

FINANCIAL REVIEW

Fiscal Year 2025

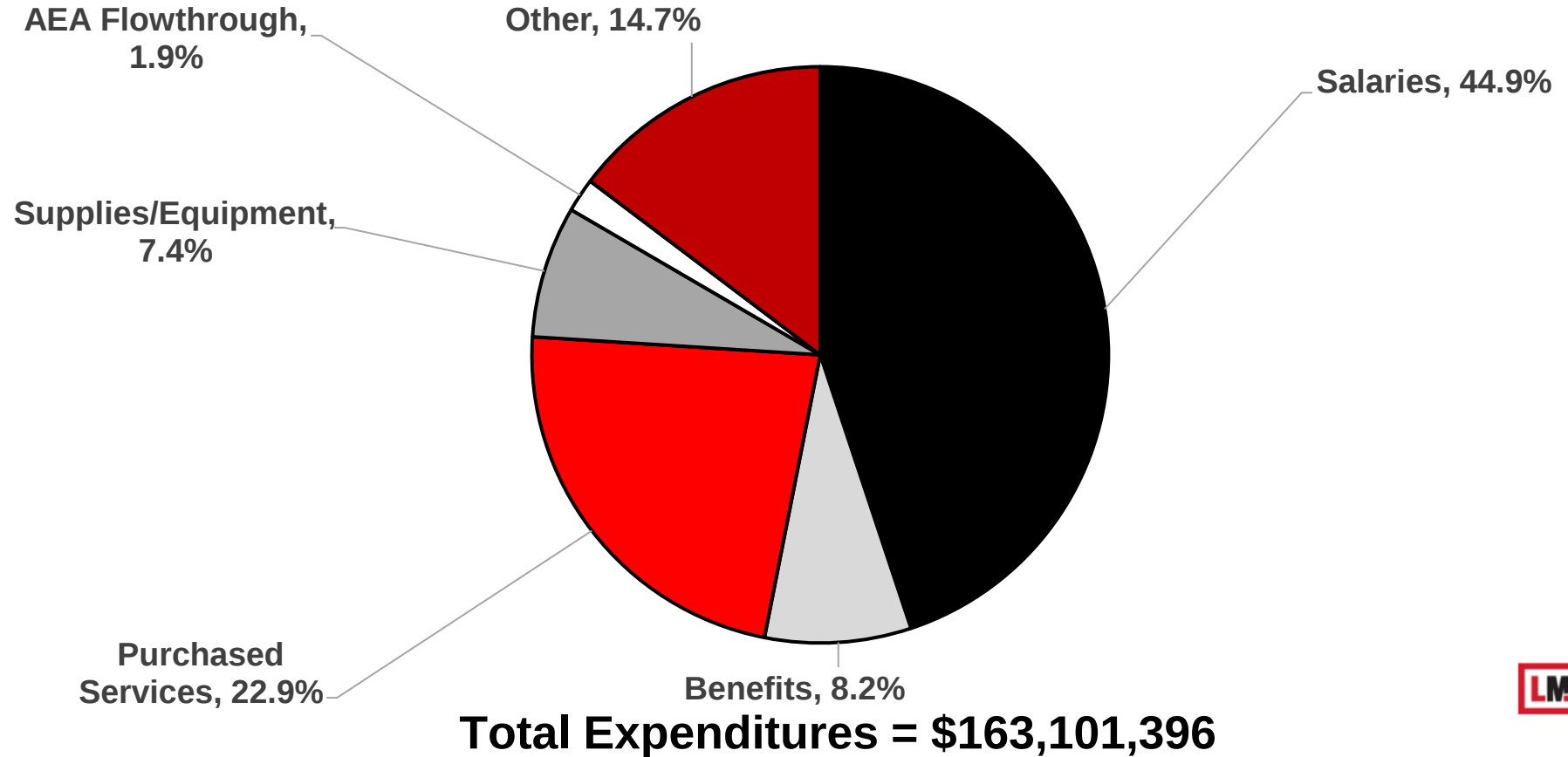
Presentation Overview

- Review of Fund “Buckets”
- Certified Annual Financial Report (CAR)
 - General Fund
 - Other Funds
- Special Education Supplement (SES)
- Annual Transportation Report Summary

NOTE

The following financial numbers are unaudited

All Funds: Expenditures



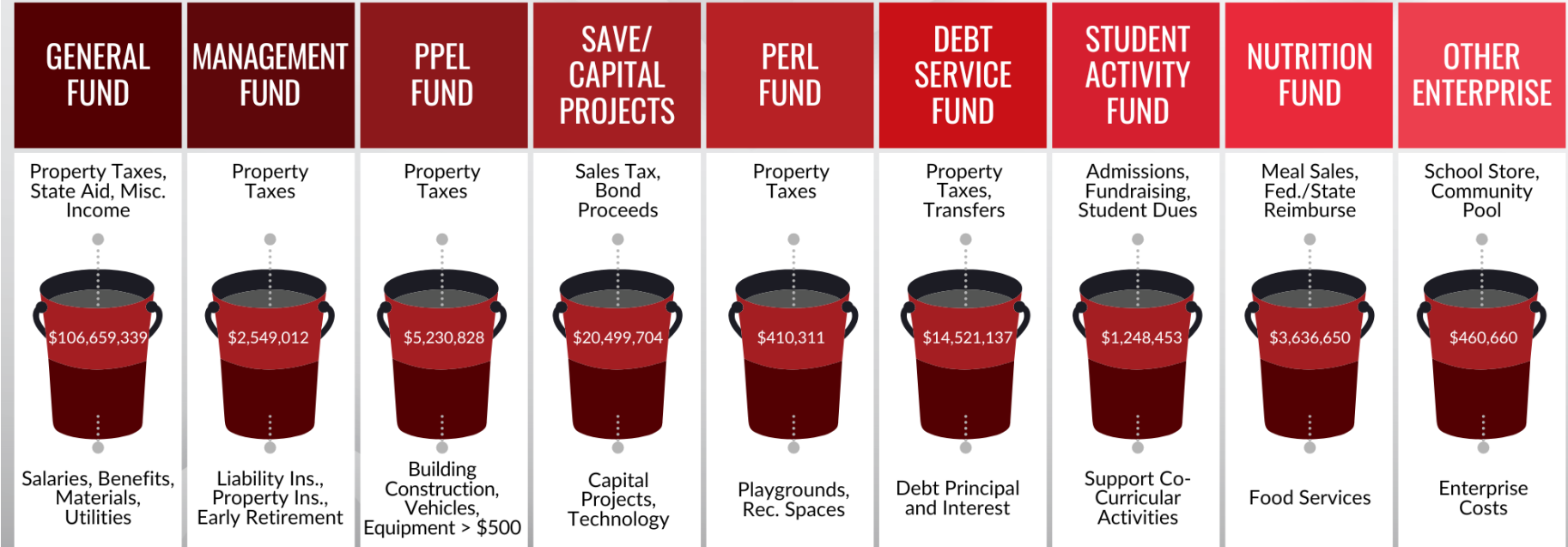


LINN-MAR COMMUNITY SCHOOL DISTRICT SCHOOL FINANCE OVERVIEW

REVIEW OF LINN-MAR'S FUNDING BUCKETS

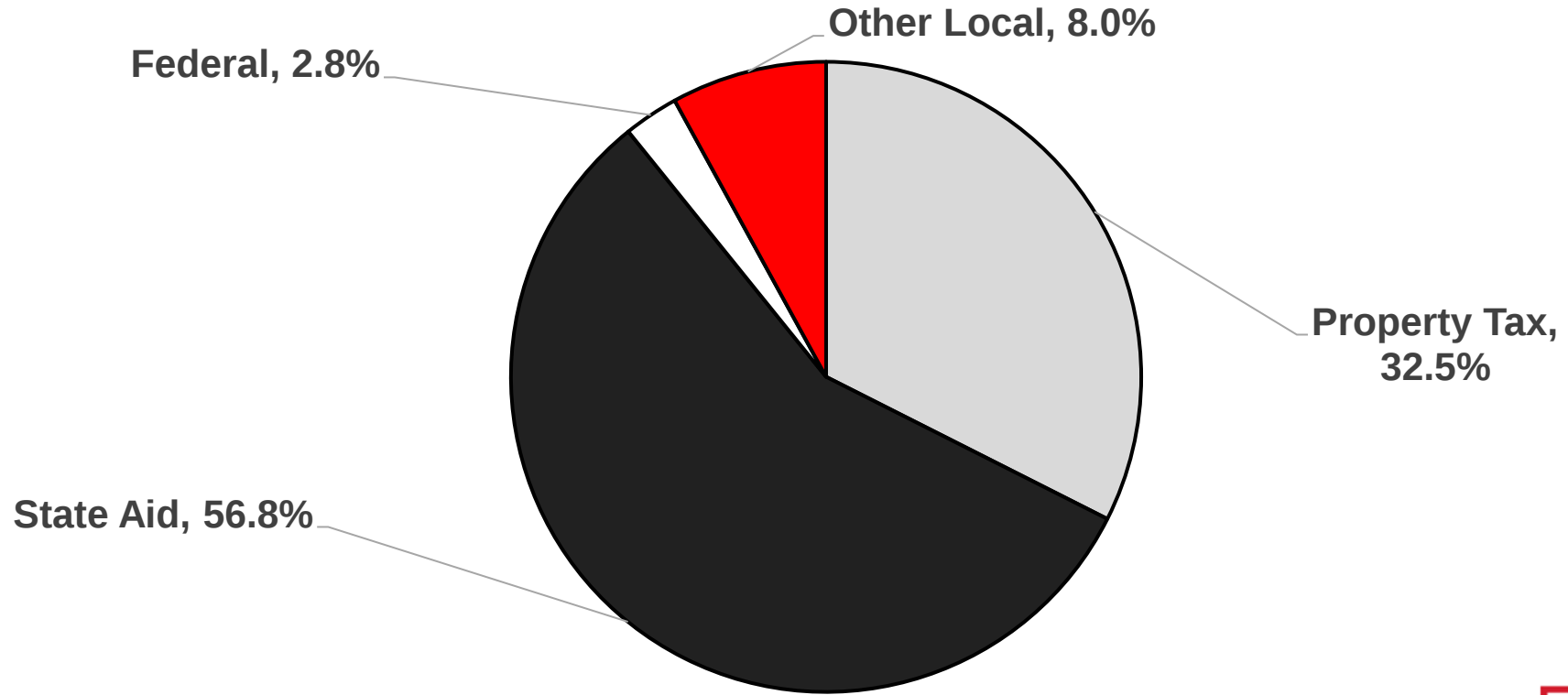
REVENUE & EXPENDITURES*

*\$163,101,396 CAR FY25 TOTAL EXPENDITURES



* Property Tax Levy Funds

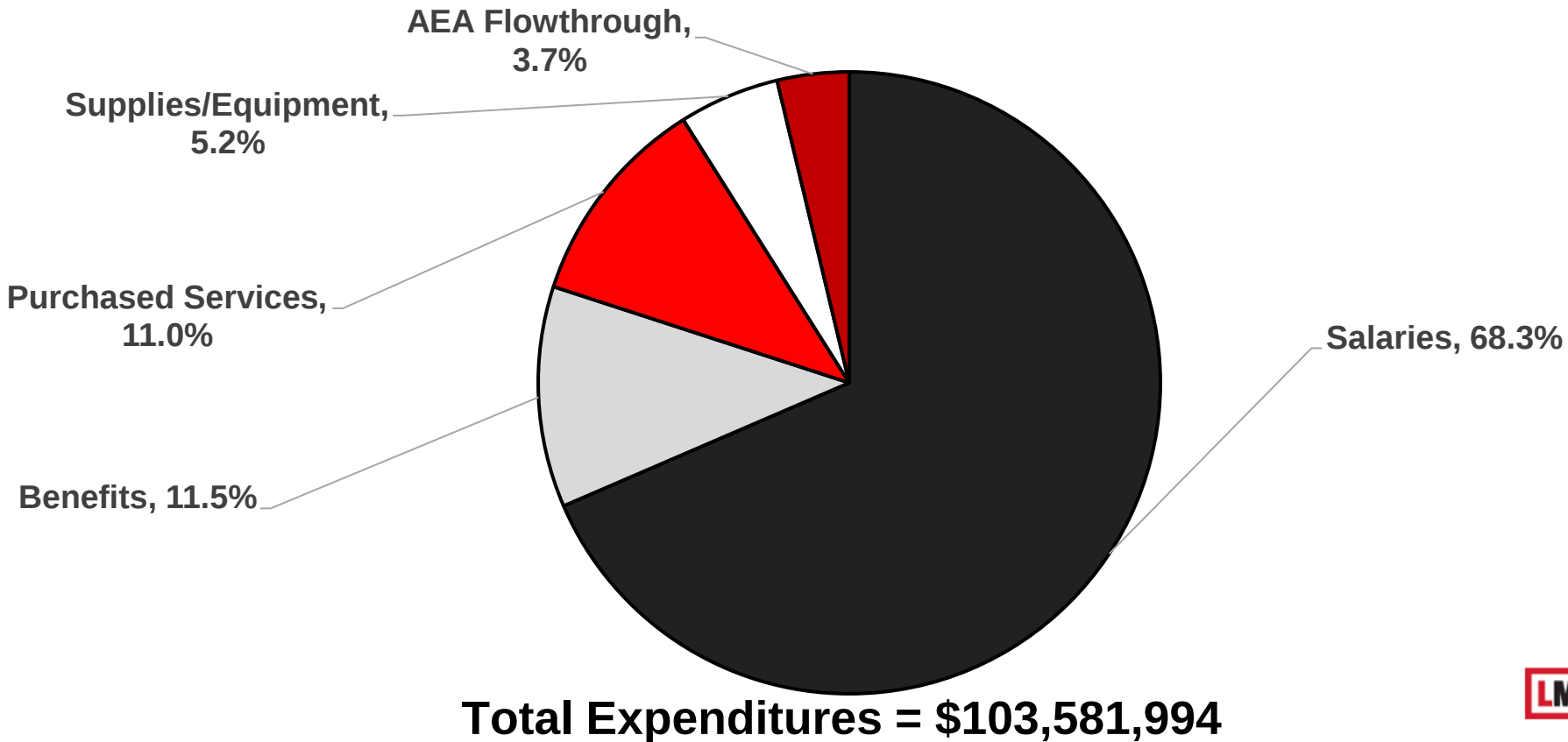
General Fund: Revenues



Total Revenues = \$106,659,339



General Fund: Expenditures



General Fund Revenue & Expenditures

	FY25	FY24	\$ Change	% Change
<u>Revenues:</u>				
Property Taxes	\$35,502,418	\$33,999,444	\$1,502,974	4.4%
State Souces	\$60,470,484	\$59,473,965	\$996,519	1.7%
Federal Sources	\$2,992,012	\$2,951,300	\$40,712	1.4%
Other Local Sources	\$7,694,425	\$8,356,569	(\$662,144)	-7.9%
Total Revenues	\$106,659,339	\$104,781,278	\$1,878,061	1.8%
<u>Expenditures:</u>				
Salaries	\$70,770,217	\$71,540,319	(\$770,102)	-1.1%
Benefits	\$11,686,472	\$11,993,317	(\$306,845)	-2.6%
Purchased Services	\$11,544,726	\$11,609,338	(\$64,612)	-0.6%
Supplies/Equipment	\$6,259,451	\$5,453,597	\$805,854	14.8%
AEA Flowthrough	\$3,079,830	\$3,893,683	(\$813,853)	-20.9%
Other	\$241,298	\$251,778	(\$10,480)	-4.2%
Total Expenditures	\$103,581,994	\$104,742,032	(\$1,160,038)	-1.1%
Change in Fund Balance	\$3,077,345	\$39,246		
Begin Year Fund Balance	\$7,108,795	\$7,069,549		
EOY Fund Balance	\$10,186,140	\$7,108,795		



General Fund Narrative

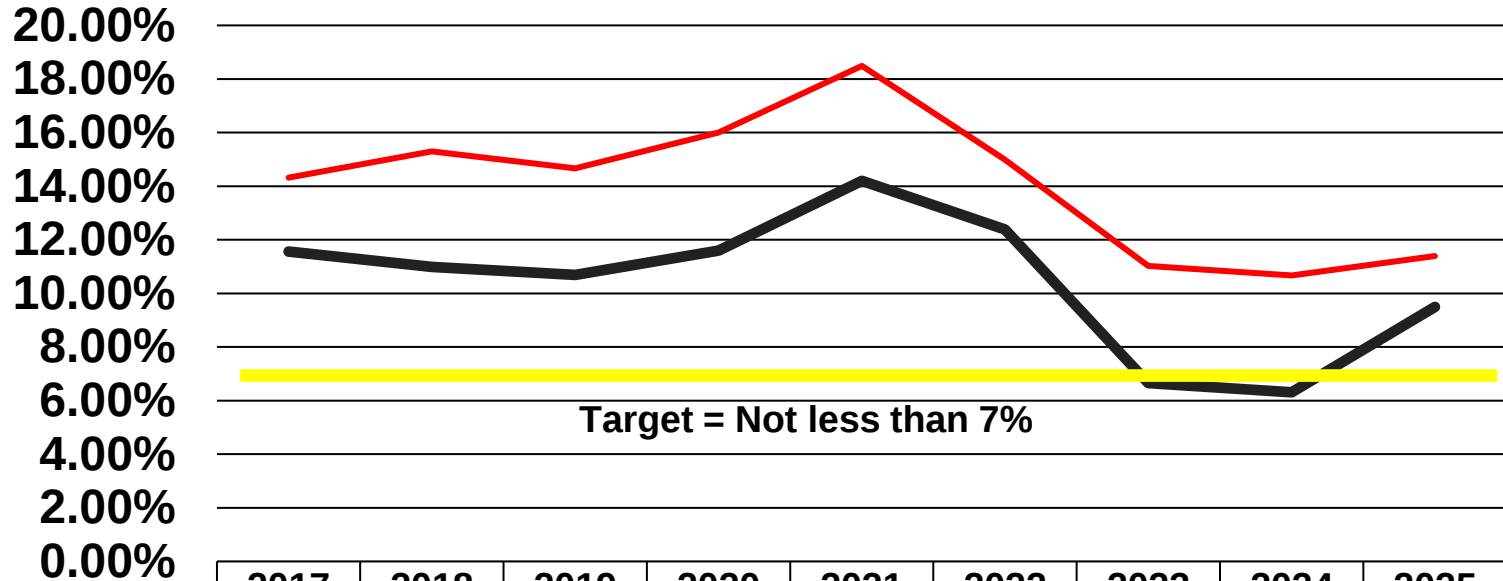
Revenues up 1.8%

- Property taxes and state aid primarily driven by school formula– enrollment (-72.89) and SSA (+2.00%). Cash reserve levy also increased and a decrease in Special Ed Deficit.

Expenditures down 1.1%

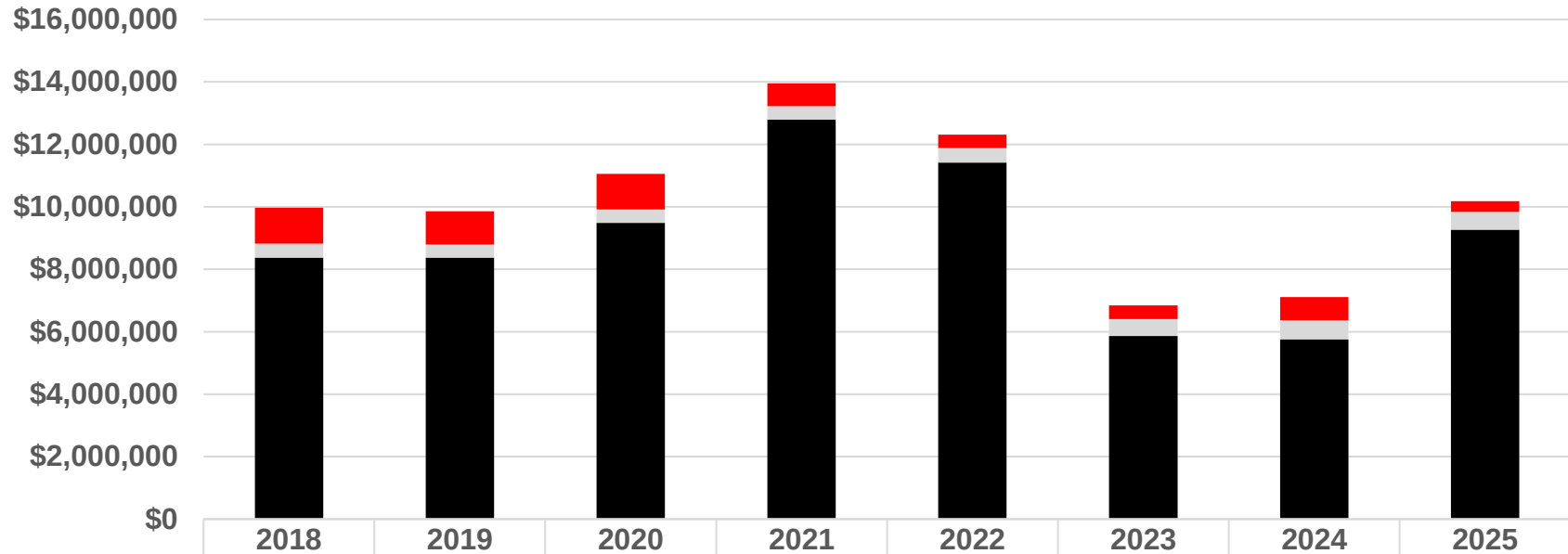
- Expenditures are down due to the second year of a 2-year budget reduction plan.

General Fund Financial Metrics (Policy 801.4)



	2017	2018	2019	2020	2021	2022	2023	2024	2025
— Solvency Ratio	11.56%	10.99%	10.69%	11.60%	14.20%	12.39%	6.65%	6.31%	9.50%
— UAB Ratio	14.32%	15.30%	14.67%	16.00%	18.49%	14.99%	11.03%	10.67%	11.39%

General Fund Balance Breakdown



■ Restricted	\$1,153,042	\$1,067,117	\$1,142,202	\$734,927	\$431,575	446,034.00	\$745,213	\$341,791
■ Assigned	\$446,136	\$421,121	\$435,330	\$424,306	\$464,960	535,797.00	\$605,774	\$574,165
■ Unassigned	\$8,372,478	\$8,371,899	\$9,481,861	\$12,795,92	\$11,416,55	5,866,073.	\$5,757,809	\$9,268,719

Student Activity Fund

	FY25	FY24	\$ Change	% Change
Total Revenues	\$1,248,453	\$1,280,942	(\$32,489)	-2.5%
Total Expenditures	\$1,251,585	\$1,130,843	\$120,742	10.7%
Change in Fund Balance	(\$3,132)	\$150,099		
Begin Year Fund Balance	\$976,393	\$826,294		
EOY Fund Balance	\$973,261	\$976,393		

- The activity fund is comprised of various athletic, club, and other activities accounts. Each of those individual accounts is required to maintain a positive balance, which all do as of June 30, 2025

Management Fund

	FY25	FY24	\$ Change	% Change
Total Revenues	\$2,549,012	\$1,549,261	\$999,751	64.5%
Total Expenditures	\$2,809,924	\$1,843,361	\$966,563	52.4%
Change in Fund Balance	(\$260,912)	(\$294,100)		
Begin Year Fund Balance	\$2,014,469	\$2,308,569		
EOY Fund Balance	\$1,753,557	\$2,014,469		

- Expenditures are up due to premium cost increases. Property and causality premiums are up over 20%.
- Revenues increased due to the increase of the management fund levy rate to cover the increase in expenses.

Public Education & Recreation Levy (PERL)

	FY25	FY24	\$ Change	% Change
Total Revenues	\$410,311	\$349,798	\$60,513	17.3%
Total Expenditures	\$157,988	\$434,870	(\$276,882)	-63.7%
Change in Fund Balance	\$252,323	(\$85,072)		
Begin Year Fund Balance	\$37,667	\$122,739		
EOY Fund Balance	\$289,990	\$37,667		

- Revenue is generated through \$0.135 tax levy.
- Expenditures include the finishing of the Westfield Playground Project.

