Contact Phone:** 319-447-3407
Contact Email: michael.moran@linn-mar.k12.iowa.us **District Acct Code:** 12.9445.1101.101.0000.000612

Description of Fundraising Activity (Information required for the request to be considered)
Fundraising Activity: T-shirt Sales
Activity Start/End Dates: Oct 20 - Nov 3 (2024) **Estimated Proceeds:** \$ 800
Purpose/Use of Funds Raised: (Must be specific) Funds will be used for teachers' instructional supplies in classrooms and materials for professional development.

Administrator Approval:
I approve this request as necessary to provide funds for the purposes described above.
Building Administrator Signature: Mike Moran Date: 9-10-24

Business Office and Board Review/Approval:
Business Office Review/Approval: [Signature] Date: 10/2/24
Board Review/Approval: _____ Date: _____

Date Request Received: _____ Summary Due Date: _____



Fundraising Request Form

RECEIVED ⁸⁰ Code: 1005.4-E1
SEP 25 2024

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

Exhibit 905.3

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

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

Building Name: Linn-Mar High School Sponsoring Group: TAG
 Contact Name: Amanda Hajek Contact Phone: (319) 447-3119
 Contact Email: amhajek@linnmar.k12.ia.us District Account Code: 10-0000-1470-470-1118-000-610

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Selling snacks to raise funds for the Cedar Valley Humane Society
 Activity Start/End Dates: ASAP -> End of Quarter 1 Estimated Proceeds: \$200
 Purpose/Use of Funds Raised (Must be specific): CVHS is facing unprecedented overcrowding and shortages of food, medicine, and other necessary supplies. These funds will help address those immediate needs, while also allowing them to continue to focus efforts on expanding their facilities to accommodate the record number of animals coming in.

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: Zach Muehlhoff Date: 9/24/24

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 10/1/24
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____



RECEIVED

Code 1005.4-E1

Fundraising Request Form

SEP 20 2024



Exhibit 905.4

Completed request forms are to be submitted to the business office per the following schedule:

Request Due	Board Meeting Date	Activity Start Date
By 1st day of School	First meeting in Sept	Day after approval meeting
By last day before Thanksgiving break	December meeting	Day after approval meeting
By last day before spring break	First meeting in April	Day after approval meeting

Important Notes: A fundraising project summary is due six weeks after the activity ends. Proceeds should be spent during the year the funds are raised. All groups are required to submit a request for each activity to the business office specifying how all fundraising proceeds are to be spent.

School Name Linn-Mar Sponsoring Group Boys Basketball
 Contact Name CHRIS ROBERTSON Contact Phone (319) 447-3051
 Contact E-Mail crobertson@linmar.k12-ia.org District Account 21-3209-1900-920-6711
0109

<u>Description of Activity</u>	
<i>*all information must be provided in order to be approved*</i>	
Fundraising Activity	<u>Youth Basketball Camp</u>
Activity From/To Dates	<u>June 9 - June 12 AND June 23 - June 26 2025</u>
Estimated Proceeds	<u>≈ \$10,000 - \$12,000</u>
Purpose and Use of Funds (MUST BE SPECIFIC)	
<ul style="list-style-type: none"> • Uniforms (multiple levels) • Charter Bus (Varsity) • Volunteer Coaches • Basketballs 	

** I am approving that this request is necessary to provide funds for the purpose described above.*

Building Admin [Signature] 09/19/2024
 Signature of Approval Date

Office Use Only		Summary Due Date: _____ _____ _____
Business Office Review:	<u>[Signature]</u> <u>9/23/24</u> Date	
School Board Review/Approval:	_____ Date	



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: **RECEIVED** 

SEP 20 2024

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

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

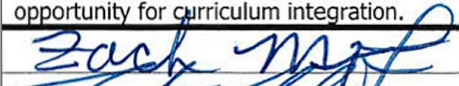

The request will include:

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

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

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

Group: FBLA Submitted by: Barbara Schutt
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval			Date 9/19/24
Chief Financial/Operating Officer Approval			Date 9/25/24
Board of Directors Approval			Date

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend the State Fall Leadership Conference
October 20-October 21, 2024, Des Moines Marriott Downtown, Des Moines, IA

Purpose: What is the purpose of this conference/field trip/work site visit?

The FBLA State Fall Leadership Conference provides members the opportunity to network with other members across the state, learn leadership skills, and develop new friendships in FBLA. The conference allows students to develop a more in-depth view of professional practices in the "real world". It also allows students to fine-tune their skills to make themselves more employable, more aware of a variety of careers possibilities, enhance returning members' skills and start success off the right way! The conference will have a keynote speaker, general sessions, special interest workshops hosted by professionals from different industries, and other leadership development activities.