Secure an Advanced Vision for Education (SAVE)

	FY25	FY24	\$ Change	% Change
Total Revenues	\$20,499,704	\$27,276,690	(\$6,776,986)	-24.8%
Total Expenditures	\$26,504,851	\$13,128,226	\$13,376,625	101.9%
Change in Fund Balance	(\$6,005,146)	\$14,148,464		
Begin Year Fund Balance	\$19,890,609	\$5,742,145		
EOY Fund Balance	\$13,885,463	\$19,890,609		

- Sales tax dollars are collected at the state level and then distributed to Districts based on the certified enrollment count. Revenues will fluctuate year-to-year based on sales tax collections and enrollment.
- Expenditures have increased as the construction on the HS Performance Venue continues.
- \$66.18 million of SAVE Debt is outstanding as of June 30, 2025

Physical Plant & Equipment Levy (PPEL)

	FY25	FY24	\$ Change	% Change
Total Revenues	\$5,230,828	\$6,187,703	(\$956,875)	-15.5%
Total Expenditures	\$5,804,006	\$4,466,674	\$1,337,332	29.9%
Change in Fund Balance	(\$573,178)	\$1,721,029		
Begin Year Fund Balance	\$6,280,708	\$4,559,679		
EOY Fund Balance	\$5,707,530	\$6,280,708		

- PPEL is a tax levying fund and its revenues are primarily dictated by the fluctuations in property valuations.
- \$0.00 of PPEL Debt is outstanding as of June 20, 2025

Other Capital Projects

	FY25	FY24	\$ Change	% Change
Total Revenues	\$279,918	\$608,743	(\$328,825)	-54.0%
Total Expenditures	\$3,876,339	\$8,645,816	(\$4,769,477)	-55.2%
Change in Fund Balance	(\$3,596,421)	(\$8,037,073)		
Begin Year Fund Balance	\$6,368,981	\$14,406,054		
EOY Fund Balance	\$2,772,560	\$6,368,981		

- Expenditures include the New Administration Building

Debt Service Fund

	FY25	FY24	\$ Change	% Change
Total Revenues	\$14,521,137	\$14,917,715	(\$396,578)	-2.7%
Total Expenditures	\$14,342,610	\$14,723,109	(\$380,499)	-2.6%
Change in Fund Balance	\$178,526	\$194,606		
Begin Year Fund Balance	\$542,597	\$347,991		
EOY Fund Balance	\$721,123	\$542,597		

- Debt principal and interest payments are expended from this fund
- \$57.4 million of GO Debt outstanding as of June 30, 2025

Enterprise Fund: Nutrition Services

	FY25	FY24	\$ Change	% Change
Total Revenues	\$3,636,650	\$4,087,887	(\$451,237)	-11.0%
Total Expenditures	\$4,280,056	\$4,028,039	\$252,017	6.3%
Change in Fund Balance	(\$643,406)	\$59,848		
Begin Year Fund Balance	\$3,181,707	\$3,121,859		
EOY Fund Balance	\$2,538,301	\$3,181,707		

- The number of meals served decreased by 14,113 (1.2%)
- Expenditures increased due to the cost of goods and increases in salaries and benefits.
- First year of GASB 101 really effected both revenues and expenses. This is a liability that is booked to the enterprise funds. For General Fund it is booked in the liability account so you don't see the effect.

Enterprise Fund: Aquatic Center

	FY25	FY24	\$ Change	% Change
Total Revenues	\$419,091	\$407,528	\$11,563	2.8%
Total Expenditures	\$449,581	\$405,187	\$44,394	11.0%
Change in Fund Balance	(\$30,491)	\$2,341		
Begin Year Fund Balance	\$276,645	\$274,304		
EOY Fund Balance	<u>\$246,154</u>	<u>\$276,645</u>		

- Fees collected must support the costs of the applicable programs offered.
- Programs include swimming/diving lessons, youth swim team, etc.

Enterprise Fund: ROAR Store

	FY25	FY24	\$ Change	% Change
Total Revenues	\$41,569	\$47,735	(\$6,166)	-12.9%
Total Expenditures	\$42,193	\$44,334	(\$2,141)	-4.8%
Change in Fund Balance	(\$624)	\$3,401		
Begin Year Fund Balance	\$33,225	\$29,824		
EOY Fund Balance	\$32,601	\$33,225		

- ROAR Store is an enterprise fund and therefore must maintain a positive balance, which it does as of June 30, 2025.

Special Education Supplement (SES)

	2022	2023	2024	2025
Revenues	\$14,427,825	\$15,063,459	\$14,817,540	\$15,938,616
Expenditures	\$18,606,503	\$20,073,951	\$20,858,031	\$20,752,569
Deficit	(\$4,178,678)	(\$5,010,492)	(\$6,040,492)	(\$4,813,953)

- An annual report whereby District Special Education expenditures are reconciled against Special Education Revenues
- An increase in Medicaid revenue of ~\$500,000 and total Revenue increased ~\$1,200,000. Expenses decreased ~\$100,000.

Annual Transportation Report

LINN-MAR CSD					
ANNUAL TRANSPORTATION DATA					
	FY2023		FY2024		FY2025
Average Number of Students Transported	3,475.52		3,171.51		2,953.76
Total Miles Traveled	502,795.00		465,605.00		467,185.00
Net Transportation Costs	\$ 3,691,658.83		\$ 3,762,981.00		\$ 3,555,231.79
Average Cost Per Mile Traveled	\$7.34		\$8.08		\$7.61
Average Cost Per Pupil Transported	\$762.39		\$785.59		\$829.22

QUESTIONS??

A red-tinted photograph of a modern building courtyard. In the foreground, there are several small tables and red chairs. In the background, a person is walking. The text 'THANK YOU!' is overlaid in large, white, bold letters. Behind the text, the words 'WE ARE LM!' are faintly visible in large, light-colored letters on the building's facade.

THANK YOU!



District Honors & Highlights

October 27, 2025

Academic Honors: Congratulations to the 107 Linn-Mar High School students who were inducted into the National Honor Society at the end of September.



Tennis Highlight: Congratulations to Reagan Boies and Anna Schlesinger for qualifying for the Iowa Girls State Tennis Doubles Tournament!

National Merit Commended Scholar Honors:

Congratulations to the following LM High School Seniors for being named National Merit Scholarship Corporation Commended Scholars: Shrisantosh Balasubramanian, Johan Joseph, Hrishi Kondiboyina, and Annabelle Macek.



LMHS Band Highlight: Congratulations to the students and directors of the LM Band program on the success of the 30th Linn-Mar Marching Band Festival on September 27th. The festival was renamed this year as the Shirley Moran Marching Band Festival to honor the lead parent volunteer, Shirley Moran, who has shared her time and talents with the LM Band since 1990.



Venture Academics Highlights: Kudos go out to Mrs. Laura Vaske, LM High School Family & Consumer Science Teacher, and the Venture Academics students on launching the Venture Early Explorers program. The free program will kick off in January and provides three-year olds a free opportunity to participate in early childhood engagement activities that nurture young learners led by the Venture Academics students.

[Click here for more information](#)

Venture Academics Creative Writing students also helped make the Uptown Marion Spooktacular a success by writing spooky ghost stories to inspire specials for the Marion businesses to feature during the event.



Boys Golf Highlight: Congratulations to the Boys Golf Team for taking third place at Districts to earn their spot at the State tournament and for placing 11th at State!

Special Olympics Highlight:

Congratulations to the 35 Special Olympians who competed in the East Central Iowa Bowling Competition. Twenty athletes placed first in their division and will be moving onto the State Competition. Six athletes placed second in their division, four placed third in their division, and five placed fourth thru seventh in their division. Great job to our Special Olympians!



Principals Highlight: A special thanks is extended to all of our principals during October, which is National Principals Month.

Custodians Highlight: A special thanks also goes out to our school custodians who were celebrated on October 2nd, National Custodian Appreciation Day.



LM School Foundation Highlight:

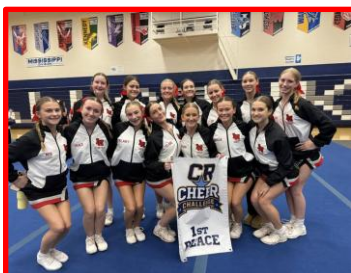
We extend a warm welcome to Kari Elhard who is the new Executive Director of the Linn-Mar School Foundation.



America Reads Day Highlight:

Thanks go out to all of the guest readers that helped make America Reads Day a great success.

Fine Arts Highlight: Congratulations to the students and directors of the LMHS Drama Department for a successful performance of *Death by Chocolate*.



Cheer Honor: Congratulations to the LM Cheer Team for taking first place in the 3A/4A Cheer Dance Division at the Cedar Rapids Cheer Challenge!

Second Reading of Policy Recommendations (25.10.27 Board Meeting Exhibit)

100 & 200 Series: The 100 Series (School District) and 200 Series (Board of Directors) were reviewed by the Policy Committee on September 10th and were approved for first reading by the board on September 22nd. The policies listed below as “revised” are being submitted for second reading. *Note: The 103 Series was already approved for first (8/18) and second readings (9/22).*

Policy 1001.4-R: The initial recommendations from the Policy Committee for Policy 1001.4-R were submitted to the Board for first reading on 8/18/25, wherein it was determined additional edits were needed. The policy is now being submitted for second reading.

100 Series: School District		
Policy #	Title	Reviewed/Revised
100.1	Legal Status of the School District	Reviewed
101.1	Vision, Mission, and Beliefs of the School District	Tabled for additional review
102.1	Long-Range Needs Assessment	Reviewed
103.1	Anti-Bullying/Harassment Policy	2 nd Reading Approved 9/22
103.1-R	Anti-Bullying/harassment Policy Investigation Regulations	2 nd Reading Approved 9/22
103.1-E1	Anti-Bullying/Harassment Complaint Form	2 nd Reading Approved 9/22
103.1-E2	Anti-Bullying/Harassment Witness Disclosure Form	2 nd Reading Approved 9/22
103.1-E3	Anti-Bullying/Harassment Disposition of Complaint Form	2 nd Reading Approved 9/22
104.1-R	Equal Educational Opportunity Grievance Procedures	Reviewed
104.1-E1	Annual Notice of Nondiscrimination	Reviewed
104.1-E2	Continuous Notice of Nondiscrimination	Reviewed
104.1-E3	Discrimination Complaint Form	Reviewed
104.1-E4	Discrimination Witness Disclosure Form	Reviewed
104.1-E5	Discrimination Disposition of Complaint Form	Reviewed
104.2-E	Notice of Section 504 Student/Parental Rights	Reviewed
105.1	Abuse of Students by District Employees	Reviewed
105.1-E	Abuse of Students by District Employees Reporting Form	Reviewed
106.1	Threats of Violence	Reviewed
200 Series: Board of Directors		
Policy #	Title	Reviewed/Revised
200.1	Responsibilities of the Board of Directors	Revised
201.2	Legal Status of the School Board	Reviewed
201.4	School Board Elections	Revised
201.5	Board Member Qualifications	Reviewed
201.6	Organization of the School Board	Revised
201.6-R	Board President and Vice President Elections Regulation	Reviewed
201.7	Board Member Term of Office	Reviewed
201.8	School Board Vacancies	Reviewed

201.9	Board Member Liability	Reviewed
202.2	Ideal Boardsmanship	Reviewed
202.3	School Board President	Reviewed
202.4	School Board Vice President	Reviewed
202.5	School Board Secretary	Reviewed
202.6	School Board Treasurer	Reviewed
202.7	Board of Directors Conflict of Interest	Revised
202.7-E	Board of Directors Conflict of Interest Disclosure Form	Reviewed
203.1	Development of Board Policy	Reviewed
203.2	Adoption of Board Policy	Revised
203.3	Review and Revision of Board Policy	Revised
203.8	Ad Hoc Committees	Reviewed
203.9	School Board Legal Counsel	Revised
204.1	School Board Meeting Notice	Revised
204.2	Special Meetings of the School Board	Revised
204.3	Closed Sessions of the School Board	Reviewed
204.4	Annual & Organizational Meetings of the Board	Revised
204.5	Exempt Meetings of the School Board	Reviewed
204.6	Work Session of the School Board	Reviewed
204.7	Board Meeting Agenda	Revised
204.8	Open Meetings of the School Board	Reviewed
204.9	Public Participation in Board Meetings	Tabled for additional review
204.10	School Board Rules of Order	Reviewed
204.10-R	School Board Rules of Order Regulation	Revised
204.12	School Board Records	Revised
204.13	Quorum of the School Board	Revised
204.15	Board Member Oath of Office	Reviewed
205.1	Board Member Compensation and Expenses	Revised
205.2	School Board Association Memberships	Reviewed
205.3	Gifts to the School Board	Reviewed
205.4	School Board Relationships with Elected Officials	Reviewed
205.5	Board Member Social Media Engagement	Reviewed
206.1	Board Member Development and Training	Revised
206.2	School Board Self-Evaluation	Reviewed
1000 Series: School & Community Relations		
Policy #	Title	Reviewed/Revised
1001.4-R	Distribution of Materials Regulation	Revised

Policy 200.1 Responsibilities of the Board of Directors

It is the policy of the Linn-Mar Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the board as the legislative, governing body of the school district and those administrative activities which are to be performed by the superintendent of schools and the staff in the exercise of delegated administrative authority. **The board is authorized to govern the district which it oversees.** The board is entrusted with public funds and is responsible for overseeing the improvement of student outcomes, including student academic achievement and skill proficiency. As the governing board of the district, the board has four duties to perform: legislative duty, executive duty, evaluative duty, and quasi-judicial duty.

Legislative: As a representative of the citizens of the school district community, the board is responsible for legislating policy for the district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the district.

Executive: **It is the responsibility of the board, under the board's executive duty, to select a its** chief executive officer, the superintendent, to operate the district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations, and to handle the administrative details in a manner which supports and is consistent with board policy.

Evaluative: The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions, and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy and goals for the district.

Quasi-Judicial: The board **fulfills its quasi-judicial duties in serves serving** as a neutral arbiter for hearings related to student suspension or expulsion proceedings and certain employment termination hearings and appeals. This important power was granted by the Iowa legislature and cannot be delegated. To preserve the board's neutrality to hear and decide upon these matters, the board does not investigate or become involved in student disciplinary matters or employment matters that may come before it and would require the board to serve in its quasi-judicial role.

The Board of Directors also has the duty of ~~providing the financial means by which the educational program is delivered and further ensures~~ **ensuring** that the community is informed on the needs, purposes, values, and status of the schools.

**Policy 201.4
School Board Elections**

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. ~~Each school election is used to elect at least three citizens representing the district at large to the board for a four year term to maintain a seven member board. The election may also address other questions that are submitted to the voters.~~ Each school election is used to elect citizens to the board to maintain a seven member board and to address questions that are submitted to the voters.

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

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

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

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

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

Policy 201.6 Organization of the School Board

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

The board is organized for the purpose of setting policy and providing general direction for the district. The board will hold its organizational meeting at or before the first regular meeting following the canvass of votes. **The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.** ~~Notice of the meeting place and time will be given by the board secretary to each member, member elect, and the public.~~

The ~~purpose of the~~ organizational meeting **allows the outgoing board is to transfer materials and responsibility from the outgoing board to the new board approve minutes of its previous meetings, complete unfinished business, and review the school election results.** ~~At the organizational meeting, the board will elect a president and a vice president who will hold office for one year. In even numbered years, the president and vice president are elected at the annual meeting. Once elected, the president and vice president will be entitled to vote on all matters before the board.~~ **The retiring board will adjourn and the new board will then begin. The board secretary will administer the Oath of Office to the newly-elected board members. The board secretary will preside while the new board elects the president and vice president of the new board.**

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

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

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

Policy 202.7
Board of Directors' Conflict of Interest

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

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

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

1. The outside employment or activity involves the use of the district's time, facilities, equipment, and supplies or the use of the district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member;
2. The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the State or the district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the district; or

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

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

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

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

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

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. ~~It is also the responsibility of each board member to~~ and take the action necessary to ~~eliminate such~~ not participate a conflict of interest if one should arise. ~~Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.~~

Adopted: 6/70

Reviewed: 10/11; 4/13

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

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

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

IASB Reference: 203

**Policy 203.2
Adoption of Board Policy**

The board will give notice of adoption of new policies by placing the item on the agenda of two regular board meetings. This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new **or changed** policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Procedure and administration of policy will be the responsibility of the superintendent and administration.

Adopted: 6/70
Reviewed: 10/11; 4/13; 8/14; 10/19; 10/22
Revised: 12/95; 9/16; 2/24
Related Policy: 203.1; 203.3
Legal Reference (Code of Iowa): §§ 279.8; 281 IAC 12.3(2)
IASB Reference: 209.02

**Policy 203.3
Review and Revision of Board Policy**

The board shall, ~~at least every five years~~, review board policy ~~at least once every five years~~. Once the policies have been reviewed, even if no changes were made, a notation of the date of review or revision is made on the face of the policy statement.

The board will review at least one-fifth of the policy manual annually according to the following subject areas:

- Educational Objectives and Board of Directors (Series 100 and 200)
- Administration and Staff/Personnel (Series 300 and 400)
- Students and Education Program (Series 500 and 600)
- Auxiliary Services, Business Procedures, Facilities & Sites, and School & Community Relations (Series 700, 800, 900, and 1000)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

DISSEMINATION OF POLICY

The board policy manual is available on the district's school [Board/Policy website](#). Persons unable to access the policy manual electronically should contact the Communications Department for assistance.

SUSPENSION OF POLICY

Generally, the board will follow policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in the board minutes.

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the district. It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent will draft a proposed policy for the board to consider.

REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and district operations. Some policies require administrative regulations for implementation. ~~The board will delegate to the superintendent the function of formulating the~~ It is the responsibility of the superintendent to develop administrative ~~rules and~~ regulations ~~designed to carry out implement the board policies of the Board of Directors. These rules and detailed arrangements will constitute the administrative rules and regulations governing the schools.~~ The superintendent is authorized to create administrative rules and regulations and to keep the board informed of any substantive changes for policy series 300 thru 1000. The Board of Directors is responsible for the administrative regulations in series 100 and 200. ~~The regulations, including handbooks, will be reviewed or approved by the board prior to their use in the district.~~

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Adopted: 6/70

Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22

Revised: 8/14

Related Policy: 203.1-2

Legal Reference (Code of Iowa): §§ 277.31; 279.8, .20; 281 IAC 12.3(2)

IASB Reference: 209.03-07

Policy 203.9
School Board Legal Counsel

~~The board may employ legal counsel to represent the school corporation, as necessary, for the proper conduct of the legal affairs of the school corporation.~~
It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the district. The board may appoint legal counsel at its annual meeting.

The superintendent **and board secretary** will have the authority to contact the board's legal counsel on behalf of the board when the superintendent **or board secretary** believes it is necessary for the management of the district. The board president may contact and seek advice from the board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the district.

Adopted: 6/70
Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22
Revised: 8/14
Legal Reference (Code of Iowa): § 279.37; 395 N.W.2d 888
IASB Reference: 207

Policy 204.1
School Board Meeting Notice

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

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

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

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date, and tentative agenda of board meetings. The public notice will be posted **on public display in a prominent place clearly designated for posting agendas in the central administration office, and** on an exterior facing door/window so that community members may see the agenda when the building is physically closed **at the district administration building (3556 Winslow Road, Marion). The agenda will be posted at least three days before it is scheduled but, at the a minimum, 24-hours notice needs to be given prior to the start of the meeting.**

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

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

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

Adopted: 9/85
Reviewed: 10/11; 9/16; 10/19; 10/22
Revised: 8/23; 9/24
Related Policy: 204.2-8; 204.16
Legal Reference (Code of Iowa): §§ 21.2-4; 279.1-2; 173 N.W.2d 837
IASB Reference: 210.02; 210.05

**Policy 204.2
Special Meetings of the School Board**

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board, the superintendent, or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. **Emergency meetings will only be held when an issue cannot wait the 24 hours necessary for a special meeting.** The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Adopted: 6/70
Reviewed: 10/11; 8/14; 9/16; 10/19; 10/22
Revised: 4/13
Related Policy: 204.1; 204.3-8
Legal Reference (Code of Iowa): §§ 21.3-4; 279.2
IASB Reference: 210.03

Policy 204.4
Annual and Organizational Meetings of the Board

ANNUAL MEETING OF THE BOARD

Each year after August 31st and prior to the organizational meeting of the board in odd numbered years, the board will hold its annual meeting. At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from the depository banks. The board may also appoint legal counsel at the annual meeting.

In addition to the required business, the annual meeting agenda may include:

- ~~1. Appointment of board secretary and treasurer;~~
- ~~2. Determine compensation of the board secretary and treasurer;~~
 - ~~o Both secretary and treasurer will post bond in such an amount as the board may require, but no less than that required in Chapter 291.2 of Iowa Code.~~
1. Designate depository banks and maximum deposits;
2. Receive affidavits from depository banks from the treasurer;
3. Approve meeting dates for the following 12-month period; and
4. Elect board officers in even numbered years.

ORGANIZATIONAL MEETING OF THE BOARD

The board will hold its organizational meeting in odd-numbered years at or before the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect, and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the board.

ORGANIZATIONAL MEETING PROCEDURES

The organizational meeting will be held in two parts: the final meeting of the outgoing board and the organizational meeting of the new board.

Final Meeting of the Retiring Board

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes of Previous Meeting(s)
- d. Audience Communications
- e. Unfinished Business

- o Current claims and accounts (for the retiring board to authorize)
- f. Examine and Settle Books for Previous Year
- g. Review of Election Results
 - o The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- h. Adjournment of the Retiring Board

Organizational Meeting of the New Board

The board secretary, as President Pro Tem, will preside over the meeting until a new board president is elected.

- a. Call to Order
- b. Roll Call
- c. Oath of Office
 - o The board secretary, serving as President Pro Tem, will administer the oath to new members.
- d. Election of Board President (Refer to Policy 201.6-R)
 - o The President Pro Tem calls for nominations, nominations need not be seconded. The board will then vote on the nominations. The President Pro Tem will announce the results of the vote and administer the oath of office to the newly-elected president and the newly elected president will assume the chair.
- e. Election of Vice President (Refer to Policy 201.6-R)
 - o The president of the board will call for nominations, the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results of the vote and administer the oath of office to the vice president.

Other Items of Business at the Organizational Meeting May Include:

- a. Board resolution of appreciation recognizing the public service rendered by retiring board members;
- b. Determination of dates, times, and places for regular meetings of the board;
- c. Board resolution to define the operating rules and practices that will be followed by the new board;
- d. Board resolution to authorize the interim payment of bills pursuant to [Policy 803.6](#);
- e. Audience communications;
- f. Superintendent's report; and
- g. Adjournment.

Adopted: 6/70

Reviewed: 4/13; 8/14; 10/19; 10/22

Revised: 10/11; 9/13; 9/16; 3/17

Related Policy: 201.6; 201.6-R; 204.1-3, .5-8; 204.16; 803.6

Legal Reference (Code of Iowa): §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .3, .7, .33; 281 IAC 12.3

IASB Reference: 200.1-R(1); 210.01

Policy 204.7
Board Meeting Agenda

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

It is the responsibility of the superintendent and board president to develop the agenda for each board meeting. Any board member may place an item on the next regular agenda with the consent of a majority of the board. Board members wishing to do so should provide notice to the superintendent and board president at least 10 days prior to the scheduled meeting.

Persons requesting to place an item on the agenda must make a request to the superintendent or board president, prior to the drafting of the tentative agenda, who will decide whether to place the item on the agenda and, if so, the appropriate meeting date. The person making the request must state their name, address, purpose of the presentation, action desired, and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline for processing the agenda may only be added to the agenda for good cause.

Individuals may also submit a valid petition to the board secretary to request a public hearing on a specific topic. Refer to Policy 204.9 Public Participation in Board Meetings for additional information on petitions to place a topic on the board agenda via a public hearing.

The tentative agenda and supporting documents will be sent to board members at least ~~two~~ **three** days prior to the **regularly** scheduled board meeting. These documents are the private property of the board member. **Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office during regularly scheduled business hours.**

The board will take action only on items listed on the tentative agenda posted with the public notice. Items added to the agenda after the statutorily required 24-hour notice may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying immediate action. The board will exercise this discretionary authority with great care.

Board action voted on from a previous agenda item cannot be brought forward for a second vote unless the following parameters are met:

1. There is proof of a significant change of facts or addition of vital information not included in the discussion or motion of the first vote;
2. The proposed change must meet a clearly demonstrated, mission-related need;
3. The proposed change must address the impact on students, other programs, courses, services, staffing, and/or projects; and
4. The proposed change survives a cost-benefit analysis as per the timeline of execution and any changes to the motion of the initial vote.

Any additional information related to the addition of the second vote on a subsequent board agenda must be distributed in a timely manner by the superintendent through the board secretary with the agenda for the meeting, at which consideration of a second vote will be reviewed.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of **noncontroversial** items **or items of a similar nature** under the management of the superintendent, board president, and board secretary. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that notice will be given at least 10 days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

Adopted: 6/70
Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22
Revised: 1/12; 8/14; 9/21; 1/22
Related Policy: 204.1; 204.4; 204.9
Legal Reference (Code of Iowa): §§ 21; 279.8
IASB Reference: 210.08-09; 214

Policy 204.10-R – School Board Rules of Order Regulation

The following rules of procedure have been adopted by the Linn-Mar Community School District Board of Directors:

1. Board members need not rise to gain the recognition of the board president;
2. All motions will be made as a positive action;
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session;
4. All motions will receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second;
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions;
6. The board president shall rule on all motions that come before the board;
7. The board president may rule on points of order brought before the board;
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow procedures outlined in [Policy 204.9 Public Participation in Board Meetings](#);
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting;
10. The order in which names will be called for roll call votes will be as follows:
 - All board members will be listed in alphabetical order by last name **ending with the board president**;
 - ~~All roll call votes will be called in alphabetical order beginning at various positions on the list;~~
 - The first roll call vote will begin at the top of the list and proceed down, the second roll call vote will begin with the second name and proceed down the list with the last name called to be the first person called on the previous vote;
 - A person's absence or presence will have no effect on the rotation;
 - The board secretary will maintain the record of rotation for roll call votes and the sequence will continue from meeting to meeting.
11. The board president has the same authority and responsibility as each board member to vote on all issues.

Policy 204.12
School Board Records

The school board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of date, time, place, members present, actions taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once-monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

~~Detailed minutes and complete recordings will be made of closed meetings of the board as required by Iowa Code. Detailed minutes and complete recordings of closed meetings that are exempt from the provisions of Iowa Code will be made when deemed necessary by the board. Detailed minutes will include a synopsis of the discussion, the people present, and any action occurring during the closed session. The board secretary will be custodian of the detailed minutes and recordings which will be maintained in a securely locked depository separate from the regular board minutes for a period of one year; after which they will immediately and routinely be destroyed (recordings will be erased). The minutes and recordings will only be opened upon court order in an action to enforce the requirements of the open meetings law.~~

~~Detailed minutes and recordings of closed sessions held under the purchase of real estate exception to open meetings must be made available for public examination when the transaction discussed is completed. There will be separate, detailed minutes and recordings for each real estate transaction.~~

Adopted: 3/79
Reviewed: 4/13; 10/22
Revised: 8/14; 9/16; 10/19
Related Policy: 204.3

**Policy 204.13
Quorum of the School Board**

The majority of the full membership of the Board of Directors constitutes a quorum and must be present for the transaction of business, either in-person or electronically. Action by the board regarding affairs of the district may be taken only when a quorum is in attendance at the board meeting. While in-person participation is encouraged, board members may attend meetings either in-person or electronically provided each member can hear and be heard in real time by all members present and the public.

While board members are encouraged to attend board meetings, four members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take any action unless law or board policy requires a vote of a greater number.

The affirmative vote of two-thirds of the entire membership of the board, or the affirmative vote of all members present at a meeting where a quorum but not the entire board is present, is required before the board can go into closed session.

It is the responsibility of each board member to attend board meetings.

Adopted: 9/85
Reviewed: 4/13; 8/14; 9/16; 10/19; 10/22
Revised: 11/08
Related Policy: 204.3
Legal Reference (Code of Iowa): §§ 21.5(1); 279.4
IASB Reference: 210.06

Policy 205.1
Board Member Compensation and Expenses

As an elected public official, the board member is a public servant who serves without compensation ~~for their time spent as a board member~~. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, a board member must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claimed item. Failure to provide a detailed receipt will make the expense non-reimbursable. Personal expenses will be reimbursed by the board member to the district no later than 10 working days following the date of the expense. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members **and bring them to the board** for audit and approval in the same manner as other claims of the district. It is the responsibility of the superintendent and business manager to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Reviewed: 4/13; 8/14; 10/19; 10/22

Revised: 10/11; 9/16

Related Policy: 205.1-E

Legal Reference (Code of Iowa): §§ 68B; 277.27; 279.7A, .8, .32

IASB Reference: 216.03 Option II

Policy 206.1
Board Member Development and Training

Board learning is foundational to creating this solid governance structure focused on student learning for school boards. The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with professional organizations supporting board development and board members will be encouraged to participate in conferences and share their learning with colleagues.

Adopted: 7/05
Reviewed: 4/13; 8/14; 9/16; 10/19; 10/22
Revised: 10/10
Legal Reference (Code of Iowa): § 279.8, .38
IASB Reference: 216.02

Policy 1001.4-R Distribution of Materials Regulation

I. **GUIDELINES CRITERIA FOR DISTRIBUTION**

~~Individuals, including students, may have the right to distribute on school premises, at reasonable times and places,~~ This policy helps ensure consistency in how unofficial materials are distributed across the district. This policy applies to unofficial written materials including but not limited to flyers, promotional information, or petitions. It also applies to the distribution of other items such as books, buttons, badges, or other insignia. ~~which align with the educational goals and Strategic Plan of the district~~

These materials may not include ~~except~~ expression which:

1. Is obscene ~~to minors~~;
2. Is libelous ~~and slanderous~~;
3. Contains indecent, vulgar, profane, or lewd language;
4. Advertises any product or service not permitted to minors by law;
5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age, or ethnic origin);
6. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts, or the violation of lawful school regulations;
7. Promote private businesses without educational relevance; or
8. Advance political candidates running for elected national, state, county, or local offices or campaign materials.

Unofficial written materials or printed physical materials distributed through the district are for informational purposes only. ~~and permission to distribute the material~~ Distribution of materials by outside parties or groups does not constitute or imply approval of the content by the district, administration, board, or the individual reviewing the material submitted for distribution.

II. **PROCEDURES DISTRIBUTION OPTIONS**

All unofficial written materials should be distributed electronically through the district's online Virtual Backpack. This includes flyers, handouts, brochures, and other informal documents.

The distribution of physical materials is discouraged, with exceptions considered on a case-by-case basis. If materials cannot be distributed electronically due to format, content, or technical limitations, it may be submitted for exception approval as outlined below.

III. ELECTRONIC DISTRIBUTION PROCEDURES

1. All Unofficial written materials will be distributed electronically to students and the school district community through the online Virtual Backpack, which is the district's digital/online platform and is located on the district's website;
2. All unofficial written materials being distributed must be appropriate for students and activities should relate to an educational function, event, or purpose, or relate to an agency that offers widely appealing recreational program options for students;
3. Non-school sponsored information will only be distributed from 501(c)(3) non-profit organizations;
4. Suitability and approval are at the discretion of the district; and
5. The following language will be posted on the Virtual Backpack where submissions of unofficial written materials are distributed:
"This is not a Linn-Mar Community School District publication and is being distributed through the district as a community service to share information on additional community activities or available services".
- ~~6. The distribution of printed or physical materials is prohibited, exceptions can be considered by requesting prior approval from the superintendent [or designee];~~
- ~~7. All activities or information must be appropriate for school-aged students;~~

~~III. TIME, PLACE, AND MANNER OF DISTRIBUTION~~

~~The distribution of material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place, and manner as follows:~~

- ~~1. The material will be distributed in a centralized location designated by the principal; which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students;~~
- ~~2. The distribution of material will not interrupt the regular instructional day; and~~
- ~~3. No material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.~~

~~A. Virtual Backpack Distribution~~

- ~~1. All unofficial written materials being distributed must be appropriate for students and activities should relate to an educational function, event, or purpose, or relate to an agency that offers widely appealing recreational program options for students.~~
- ~~2. The following language will be posted on the Virtual Backpack where submissions of unofficial written materials are distributed:
"This is not a Linn-Mar Community School District publication and is being distributed through the district as a community service to share information on additional community activities or available~~

- ~~services”.~~
- ~~3. Suitability and approval are at the discretion of the district.~~

~~B. Printed or Other Physical Material Distribution~~

IV. EXCEPTION PROCESS FOR DISTRIBUTION OF PHYSICAL MATERIALS

1. Anyone wishing to distribute unofficial ~~printed or~~ physical materials ~~must first~~ should request an exception to the district's preferred process by submitting a copy of the materials to the superintendent [or designee] for approval. ~~Exceptions should be requested~~ at least ~~seven~~ ten working days in advance of desired distribution together with the following information:
 - a. Name, ~~email~~, and phone number of the person submitting the request;
 - b. ~~Name of sponsoring organization and their non-profit 501(c)(3) tax id number;~~
 - c. Dates ~~and time(s) of day~~ of intended display or distribution;
 - ~~e.~~ The grades of students to whom the display or distribution is intended. ~~and~~
 - ~~e. A copy of the material in PDF format.; and~~
 - ~~f. Location where materials will be displayed or distributed~~
2. Within five working days of submission, the superintendent [or designee] will render a decision whether the ~~printed or~~ unofficial physical material violates the ~~guidelines criteria for distribution~~ in Subsection I ~~or the time, place, and manner restrictions in Subsection III of this policy.~~ ~~Suitability and approval are at the discretion of the superintendent [or designee].~~
3. In the event that permission to distribute the ~~printed or~~ unofficial physical material is denied, the person submitting the request should be informed of the reasons for the denial. At every level of the process, the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the ~~printed or~~ unofficial physical material is appropriate.
4. The unofficial ~~printed or~~ physical materials submitted for distribution must include the following statement printed in a font at least as large as the majority of the other text in the materials, separate from the other text, and located in a conspicuous location:

“This is not a Linn-Mar Community School District publication and is being distributed through the district as a community service to share information on additional community activities or available services”.
5. It is the requesting organization's responsibility to provide paper or physical copies of the unofficial printed or physical materials to be distributed. It is not possible for the district or individual school buildings to make additional copies or to distribute the information to individual classrooms/students.

V. DEFINITIONS

The following definitions apply to terms used in this policy:

1. **Obscene to minors** is defined as:
 - a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of ~~students~~ **minors of the age** to whom distribution is requested;
 - b. The material depicts or describes ~~conduct, illustrations, sounds, lyrics, actions, pictures, or other modes such as digital or electronic that are patently offensive to prevailing standards in the community~~ **in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and**
 - c. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. **Minor** means any person under the age of 18.
3. **Material and substantial disruption of a normal school activity** is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of the program;
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizure of property, widespread shouting or boisterous demonstrations, ~~sit-in, stand-in, walk-out,~~ or other **similar related forms of activities activity where such disruptive activity significantly interferes with or impedes the conduct of that school activity; and**
 - c. In order for expression to be considered disruptive there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.
4. **School activities** means any activity of students sponsored by the school **or district** and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school

plays, and in-school lunch periods.

5. **Unofficial written material** includes all written material except school **or district** newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school **or district**. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.
6. **Libelous** is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. **Distribution** means circulation or dissemination of **written** material by means of **electronic distribution**, handing out free copies, selling or offering copies for sale, and accepting donations for copies. It includes displaying materials in areas of the school **or district** which are generally frequented by students.

V. DISCIPLINARY ACTION

Distribution by any student of unofficial **written** material prohibited in Subsection I ~~or in violation of Subsection III~~ of this policy may be halted and students may be subject to discipline, including suspension and expulsion. Employees may also be subject to discipline for distributing unapproved materials. Any other party violating this policy may be requested to leave the school or district property immediately and, if necessary, local law enforcement officials will be called.

VI. NOTICE OF POLICY TO STUDENTS

A copy of this policy will be published in student handbooks, posted conspicuously in school and district buildings, and noted on publications as appropriate.

Adopted: 9/98
Reviewed: 3/13; 6/15; 7/19
Revised: 1/13; 4/14; 7/22
Related Policy: 1001.4
Legal Reference (Code of Iowa): § ~~279.8~~; 280.22
IASB Reference: 903.05-R(1)

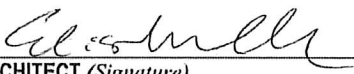
AIA® Document G704® – 2017
Certificate of Substantial Completion

PROJECT: (name and address) 22210000 - Linn-Mar Administration Building 3556 Winslow Road Marion, Iowa 52302	CONTRACT INFORMATION: Contract For: General Construction Date: June 05, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: September 25, 2025
OWNER: (name and address) Linn-Mar Community School District 3556 Winslow Road Marion, IA 52302	ARCHITECT: (name and address) OPN Architects, Inc. 200 5th Ave SE Ste 201 Cedar Rapids, IA 52401	CONTRACTOR: (name and address) Peak Construction 5605 Sixth Street SW Cedar Rapids, IA 52404

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

General Construction of New Administration Building



ARCHITECT (Signature)

BY: Elisha Horsfall, Project Architect

(Printed name, title, and license number if required)

10-15-2024

Date Of Substantial Completion

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

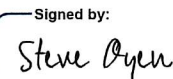
The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Ninety(90) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Signed by:


CONTRACTOR (Signature)

BY: Steve Oyen, Vice President

(Printed name and title)

10/1/2025

Date

OWNER (Signature)

BY: Katie Lowe Lancaster, Board President

(Printed name and title)

Date

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 8 PAGES

TO OWNER:
Linn-Mar Community School District
2999 North 10th Street
Marion, IA 52302
FROM CONTRACTOR:
Peak Construction Group, Inc.
660 Liberty Way, Unit C
North Liberty, IA 52317

PROJECT:
Linn-Mar Administration Building
3556 Winslow Road
Marion, IA 52302
VIA ARCHITECT:
OPN Architects, Inc.
200 5th Ave SE, Suite 201
Cedar Rapids, IA 52401

APPLICATION #: 21
PERIOD TO: 04/30/25
PROJECT NOS: 202304447
CONTRACT DATE: 06/05/23

Distribution to:

☐	Owner
☒	Const. Mgr
☐	Architect
☐	Contractor

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	11,774,000.00
2. Net change by Change Orders-----	\$	-124,086.80
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	11,649,913.20
4. TOTAL COMPLETED & STORED TO DATE-\$		11,649,913.20

(Column G on Continuation Sheet)

5. RETAINAGE:

a. _____ of Completed Work \$ _____
(Columns D+E on Continuation Sheet)
b. _____ of Stored Material \$ _____

Total Retainage (Line 5a + 5b or

Total in Column 1 of Continuation Sheet----- \$ _____

6. TOTAL EARNED LESS RETAINAGE-----	\$	11,649,913.20
-------------------------------------	----	---------------

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)----- \$ 11,481,054.80

8. CURRENT PAYMENT DUE-----	\$	168,858.40
-----------------------------	----	------------

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ _____

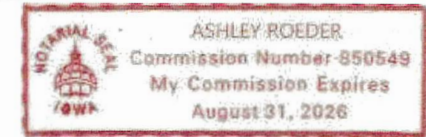
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$15,448.29	-\$133,555.09
Total approved this Month		-\$5,980.00
TOTALS	\$15,448.29	-\$139,535.09
NET CHANGES by Change Order		-\$124,086.80

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: Steve Ryan Signed by: _____ Date: 5/29/25
2C91A587B16F4EC...

State of: Iowa
County of: Johnson
Subscribed and sworn to before
me this 29th day of May, 2025



Notary Public: Ashley Roeder
My Commission expires: 08/31/26

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 168,858.40

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: Elisha Horsfall Digitally signed by Elisha Horsfall
DN: C=US, E=e-horsfall@opnarchitects.com,
O=OPN Architects, Inc., CN=Elisha Horsfall
Date: 2025.09.19 13:28:41-0500' Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEET

Page 2 of 8 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	General Conditions	365,000.00	365,000.00			365,000.00	100%		
2	Insurance and Bonding	155,069.40	155,069.40			155,069.40	100%		
3	Mobilization	105,000.00	105,000.00			105,000.00	100%		
4	Submittal Exchange	11,880.00	11,880.00			11,880.00	100%		
5	Survey	16,500.00	16,500.00			16,500.00	100%		
6	Concrete								
7	Material	133,790.00	133,790.00			133,790.00	100%		
8	Rebar	55,200.00	55,200.00			55,200.00	100%		
9	Labor	290,810.00	290,810.00			290,810.00	100%		
10	Concrete Floor Finish	15,000.00	15,000.00			15,000.00	100%		
11	Masonry								
12	Materials	237,000.00	237,000.00			237,000.00	100%		
13	Labor	203,680.00	203,680.00			203,680.00	100%		
14	Structural Steel								
15	Equipment	24,000.00	24,000.00			24,000.00	100%		
16	Structural Material	304,098.00	304,098.00			304,098.00	100%		
17	Misc. Material	172,337.00	172,337.00			172,337.00	100%		
18	Drafting/Engineering	33,446.00	33,446.00			33,446.00	100%		
19	Joist and Decking	214,369.00	214,369.00			214,369.00	100%		
20	Labor	225,000.00	225,000.00			225,000.00	100%		
21	Carpentry Material	183,825.00	183,825.00			183,825.00	100%		
22	Carpentry Labor	205,040.00	205,040.00			205,040.00	100%		
23	Casework Material	189,500.00	189,500.00			189,500.00	100%		
24	Insulation								
25	Weather Barrier Labor	30,000.00	30,000.00			30,000.00	100%		
26	Weather Barrier Material	25,000.00	25,000.00			25,000.00	100%		
27	Foamed in place	30,865.00	30,865.00			30,865.00	100%		
28	Folding Partitions	116,548.00	116,548.00			116,548.00	100%		
	SUBTOTALS PAGE 2	3,342,957.40	3,342,957.40			3,342,957.40	100%		

CONTINUATION SHEET

Page 3 of 8 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

PROJECT:

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
29	Roofing								
30	Mobilization	4,000.00	4,000.00			4,000.00	100%		
31	EPDM Material	350,000.00	350,000.00			350,000.00	100%		
32	EPDM Labor	120,000.00	120,000.00			120,000.00	100%		
33	Metal Material	14,000.00	14,000.00			14,000.00	100%		
34	Metal Labor	12,000.00	12,000.00			12,000.00	100%		
35	Applied Fireproofing	500.00	500.00			500.00	100%		
36	Firestopping	2,500.00	2,500.00			2,500.00	100%		
37	Joint Sealants	8,267.00	8,267.00			8,267.00	100%		
38	Doors								
39	Hollow metal doors and frames	28,967.00	28,967.00			28,967.00	100%		
40	Wood Doors	52,416.00	52,416.00			52,416.00	100%		
41	Door Hardware - Allegion	50,966.00	50,966.00			50,966.00	100%		
42	Door Hardware - Assa Abloy	14,345.00	14,345.00			14,345.00	100%		
43	Door Hardware - Best/Stanley	29,008.00	29,008.00			29,008.00	100%		
44	Auto Operators	11,823.00	11,823.00			11,823.00	100%		
45	Glass and Glazing								
46	Interior Aluminum Door Material	119,500.00	119,500.00			119,500.00	100%		
47	Interior Aluminum Door Install	39,605.00	39,605.00			39,605.00	100%		
48	Glazed Aluminum Material	72,500.00	72,500.00			72,500.00	100%		
49	Glazed Aluminum Engineering	6,000.00	6,000.00			6,000.00	100%		
50	Glazed Aluminum Fabrication	7,700.00	7,700.00			7,700.00	100%		
51	Glazed Aluminum Install	68,000.00	68,000.00			68,000.00	100%		
52	Pass thru Material	1,525.00	1,525.00			1,525.00	100%		
53	Pass Thru Labor	150.00	150.00			150.00	100%		
54	Exterior Glass Material	81,100.00	81,100.00			81,100.00	100%		
55	Interior Glass Material	12,140.00	12,140.00			12,140.00	100%		
56	Sunshade Material	151,050.00	151,050.00			151,050.00	100%		
	SUBTOTALS PAGE 3	4,601,019.40	4,601,019.40			4,601,019.40	100%		

CONTINUATION SHEET

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ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

PROJECT:

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
57	Sunshade Labor	17,280.00	17,280.00			17,280.00	100%		
58	Equipment	8,350.00	8,350.00			8,350.00	100%		
59	Mockup	4,100.00	4,100.00			4,100.00	100%		
60	Sealant	2,000.00	2,000.00			2,000.00	100%		
61	Overhead Doors								
62	Material	21,994.00	21,994.00			21,994.00	100%		
63	Labor	1,921.00	1,921.00			1,921.00	100%		
64	Loading Dock Equipment								
65	Material	15,434.00	15,434.00			15,434.00	100%		
66	Labor	1,826.00	1,826.00			1,826.00	100%		
67	Access Doors	2,500.00	2,500.00			2,500.00	100%		
68	Flooring								
69	Carpet and Resilient Material	75,795.00	75,795.00			75,795.00	100%		
70	Carpet and Resilient Labor	15,700.00	15,700.00			15,700.00	100%		
71	Tile Material	50,208.00	50,208.00			50,208.00	100%		
72	Tile Labor	30,434.00	30,434.00			30,434.00	100%		
73	Gypsum Board Assemblies								
74	Material	327,100.00	327,100.00			327,100.00	100%		
75	Labor	458,400.00	458,400.00			458,400.00	100%		
76	Acoustical Ceiling								
77	Materials	330,000.00	330,000.00			330,000.00	100%		
78	Labor	115,000.00	115,000.00			115,000.00	100%		
79	Painting	129,079.00	129,079.00			129,079.00	100%		
80	Signage								
81	Type 1 ADA Room Number Signs	364.00	364.00			364.00	100%		
82	Type 4 ADA Resroom Signs	1,235.00	1,235.00			1,235.00	100%		
83	Type 5 ADA Max Occ. Signs	357.00	357.00			357.00	100%		
84	Interior Back-lit Graphic	14,355.00	14,355.00			14,355.00	100%		
	SUBTOTALS PAGE 4	6,224,451.40	6,224,451.40			6,224,451.40	100%		

CONTINUATION SHEET

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ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

PROJECT:

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
85	Exterior Back-lit Signs	16,272.00	16,272.00			16,272.00	100%		
86	Exterior Back-lit Address Signs	14,356.00	14,356.00			14,356.00	100%		
87	Flat Cut Interior Signs	2,259.00	2,259.00			2,259.00	100%		
88	Site Sign Panels	950.00	950.00			950.00	100%		
89	Specialties								
90	Toilet Compartments	11,165.00	11,165.00			11,165.00	100%		
91	Wall and Corner Guards	1,686.00	1,686.00			1,686.00	100%		
92	Toilet Accessories	16,472.00	16,472.00			16,472.00	100%		
93	Fire Specialties	2,900.00	2,900.00			2,900.00	100%		
94	Food Equipment								
95	Materials	75,649.00	75,649.00			75,649.00	100%		
96	Installation	12,557.00	12,557.00			12,557.00	100%		
97	Freight	2,749.00	2,749.00			2,749.00	100%		
98	Window Shades	36,540.00	36,540.00			36,540.00	100%		
99	Sprinkler								
100	Engineering	9,856.00	9,856.00			9,856.00	100%		
101	Material	39,372.00	39,372.00			39,372.00	100%		
102	Labor	79,182.00	79,182.00			79,182.00	100%		
103	Subcontractors	17,300.00	17,300.00			17,300.00	100%		
104	Mechanical and Plumbing								
105	Plumbing Labor	109,971.00	109,971.00			109,971.00	100%		
106	Fixtures	79,894.00	79,894.00			79,894.00	100%		
107	Mechanical Equipment/Line Sets	385,241.00	385,241.00			385,241.00	100%		
108	Plumbing Pipe, Valves, Fittings	194,792.00	194,792.00			194,792.00	100%		
109	A-1 Geothermal	291,500.00	291,500.00			291,500.00	100%		
110	TAB	15,243.00	15,243.00			15,243.00	100%		
111	Insulation	77,539.00	77,539.00			77,539.00	100%		
112	Controls	306,870.00	306,870.00			306,870.00	100%		
	SUBTOTALS PAGE 5	8,024,766.40	8,024,766.40			8,024,766.40	100%		

CONTINUATION SHEET

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ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

PROJECT:

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
113	Sheetmetal	357,036.00	357,036.00			357,036.00	100%		
114	General Conditions	19,800.00	19,800.00			19,800.00	100%		
115	Permit	3,217.00	3,217.00			3,217.00	100%		
116	Rentals	13,750.00	13,750.00			13,750.00	100%		
117	Mechanical Labor	201,147.00	201,147.00			201,147.00	100%		
118	Electrical								
119	Submittals	4,800.00	4,800.00			4,800.00	100%		
120	Fixtures	333,872.00	333,872.00			333,872.00	100%		
121	Labor	101,868.00	101,868.00			101,868.00	100%		
122	Switchgear	112,322.00	112,322.00			112,322.00	100%		
123	Labor	8,576.00	8,576.00			8,576.00	100%		
124	VFD	13,857.00	13,857.00			13,857.00	100%		
125	Labor	4,800.00	4,800.00			4,800.00	100%		
126	UPS	65,330.00	65,330.00			65,330.00	100%		
127	Labor	3,300.00	3,300.00			3,300.00	100%		
128	Div 28 Fire Alarm	55,250.00	55,250.00			55,250.00	100%		
129	Div 28 Fire Alarm Labor	29,640.00	29,640.00			29,640.00	100%		
130	Rough in material	264,354.00	264,354.00			264,354.00	100%		
131	Labor	236,181.80	236,181.80			236,181.80	100%		
132	Trim Material	9,000.00	9,000.00			9,000.00	100%		
133	Labor	11,000.00	11,000.00			11,000.00	100%		
134	Permit	5,000.00	5,000.00			5,000.00	100%		
135	Equipment	15,100.00	15,100.00			15,100.00	100%		
136	Temp Power and Lights	8,440.00	8,440.00			8,440.00	100%		
137	Generator	110,625.00	110,625.00			110,625.00	100%		
138	Labor	6,420.00	6,420.00			6,420.00	100%		
139	Div 27 Cabling Material	151,870.23	151,870.23			151,870.23	100%		
140	Labor	89,375.11	89,375.11			89,375.11	100%		
	SUBTOTALS PAGE 6	10,260,697.54	10,260,697.54			10,260,697.54	100%		

CONTINUATION SHEET

Page 7 of 8 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

PROJECT:

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
141	Div 27 Audio Video Materials	210,055.21	210,055.21			210,055.21	100%		
142	Div 27 Audio Video Labor	52,770.55	52,770.55			52,770.55	100%		
143	Div 27 Intercom Mat	38,720.24	38,720.24			38,720.24	100%		
144	Labor	15,723.78	15,723.78			15,723.78	100%		
145	Div 27 Clock Mat	18,857.66	18,857.66			18,857.66	100%		
146	Labor	1,200.00	1,200.00			1,200.00	100%		
147	Div 28 Acces Control Mat	24,733.69	24,733.69			24,733.69	100%		
148	Labor	21,305.21	21,305.21			21,305.21	100%		
149	Div 28 Video Surveillance Mat	68,755.22	68,755.22			68,755.22	100%		
150	labor	13,557.30	13,557.30			13,557.30	100%		
151	Div 28 DAS Allowance	50,000.00	50,000.00			50,000.00	100%		
152	labor	22,840.00	22,840.00			22,840.00	100%		
153	Erosion and Landscaping								
154	SWPPP	4,000.00	4,000.00			4,000.00	100%		
155	Erosion Control	7,070.00	7,070.00			7,070.00	100%		
156	Seeding	12,000.00	12,000.00			12,000.00	100%		
157	Landscaping	133,408.00	133,408.00			133,408.00	100%		
158	Excavation								
159	Water main and sewer	104,453.47	104,453.47			104,453.47	100%		
160	Storm sewer and subdrain	130,106.36	130,106.36			130,106.36	100%		
161	Sanitary sewer	17,969.88	17,969.88			17,969.88	100%		
162	Building Footings	38,095.00	38,095.00			38,095.00	100%		
163	Grading Parking lot and sidewalks	37,793.75	37,793.75			37,793.75	100%		
164	Grading dirt	64,710.00	64,710.00			64,710.00	100%		
165	Grading Building	25,660.14	25,660.14			25,660.14	100%		
166	Export Dirt	66,842.00	66,842.00			66,842.00	100%		
167	Concrete Removal	2,680.00	2,680.00			2,680.00	100%		
168	Mobilization	40,000.00	40,000.00			40,000.00	100%		
	SUBTOTALS PAGE 7	11,484,005.00	11,484,005.00			11,484,005.00	100%		

CONTINUATION SHEET

Page 8 of 8 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 21

PROJECT:

APPLICATION DATE: 05/29/25

PERIOD TO: 30-Apr-25

ARCHITECT'S PROJECT NO: 202304447

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
169	Concrete Paving	268,104.00	268,104.00			268,104.00	100%		
170	Pavement Markings	2,531.00	2,531.00			2,531.00	100%		
171	Site Furnishings	19,360.00	19,360.00			19,360.00	100%		
172									
173	CO 001 - ITC 002 Thermal Breaks, Wind Rat	(11,148.35)	(11,148.35)			(11,148.35)			
174	CO 002 - Additional Core Out	7,022.84	7,022.84			7,022.84	100%		
175	CO 003 - RFI 004, ITC 004, ITC 007	6,130.70	6,130.70			6,130.70	100%		
176	CO 004 - ITC 001, RFI 003, ITC 003	(207,953.94)	(207,953.94)			(207,953.94)			
177	CO 005 - ITC 010, RFI 008	2,550.76	2,550.76			2,550.76	100%		
178	CO 006 - ITC 013, ITC 015	21,025.45	21,025.45			21,025.45	100%		
179	CO 007 - ITC 20	15,836.93	15,836.93			15,836.93	100%		
180	CO 008 - Core out, ERU, Duct reroute	27,038.21	27,038.21			27,038.21	100%		
181	CO 009 - Cable Pathway revision	5,306.41	5,306.41			5,306.41	100%		
182	CO 010 - Rauland Intercom	9,428.18	9,428.18			9,428.18	100%		
183	CO 011 - Resilient Channel Installation	1,295.86	1,295.86			1,295.86	100%		
184	CO 012	14,273.51	14,273.51			14,273.51	100%		
185	CO 013	11,845.32	11,845.32			11,845.32	100%		
186	CO 014	7,488.18	7,488.18			7,488.18	100%		
187	CO 015	4,769.28	4,769.28			4,769.28	100%		
188	CO 016	(48,464.43)	(48,464.43)			(48,464.43)			
189	CO 017	517.65	517.65			517.65	100%		
190	CO 018	14,930.64	14,930.64			14,930.64	100%		
191	CO 019	(5,980.00)		(5,980.00)		(5,980.00)			
192									
193									
194									
195									
196									
	SUBTOTALS PAGE 8	11,649,913.20	11,655,893.20	(5,980.00)		11,649,913.20	100%		



Certified Annual Report
FY 2025 - Balance Sheet by Fund
Linn-Mar Comm School District (3715)

		General Fund	Non-Fiduciary Scholarship Funds	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds	Custodial Funds	Total
	CURRENT ASSETS																					
1	Cash & Investments	22,253,781.83		1,024,236.14	1,755,859.59		301,991.17						15,123,168.22	6,181,951.16	3,494,590.29	702,905.50		3,448,053.55				54,286,537.45
2	Taxes Receivable	37,009,025.64			2,708,876.03		369,151.76							4,775,642.55		4,948,307.59						49,811,003.57
3	Interfund Receivables	55,000.00																				55,000.00
4	Intergovernmental Receivables	3,989,509.57		32.72									931,610.13					48.96				4,921,201.38
5	Other Receivables	99,280.00		97,070.14														110.00				196,460.14
6	Inventories																	12,970.47				12,970.47
7	Prepaid Expenses	1,465.04																				1,465.04
8	Other Current Assets																					
9	TOTAL CURRENT ASSETS	63,408,062.08		1,121,339.00	4,464,735.62		671,142.93						16,054,778.35	10,957,593.71	3,494,590.29	5,651,213.09		3,461,182.98				109,284,638.05
10	Long-Term Assets																	591,447.08				591,447.08
11	Total Assets	63,408,062.08		1,121,339.00	4,464,735.62		671,142.93						16,054,778.35	10,957,593.71	3,494,590.29	5,651,213.09		4,052,630.06				109,876,085.13
	DEFERRED OUTFLOWS OF RESOURCES																					
12	Deferred Outflows of Resources																					
13	Deferred Outflows of Resources related to Pensions and OPEB																	653,143.00				653,143.00
14	Total Deferred Outflows of Resources																	653,143.00				653,143.00
15	TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	63,408,062.08		1,121,339.00	4,464,735.62		671,142.93						16,054,778.35	10,957,593.71	3,494,590.29	5,651,213.09		4,705,773.06				110,529,228.13
	CURRENT LIABILITIES																					
16	Interfund Payables			55,000.00																		55,000.00
17	Intergovernmental Payables	241.59																				241.59
18	Other Payables	5,561,037.24		38,100.36	11,190.20		8,494.68						1,126,734.69	366,172.67	419,836.26	1,200.00		58,950.01				7,591,716.11
19	Contracts Payable												942,580.29	124,703.85	177,838.40							1,245,122.54
20	Bonds Payable																					
21	Loans Payable																					
22	Accrued	9,015.42		430.30														4,061.10				13,506.82

Questions regarding this form? Please contact Song Luong by email (song.luong1@iowa.gov) or phone (515) 205-0259.

User: jon.galbraith@linnmar.k12.ia.us

Report Run Date: Oct 24, 2025

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Certified Annual Report
FY 2025 - Balance Sheet by Fund
Linn-Mar Comm School District (3715)

	General Fund	Non-Fiduciary Scholarship Funds	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds	Custodial Funds	Total
Expenses																					
23 Payroll Deductions & Withholdings Payable	10,197,585.72		27,092.51			4,783.41											90,810.83				10,320,272.47
24 Advances of Federal Grants/Unearned Revenues																	445,565.40				445,565.40
25 Other Current Liabilities												100,000.00									100,000.00
26 TOTAL CURRENT LIABILITIES	15,767,879.97		120,623.17	11,190.20		13,278.09						2,169,314.98	490,876.52	597,674.66	1,200.00		599,387.34				19,771,424.93
27 Net Pension Liabilities																	707,770.00				707,770.00
28 Long-Term Liabilities																	125,511.00				125,511.00
29 Total Liabilities	15,767,879.97		120,623.17	11,190.20		13,278.09						2,169,314.98	490,876.52	597,674.66	1,200.00		1,432,668.34				20,604,705.93
DEFERRED INFLOWS OF RESOURCES																					
30 Deferred Inflows for Succeeding Year Property Taxes Receivable	36,882,865.00			2,699,988.00		367,875.00							4,759,186.00		4,928,892.00						49,638,806.00
31 Deferred Inflows for Income Surtax Receivable																					
32 Deferred Inflows for Miscellaneous Receivables not Received Within 60 Days	571,176.98																				571,176.98
33 Deferred Inflows of Resources related to Pensions and OPEB																	454,924.00				454,924.00
34 Deferred Inflows of Resources	37,454,041.98			2,699,988.00		367,875.00							4,759,186.00		4,928,892.00		454,924.00				50,664,906.98
EQUITY																					
35 Net Investment in Capital Assets																	581,533.08				581,533.08
36 Nonspendable Fund Balance	1,465.04																				1,465.04
37 Restricted Fund Balance / Restricted Net Position	341,791.49		1,000,715.83	1,753,557.42		289,989.84						13,885,463.37	5,707,531.19	2,896,915.63	721,121.09						26,597,085.86
38 Committed Fund Balance																					
39 Assigned Fund Balance	574,164.89																				574,164.89

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User: jon.galbraith@linnmar.k12.ia.us

Report Run Date: Oct 24, 2025

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Certified Annual Report
FY 2025 - Balance Sheet by Fund
Linn-Mar Comm School District (3715)

		General Fund	Non-Fiduciary Scholarship Funds	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds	Custodial Funds	Total
40	Unassigned Fund Balance / Unrestricted Net Position	9,268,718.71																2,236,647.64				11,505,366.35
41	TOTAL FUND EQUITY	10,186,140.13		1,000,715.83	1,753,557.42		289,989.84						13,885,463.37	5,707,531.19	2,896,915.63	721,121.09		2,818,180.72				39,259,615.22
42	TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY	63,408,062.08		1,121,339.00	4,464,735.62		671,142.93						16,054,778.35	10,957,593.71	3,494,590.29	5,651,213.09		4,705,773.06				110,529,228.13



Certified Annual Report
FY 2025 - Transportation Report
Linn-Mar Comm School District (3715)

Review this information for accuracy as it flows into the Transportation Annual Report, also due on September 15th.

Changes to the Transportation Annual Report will not be possible after certification of the Certified Annual Report.

	TRANSPORTATION COSTS FROM CHART OF ACCOUNTS	Total
	TRANSPORTATION COSTS FROM CHART OF ACCOUNTS	
1	Total cost of fuel	229,198.95
2	Other Equipment, including fuel tank spill-monitoring devices/systems	20,938.00
3	Two-way radio communications equipment	
4	Video monitoring system equipment	
5	Rental of equipment and vehicles	16,120.23
6	School bus driver, mechanic, supervisor, aide, washer salaries	1,857,284.91
7	Benefits	397,405.72
8	Transportation supplies and parts	210,957.61
9	Repairs, maintenance and inspection fees	143,435.72
10	Vehicle insurance costs	168,375.00
11	Drug/Alcohol Testing	4,105.20
12	Transportation provided by non-district personnel	34,871.65
13	Other expenditures	126,926.44
14	Total Operating Costs from Chart of Account	3,209,619.43
	TRANSPORTATION REVENUES FROM CHART OF ACCOUNTS	
15	Transportation assistance received (SBRC)	
16	Clean School Bus Program CFDA 66.034	
17	Total Transportation Revenues from Chart of Account	
	Adjustments	
18	Fuel tax refund, prior year	

Questions regarding this form? Please contact Song Luong by email (song.luong1@iowa.gov) or phone (515) 205-0259.

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Report Run Date: Oct 24, 2025

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The Linn-Mar Complaint Managers:

Jay Lehman, Bowman Woods Principal 447-3241

CJ McDonald, Echo Hill Principal 730-3562

Amy Bowman, Indian Creek Principal 447-3271

Colleen Fangman, Linn Grove Principal 730-3502

Sara Hovden, Novak Principal 447-3301

Scott Fillner, Westfield Principal 447-3351

Amanda Potter, Wilkins Principal 447-3381

Amy Kortemeyer, Superintendent 447-3001

Brian Cruise, Transportation Manager 447-3031

Stacy Fish, Nutrition Services Manager 447-3302

Katie Little, Student Assistance Specialist 447-3337

Tammy Devries, Student Assistance Specialist 447-3436

Bullying And Harassment

Student Rights and Responsibilities
(PK-4th Grade Students)

Questions regarding alternative complaint procedures and/or appeals contact:

Linn-Mar Nondiscrimination Coordinators

Nathan Wear, Associate Superintendent 447-3028

Anne Faber, Executive Director of Student Services 730-3663

The Linn-Mar Community School District does not discriminate on the basis of real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, military status, pregnancy, or familial status. Inquiries regarding compliance with equal education or employment opportunities and affirmative action laws and policies shall be directed to the Equal Employment/ Nondiscrimination Coordinators, Linn-Mar Community School District, 3556 Winslow Road, Marion, IA 52302. Inquiries may also be directed in writing to the Iowa Civil Rights Commission in Des Moines or the Office for Civil Rights-Denver Office, US Department of Education in Denver, CO. (*Reference Policy Series 103 and 104*)



Marion, IA

The Linn-Mar Community School District is fully committed to providing a welcoming and safe environment. To ensure all students are able to achieve their highest learning potential, the district has expectations for student behavior. As part of these efforts, Positive Behavioral Interventions and Supports (PBIS) is utilized in PK-8th grade at Linn-Mar.

The Linn-Mar Board of Directors has stated in policy series 103 and 104, that harassment based on such characteristics as age, race, color, sex, religion, or disability will not be tolerated.

What is bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Why address bullying in schools?

1. For students and their futures;
2. For a healthy school climate;
3. For the larger community;
4. For the purpose of risk management for schools; and
5. It is the law.

School rules against bullying:

1. We will not bully others;
2. We will try to help students who are bullied;
3. We will include students who are easily left out; and
4. When we know somebody is being bullied, we will tell an adult at school or an adult at home.

Behaviors that will not be tolerated:

- Verbal bullying that includes speaking or writing mean things at school and/or online:
 - Teasing;
 - Name calling;
 - Insults/Unkind comments;
 - Physical threats; or
 - Comments about someone's body.
- Social bullying that includes hurting someone's relationship or reputation:
 - Excluding someone on purpose;
 - Telling other children not to be friends with someone;
 - Spreading rumors about someone; or
 - Embarrassing someone in public.
- Physical bullying that includes hurting someone's body or personal items:
 - Physical fighting;
 - Pulling hair or clothes;
 - Taking or damaging another's belongings;
 - Gestures with the hands or body; or
 - Trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged, or touched.

Taking part in any of the behaviors listed above will result in:

- Verbal warning/appropriate consequences;
- Written warning/appropriate consequences;
- Student/parent conference; or
- Suspension.

*****Some behaviors are more severe than others, therefore, complaint managers reserve the right to assign a consequence that will best fit the behavior*****

Consequences for the Student Harasser*: Consequences for the student harasser include, but are not limited to:

- Verbal warning/reprimand;
- Written warning/reprimand (entered into student's discipline file);
- Internal or external suspension;
- Expulsion;
- Referral to law enforcement agencies for appropriate action.

**Some harassing behaviors are more severe than others and they may merit more severe and immediate consequences.*

Reporting a Complaint: Any person who believes that they have been a victim of harassment by a student or employee of the district shall report the conduct immediately to a trusted employee, the district's Nondiscrimination/Title IX Coordinators, or law enforcement.

Failure to report an unwelcome behavior does not mean the behavior was welcome.

Any district employee who witnesses or becomes aware of sexual harassment has an affirmative obligation to report immediately to the district's Nondiscrimination/Title IX Coordinators or to their building principal or immediate supervisor. Failure to do so may result in disciplinary action against the employee, up to and including termination of employment.

An investigation shall begin immediately, unless the informal resolution process is in place. The investigation may consist of personal interviews with the alleged victim(s), the alleged harasser(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator.

Confidentiality: Confidentiality shall be maintained in so far as possible during the investigation of a complaint and regarding any subsequent disciplinary action.

Complaint Procedures: Questions about procedures, forms, appeals, or alternative complaint procedures should be directed to the Linn-Mar Nondiscrimination/Title IX Coordinators:

*Anne Faber, Exec Director of Student Services (319-447-3663)

*Nathan Wear, Associate Superintendent (319-447-3028)

*Karla Christian, Chief Human Resources Officer (319-447-3036)

Complaints can also be submitted to:

*Iowa Civil Rights Commission, Des Moines, IA (515-281-4121)

*US Office for Civil Rights, Denver, CO (303-844-5695)

Reprisal and/or Retaliation: Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment. Anyone, student, or staff, who retaliates against an individual reporting alleged harassment may be subject to discipline. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of harassment may be subject to discipline. Submission of a complaint or report shall not affect a student's grades, etc.

Services Available to Students: Students who feel the need to talk with a trusted adult following experiences with harassment may find the following services helpful: school counselors, nurses, and prevention/intervention specialists.

The Linn-Mar Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, military status, pregnancy, or familial status. Inquiries regarding compliance with equal education or employment opportunities and affirmative action laws and policies shall be directed to the Equal Employment/ Nondiscrimination Coordinator, Linn-Mar Community School District, 3556 Winslow Rd, Marion, IA 52302. Inquiries may also be directed in writing to the Iowa Civil Rights Commission in Des Moines or the Office for Civil Rights-Denver Office, US Department of Education in Denver, CO.

Harassment

Student Rights and Responsibilities

(5th – 12th Grade Students)



Marion, IA

The purpose of this brochure is to provide information and examples on:

- The district's policies and procedures regarding harassment.
- Behaviors which may constitute harassment.
- What to do if you are a victim of harassment.
- The consequences for harassment or failure to report harassing behaviors.

**Documentation will exist that students and staff have received this information.*

Board Policies: The Linn-Mar board policies state that all members of the Linn-Mar Community School District are expected to conduct themselves to provide an atmosphere free from harassment. Any person proven to be in violation of these policies, while acting as a member of the school community, will be subject to discipline or discharge. *(Reference: Policy Series 103 and 104)*

Why Policies?

Harassment is illegal under federal law, the Code of Iowa, and Linn-Mar board policies. District staff are obligated to maintain a working and learning environment that is free of harassment. In addition, board policies provide that student conduct shall be governed by the educational purpose underlying all school activities, for the widely-shared use of student property, and for the rights and welfare of other students.
(Reference: Policy Series 103 and 104)

What is Sexual Harassment?

Sexual harassment means unwelcome behavior or conduct (physical, verbal, written, electronic) that is directed at someone because of that person's sex or gender, and that meets any of the following definitions:

1. **“Quid Pro Quo” Harassment:** A district employee explicitly or implicitly conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; **OR**
2. **Hostile Educational/Work Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a

person equal access to the district's education program or activity; **OR**

3. **Sexual assault:** An offense that meets the definition any one of the following offenses:
 - Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without consent of the victim;
 - Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim;
 - Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
 - Statutory rape: sexual intercourse with a person who is under the statutory age of consent; **OR**
4. **Stalking:**
 - Purposefully engaging in a course of conduct directed at a specific person ("target") that would cause a reasonable person to fear bodily injury to, or the death of, the target or a member of the target's immediate family;
 - When the person ("stalker") knows or should know that the target will be placed in reasonable fear of bodily injury to, or the death of, the target or a member of the target's immediate family by the course of conduct; and
 - The stalker's course of conduct induces fear in the target of bodily injury to, or the death of, the target or a member of the target's immediate family; **OR**
5. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of:
 - The length of the relationship;
 - The type of relationship;
 - The frequency of interaction between the persons involved in the relationship; **OR**
6. **Domestic Violence:** Any felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;

- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Iowa;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Iowa.

Behaviors that May Constitute Sexual Harassment:

- Direct propositions of a sexual nature;
- Subtle pressure for sexual activity, an element of which may be repeated staring or leering;
- A pattern of sexually explicit statements, questions, jokes, or anecdotes;
- Unnecessary touching, patting, hugging, or brushing against a person's body;
- Gestures with the hands or body; such as flashing or mooning
- Remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experiences;
- A display of graphic sexual material where others are not free to avoid it;
- Display or transmission of sexually suggestive electronic content such as sexting or social media posts;
- Sexual cartoons, pictures, messages, texts, notes, or tweets;
- Terms of address;
- Physical assault.

Other Forms of Harassment: In addition to sexual harassment, Linn-Mar students and staff are also protected from harassing behaviors based on real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, military status, pregnancy, or familial status. Harassing acts may be treated as just cause for discipline or discharge. *(Reference: Policy Series 103 and 104)*

Memorandum



To: Linn-Mar Board of Education, Amy Kortemeyer, Superintendent
From: Jeff Gustason, Principal *J.M.G.*
Date: 10/20/2025
Re: Early Graduation

The following students have applied for early graduation at the end of 1st Quarter in October 2025:

Jax Jackson (Compass)
Emily Ketcham (Compass)
Macy Millhollin
Ange Pierson (Compass)
Zavier Walker (Compass)

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

I recommend the approval of these requests pending the successful completion of current course work.

First Reading of Policy Recommendations (25.10.27 Board Meeting Exhibit)

The following policies required a contact update or were tabled for additional consideration by the Policy Committee during their initial review and are now being submitted for first reading.

Policy #	Title
104.1	Equal Educational Opportunity
104.2	Section 504 Compliance
104.3	Prohibition of Discrimination & Harassment Based on Sex Per Title IX
202.1	School Board Code of Ethics

**Policy Series 100 – School District
Equal Educational Opportunity, Nondiscrimination,
and Section 504 Compliance**



**Policy 104.1
Equal Educational Opportunity**

The following statement is to be published in written and electronic form in the district's official documents and on the district's website.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Linn-Mar Community School District does not to discriminate on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Further, the board affirms the right of all students, staff, and volunteers to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. In the delivery of the educational program, students will treat the employees with respect and students will receive the same in return. Employees have the best interest of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with school counselors or other employees.

Board policies, rules, and regulations affect students while they are on district property or on property within the jurisdiction of the district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the district.

Board policy refers to the term "parents" in many policies. The term "parents" for purposes of the Linn-Mar Community School District means the legal parents, the legal guardians or custodians of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the district to subscribe to all

applicable federal and state laws, executive orders, rules, and regulations pertaining to bullying/harassment, contract compliance, and equal opportunity.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's Nondiscrimination Coordinators.

Inquiries regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, are directed to the Equal Employment/Nondiscrimination Coordinators by writing to:

Equal Employment/Nondiscrimination Coordinator/Title IX:

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

Nondiscrimination Coordinator:

Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Special Education/Student Services Nondiscrimination Coordinator:

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

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the ~~Director of the Region VII Office of Civil Rights, US Department of Education, John C. Kluczynski Federal Building, 230 S Dearborn Street, 37th Floor, Chicago, IL 60604 / 312-730-1560 / Fax 312-730-1576 / OCR.Chicago@ed.gov~~ ~~Office for Civil Rights-Denver Office, US Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO, 80204-3582 / Phone: 303-844-5695 / Fax: 303-844-4303 / TDD: 800-877-8339 / Email: OCR.Denver@ed.gov~~ / the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270 / <https://icrc.iowa.gov> / 515-281-4121; or the Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319 / 515-281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Adopted: 11/08

Reviewed: 10/11; 5/14; 9/16; 3/23

Revised: 9/10; 4/13; 7/17; 10/17; 11/18; 6/20; 2/21; 10/23; 9/24; 9/25

Related Policy: 104.1-R; 104.1-E1-E5; 400.1

Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3; 281 IAC 12

IASB Reference: 102

Mandatory Policy

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.2
Section 504 Compliance**

It is the policy of the Board of Directors of the Linn-Mar Community School District not to discriminate against any otherwise qualified individual with a disability solely by reason of their disability in admission or access to, or treatment or employment in, any program or activity sponsored by the district.

Inquiries regarding compliance with this policy should be directed to the district's Section 504 coordinator.

Linn-Mar CSD Section 504 Coordinator:

Megan Brunscheen
Associate Director of Student Services
Address: 3556 Winslow Road, Marion, Iowa 52302
Phone: 319-447-3359
Fax: 319-403-8002
Email: megan.brunscheen@linnmar.k12.ia.us

Inquiries can also be directed to:

~~Office for Civil Rights – US Department of Education
John C. Kluczynski Federal Building
Address: 230 S Dearborn St, 37th Floor, Chicago, IL 60604
Phone: 312-730-1560~~

Office for Civil Rights-Denver Office
US Department of Education
Cesar F. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Adopted: 1973

Reviewed: 4/13; 5/14; 9/16; 6/20; 3/23; 7/25

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

Related Policy: 104.2-E

Legal Reference (Code of Iowa): 216.6; 216.9; 256.11; 280.3; 281 IAC 12

Policy 104.3

Prohibition of Discrimination and Harassment Based on Sex Per Title IX

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

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

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

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

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

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

Title IX Coordinator:

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

Title IX Deputy Coordinator:

Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

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

Adopted: 9/20

Reviewed: 3/23 / Revised: 10/23; 9/24

Related Policy: 103 Series; 104 Series

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

IASB Reference: 106

Mandatory Policy

Policy 202.1
School Board Code of Ethics

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

I. As a school board member I will:

- a. Listen;
- b. Respect the opinion of others;
- c. Recognize the integrity of my predecessors and associates and the merit of their work;
- d. Be motivated only by an earnest desire to serve my district and the students of my school district community in the best possible way;
- e. Not use the district or any part of the district's programs for my own personal advantage or for the advantage of my friends or supporters;
- f. Vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical;
- g. Recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting;
- h. Expect to spend more time in board meetings on education programs and procedures than on business details;
- i. Recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law;
- j. Make no disparaging remarks, in or out of board meetings, about other members of the board or their opinions;
- k. Express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the students and the education program;
- l. Insist that board members participate fully in board actions and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity;
- m. Abide by majority decisions of the board;
- n. Carefully consider petitions, resolutions, and complaints and will act in the best interest of the district;
- o. Not discuss the confidential business of the board in my home, on the street, or in my office; the place for such discussion is during board meetings; and
- p. Endeavor to keep informed on local, state, and national educational developments of significance so I may become a better board member.