Pre-Planning: How are you planning to maximize the learning experiences of students at this conference/field trip/work site visit?

Students will attend all six workshops on a rotation basis. This will provide the maximum experience for all students. Workshops are related to all-encompassing skills and topics such as resume-writing, career exploration, proper business attire, college searches, networking, preparing for FBLA competitive events, business and industry.

The leadership conference provides the opportunity for Linn-Mar members to engage with students from other Iowa FBLA chapters about their committee topics. They are able to brainstorm and share successful leadership and chapter activities. In addition, the workshops will assist the students as they prepare to compete in selected competitive events at the State and possibly National Conferences.

Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students at this conference/field trip/work site visit?

Upon returning to Linn-Mar, students will be asked to share their experiences with those that were unable to attend at the monthly general membership meeting. For all who attend, as members of our chapter's committees (fundraising, community service, state conference, and event preparation), students can bring a knowledge of what kind of things have been done at other schools and implement similar programs at Linn-Mar, in an effort to give our chapter a newer, fresher feel.

The knowledge and skills that are obtained at the SFLC can assist with preparing for the State and National Leadership Conferences.

Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?

Students will be required to attend sessions and summarize what they learned while at the conference. Summary forms will be distributed to the students prior to their first session and are due to the advisers in attendance following the conference.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

Linn-Mar FBLA members volunteer at the Aramark/University of Iowa concession stands to raise money for conference registration and accommodation expense. The registration and hotel expenses will be paid from the proceeds of the concession stand.

Common Experience: What are the benefits of this conference/field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?

Students should find that by attending this year's conference, they will be able to be a more productive member of any experience they might be part of. Many of the sessions are designed with the idea that these students are not only involved in their particular CTSO, but also active in other activities at his/her respective schools. Some students may find they are less hesitant during a large group meeting while others may be inspired to challenge themselves. Many will likely find traits within themselves they never knew existed and want to share it with their peers.

Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

Students who attend this year's conference will experience a wealth of information that can be utilized in more than one curricular area. They may have a better understanding of professional skills to implement at both the high school level and throughout their future career path. Many students will be exposed to a wealth of new opportunities, while some might be inspired to follow a specific career path. Some will learn valuable leadership skills while others will simply learn how to make a good impression upon others. The information presented at the workshops and for competitive events can be integrated into the Multi-Occupations Cooperative classroom. Students should all discover professional skills, lead fellow students within our local chapter, and how to begin a path of success during and after their high school career.

Itinerary

Sunday, October 20, 2024	
10:00 AM	Depart Linn-Mar High School Door 3
12:00 PM	Lunch
1:00 PM	Registration
2:00 PM	Opening Session
3:00 PM	Workshops & Adviser Meeting
4:00 PM	Workshops
5:00 PM	Workshops
6:00 PM	Dinner
8:00 PM	Sunday Optional Activities
11:00 PM	Curfew

Monday, October 21, 2024

7:00 AM	Breakfast
7:00 AM	Community Service Project
8:00 AM	Workshops
9:00 AM	Workshops
10:00 AM	Workshops
11:00 AM	Closing Session
12:00 PM	Hotel Check-out
12:00 PM	Lunch/Depart for Linn-Mar High School
2:30 PM	Arrive at Linn-Mar High School Door 3

Curfew is 11:00 PM to 6:00 AM. No student members should be out of their room during the curfew hours. Additionally, no food is allowed to be delivered to any room after 11:00 PM.

Mode of Transportation

Linn-Mar FBLA will submit a transportation request for a bus.

Conference Expenses

Conference registration, payable to Iowa FBLA \$75.00 per person x 34=\$2,550.00

Accommodations-Des Moines Marriott Downtown, 700 Grand Avenue, Des Moines, IA Facility #126142,

Certificate #1640606400-648 payable to Iowa FBLA \$148 x 10 rooms=\$1,480.00 Total cost=\$4,030.00

Forms, Policies, and Procedures

To create a safe and meaningful educational environment and experience for all attendees, Iowa FBLA has adopted the following forms, policies, and procedures.

Statement of Respect

Iowa FBLA is committed to creating and maintaining a healthy and respectful environment for each attendee. Our philosophy is to ensure each attendee, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of each attendee to uphold and contribute to this climate.

Conflict of Interest Policy

Iowa FBLA requires all board members, officers, volunteers, and key employees to act in the best interest of Iowa FBLA at all times. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Non-Discrimination Statement

Iowa FBLA will not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices. To view the full statement, click [here](#) or go to iowafbla.org/advisers.

Online Integrity Policy

Iowa FBLA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa FBLA staff. To view

the full policy, click [here](#) or go to iowafbla.org/advisers.

Whistleblower Policy

Iowa FBLA aims to provide employees with an avenue for raising such concerns, and to reassure such employees that they'll be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of Iowa FBLA. To view the full policy, click [here](#) or go to iowafbla.org/advisers.

Comprehensive Consent Form

A form required to be signed by conference attendee and parent or legal guardian acknowledging and understanding the Personal Liability, Code of Conduct, FERPA Directory Information, the Photography, Video, and Sound Release, and COVID Waiver of Liability agreements. To read or complete the full consent form, click [here](#) or go to iowafbla.org/advisers.

Adviser Assurance Form

A form required to be signed by the local adviser and school administration and turned in when arriving at the event. The form assures the supervising local adviser will carry and maintain all attendees Comprehensive Consent Forms during the event. To read or complete the assurance form, click [here](#) or go to iowafbla.org/advisers.

Appendix A: Adviser Assurance Form

Iowa FBLA

Adviser Assurance Form (for the Comprehensive Consent Form)

I, _____, Chapter Adviser for _____, verify that:
(Name of Adviser) (FBLA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers and observers) participating in Iowa FBLA sponsored conferences, have completed the Comprehensive Consent Form.

The Comprehensive Consent Forms of all conference-registered school representatives (including but not limited to instructors, advisers and observers) will remain in my possession at all times during any Iowa FBLA sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Iowa FBLA will NOT collect the Comprehensive Consent Forms of my conference-registered school representatives (including but not limited to students, instructors, advisers and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers and observers).

(Signature of School Adviser)

(Date)

(E-mail)

(Signature of Principal/Director/Dean)

(Date)

(E-mail)

Appendix B: Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Iowa FBLA sponsored activities. I also release Iowa FBLA, the school officials, the chapter advisers, conference staff, and Iowa FBLA staff and volunteers from any claims for personal injuries/damages which might be sustained while they are traveling to and from an event or during an Iowa FBLA sponsored activity.

I authorize the below named **Adviser/Educator** or Iowa FBLA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

Member/Participant Name	Name: Age: DOB: Gender:
Local Chapter (School) Name	Name:
Name of Educator/Adviser/Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Swimming Permission	<input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video, and Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Iowa FBLA's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature

Iowa FBLA Personal Liability

I hereby agree to release FBLA Inc. and Iowa FBLA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Iowa FBLA event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the “Code of Conduct” of Iowa FBLA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Iowa FBLA.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Iowa FBLA events (Conferences) are designed to be an educational function and all plans are made with that objective. The Conferences represent Iowa FBLA’s most significant meetings of the year. Iowa FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation’s greatest student organization. In order that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” as established by the Iowa FBLA Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not possess or consume alcoholic beverages. I will not possess or consume tobacco products or illegal substances. I will not possess or use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at their own expense. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents/guardians. The participant’s entire voting delegation could be unseated and the candidates or competitors from the participant’s local chapter could be disqualified as well.
2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district contact and/or parents/guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at their own expense.

It is within the spirit of being a proud and meaningful member of FBLA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Iowa FBLA permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Iowa FBLA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Iowa FBLA all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Iowa FBLA the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Iowa FBLA and the employees thereof, arising from a performance or appearance.

I hereby authorize Iowa FBLA to display my picture and school information (school, address and telephone number) on digital channels of Iowa FBLA.

Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Iowa Future Business Leaders of America

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Iowa Future Business Leaders of America**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Iowa Future Business Leaders of America** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Iowa Future Business Leaders of America** to the contrary in accordance with **Iowa Future Business Leaders of America** procedures. The primary purpose of directory information is to allow the **Iowa Future Business Leaders of America** to include information from your child’s education records to higher education institutions, the military and Iowa FBLA partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, FBLA Collegiate communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Iowa FBLA Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **Iowa Future Business Leaders of America** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want **Iowa Future Business Leaders of America** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **Iowa Future Business Leaders of America** in writing 30 days before the event. **Iowa Future Business Leaders of America** has designated the following information as directory information.