II. In meeting my responsibility to the school district community I will:

- a. Consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it; giving to the students of the school district community the educational facilities that are as complete and adequate as it is possible to provide;
- b. Consider it an important responsibility of the board to interpret the aims, methods, and attitudes of the district to the community;
- c. Earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the district;
- d. Attempt to procure adequate financial support for the district;
- e. Represent the entire district rather than individual electors, patrons, or groups; and
- f. Not regard the district facilities as my own private property, but as the property of the people.

III. In my relationship with the superintendent and employees I will:

- a. Function in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body not as an administrative officer;
- b. Recognize that it is my responsibility, together with that of my fellow board members, to see the district is properly run and not to run them myself;
- c. Expect the district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the district;
- d. Recognize the superintendent as executive officer of the board;
- e. Work through the administrative employees of the board, not over or around them;
- f. Expect the superintendent to keep the board adequately informed through oral and written reports;
- g. Vote to employ personnel only after the recommendation of the superintendent has been received;
- h. Insist that contracts be equally binding on employees and the board;
- i. Give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority;
- j. Give the superintendent friendly counsel and advice;
- k. Present any personal criticism of employees to the superintendent; and
- l. Refer complaints to the proper administrative officer.
- m. Refer all personnel matters for employees other than the superintendent that are brought to my attention from prospective employers to the superintendent.

IV. To cooperate with other school boards I will:

- a. Not employ any personnel who are already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract;
- b. Not recommend any personnel for a position in another school district unless I would employ the person under similar circumstances;

- c. Consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives; and
- d. Associate myself with board members of other school districts for the purpose of discussing district issues and cooperating in the improvement of the education program.

Adopted: 6/70

Reviewed: 4/13; 8/14; 9/16; 10/19; 10/22

Revised: 12/95

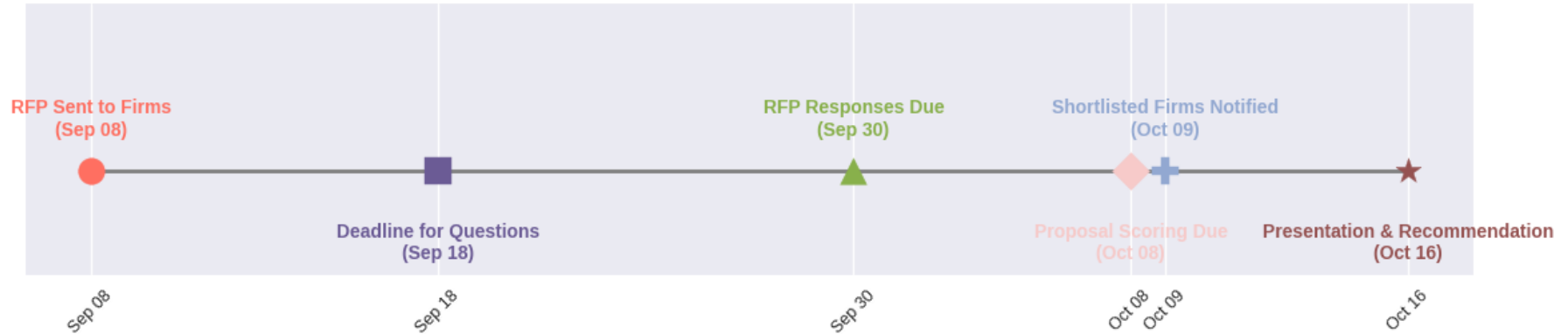
Legal Reference (Code of Iowa): §§ 21; 68B; 69; 277.28; 279.7A; 279.8; 301.28

IASB Reference: 204 Option II

FACILITY ASSESSMENT RFP REVIEW

Process Overview

Architect Selection Timeline – Facility Assessments



Firms Who Submitted Proposals

- Emergent
- Invision
- Legat
- Neumann Monson
- OPN Architects
- Shive-Hattery
- Solum Lang
- SVPA

Proposal Scoring

Firm	Total	Average
OPN	838	93.1
Firm B	830	92.2
Firm C	806	89.6
Firm D	782	86.9
Firm E	781	86.8
Firm F	751	83.4
Firm G	747	83.0
Firm H	732	81.3

Presentation Scoring

Firm	Total	Average
OPN	378	47.3
Firm B	357	44.6
Firm C	292	36.5

Final Recommendation - OPN

- Scope & Experience
- District Understanding
- Quality of previous work
- Exceptional Quality & Detail
- Proven Collaborative Success
- Client-Centered Approach
- Commitment to Continuous Improvement
- Qualified & Responsive



QUESTIONS??

**Cedar Rapids**

200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Des Moines

100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Iowa City

24 ½ S. Clinton Street Ste. 1
Iowa City, Iowa 52240
(319) 363-6018

Madison

301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

Minneapolis

212 N 3rd Avenue, Ste. 312
Minneapolis, Minnesota 55401
(612) 355-7111

opnarchitects.com

Fee Proposal**Facilities Assessment Study****Linn - Mar Community School District****OPN Architects / Design Team**

September 30, 2025

Thank you for the invitation to submit our proposed fees below for the Facilities Assessment Study for the Linn Mar Community School District. Our fees have been established from our understanding of delivering the Scope of Service outlined within the district's Request for Proposals, including Condition Survey, Report Preparation and Cost Estimates, and Reconstruction and Repair Recommendations.

1. Design Team Structure:

- a. OPN Architects - Architectural, Interior Design, Planning, Educational Assessment
- b. Design Engineers - Mechanical, Electrical, Plumbing and Technology
- c. Design Engineers - Fire Protection, Low Voltage, A/V Sound System, Communications, Security
- d. Hall and Hall Engineers - Civil Engineering, Stormwater Management, Site Utilities
- e. Hall and Hall Engineers - Landscape Architecture
- f. Schuler Shook - Auditorium Planning, Lighting, Rigging, Audio and Visual
- g. Advanced Foodservice Consulting - Food Service Equipment
- h. OPN Architects - High Performance, Sustainable, Renewable Energy Evaluations
- i. Stecker Harmsen - Cost Estimating

Our initial understanding of the Scope of Services does not appear to require the need for structural engineering. If required, we propose providing structural engineering at standard hourly rates, with no additional mark-up for their services.

Our proposal excludes the need for additional specialty services or consultants, for example Roof Condition Assessments or Aquatics Pool/Equipment Evaluations. If requested, OPN Architects will solicit proposals for these additional services or specialty consultants as a lump sum fee or hourly rates as mutually agreed.

Continued



Fee Proposal – OPN Architects
September 30, 2025

2. Schedule

Upon authorization, the design team anticipates roughly four months total to complete the work. Ideally, we could commence work mid-November 2025 and complete the Final Report by mid-March 2026. Our proposed Schedule is as follows:

November – December 2025	Facility Surveys, Interviews and Educational Assessments
December '25 – January '26	Draft Reports and Cost Estimates
January - February 2026	Refine Reports and Estimates; Develop Prioritization Matrix
March 2026	Final Reports submitted for review
April 2026	Presentation to the Board of Directors

For the above design team structure, our teams' collective workplan effort anticipates in excess of 3,100 labor hours, equating to a fee of +/- \$388,600.

The design team values the history of our work relationship with Linn-Mar and proposes a discounted lump sum fee of \$ 280,000.

There will be no additional request for Reimbursable Expenses for travel/mileage or sustenance.

On behalf of the entire design team, thank you for the opportunity to present our Fee Proposal. OPN Architects and our consultant team have enjoyed the variety of district-wide projects we have been privileged to work on and the relationships our staff has forged within the district over recent years.

If accepted, please return a signed copy of this proposal for our file.

Sincerely,

Proposal Accepted by:

A handwritten signature in blue ink, appearing to read 'Roger Worm', is written over a horizontal line.

Roger Worm, Principal
OPN Architects

Approved By Katie Lowe Lancaster Date
Board President
Linn Mar Community School District



9200 Indian Creek Pkwy, Suite 205
Overland Park, KS 66210
Phone: 913-681-7651
E-mail: info@rsp-associates.com
Web : www.rsp-associates.com

PROPOSAL

Linn-Mar Community School District

Submitted by: RSP & Associates



THANK YOU

FOR CONSIDERING US!

RSP & Associates has served school districts and surrounding communities with long-range planning services since 2003 and has a strong reputation for quality, client-centered strategies that empower school districts and communities throughout the Midwest. Our focus is on custom planning services that ensure our clients achieve their long-range planning goals and create partnerships to meet district and community objectives.

RSP is experienced in the type of analysis requested in the RFP. We have completed similar studies for more than 130 clients in our nearly 20 year history, providing data driven reports the community and school district were able to utilize for longterm initiatives and facilitate positive collaboration within the community. Additionally, we have a long-lasting relationships with our clients that demonstrates our expertise in the community and ability to provide accurate enrollment projections. The RSP Forecasting Model is unmatched in its complexity, accuracy, and consistency. With our team's knowledge and expertise to guide us, RSP is committed to providing unique and collaborative services that address all of the elements in the scope of this RFP.

Robert Schwarz

CEO, Founder

DECLARATION



September 19, 2025

Vendor has examined this RFP, including the specifications for the work to be provided under the proposal, and is familiar with the local conditions surrounding the work and the District.

Vendor hereby proposes to provide the requested products and/or services to the District in accordance with the RFP and any contract documents, within the time frame described therein and in this proposal, and at the prices stated in this proposal.

Vendor agrees that, if selected, it will commence the work to be provided under the proposal on or before the date specified by the District, and it will continue thereafter to complete the work or otherwise provide the products and/or services under the proposal in a timely manner in accordance with the RFP and any contract documents and other timelines established by the District.

Vendor agrees that any contractual conflict between the RFP and other proposal documents and a standard sales agreement issued by the selected vendor will be resolved in favor of the RFP and proposal documents.

Vendor agrees that, if selected, it will bill the District on an ongoing basis throughout the period of the contract, or as may be otherwise mutually agreed upon in writing by the District and the Vendor.

Proposal of: RSP & Associates

Located at: 9200 Indian Creek Parkway, Suite 205 Overland Park KS 66210

Telephone No.: 913-681-7651

Signature of Authorized Representative:

Name of Authorized Representative: Stacia Schwarz

Title: Business Manager

Email Address: stacia@rsp-associates.com

Date response submitted to District: September 22, 2025

State of _____

County of _____

This instrument was acknowledged before me on _____ by _____.

Signature of Notary Public

Name of Notary Public

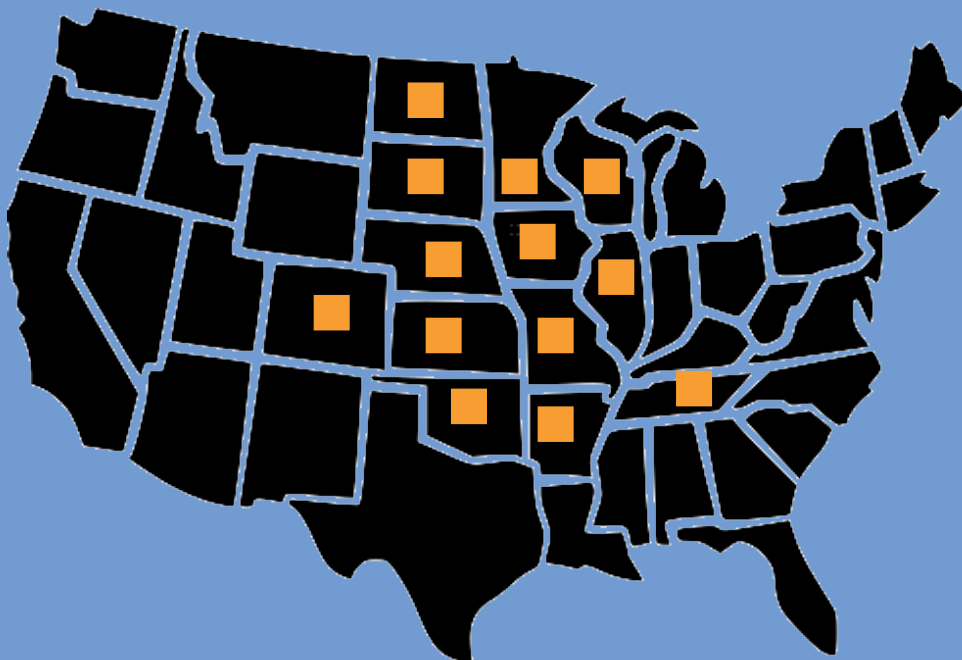
Notary Seal

Commission Expires: _____

OUR STORY

RSP & Associates was founded in 2003 with the sole purpose of bringing meaningful planning to school districts. The CEO of RSP & Associates, Robert Schwarz, recognized the need for school planning expertise that would provide benefits to school districts, cities, developers and the county.

The RSP team works closely with its clients to develop data-driven solutions. RSP's expertise is focused on assisting school districts throughout the Midwest. RSP has helped over 130 clients in 13 states including: Arkansas, Colorado, Iowa, Illinois, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Tennessee, and Wisconsin.



| OUR SERVICES

RSP & Associates is a full service planning firm providing education institutions with a diverse selection of services and products. The RSP team builds custom, data-driven, strategic initiatives to help support the academic success of the students. The RSP team works closely with the district, educators, government organizations, and developers to ensure a collective vision becomes a reality. No two school districts are the same, the RSP team has the ability to tailor and modify its services to meet the needs of each school district we serve.



WE MAKE THINGS SIMPLE

Our analysis and reports are tailored to each individual school district, and can be understood by all in your community; administration, school board, and parents.



NEVER COMPROMISE ON QUALITY

Every client receives an excellent standard of analysis, maps to share with the public, and data-driven reports.



DEADLINE IS ESSENTIAL

We understand each district has important decisions each year and RSP works to meet those deadlines for future planning needs.

PLANNING FOR THE FUTURE

What we do best

Each client is unique. Our custom data analysis will help districts plan for the future and get the answers you need.

Contact Us

9200 Indian Creek Parkway
Suite 205
Overland Park KS 66210
913-681-7651
info@rsp-associates.com

ENROLLMENT ANALYSIS

RSP utilizes a customized Student Forecast Model (SFM) to project future student enrollment in a 5 or 10 year time frame. The projections can be viewed at a district-wide level, by geographical area, or by an individual facility. Variables that are integrated into the model include historical enrollment data, birth data, development activity, demographic trends, facility capacity, and other data sets unique to the district.

CAPACITY ANALYSIS

RSP Capacity Analysis focuses on how each facility is being utilized with respect to the educational programming required currently, as well as what is desired to be deployed in the future. The RSP Capacity Analysis includes both functional and educational capacity, and RSP works to help the district understand how space in each facility can be best utilized for educational programming.

BOUNDARY ANALYSIS

Using RSP Enrollment Analysis as a baseline, RSP works with district administration to develop new boundaries to positively impact facilities and student enrollment for a projected time period.

PUBLIC FACILITATION

RSP has developed a highly collaborative facilitation process that is used to assist school districts with boundary realignment, facility planning and re-purposing, as well as long range planning. The process involves relevant stakeholders including BOE members, district and building administration and community leaders. RSP has created a process that allows for the BOE to focus the efforts of the planning process to ensure that the final goals are met, yet also provide opportunities for community input at critical points in the process.

| OUR TEAM

RSP & Associates has assembled an expert team for our clients. We possess a wide range of skills, including trained planners, GIS technicians and analysts, and project facilitators with experience leading a community process. RSP staff is experienced in Enrollment Projections, Data analysis, GIS Mapping, Redistricting Analysis, Facility Utilization and Capacity Studies and Community Process Engagement. The RSP team is on hand and available through the course of the project. RSP has developed professional partnerships to enhance the analysis, client experience and community interactions.

| OUR PARTNERS



ROBERT S. SCHWARZ, CEO, AICP, ALEP, REFP, CFP

Rob has more than twenty years of planning experience in military, county, city, and school district planning. Each professional planning position, as well as the school district projects, have been part of an exciting journey. Rob has utilized his experience to create effective and long-lasting planning strategies.

Rob has worked with numerous school district clients, assisting them with understanding how student enrollment projections impact the district. In addition to having the required analytical skills to compile highly accurate projections, he is the team leader in the Public Facilitation and Facility Master Plan processes.

Places of Employment:

RSP & Associates, LLC, CEO Project student enrollment for clients with a 97% or greater accuracy Facilitate redistricting meetings Capacity and Site Analysis	Overland Park, KS
--	-------------------

Blue Valley School District, Planning Director 2001 to 2007 Projected student enrollment, development, and land use trends Research and analysis for future school sites Facilitated meetings for the Planning and Facilities Committee	Overland Park, KS
---	-------------------

Johnson County Government, Long Range Planner 2000 to 2001 Project Manager for the update of the Comprehensive Plan Wrote reports on current land use requests Conducted research on special county projects	Olathe, KS
--	------------

City of Wellsville, Planner 1998 to 2000 Wrote and facilitated adoption of Zoning regulations Created a Computer Network Plan for the city Facilitated Planning Committee meetings	Wellsville, KS
--	----------------

Education:

Master of Urban Planning, University of Kansas, 1999; Bachelor of Art in History, University of Kansas, 1996

Affiliations:

The American Institute of Certified Planners; American Planning Association (APA); Association for Learning Environments (A4LE); State of Kansas Registered Planners Certification List

GINNA R. WALLACE, AICP

PLANNER

Ginna communicates with clients and municipalities, presents information, facilitates community and team growth, and assists the RSP team. She has experience with municipal planning practices, brainstorming creative solutions, and facilitating constructive, individual-focused public engagement.

Education:

Master of Urban Planning, University of Kansas, 2021;
Bachelor of Science in Sociology, Park University, 2019

Affiliations:

The American Institute of Certified Planners
American Planning Association (APA);

BRANDON SYLVESTER, GISP

GIS ANALYST

Brandon has worked with RSP for more than 8 years. He is driven by data and is an expert in GIS best practices. Brandon is in charge of our Address Locator and has assisted in numerous Enrollment Analyses, Boundary Analyses, Facility Master Plans and Demographic Analysis.

Education:

Master of Science in Geospatial Sciences; Mississippi State University, 2014
Bachelor of Science in Geosciences; Mississippi State University, 2012

Affiliations:

American Meteorological Society; Urban and Regional Information Systems Association (URISA);
Mid America GIS Consortium; Kansas Association of Mappers Kansas Association of Mappers

LUCY CRUM

DATA ANALYST

Lucy works as a Data Analyst at RSP, where she applies her expertise in enrollment forecasting, scenario modeling, data management, and capacity analysis. She plays a key role in analyzing data to predict enrollment trends, optimize resource allocation, and ensure operational efficiency.

Education:

Bachelors of Arts in Psychology with minors in Statistics and Sociology: University of Nebraska - Lincoln; 2023

STACIA SCHWARZ

BUSINESS MANAGER

Stacia manages operations and client services for RSP, as well as facilitation, capacity analysis and product development. Stacia has been a High School teacher and Director of an Early Learning Program.

Education:

Bachelor of Science in Educations; University of Kansas, 1996

Master of Arts in Education; University of Kansas, 2003

| OUR EXPERIENCE

RSP brings comprehensive expertise in public engagement, GIS, statistical analysis, demographics, K-12 education planning, educational issues, and city and county planning. We guide districts and local governments through complex decisions by combining robust data analysis, mapping, and demographic insights with clear, accessible visuals and facilitated engagement. Our experience includes helping communities address educational issues such as capacity challenges, funding, benchmarks, and program alignment; build consensus on redistricting, facility planning, and bond initiatives; conduct enrollment forecasts and capacity analyses; evaluate educational programming; and support long-term planning through comprehensive and capital improvement plans. By integrating technical expertise with strategic facilitation, RSP ensures that stakeholders are informed, engaged, and empowered to make data-driven, forward-looking decisions.

PUBLIC ENGAGEMENT EXPERIENCE

RSP specializes in guiding districts through complex issues—such as redistricting, facility planning, and bond referendums—by combining robust data with clear, accessible engagement. Our proven approach builds trust, fosters community buy-in, and leads to consensus-driven decisions supported by both the public and Boards of Education.

GIS EXPERIENCE

RSP uses advanced GIS tools to create customized maps, data analysis, and visuals that clearly show enrollment trends, capacity, and growth across a district. These insights make complex information easy to understand, helping leaders and stakeholders make informed, future-focused decisions.

STATISTICAL ANALYSIS EXPERIENCE

RSP applies advanced statistical analysis to deliver accurate enrollment projections at both district wide and neighborhood levels. Our proven forecasting methods give districts the confidence to plan boundaries, facilities, and resources with precision.

DEMOGRAPHICS EXPERIENCE

RSP leverages census data, live birth records, and housing trends within district boundaries to analyze and project demographic changes. This insight provides districts with a clear understanding of current and future student populations, supporting proactive planning for facilities and programs.

EDUCATIONAL K-12 PLANNING EXPERIENCE

RSP provides comprehensive K-12 education planning, including capacity analysis, program alignment, and site evaluation. Our data-driven approach ensures districts make informed decisions that support both current needs and long-term educational goals.

CITY AND COUNTY PLANNING

RSP partners with builders, developers, planners, and public works to support city and county planning, including comprehensive and capital improvement plans. Our analysis and GIS-driven insights help communities manage growth, evaluate development, and make informed, long-term planning decisions.

EDUCATIONAL ISSUES EXPERIENCE

RSP has extensive experience helping districts address educational challenges related to capacity constraints, funding considerations, and programmatic needs. We assist districts in evaluating school capacity versus enrollment projections, identifying funding strategies to support facilities and programs, and establishing benchmarks to monitor progress and effectiveness.

| OUR WORK

RSP & Associates is focuses on all aspects of school planning, recognizing that the complexities of school operations are intricate, detailed and require a custom approach. RSP works closely with School Boards, Administration and the community to determine the best planning approach for each client. This approach allows the client to focus not only on enrollment projections but he application of that analysis for facility planning, redistricting and utilization studies, bond cycles and future facility planning.

RSP Iowa Experience

RSP has extensive experience in the state of Iowa. We have multiple current and former clients in the Des Moines metro area, including Des Moines Public Schools, Waukee Community School District, Ankeny Community School District, and Southeast Polk Community School District. We have also worked with smaller school districts in the state such as Dallas Center Grimes Community School District, Norwalk School District and Adel De Soto Minburn Community School District. Our regional and state knowledge base of school district enrollment, housing trends, economic indicators, and other enrollment influences is unsurpassed among planning firms.

IOWA PROJECTS

Adel DeSoto Minburn Community School District

Ames School District

Ankeny Community School District

Ballard Community School District

Cedar Falls Community School District

Cedar Rapids Community School District

Clear Creek Amana

College Community School District

Dallas Center-Grimes CSD

Des Moines Public Schools

Fort Dodge Community Schools

Johnston Community School District

Linn-Mar School District

Marshalltown Community School District

Newton Community School District

North Polk Community School District

Norwalk Community Schools

Southeast Polk Community School District

Urbandale Community School District

Waukee Community School District

West Des Moines School District

Winterset Community School District

Woodward-Granger Community School District

Waukee Community School District, IA

Waukee Community School District is located on the Western edge of the Des Moines metro area and is one of the fastest growing school districts in the state of Iowa.

RSP has worked closely with WCSD for the since 2004 and partners directly with the administration and BOE as they have planned for growth from 4,037 students to more than 13,301 in 2023/24.

RECENT PROJECTS

ENROLLMENT ANALYSIS

RSP provided the an annual Comprehensive Enrollment Analysis since 2007.

BOUNDARY ANALYSIS

RSP provided the Boundary Analysis for the opening of three schools since 2010 and three more by 2022. The most recent public facilitation process lead by RSP planned for the opening of a new elementary school and a second high school which opened in 2021/22 with a district-wide boundary adjustment.

Reference

Dr. Brad Buck

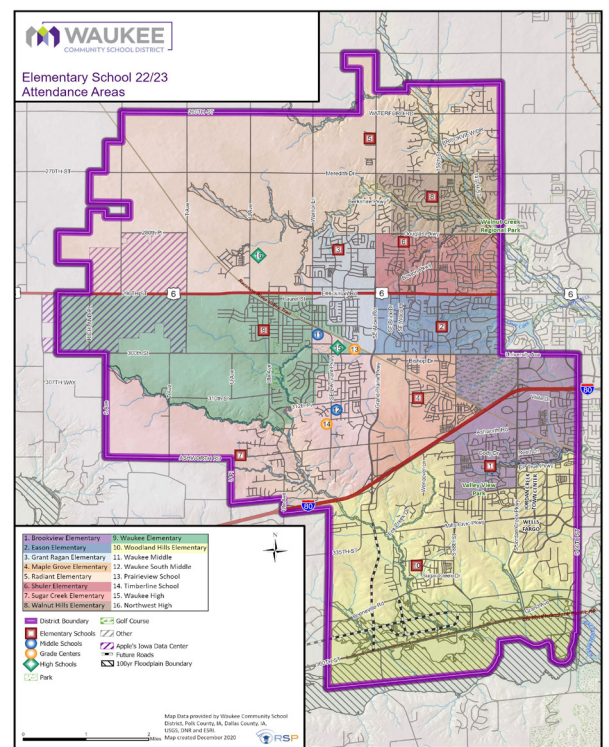
Superintendent

bbuck@waukeeschools.org

560 SE University

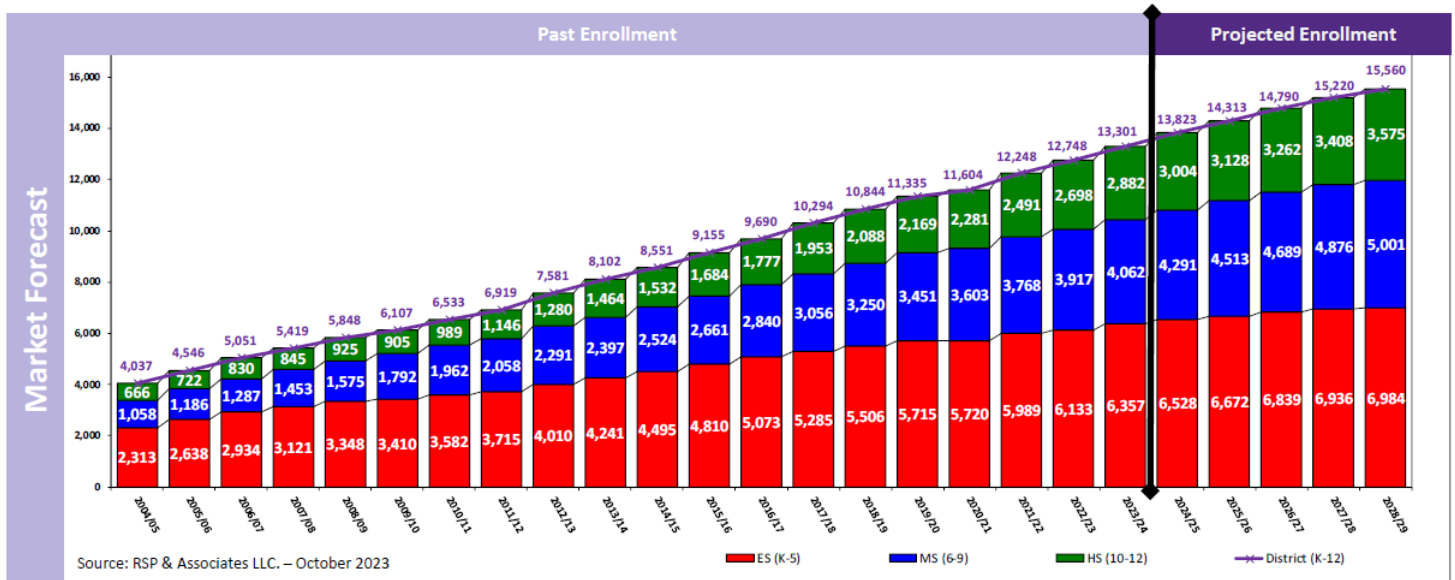
Waukee, IA 50263

515-987-5161

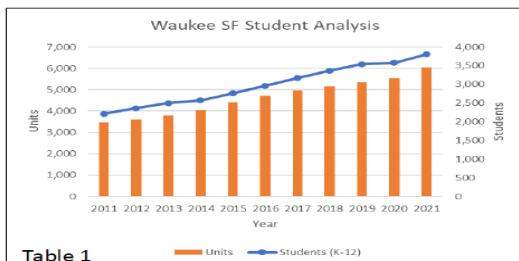


TAB 3

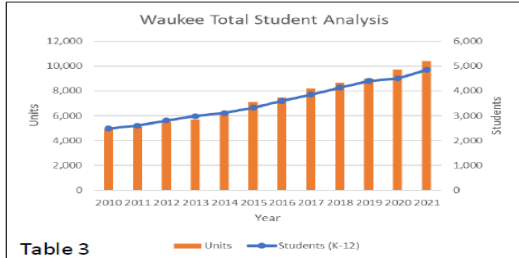
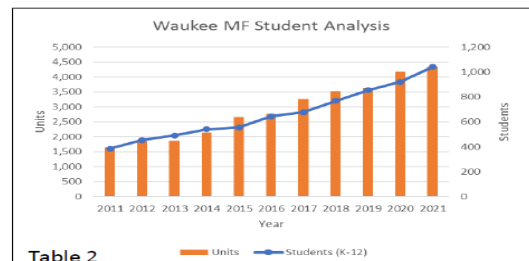
Waukee Community School District, IA



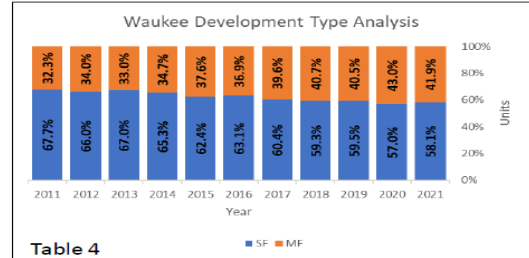
Waukee City Analysis



Overall,
students
increased
by 94.5%



Overall,
Development
increased by
112.1%



- Notes:
- Table 1: The number of Single-Family (SF) units available by year in Waukee and the number of students attending
 - Table 2: The number of Multi-Family (MF) units available by year in Waukee and the number of students attending
 - Table 3: The total number of units and students by year within Waukee
 - Table 4: The percentage of units by development type (Blue is SF and Orange is MF)

Derby Public Schools

RSP has worked with Derby Public Schools USD 260 on multiple different projects since 2008/09, including projecting enrollment and providing data-driven analyses to inform and assist the district with boundary realignment and long range planning. The district serves approximately 7,285 students and operates one high school, two middle schools, and nine elementary schools.

Reference

Dr. Heather Bohaty
Superintendent
hbohaty@usd260.com
1550 E. Walnut Grove Rd.
Derby, KS 67037
316-788-8526

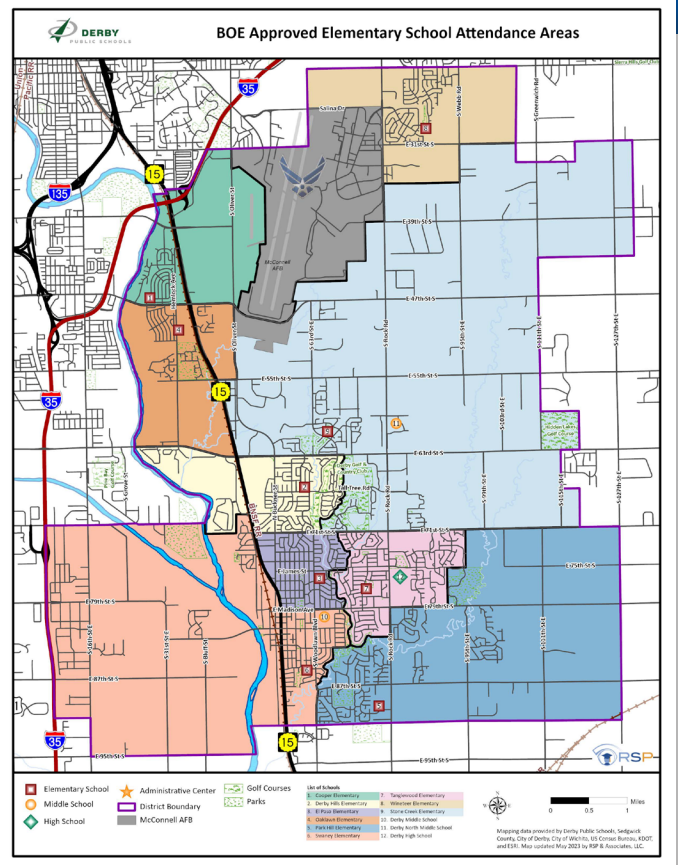
RECENT PROJECTS

ENROLLMENT ANALYSIS

Enrollment Analysis 2024/25

FACILITY MASTER PLAN PROCESS

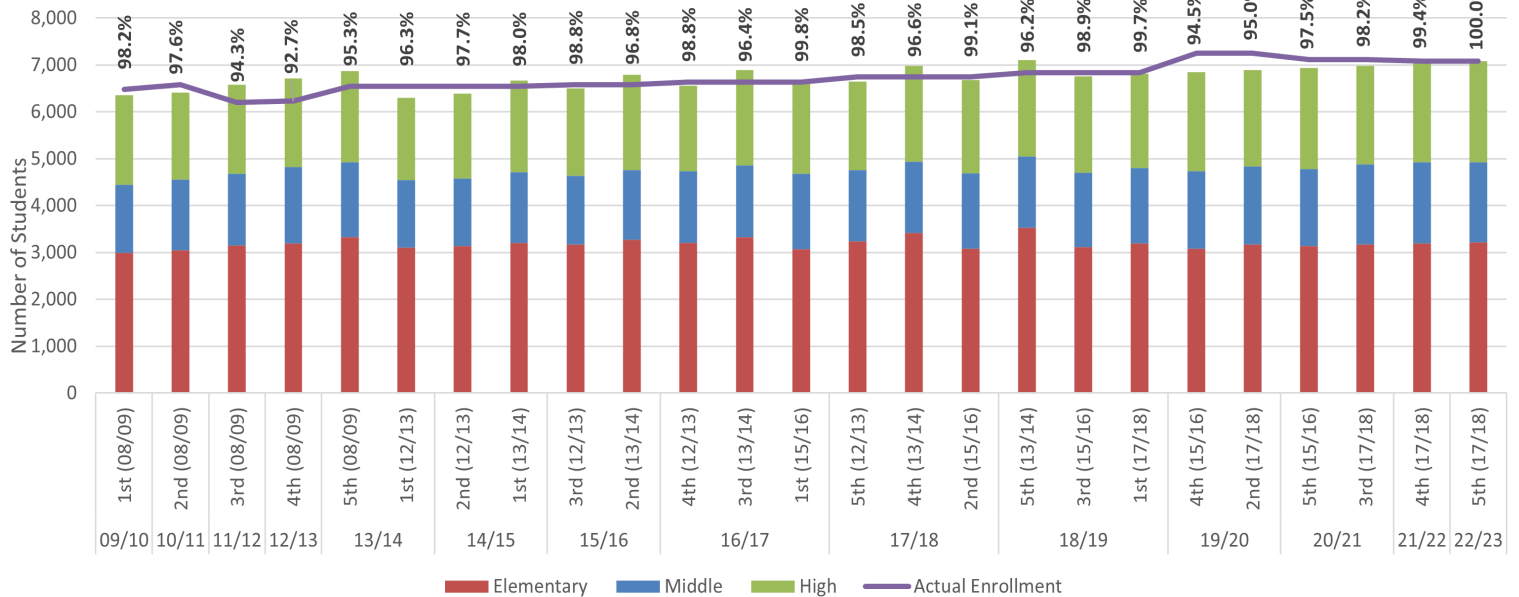
RSP is launching an 18 month Facility Master Plan process with DPS to address facility use and future building inventory. Included in the process is a Boundary Analysis, a Capacity Analysis, Committee meetings, public input sessions and BOE updates.





Derby Public Schools

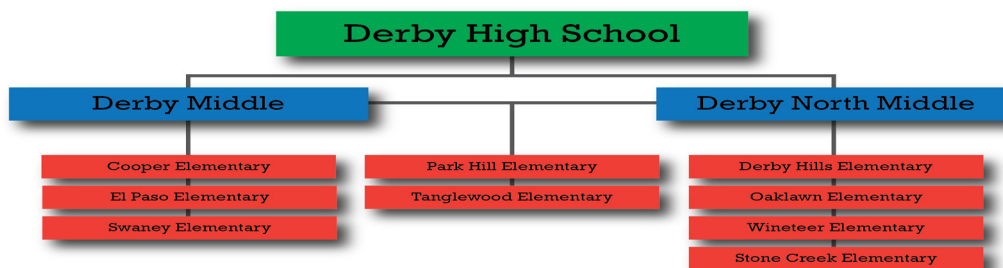
Long Range Projection Accuracy



Middle School Recommendation

Updated Information

Schools	Capacity		Reside	Reside Projections				2022/23 Capacity %	
	Current	Future	2018/19	2019/20	2020/21	2021/22	2022/23	Current	Future
11. Derby Middle	898	898	782	706	817	834	819	91.15%	91.15%
12. Derby North	1045	1045	856	966	888	895	883	84.48%	84.48%
Total	1,943	1,943	1,638	1,672	1,705	1,728	1,701	87.57%	87.57%



Information Based on Changes from Concept 1A Incomplete Feeder presented to Committee:

- Created with the BOE boundary criteria;
 - Enrollment/Utilization, Neighborhoods Intact, and Operational Fiscal Consideration
- Projections for **19/20** represent current attendance areas, **20/21-22/23** represent boundary change
- Follows all of Concept 1A Incomplete Feeder with the following changes:
 - Derby Middle School gets Heavens subdivision (Area west of K-15 and North of 71st St) from Derby North Middle School

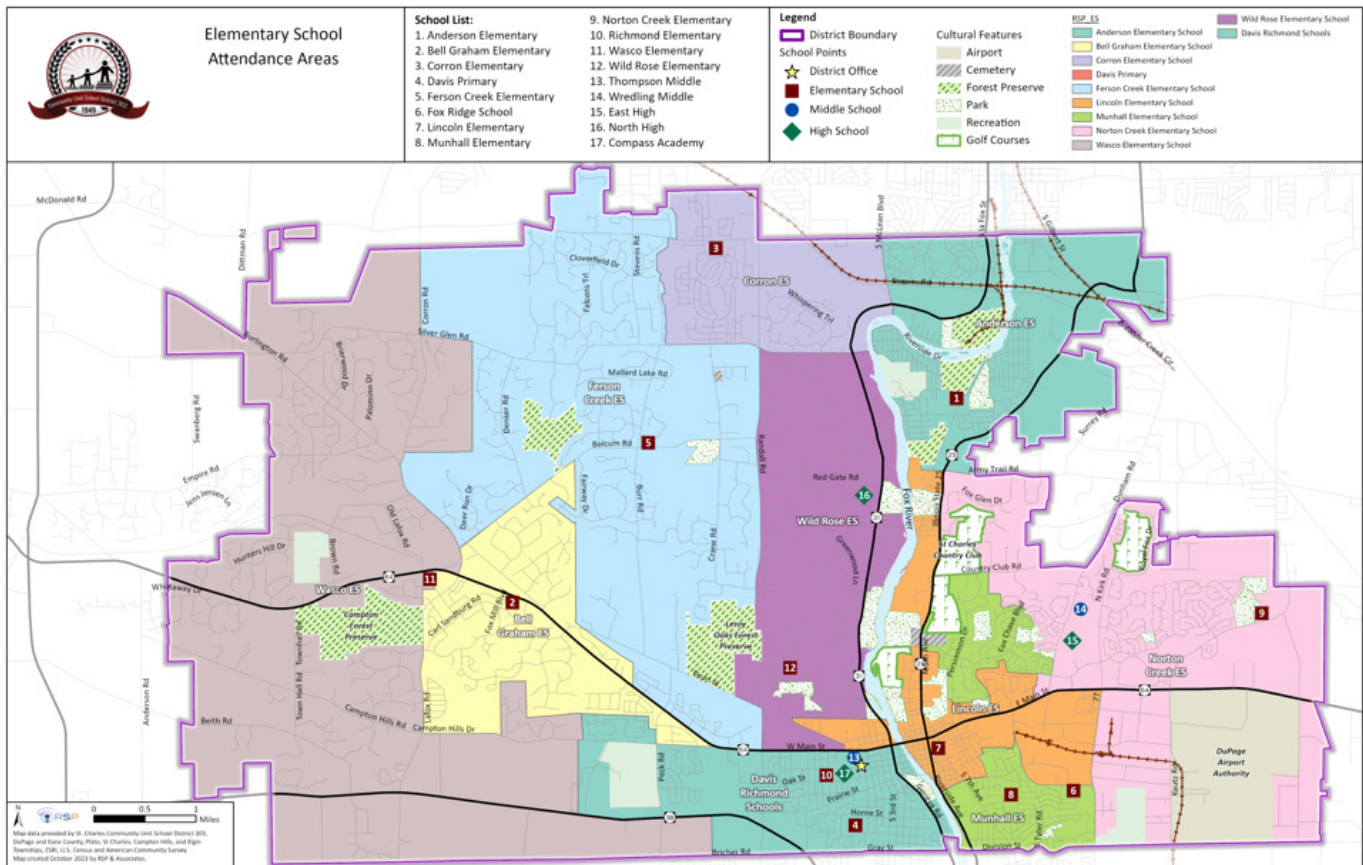
St. Charles CUSD 303, IL

St. Charles CUSD 303 is a K-12 school district in Illinois, serving over 11,000 students in 16 facilities in the Western Chicago metro area.

RSP provided St. Charles CUSD 303 with enrollment projections in 2022/23 and Capacity Analysis which set the stage for district wide attendance area adjustments in 2023/24.

Reference

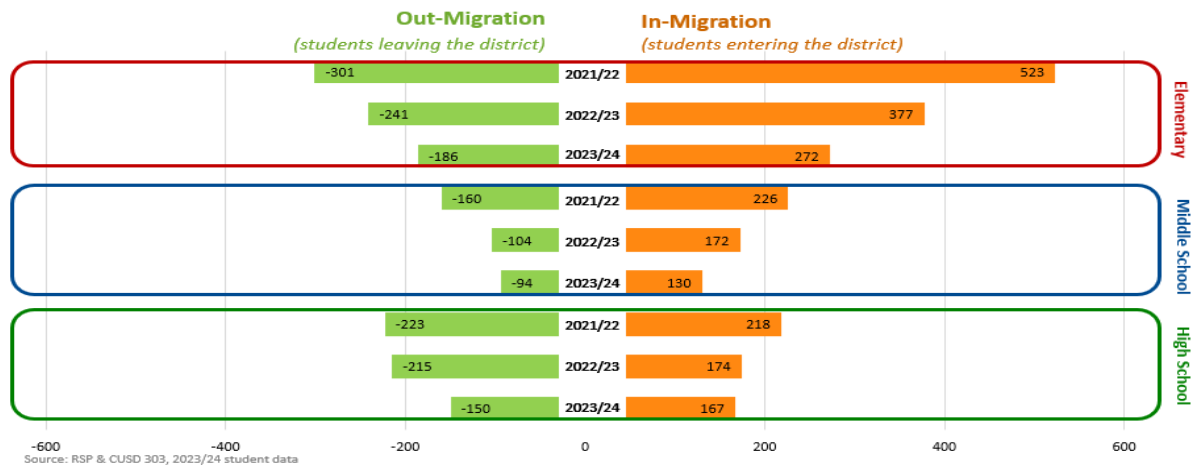
Dr. Paul Gordon
Superintendent
paul.gordon@d303.org
201 South 7th St.
St. Charles, IL 60174
331-228-2000



St. Charles CUSD 303, IL



3-Year Student Migration Trend

**Definition**

Out-Migration: Shows number of students in grade K to 11th that were attending the District in the previous year but are not attending the District in the current year.

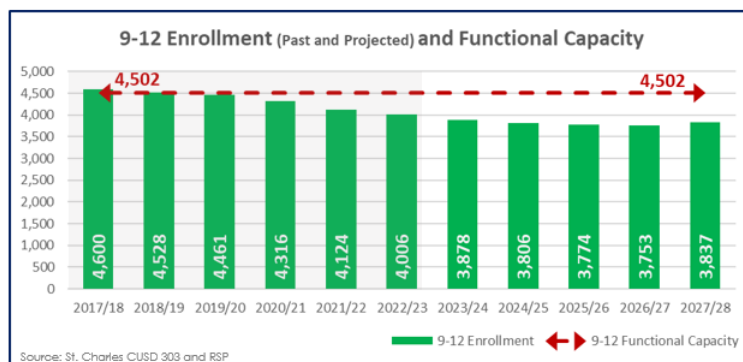
In-Migration: Shows number of students in grade 1st to 12th that are attending the District in the current year but were not attending the District in the previous year.

Observations

- 2021/22 lost 684 students and gained 967 students; **NET: +283**
- 2022/23 lost 560 students and gained 723 students; **NET: +163**
- 2023/24 lost 430 students and gained 569 students; **NET: +139**

Main Takeaway: The district had a net gain of transfer students for the past three years. The district saw less students in-migrating than the past two years resulting in a lower net gain.

High School Capacity Results



School	Functional Capacity
East HS	2,479
North HS	2,023
Total High School	4,502

Source: CUSD 303 & RSP

High School Summary:

- ❑ High School included: East and North High School
- ❑ District-wide High School Functional Capacity is 4,529 students (Current Utilization is 88.5%; Highest Future is 84.0% in 24/25)
- ❑ Official 9-12 2022/23 count enrollment was 4,006 students
- ❑ There is adequate high school capacity district-wide
- ❑ There are mobiles at East HS (Three classrooms) and North HS (Eight classrooms) (Not Included in Capacity for Schools)
- ❑ No high schools are over 100% Functional Capacity with respect to Attend Enrollment
- ❑ Both comprehensive high schools are greater than 70% Functional Capacity

Lawrence Public Schools

Lawrence Public Schools is a K-12 school district in Kansas, serving over 9,000 students in 12 facilities.

RSP provided USD 497 with enrollment projections in 2022/23 & 2023/24, a Facility Master Plan in 2022/23, and a Boundary Analysis in 2023/24, where RSP provided different recommendations to the Board for Middle School boundary adjustments.

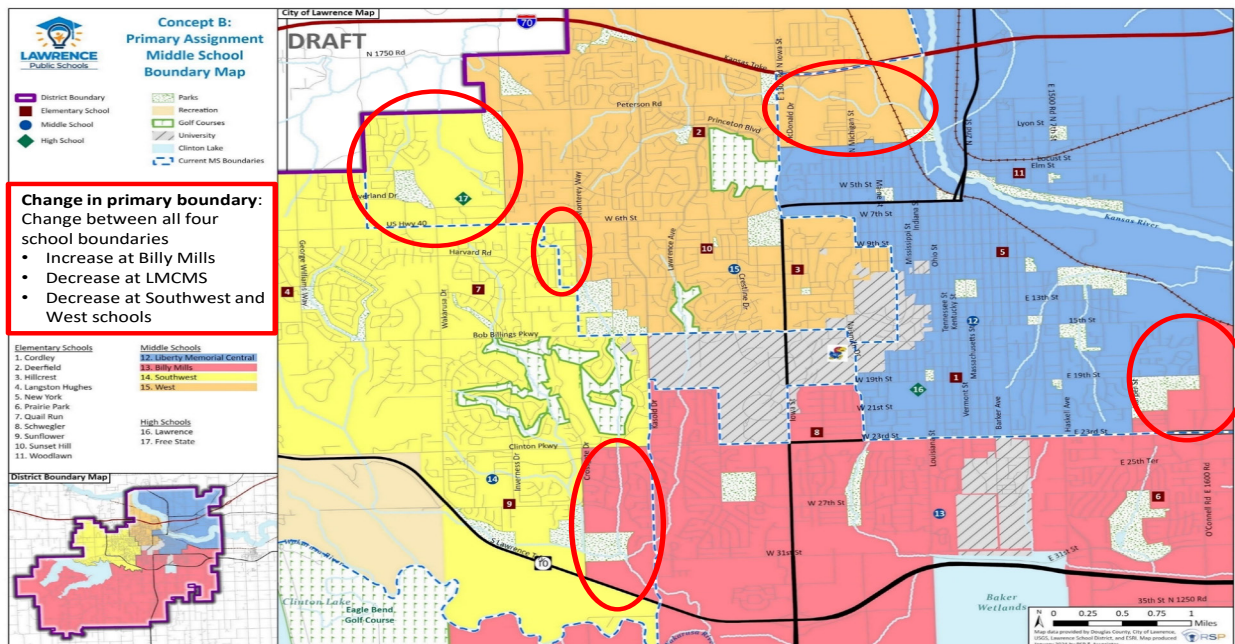
Reference

Dr. Larry Englebrick
Superintendent

larry.englebrick@usd497.org
110 McDonald Dr
Lawrence, KS 66044
(785) 832-5000



Concept B: Primary Boundary Map



Lawrence Public Schools



Concept Comparison:

Boundary Comparison:	Current Boundaries (BAC Consideration)	Concept A Boundaries (BAC Consideration)	Concept B Boundaries (BAC Consideration)
Projected Enrollment <i>Target: Improve balance between middle school (75% utilization)</i>	- Billy Mills MS forecasted under 65% utilization - West MS forecasted as the most utilized school (75-82%) - In 2028/29, a difference of 17% of utilization between middle schools	- Billy Mills and West MS forecasted under 65% utilization - Southwest MS forecasted as the most utilized school (82-88%) - In 2028/29, a difference of 26% of utilization between middle schools	- Billy Mills MS forecasted to increase to 74% utilization - All schools are balanced around 70% to 75% utilization - In 2028/29, a difference of 3% of utilization between middle schools
Feeder Analysis <i>Target: Improve number of elementary schools feed directly to a middle schools</i>	Four complete elementary to middle schools	- Five complete elementary to middle schools - Makes Quail Run Elementary a complete feeder school to West Middle School	- Five complete elementary to middle schools - Makes Deerfield Elementary a complete feeder school to West Middle School
Students Impacted <i>Target: Lower impact of current students</i>	No students impacted in primary boundary change	69 students (5%) impacted in primary boundary change - Southwest & West MS impacted	107 students (7%) impacted in primary boundary change - All four schools impacted

Important:

- ✓ The Boundary Advisory Committee is considering the three Primary Boundary maps
 - ❑ Current, Concept A, or Concept B
- ✓ The Boundary Advisory Committee is recommending the Proposed Secondary Boundary Map for LCMCS

Students Impacted Analysis

Student Impacted Analysis:	Concept A Reside				Students Impacted Total	Percent Students Impacted
Current Reside	Billy Mills MS	Liberty Memorial Central MS	Southwest MS	West MS		
Billy Mills MS					0	0%
Liberty Memorial Central MS					0	0%
Southwest MS					0	0%
West MS			69		69	16%
Total 6-7 Impact:	0	0	69	0	69	5%

Source: RSP and USD 497

1/23/2024

Concept A:

- Concept A impacts 69 6th to 7th graders with a movement from West Middle School to Southwest Middle School
- This would impact about 5% of the current 6th to 7th grade student population

Concept B:

- Concept B impacts 107 6th to 7th graders with a movement between all four middle schools
- This would impact about 7% of the current 6th to 7th grade student population

Student Impacted Analysis:	Concept B Reside				Students Impacted Total	Percent Students Impacted
Current Reside	Billy Mills MS	Liberty Memorial Central MS	Southwest MS	West MS		
Billy Mills MS					0	0%
Liberty Memorial Central MS	12			18	30	10%
Southwest MS	39				39	10%
West MS			38		38	9%
Total 6-7 Impact:	51	0	38	18	107	7%

Source: RSP and USD 497

1/23/2024

Des Moines Public Schools, IA

Des Moines Public Schools is the largest school district in Iowa, serving over 30,000 students in 60 facilities in the Des Moines metro area.