- Student's name
- Telephone listing
- Electronic mail address
- Photograph
- Dates of participation
- Grade level
- The most recent educational agency or institution attended
- Student membership number used to communicate in electronic systems

School Finance Report July 31, 2023

8% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$71,715,574			\$490,426		\$490,426	0.7%		\$71,225,148		
2) Support Services(2000-2999)	\$34,446,929			\$2,034,249		\$2,034,249	5.9%		\$32,412,680		
3) Non-Instructional(3000-3999)	\$5,195,434			\$28,100		\$28,100	0.5%		\$5,167,334		
4) Other Expenditures((4000-6100)	\$28,622,071			\$981,982	\$0	\$981,982	3.4%		\$27,640,089		
5) Interfund Transfers	\$9,139,607			\$0		\$0	0.0%		\$9,139,607		
Total	\$149,119,615			\$3,534,757	\$0	\$3,534,757	2.4%		\$145,584,858		
Operating Fund-10	\$104,275,199	\$7,069,549	\$355,075	\$1,147,976		\$1,147,976	1.1%		103,127,223	(792,901)	6,276,648
Activity-21	\$1,050,000	\$854,019	\$36,817	\$48,613		\$48,613	4.6%		1,001,387	(11,796)	842,224
Management-22	\$2,013,202	\$2,308,570	\$2,208	\$1,625,852		\$1,625,852	80.8%		387,350	(1,623,644)	684,925
PERL-24	\$503,663	\$122,738	\$624	\$0		\$0	0.0%		503,663	624	123,362
SAVE-33	\$10,862,141	\$5,742,146	\$21,649	\$656,909		\$656,909	6.0%		10,205,232	(635,260)	5,106,886
Other Capital Projects-31, 32, 35	\$10,750,000	\$14,530,980	-\$84,690.84	\$0		\$0	0.0%		10,750,000	(84,691)	14,446,289
PPEL-36	\$5,431,703	\$4,559,679	\$18,871	\$26,708		\$26,708	0.5%		5,404,995	(7,837)	4,551,842
Debt Service-40	\$9,125,707	\$347,991	\$4,178	\$600		\$600	0.0%		9,125,107	3,578	351,569
Nutrition-61	\$4,648,000	\$3,104,643	\$4,084	\$12,178		\$12,178	0.3%		4,635,822	(8,094)	3,096,550
Aquatic Center-65	\$410,000	\$294,394	\$3,341	\$15,870		\$15,870	3.9%		394,130	(12,529)	281,865
Student Store-68	\$50,000	\$26,950	\$0	\$52		\$52	0.1%		49,948	(52)	26,897
Total	\$149,119,615	\$38,961,658	\$362,155	\$3,534,757	\$0	\$3,534,757	2.4%		145,584,858	(3,172,602)	35,789,056

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2023-2024

Date Range: 07/01/2023 - 07/31/2023

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0000.0000.000.0000.111001	ISJIT-General Fund	3,054,067.04	12,622.39	0.00	3,066,689.43
10.0001.0000.000.0000.101000	CASH IN BANK	4,639,859.26	6,542,772.97	10,380,939.38	801,692.85
10.0002.0000.000.0000.101000	CASH IN BANK	5,144.68	0.00	0.00	5,144.68
21.0001.0000.000.0000.101000	CASH IN BANK	1.00	23,629.76	23,629.76	1.00
21.0002.0000.000.0000.101000	CASH IN BANK	858,359.65	57,576.15	82,430.12	833,505.68
22.0006.0000.000.0000.101000	CASH IN BANK	2,302,092.46	16,467.84	1,633,635.21	684,925.09
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,309.20	3,309.20	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	165,083.84	1,647.68	16,175.86	150,555.66
33.0003.0000.000.0000.101000	CASH IN BANK	5,134,851.29	752,167.53	661,219.45	5,225,799.37
35.0003.0000.000.0000.101000	CASH IN BANK	109,897.32	133.62	34,789.10	75,241.84
35.0008.0000.000.0000.101000	CASH IN BANK	133.62	0.04	133.62	0.04
36.0003.0000.000.0000.101000	CASH IN BANK	4,974,699.14	32,299.01	451,865.41	4,555,132.74
40.0003.0000.000.0000.101000	CASH IN BANK	330,487.30	678,590.35	600.00	1,008,477.65
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	22,776.72	22,776.72	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	3,221,671.90	9,086.08	26,269.30	3,204,488.68
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	66,494.98	66,494.98	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	371,671.34	4,970.43	77,171.91	299,469.86
68.0002.0000.000.0000.101000	CASH IN BANK	26,949.64	0.00	52.22	26,897.42
		25,194,969.48	8,224,544.75	13,481,492.24	19,938,021.99