Utilizing RSP analysis and expertise, RSP is currently facilitating a two-year Facility Master Plan with DMPS to reimagine district facilities for the next 10 years.

Reference

Matt Smith

Assistant Superintendent

matthew.smith@dmschools.org

2100 Fleur Dr.

Des Moines, IA 50321

515-242-7911



Elementary Boundary Map

MAIN TAKEAWAY:

Purple Line: School District Boundary

Solid Colors:
Elementary
Attendance Areas

Elementary School Attendance Areas

- Legend**
- District Boundary
 - School Points
 - Early Ed/PK
 - Elementary
 - Middle School
 - High School
 - Alternative
 - Cemetery
 - Golf Course
 - Park
 - Colleges

Early Education/PK:

- McKee
- Mitchell
- Jesse Franklin Taylor
- Woodlawn

Elementary Schools:

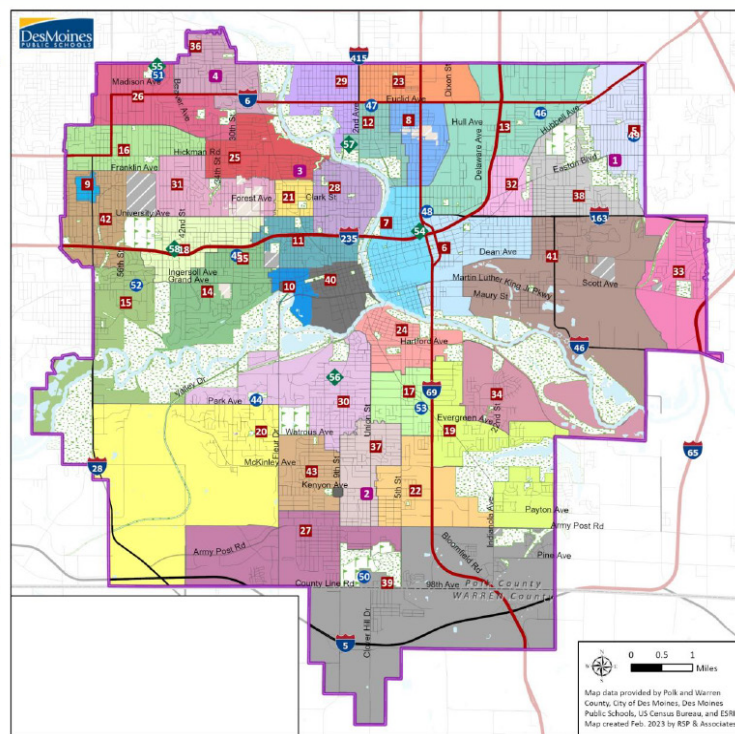
- | | |
|-----------------|--------------------|
| 5. Brubaker | 24. McKinley |
| 6. Capitol View | 25. Monroe |
| 7. Carver | 26. Moore |
| 8. Cattell | 27. Morris |
| 9. Cowles Mont | 28. Moulton |
| 10. Bowtrem | 29. Oak Park |
| 11. Edmunds | 30. Park Avenue |
| 12. Findley | 31. Perkins |
| 13. Garton | 32. Phillips |
| 14. Greenwood | 33. Pleasant Hill |
| 15. Hanawalt | 34. River Woods |
| 16. Hillis | 35. Ruby Van Meter |
| 17. Howe | 36. Samuelson |
| 18. Hubbell | 37. South Union |
| 19. Jackson | 38. Stowe |
| 20. Jefferson | 39. Studebaker |
| 21. King | 40. Walnut Street |
| 22. Lovejoy | 41. Willard |
| 23. Madison | 42. Windsor |
| | 43. Wright |

Middle Schools:

- Brody
- Callanan
- Goodrell
- Harding
- Hiatt
- Hoyt
- McCombs
- Meredith
- Merrill
- Weeks

High Schools:

- East
- Hoover
- Lincoln
- North
- Roosevelt



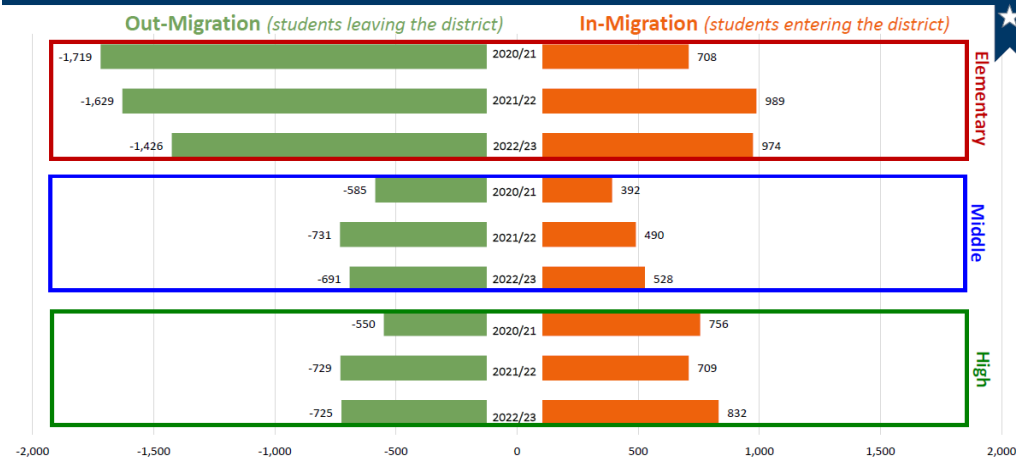
Des Moines Public Schools, IA



Elementary Projections by Building

School	School Capacity	Student Location	Past School Enrollment				Projections Based on Residence				
			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Findley Elementary K to 5th Feeder: North HS	384	Reside/Attend Reside Attend	244 340 324	240 333 306	251 346 311	244 312 304	299 294 304	294 301 294	301 293 293	293 294 294	294
Garton Elementary K to 5th Feeder: East HS & North HS	720	Reside/Attend Reside Attend	439 651 502	427 637 497	422 618 474	410 620 455	572 587 459	587 592 483	592 598 488	598 598 494	598 598 494
Greenwood Elementary K to 5th Feeder: Roosevelt HS	528	Reside/Attend Reside Attend	193 276 249	157 259 212	166 254 220	195 292 272	279 268 268	286 265 265	283 262 262	287 266 266	282 261 261
Hanawalt Elementary K to 5th Feeder: Roosevelt HS	480	Reside/Attend Reside Attend	290 339 343	275 324 340	287 335 354	271 316 333	296 296 322	274 262 301	262 256 289	256 283 283	252 279 279
Hillis Elementary K to 5th Feeder: Hoover HS & Roosevelt HS	576	Reside/Attend Reside Attend	268 364 318	267 360 313	245 338 292	258 355 305	329 304 304	336 309 309	342 315 315	330 303 303	330 303 303
Howe Elementary K to 5th Feeder: Lincoln HS	336	Reside/Attend Reside Attend	231 357 279	215 329 270	251 383 305	237 351 296	298 329 298	289 323 289	290 324 290	280 314 280	255 289 255
Hubbell Elementary K to 5th Feeder: Roosevelt HS	480	Reside/Attend Reside Attend	346 441 444	331 416 420	343 418 415	334 411 407	403 382 403	372 372 386	373 373 387	373 373 387	356 370 370
Jackson Elementary K to 5th Feeder: East HS & Lincoln HS	552	Reside/Attend Reside Attend	370 549 413	329 503 387	338 503 386	360 518 406	514 437 437	510 426 426	519 435 435	511 427 427	504 420 420
Jefferson Elementary K to 5th Feeder: Lincoln HS	456	Reside/Attend Reside Attend	169 214 389	189 224 371	172 219 338	166 220 338	213 213 327	215 215 353	216 216 354	220 220 358	229 229 367
King Elementary K to 5th Feeder: Hoover HS & Roosevelt HS	504	Reside/Attend Reside Attend	210 328 295	185 289 265	188 322 264	176 293 267	262 268 268	276 265 265	268 257 257	270 259 259	278 267 267
Lovejoy Elementary K to 5th Feeder: Lincoln HS	480	Reside/Attend Reside Attend	333 507 392	312 492 378	326 480 403	296 461 365	416 357 357	405 348 348	399 342 342	398 341 341	388 331 331

3-Year Migration (Brick-and-Mortar and Virtual Students)



Source: RSP and ESRI

Definition

Out-Migration: Shows number of students in grade K to 11th that were attending the District in the previous year, but are not attending the District in the following year.

In-Migration: Shows number of students in grade 1st to 12th that are attending the District in the current year, but were not attending the District in the previous year.

Observations

- 2020/21 lost 2,854 students and gained 1,856 students; **NET: -998**
- 2021/22 lost 3,089 students and gained 2,188 students; **NET: -901**
- 2022/23 lost 2,842 students and gained 2,334 students; **NET: -508**

Main Takeaway:

When including the virtual academy students, the district still had a negative net gain of transfer students for the past three years, but there is a smaller net loss each year.

RESPONSE AFFIDAVIT



September 19, 2025

Affidavit of **RSP & Associates**

State of Kansas

County of Johnson

I, the undersigned, being first duly sworn on oath, state that I am the Business Manager of **RSP & Associates**, and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s) and amount of this proposal.

I hereby certify that the following statements are true and correct:

- **RSP & Associates** is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to any municipality in Iowa or the state of Iowa.
Proposal of: RSP & Associates

No fictitious name of any entity or person has been used in this proposal, and no unidentified third party will have an interest in any resulting contract or in the performance of any work under this proposal.

- **RSP & Associates** does not do business as or operate under any fictitious name, other than **RSP & Associates or RSP**.
- No director, officer, or employee of the Linn-Mar Community School District, or their spouse, dependent child(ren), or any business with which they are associated, will receive any monetary benefit or financial gain with regard to this proposal or resulting contract.
- The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, contractor, service provider, or any other competitor.
- Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed to any other vendor or service provider or competitor, and will not be knowingly disclosed, directly or indirectly, prior to the proposal opening date and time.
- No attempt has been made or will be made by me or my firm to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.
- My firm has only presented one proposal in response to this RFP.
- This proposal is made in good faith.
- **RSP & Associates**, its affiliates, subsidiaries, officers, directors, and employees have not been convicted of a felony within the past five (5) years, which felony is related in any way to providing the products and/or services referenced in this RFP, or to the competency of the firm to perform under any resulting contract.

RESPONSE AFFIDAVIT



- **RSP & Associates**, its affiliates, subsidiaries, officers, directors, and employees are not currently subject to any litigation, administrative proceeding, or investigation and have not in the past five (5) years been subject to any litigation, administrative proceeding, or investigation or been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract, except as follows: none
- **RSP & Associates**, its affiliates, subsidiaries, officers, directors, and employees have not been debarred, suspended, or otherwise excluded from or ineligible to participate in any procurement or non-procurement programs or other assistance programs or activities with the state or federal government, including but not limited to exclusion as identified by the U.S. General Service Administration Office of Acquisition Policy or similar body.

I state that **RSP & Associates** acknowledges and understands that the above representations in this Affidavit are important and material and will be relied upon by the Linn-Mar Community School District, in awarding the contract for which this bid/proposal is submitted. I and my firm understand that any misstatement or omission in this Affidavit may be treated by the Linn-Mar Community School District as a fraudulent misrepresentation or concealment of the true facts relating to this proposal. Any such misstatement or omission in this Affidavit will be grounds for disqualification and/or immediate termination of any resulting contract at the sole discretion of the Linn-Mar Community School District.

Sworn and subscribed to this ____ day of _____, 20__.

RSP & Associates

Signature:

Printed Name and Title: _____

Notary Public

My Commission Expires: _____

| OUR APPROACH

RSP begins each project with a custom approach - asking the right questions to identify the unique needs and challenges that each client faces. This approach allows our team to take known data sets and develop analysis that addresses the specific needs of each client. This custom approach accounts for a high level of accuracy in our enrollment projections, the ability for districts to use our analysis to make long-term and lasting decisions for the community, and a life span for the analysis that is beneficial to the client for years beyond the project completion. This approach is the same whether a client is large or small, urban or rural.

- RSP provides a custom client experience.

ENROLLMENT ANALYSIS

The Enrollment Analysis seeks to answer the immediate questions related to enrollment shifts, demographic trends, economic impact, and how that information effects students throughout the district. Outlined below are the steps in the analysis process:



PROJECT TASK 1: PROJECT DEFINITION

Preliminary meeting with administration to determine key decision points, agree to scope of work



PROJECT TASK 2: DATA COLLECTION

Receive data from school district, census, state, county and city. RSP coordinates all data collection from multiple data sources.



PROJECT TASK 3: STAKEHOLDER MEETINGS

RSP meets with key development, city, and county officials to gather information. RSP visits and tours the district and community to verify data sources related to development activity, infrastructure improvement and other on-site information



PROJECT TASK 4: DATA ANALYSIS

RSP Planning and GIS team compile all the data and begin the analysis. RSP develops the modeling structure, incorporating all the data sets.



PROJECT TASK 5: STATISTICAL FORECAST MODEL

RSP Planning team completes the analysis using our model to forecast future enrollment. Using GIS RSP develops maps and visuals to communicate effectively the information. Our team prepares the report incorporating all information into the final product.



PROJECT TASK 6: ADMINISTRATION/BOARD MEETING

RSP team members meet with administration and/or Board of Education members to present findings. RSP can attend a BOE meeting to present the analysis to the Board of Education.

ENROLLMENT ANALYSIS

RSP's analysis is customized to each client to provide the best, most accurate and long-lasting planning information and can include, but not limited to the following:

SCOPE OF SERVICE

- Projected enrollment for 10-years by building (reside/attend) including projections totaled by District, by building, by grade, by class, by year, by K-4, by 5-6, by 7-8, by 9-12, by current attendance center residency, and preschool enrollment
- Analysis of current enrollment for all district schools and recommendations to address the impact of future growth for each facility
- Examine enrollment trends through various visual medium, including a map library, tables, charts, and info-graphics depicting geographic attendance areas, migration, intra-transfer trends, school choice trends, census trends, land use, potential growth and density
- Housing profile of the district, including rapidity of change in home development, past, current and future housing development trends, and areas of potential development including yield rates for single family and multi- family units in all municipalities
- Examine population trends including population diversity, income levels, home values, census, and live birth rates through various visual medium, including a map library, tables, charts, and info-graphics
- Analysis of regional economic factors, employment rates, and other trends to include information that may impact population movements, including infrastructure improvements
- Analysis of out of district enrollment and movement of students to other districts

| OUR PRICING

RSP recognizes that our clients need to get the most out of limited budgets. Our competitive pricing provides our clients with the additional reassurance that they are receiving a high-level of analysis and accuracy within a cost structure they can achieve.

Attached is the pricing page as directed with Appendix A.

PROJECT COSTS

Enrollment Analysis

- Item 1: Examine Socioeconomic Data
- Item 2: Examine development data and time lines
- Item 3: Project future enrollment and incorporate all data sets into projections
- Item 4: Provide error bands for projections
- Item 5: Utilize GIS to develop maps and visuals

TOTAL ENROLLMENT ANALYSIS COSTS

\$27,000

Optional Services

- Provide Redistricting Options:

RSP will develop three redistricting options	\$8,000
--	---------
- Assist BOE with understanding Redistricting options

RSP will present three redistricting options to BOE	\$5,250
---	---------

TERM OF CONTRACT

RSP will provide a Professional Service Agreement and Statement of Work upon award of the RFP. The terms of the agreement will be for one year from the date of contract execution.

DISCLOSURE INFORMATION



September 19, 2025

Disclosure Statement – Improper Business Relationships

RSP affirms that no improper, unethical, or illegal relationships or conflicts of interest exist, nor have the potential to exist, between RSP; the District; any employee, officer, director, or principal of RSP or the District; or any other party. RSP acknowledges that the District reserves the right to determine the materiality of any such relationships, whether discovered or disclosed or intentional or not, and further reserves the right, at its sole discretion, to disqualify RSP and/or cancel any award resulting from such determination. RSP understands and agrees that any such disqualification or cancellation shall be without fault or liability to the District.

Sincerely,

RSP Associates, LLC



Robert Schwarz, AICP, CEFP
Owner

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BUKATY PROP & CASLTY SVCS INC/PHS 37276906 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251		CONTACT NAME: PHONE (866) 467-8730 FAX (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS:	
INSURED RSP & ASSOCIATES, LLC 7111 W 151ST ST STE 12 OVERLAND PARK KS 66223-2231		INSURER(S) AFFORDING COVERAGE NAIC# INSURER A: Twin City Fire Insurance Company 29459 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS
A	☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ General Liability			37 SBA BZ4695	12/15/2024	12/15/2025	EACH OCCURRENCE \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
							MED EXP (Any one person) \$10,000
							PERSONAL & ADV INJURY \$1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			37 SBA BZ4695	12/15/2024	12/15/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
							BODILY INJURY (Per person)
							BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			37 SBA BZ4695	12/15/2024	12/15/2025	EACH OCCURRENCE \$2,000,000
							AGGREGATE \$2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	37 SBA BZ4695	12/15/2024	12/15/2025	PER STATUTE
							OTH-ER
							E.L. EACH ACCIDENT
							E.L. DISEASE -EA EMPLOYEE
A	EMPLOYMENT PRACTICES LIABILITY			37 SBA BZ4695	12/15/2024	12/15/2025	E.L. DISEASE - POLICY LIMIT
							Each Claim Limit \$10,000
							Aggregate Limit \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
 7111 W 151ST ST STE 12
 OVERLAND PARK KS 66223-2231

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

CERTIFICATES, LICENSES, TARIFF, ETC.

RSP does not hold any certificates, licenses, etc that are requested and/or required for providing the produces and/or services under this RFP.

ITEMIZED RESPONSES

RSP does not have any itemized responses and/or exception to the RFP.

ADDITIONAL TERMS AND CONDITIONS

RSP does not hold any additional terms or conditions to our response to this RFP.

**Cedar Rapids**

200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Des Moines

100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Iowa City

24 ½ S. Clinton Street Ste. 1
Iowa City, Iowa 52240
(319) 363-6018

Madison

301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

Minneapolis

323 N. Washington Avenue Ste. 200
Minneapolis, Minnesota 55401
(612) 468-6851

opnarchitects.com

August 18, 2025

Amy Kortemeyer, Superintendent
Linn-Mar Community School District
3556 Winslow Road
Marion, Iowa 52302

RE: Bid Recommendation for the LM Performance Venue Orchestra Shell (project 22216000)

Amy: We are pleased to report the results of bidding for the Orchestra Shell for the new Linn-Mar Performance Venue. On Tuesday, August 12th 2025, we received two bids for the Orchestra Shell. The low bidder on the project was Wenger Corporation of Owatonna, Minnesota. You can review the specifics of the bid results on the attached bid tab.

After review of the bids, we recommend that the Linn-Mar School Board accept the following base bid.

Orchestra Shell
Wenger Corporation

Base Bid\$ 581,494.86

Upon direction from the board, OPN will prepare a letter to proceed for Wenger Corporation and contracts between the district and the Wenger Corporation.

Thank you for the opportunity to serve the Linn-Mar Community School District.

OPN ARCHITECTS, INC.

A handwritten signature in blue ink, appearing to read 'Roger Worm'.

Roger Worm, Principal

OPN Architects

Attachments: Bid Tabulations

cc: Jon Galbraith, Chief Financial/Operating Officer, LM Community School District
file



BID TABULATION

August 12, 2025

Linn-Mar Performance Center- Orchestra Shell

OPN Project # 22216000

Linn-Mar Community School District

Marion, IA

[illegible]



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

BOARD OF DIRECTORS MINUTES SEPTEMBER 22, 2025

[Click here for YouTube recording](#)

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Linn-Mar Board of Directors was called to order at 5:00 PM in the boardroom of the Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Mansoor, Morey, Thomas, and Lowe Lancaster. Absent: Walker. Administration present: Kortemeyer, Galbraith, Ramos, Wear, Christian, Faber, and Nelson. Director Mansoor left at 6:20 PM.

President Lowe Lancaster called for a moment of silence in remembrance of Curt Hynek, Oak Ridge Middle School Art Teacher, who recently passed away.

200: ADOPTION OF AGENDA

- Motion 43.09.22

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

300: SPECIAL RECOGNITIONS

(SPG #2-Learning Excellence & 4-People & Culture)

1. Fourteen LM 4th graders were recognized for being nominated for the 2025 cohort of National Math Stars.
2. President Lowe Lancaster read a proclamation in honor of National Principals Month (October).

- Exhibit 300.2

400: AUDIENCE COMMUNICATIONS

(SPG #1-Community Engagement)

No communications were received.

500: INFORMATIONAL REPORTS

501: Assessments and Conditions for Learning Survey Report –Exhibits 501.1a-b

Anne Faber, Executive Director of Student Services, and Nathan Wear, Associate Superintendent, reported on the 2024-25 assessments and Conditions for Learning Survey. Their report covered the collaborative focus between General Education and Special Education, an overview of the results for FAST, ISASP, and the Conditions for Learning Survey, Advanced Placement and ACT exams, graduation rates, and College & Career Readiness.

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

502: Policy Committee Report – Refer to Exhibit 708.1 (BG #1.c-Visionary Team)

Director Thomas reported that during the September 10th Policy Committee meeting policies 603.11, 1001.4-R, and the full 100 and 200 policy series were reviewed.

503: Finance/Audit Committee Report (SPG #5-Resource Mngmt / BG #3.c-District Culture)

Director Morey and Vice President Buchholz reported that during the September 18th F/AC meeting the summer bills were reviewed and discussion continued on the 10-year facilities plan, transportation needs, the performance venue project, the FY25 Certified Budget Report, and the allowable growth requests to the SBRC for the Special Education deficit and the English Learner excess costs.

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

Director Mansoor reported that during the September 18th Marion City Council meeting it was approved to install “Children at Play” signs on Winslow Road and entrances to Larkspur Dr., Aster Ct., and Tall Pines Ct., and to reduce the speed limit to 30 MPH on Winslow Road between Tower Terrace Road and Berry’s Run Bridge. The rezoning of land located south of Marion Airport Road and east of Enterprise Drive to Planned Unit Development was also approved.

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

Superintendent Kortemeyer shared several district honors and highlights, reviewed ongoing facilities projects, shared an overview of her recent event and meeting participation, and reported that the ELC was a stop on this year’s MEDCO Bus Tour. Congratulations were also shared with the district on a great homecoming week with over 1,200 students in attendance at the dance and over 5,700 people in attendance at the Varsity football game.