End of Report

School Finance Report July 31, 2024

8% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$71,955,000			\$1,412,081	\$0	\$1,412,081	2.0%		\$70,542,919		
2) Support Services(2000-2999)	\$34,849,700			\$2,427,647	\$0	\$2,427,647	7.0%		\$32,422,053		
3) Non-Instructional(3000-3999)	\$5,207,500			\$24,259	\$0	\$24,259	0.5%		\$5,183,241		
4) Other Expenditures((4000-6100)	\$28,110,865			\$256,653	\$0	\$256,653	0.9%		\$27,854,213		
5) Interfund Transfers (000910)	\$8,820,274			\$1,321,472	\$0	\$1,321,472	15.0%		\$7,498,802		
Total	\$148,943,339			\$5,442,112	\$0	\$5,442,112	3.7%		\$143,501,227		
Operating Fund-10	\$102,500,000	\$7,108,796	\$546,548	\$2,054,253	\$0	\$2,054,253	2.0%		100,445,747	(1,507,705)	5,601,090
Activity-21	\$1,100,000	\$1,004,117	\$13,536	\$31,671	\$0	\$31,671	2.9%		1,068,329	(18,135)	985,983
Management-22	\$2,800,000	\$2,014,469	\$1,095	\$2,704,381	\$0	\$2,704,381	96.6%		95,619	(2,703,286)	(688,817)
PERL-24	\$248,000	\$37,667	\$16,329	\$0	\$0	\$0	0.0%		248,000	16,329	53,996
SAVE-33	\$13,562,000	\$19,890,609	\$1,005,047	\$621,472	\$0	\$621,472	4.6%		12,940,528	383,575	20,274,185
Other Capital Projects-31, 32, 35	\$4,116,000	\$6,493,636	\$30,430	\$0	\$0	\$0	0.0%		4,116,000	30,430	6,524,066
PPEL-36	\$4,931,663	\$6,280,709	\$32,104	\$6,050	\$0	\$6,050	0.1%		4,925,613	26,054	6,306,763
Debt Service-40	\$15,125,676	\$542,598	\$2,017	\$0	\$0	\$0	0.0%		15,125,676	2,017	544,615
Nutrition-61	\$4,100,000	\$3,184,707	\$11,629	\$13,472	\$0	\$13,472	0.3%		4,086,528	(1,844)	3,182,863
Aquatic Center-65	\$410,000	\$276,646	\$5,547	\$10,677	\$0	\$10,677	2.6%		399,323	(5,130)	271,516
Student Store-68	\$50,000	\$33,225	\$0	\$135	\$0	\$135	0.3%		49,865	(135)	33,090
Total	\$148,943,339	\$46,867,180	\$1,664,281	\$5,442,112	\$0	\$5,442,112	3.7%		143,501,227	(3,777,831)	43,089,349

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2024-2025

Date Range: 07/01/2024 - 07/31/2024

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0000.0000.000.0000.111001	ISJIT-General Fund	13,410,150.20	50,770.22	4,750,000.00	8,710,920.42
10.0001.0000.000.0000.101000	CASH IN BANK	21,500.12	8,392,739.48	7,523,147.67	891,091.93
10.0002.0000.000.0000.101000	CASH IN BANK	5,201.98	0.52	0.00	5,202.50
21.0000.0000.000.0000.111001	ISJIT - Student Activity	924,741.34	928,727.24	924,741.34	928,727.24
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	34,693.36	34,693.36	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	72,326.35	177,312.98	169,503.57	80,135.76
22.0000.0000.000.0000.111001	ISJIT - Management	770,617.78	748.68	770,617.78	748.68
22.0006.0000.000.0000.101000	CASH IN BANK	1,133,619.80	1,604,742.83	2,704,381.32	33,981.31
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,593.02	3,593.02	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	191,997.32	17,017.48	3,593.02	205,421.78
33.0003.0000.000.0000.101000	CASH IN BANK	5,331,284.43	1,609,857.77	1,227,487.39	5,713,654.81
35.0003.0000.000.0000.101000	CASH IN BANK	611,705.91	45,831.38	654,863.23	2,674.06
36.0003.0000.000.0000.101000	CASH IN BANK	6,764,579.40	40,983.92	68,676.61	6,736,886.71
40.0003.0000.000.0000.101000	CASH IN BANK	532,204.24	634,482.39	0.00	1,166,686.63
61.0000.0000.000.0000.111001	ISJIT - Nutrition	2,568,726.02	11,072.06	0.00	2,579,798.08
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	24,182.11	24,182.11	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	646,462.70	2,889.14	33,341.68	616,010.16
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	68,635.26	68,635.26	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	402,746.45	10,301.76	75,478.73	337,569.48
68.0002.0000.000.0000.101000	CASH IN BANK	30,350.76	0.00	134.96	30,215.80
		33,418,214.80	13,658,581.60	19,037,071.05	28,039,725.35

End of Report