600: UNFINISHED BUSINESS

601: Second Reading of Policy Recommendations – Exhibit 601.1

MOTION by Thomas to approve the second reading of policies 103.1, 103.1-R, 103.1-E1, 103.1-E2, and 103.1-E3 as presented in Exhibit 601.1. Second by Mansoor. Voice vote all ayes. Motion carried. (BG #1.c-Visionary Team)

- Motion 44.09.22

700: NEW BUSINESS

701: Approval of FY25 SBRC SpEd Allowable Growth Request – Exhibit 701.1

MOTION by Foss to authorize district administration to submit a request to the School Budget Review Committee for an allowable growth request amount of \$4,813,953.20, relating to the fiscal year 2025 Special Education deficit. Second by Morey. Director Morey reported that the requested amount was lower than last year and thanked the district for their dedication to this issue. Voice vote, all ayes. Motion carried.

- Motion 45.09.22

702: Approval of FY25 SBRC EL Excess Cost Allowable Growth Request

MOTION by Buchholz to authorize district administration to submit a request to the School Budget Review Committee for a modified supplemental amount of \$727,388.63, relating to the fiscal year 2025 English Learner excess costs. Second by Morey. Voice vote, all ayes. Motion carried. – **Exhibit 702.1** – **Motion 46.09.22**

703: Approval of FY25 Depository Banks Affidavits Reports – Exhibit 703.1

MOTION by Mansoor to approve the depository banks' affidavit reports for fiscal year 2024-25 as presented in Exhibit 703.1. Second by Foss. Voice vote, all ayes. Motion carried. (SPG #5-Resource Mngmt / BG #3.c-District Culture) – **Motion 47.09.22**

704: OPN Architects Agreement Amendment – Exhibit 704.1

MOTION by Morey to approve the OPN Architects agreement amendment regarding the new performance venue west hallway extension as presented in Exhibit 704.1. Second by Thomas. Director Morey clarified that this was an extension of the current agreement. Director Foss reported that the west hallway will make the venue more functional for stakeholders. Voice vote, all ayes. Motion carried. – **Motion 48.09.22**

705: Approval of Open Enrollment Requests (SPG #2-Learning Excellence & 3-Learner Experience)

MOTION by Thomas to approve the open enrollment requests as presented. Second by Buchholz. Voice vote, all ayes. Motion carried. – **Motion 49.09.22**

Approved IN	Student Name	Grade	Resident District
	Betts, Jackson	5th	Cedar Rapids CSD
	Burr, Everett	9 th	Cedar Rapids CSD
	Morrow, Eliejah	8 th	Marion Independent
	Morrow, JaMauri	7 th	Marion Independent

Denied OUT	Student Name	Grade	Requested District	Reason
	Thompson, Levi	9 th	Marion Independent	Late, no good cause

706: Discussion of Engagement Letter Relating to PowerSchool Litigation

MOTION by Buchholz to approve the engagement letter with the Frantz Law Group relating to the PowerSchool litigation. Second by Thomas. Superintendent Kortemeyer clarified that the district was approached to be a part of a mass class action lawsuit with no expense to the district and is recommending the district move forward with participating in the lawsuit. Director Thomas clarified that the lawsuit is regarding the past data breach. Voice vote, all ayes. Motion carried. – **Motion 50.09.22**

707: IASB Annual Convention Attendance & Delegate

(BG #1.b-Visioinary Team)

President Lowe Lancaster facilitated a discussion on the board's attendance at the Iowa Association of School Boards annual convention in Des Moines (Nov 19-21) and asked for volunteers to serve as this year's delegate and alternate delegate for the General Assembly.

MOTION by Mansoor to approve Vice President Buchholz as the delegate and Director Foss as alternate delegate for the 2025-26 IASB General Assembly. Second by Thomas. Voice vote, all ayes. Motion carried. **- Motion 51.09.22**

708: First Reading of 100 & 200 Series Policy Recommendations – Exhibit 708.1

MOTION by Thomas to approve the first reading of the policy recommendations as presented in Exhibit 708.1. Second by Buchholz. Director Morey thanked the Policy Committee for their work and consideration of the grammatical corrections she submitted. Voice vote, all ayes. Motion carried. (BG #1.c-Visionary Team)

- Motion 52.09.22

709: Approval of Contractor for the IC Concrete Upgrade Project – Exhibit 709.1

MOTION by Morey to approve Rathje Construction, Inc., as the contractor for the Indian Creek Elementary concrete ADA upgrade project as presented in Exhibit 709.1. Second by Mansoor. Director Morey clarified this was discussed and approved by the Finance/Audit Committee as the first step needed in improving the Indian Creek playground and Jon Galbraith, CFO/COO, shared an overview of the project. Voice vote, all ayes. Motion carried.

- Motion 53.09.22

800: CONSENT AGENDA

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

MOTION by Morey to approve the consent agenda as presented. Second by Buchholz. Director Morey congratulated the retirees and Director Thomas thanked Chelsea Dill for her military service. Voice vote, all ayes. Motion carried.

- Motion 54.09.22

801: Personnel

Certified Staff: Leave of Absence

Name	Assignment	Dept Action	Reason
Dill, Chelsea	LMHS: Social Studies Teacher	2025-26 School Year	Military Duty

Classified Staff: Assignment/Reassignment/Transfers

Name	Assignment	Dept Action	Salary Placement
Balasubramanian, Deepika	NS: EH General Help	9/15/25	PTNS, Step 1
Beke, Michael	TR: Regular Sub Bus Driver	9/9/25	Step 1
Celik, Ozgur	AC: From Aquatic Instructor to Academic Aquatic Assistant	9/22/25	\$16.00/hour
Defenbaugh, Jenna	NS: BW Satellite Manager	9/15/25	PTNS, Step 5
Dickson, Faith	LMHS: Student Support Associate	9/15/25	LMSEAA A, Step 1
Keppler, Steven	O&M: Seasonal Help	9/15/25	\$15.00/hour
Knox, Melissa	LMHS: Student Support Associate	9/30/25	LMSEAA A, Step 1
Rouse, Allen	TR: Regular Sub Bus Driver	9/9/25	Step 1
Shetty, Kavita	NS: LMHS General Help	9/10/25	PTNS, Step 1
Stivers, Jon	AC: From Aquatic Instructor to Academic Aquatic Assistant	9/22/25	\$16.00/hour

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason
Cirkl, John	TR: Bus Driver	9/26/25	Retirement
Dayton, Joyce	LMHS: Bookkeeper	10/31/25	Retirement
Kramer, Alison	BP: Student Support Associate	9/8/25	Personal

Co/Extra-Curricular Staff: Assignment/Reassignment/Transfers

Name	Assignment	Dept Action	Salary Placement
Evans, Tristan	LMHS: From Asst Boys to Asst Varsity Boys/Girls Track Coach	9/9/25	\$5,872
Fontenot, Liz	OR: Show Choir Choreographer	9/2/25	\$2,000
Hoffman, Kyle	LMHS: From Head Boys to Head Boys/Girls Varsity Track Coach	9/9/25	\$7,046

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason
Armbrust, Samantha	LMHS: Head Varsity Girls Swim Coach	9/8/25	Personal
Elgin, Sam	LMHS: Head 10 th Gr Basketball Coach	9/12/25	Personal

802: Approval of September 8th Board Minutes – Exhibit 802.1**803: Approval of Bills/Warrants – Exhibit 803.1****804: Approval of Contracts/Agreements – Exhibits 804.1-9**

1. Diana Knight independent contractor agreement-Indian Creek 2nd gr accompanist
2. Laura Olson independent contractor agreement-Indian Creek 3rd gr accompanist
3. Terri Radig independent contractor agreement-Indian Creek Encore! accompanist
4. Grant Wood Area Education Agency-contract for transfer of state funding
5. Iowa Vocational Rehabilitation Services-renewal of Iowa Blueprint for Change
6. Boys Scouts of America Troop 560 agreement-cleaning of LM stadium
7. Non-Commercial Licensing Agreement-LM 8U team uniforms
8. Silvas Speaks (James Silvas) independent contractor agreement-LMHS Dance Team mental performance coaching
9. Grant Wood AEA VAST Center Science Curriculum Open Sci Ed agreement
10. Special Education services agreements from Marion Independent (2) and Mt Vernon CSD (1). *For student confidentiality, exhibits are not provided.*

805: Overnight Trip Request – Exhibits 805.1-6

1. Varsity Pom: State dance competition in Des Moines on Dec 4-5, 2025
2. LMHS Wind Ensemble: Midwest Clinic in Chicago, IL on Dec 17-18, 2025
3. Varsity Pom: Regionals competition in Schaumburg, IL on Jan 2-3, 2026
4. Varsity Pom: Best of the Best Showcase in Minneapolis, MN on Jan 9, 2026
5. LMHS Bella Voce: Perform at MACDAC in Milwaukee, WI on Feb 26-28, 2026
6. Robotics: Clash in the Corn Competition in W. Des Moines, IA on Oct 17-18, 2025

806: Fundraising Request – Exhibits 806.1-2

1. LMHS classroom to host Hy-Vee Cash4Students fundraiser
2. Girls Wrestling to host team poster sponsorship fundraiser

807: Informational Financial Reports – Exhibits 807.1-2

1. School Finance & Cash Balance Reports as of June 30, 2024
2. School Finance & Cash Balance Reports as of June 30, 2025

900: BOARD CALENDAR & COMMUNICATIONS

President Lowe Lancaster reviewed the board calendar, Vice President Buchholz shared that the City held a ribbon cutting for Draper Park which was named after Paul Draper who served on the Marion City Council and was a strong supporter of the LM Board of Directors before passing away in 2020, and Director Morey announced that the new playground at Wilkins Elementary was now open. Corrections were also made to the October F/AC meeting date and time (Oct 17th @ 10:30 AM) and the date for the LMHS School Counselor's Advisory (Moved from Oct 29th to Dec 10th).

901: Board Calendar & Communications

Date	Time	Event	Location
September 25	11:30 AM	Board Visit	Boulder Peak
<i>September 29</i>	--	<i>No School (Professional Day)</i>	--
Date	Time	Event	Location
October 9	4:00 PM	School Improvement Advisory Committee (SIAC)	Boardroom
October 9	5:30 PM	Marion City Council Meeting (<i>Mansoor</i>)	City Hall
<i>October 10</i>	--	<i>America Reads Day</i>	--
<i>October 21</i>	--	<i>2-Hour Early Dismissal (Elem/Int/MS Conferences)</i>	<i>District-Wide</i>
<i>October 22</i>	<i>4:00 PM</i>	<i>88th Marion Chamber Annual Meeting</i>	<i>Epic Event Center</i>
October 23 17	8:30 10:30 AM	Finance/Audit Committee Meeting	Boardroom
<i>October 23</i>	--	<i>2-Hour Early Dismissal (Elem/Int/MS Conferences)</i>	<i>District-Wide</i>
<i>October 23</i>	--	<i>End of First Quarter</i>	--
October 23	5:30 PM	Marion City Council Meeting (<i>Buchholz</i>)	City Hall
<i>October 24</i>	--	<i>No School (Professional Day/Workday)</i>	
October 27	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
October 29 December 10	4:00 PM	LMHS School Counselors Advisory	LMHS College/Career Cntr
October 30	8:30 AM	Board Visit	LM High School

902: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

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

1000: ADJOURNMENT

- Motion 55.09.22

MOTION by Buchholz to adjourn the meeting at 6:21 PM. Second by Morey. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer

DRAFT

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/18/2025 - 10/22/2025

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
BLACK HAWK SWIMMING ASSOCIATION	DUES AND FEES	\$690.00
COE COLLEGE	DUES AND FEES	\$2,221.00
DUBUQUE AREA SWIMMIN' HURRICANES	DUES AND FEES	\$3,978.50
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$22,852.03
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$419.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,795.33
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$419.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,795.33
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$1,726.09
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,429.53
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$2,145.44
IOWA SWIMMING INC	DUES AND FEES	\$1,918.50
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$15.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$35.60
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$1,822.76
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$602.24
UNIVERSITY OF IA	DUES AND FEES	\$867.50
Fund Total:		\$44,734.65
Fund: DEBT SERVICE		
UMB BANK, N.A.	OTHER PROFESSIONAL SERVICES	\$600.00
Fund Total:		\$600.00
Fund: GENERAL		
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL SERVICES	\$3,833.33
ACCESS SYSTEMS	COMP/TECH HARDWARE	\$516.19
ACCESS SYSTEMS	GENERAL SUPPLIES	\$2,221.62
ACCURATE TRANSLATION BUREAU	Professional Educational Services	\$108.00
ACDA	PROF SERV: EDUCATION	\$325.00
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$9,777.82
ACTERRA GROUP LLC	REPAIR PARTS	\$15.30
ADVANCE AUTO PARTS	TRANSP. PARTS	\$27.54
ADVANTAGE CHIROPRACTIC	PHYSICALS	\$320.00
ADVANTAGE RECORDS MANAGEMENT	GENERAL SUPPLIES	\$228.38
AGVANTAGE FS	DUES AND FEES	\$4.00
AGVANTAGE FS	GREASE,OIL,LUBE,COOL	\$4,246.53
AGVANTAGE FS	PROPANE	\$14,228.59
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$3,882.50
AHLERS AND COONEY, P.C.	OTHER PROFESSIONAL SERVICES	\$1,228.50
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$924.65
AIRGAS USA LLC	GENERAL SUPPLIES	\$271.81
ALLENS ORCHARD	DUES AND FEES	\$22.50
ALLIANT ENERGY	ELECTRICITY	\$164,939.77
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$5.89
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$758.21
ANYANWU JULIANA	STUDENT FEES	\$180.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/18/2025 - 10/22/2025

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
APPLE COMPUTER INC	COMP/TECH HARDWARE	\$4,726.00
AREA AMBULANCE SERVICE	OTHER PROFESSIONAL SERVICES	\$1,750.00
ARK DATA CENTERS LLC	OTHER TECH SER	\$223.64
ARNOLD MOTOR SUPPLY	REPAIR PARTS	\$122.06
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$269.41
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$86.47
ASCENDANCE TRUCKS EASTERN IOWA LLC	TRANSP. PARTS	\$511.37
ASIFLEX	EE LIAB-FLEX DEP CARE	\$8,438.43
ASIFLEX	EE LIAB-FLEX HEALTH	\$38,785.09
ASIFLEX	OTHER PROFESSIONAL SERVICES	\$708.50
ASSET MAINTENANCE GROUP, INC	REPAIR PARTS	\$79.98
AT & T MOBILTY	TELEPHONE	\$1,153.25
AUTO-JET MUFFLER	TRANSP. PARTS	\$955.98
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$2,388.36
BOWKER MECHANICAL CONTRACTORS	REPAIR/MAINT SERVICE	\$867.00
BOYD CHEYENNE	STAFF TRAVEL	\$63.50
BRAY MELISSA	STAFF TRAVEL	\$64.00
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$489.86
BURGESS GAYLA	STAFF TRAVEL	\$15.00
BYTESPEED LLC	COMPUTER SOFTWARE	\$7,000.00
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$780.00
CAMBIUM ASSESSMENT, INC	INSTRUCTIONAL SUPPLIES	\$8,069.50
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$13,327.14
CARRICO AQUATIC RESOURCES, INC	MAINTENANCE SUPPLIES	\$86.68
CARROLL CONSTRUCTION SUPPLY	GROUNDS UPKEEP	\$20.37
CEDAR RAPIDS COMM SCH DIST	VEHICLE REPAIR	\$4,022.34
CEDAR RAPIDS METRO ECONOMIC ALLIANCE	DUES AND FEES	\$500.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$2,401.37
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$2,123.09
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$630.00
CENTER FOR MATHEMATICS AND TEACHING INC	INSTRUCTIONAL SUPPLIES	\$7,518.50
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$9,436.07
CENTURYLINK	TELEPHONE	\$3,401.41
CESA # 5	DUES AND FEES	\$3,075.00
CIT CHARTERS, INC	TRANSP PRIVATE CONT	\$6,944.80
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$639.80
CITY OF MARION	OTHER PROFESSIONAL SERVICES	\$12,276.00
CITY OF MARION.	OTHER PROFESSIONAL SERVICES	\$2,310.30
COLLECTION	EE LIAB-GARNISHMENTS	\$4,017.79
CONNECTED SOLUTIONS LLC	PROF SERV: EDUCATION	\$175.00
CONSTELLATION NEWENERGY	NATURAL GAS	\$3,007.42
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$298.00
CR/LC SOLID WASTE AGENCY	GROUNDS UPKEEP	\$17.28
CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	\$1,711.00
CROWBAR'S	TRANSP. PARTS	\$27.98

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CULLIGAN	GENERAL SUPPLIES	\$878.13
CUMMINS SALES AND SERVICE	VEHICLE REPAIR	\$1,891.61
D & K PRODUCTS	GROUPS UPKEEP	\$383.50
DALY SUSAN	MISC REVENUE	\$25.00
DAN MALLOY, JR	PROF SERV: EDUCATION	\$100.00
DAVIES, MICHAEL	PROF SERV: EDUCATION	\$50.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$34,651.13
DEMCO	GENERAL SUPPLIES	\$375.00
DEMOULIN BROTHERS & COMPNAY	INSTRUCTIONAL SUPPLIES	\$47.16
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$3,700.00
DRY CLEANING PLUS	PROF SERV: EDUCATION	\$108.00
ELECTRICAL ENGINEERING & EQUIPMENT CO.	ELECTRICAL SUPPLY	\$245.40
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL SERVICES	\$2,056.32
EMS DETERGENT SERVICES	INSTRUCTIONAL SUPPLIES	\$85.00
ESCAPOLOGY ESCAPE ROOMS CEDAR RAPIDS	DUES AND FEES	\$440.00
Estate of Curt Hynek	UNDESIGNATED	\$6,870.73
EVAC + CHAIR NORTH AMERICA LLC	GENERAL SUPPLIES	\$4,428.00
EVERYDAY SPEECH LLC	DUES AND FEES	\$5,914.87
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$217.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$7,779,843.44
FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	\$210.25
FOREST VANESSA	STAFF TRAVEL	\$47.80
FRANK RIEMAN MUSIC INC	INSTRUCTIONAL SUPPLIES	\$807.00
FRANK RIEMAN MUSIC INC	Professional Educational Services	\$300.00
FRANKLIN COVEY	INSTRUCTIONAL SUPPLIES	\$99.29
FREIBURGER VICKI	STAFF TRAVEL	\$27.65
FUN STROKES LLC	INSTRUCTIONAL SUPPLIES	\$64.85
GALBRAITH JON	STAFF TRAVEL	\$22.00
GALBREATH SHANNON	STAFF TRAVEL	\$12.00
GASWAY CO, J P	GENERAL SUPPLIES	\$2,247.79
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$872.12
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$2,069.60
GRAINGER	GENERAL SUPPLIES	\$2,035.48
GRANT WOOD AEA	AEA FLOW THRU	\$216,233.20
GRANT WOOD AEA	COMPUTER SOFTWARE	\$20,906.85
GRANT WOOD AEA	GENERAL SUPPLIES	\$63.75
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$575.29
GREAT MINDS PBC	INSTRUCTIONAL SUPPLIES	\$2,913.75
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$4,628.74
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$350.00
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$1,557.00
HAVEL NATALEE	STAFF TRAVEL	\$21.15
HAWKEYE ENVIRONMENTAL	OTHER PROFESSIONAL SERVICES	\$1,880.00
HICKS JESSIE	STAFF TRAVEL	\$7.00
HOGLUND BUS CO. INC	TRANSP. PARTS	\$186.52

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HOME PRO SERVICES INC	OTHER PROFESSIONAL SERVICES	\$56,078.33
HP INC	TECH REPAIRS/MAINTENANCE	\$285.49
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$223.84
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$283.73
HYDRAFAB	REPAIR/MAINT SERVICE	\$428.35
IBEA	PROF SERV: EDUCATION	\$115.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$2,375.00
INSPIRED TO SEW, LLC	PROF SERV: EDUCATION	\$297.99
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$154,348.52
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$656,456.43
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$154,163.01
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$656,456.43
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$850,946.50
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$321.15
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$23,616.05
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$1,200.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$717,039.59
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,076,129.43
IOWA SHARES	EE LIAB-CHARITY	\$46.00
IOWA STATE UNIVERSITY	DUES AND FEES	\$200.00
ISFIS	OTHER PROFESSIONAL SERVICES	\$2,568.00
JOHNSON CONTROLS	HEAT/PLUMBING SUPPLY	\$10,858.32
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$295.35
K-12 TECHNOLOGY GROUP INC	TELEPHONE	\$2,970.20
KHALED FAYED	MISC REVENUE	\$18.00
KING PAIGE	STAFF TRAVEL	\$11.30
KIRKWOOD COMM COLLEGE	OTHER TECH SER	\$2,480.00
KIRKWOOD COMM COLLEGE	WELLNESS OTHER PROFESSIONAL SERVICES	\$28.00
LAWSON PRODUCTS, INC	TRANSP. PARTS	\$132.78
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$340.28
LINN CO-OP OIL	DIESEL	\$9,958.73
LINN CO-OP OIL	GASOLINE	\$4,997.11
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$88.40
LINN CO-OP OIL	REPAIR PARTS	\$176.80
LINN COUNTY PUBLIC HEALTH	OTHER TECH SER	\$875.00
LINN COUNTY REC	ELECTRICITY	\$40,903.48
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$1,367.86
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$303.00
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$102.14
LYNCH FORD	VEHICLE REPAIR	\$972.64
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$0.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$10,978.36
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$0.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$21,531.96

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Vendor Name	Description	Check Total
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$512.00)
MARION CHAMBER OF COMMERCE	DUES AND FEES	\$373.84
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$1,142.42
MARION TIRE	REPAIR/MAINT SERVICE	\$249.04
MARION TIRE	VEHICLE REPAIR	\$2,080.76
MARION WATER DEPT	WATER/SEWER	\$17,896.67
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$225.31
MEDIAQUEST SIGNS	INSTRUCTIONAL SUPPLIES	\$1,765.00
MEDICALESHP INC	INSTRUCTIONAL SUPPLIES	\$2,288.88
MENARDS -13127	GENERAL SUPPLIES	\$2,657.07
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$520.88
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$14.58
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$0.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$1,292,726.15
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	(\$190.00)
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$58,000.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$112,276.15
MH EQUIPMENT COMPANY	MAINTENANCE SUPPLIES	\$30.88
MH EQUIPMENT COMPANY	REPAIR/MAINT SERVICE	\$1,035.37
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$629.51
MID AMERICAN ENERGY	NATURAL GAS	\$1,945.95
MIDWEST ALARM SERVICES	REPAIR/MAINT SERVICE	\$692.00
MIDWEST BUS PARTS, INC	TRANSP. PARTS	\$526.70
MIDWEST WHEEL	TRANSP. PARTS	\$8.37
NAPA AUTO PARTS (GPC)	TRANSP. PARTS	\$173.80
NOTEWORTHY MUSIC SERVICES, INC	PROF SERV: EDUCATION	\$700.00
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$790.00
ORKIN PEST CONTROL	Pest Control	\$12,506.93
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$159.50
PARTS TOWN, LLC	GENERAL SUPPLIES	\$3,674.90
PEARSON EDUCATION INC	INSTRUCTIONAL SUPPLIES	\$11,442.60
PEPPER J.W. & SON, INC	GENERAL SUPPLIES	\$595.18
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$1,659.67
PERFECTION LEARNING CORPORATION	INSTRUCTIONAL SUPPLIES	\$5,682.60
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	INSTRUCTIONAL SUPPLIES	\$116.16
PFEIL ANGELA	STAFF TRAVEL	\$32.50
PFEIL REBEKAH	STAFF TRAVEL	\$6.90
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$394.61
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$1,375.75
POOL TECH, A WGHK INC, COMPANY	MAINTENANCE SUPPLIES	\$442.00
PRO-ED INC.	INSTRUCTIONAL SUPPLIES	\$184.80
PUSH-PEDAL-PULL	INSTRUCTIONAL SUPPLIES	\$347.58
QUALITY AUTO REBUILDERS	REPAIR/MAINT SERVICE	\$450.00
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$824.82
QUILL CORPORATION	GENERAL SUPPLIES	\$184.77

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Vendor Name	Description	Check Total
READ PHOTOGRAPHY	GENERAL SUPPLIES	\$60.00
REALITY WORKS, INC	INSTRUCTIONAL SUPPLIES	\$4,907.68
REMINGTON CARLY	STAFF TRAVEL	\$28.50
RIFTON	INSTRUCTIONAL SUPPLIES	\$368.75
RINIKER ABEGEAL	CASH IN BANK	\$2,357.37
RISE VISION INC	COMP/TECH HARDWARE	\$168.00
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$586.82
ROYAL IMAGING SUPPLIES	GENERAL SUPPLIES	\$369.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$892.50
SADLER POWER TRAIN	TRANSP. PARTS	\$1,031.76
SCHIMBERG	HEAT/PLUMBING SUPPLY	\$151.71
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$329.67
SCHOOL BUS SALES	TRANSP. PARTS	\$9,153.62
SCHOOL DATEBOOKS	INSTRUCTIONAL SUPPLIES	\$1,485.43
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$1,151.04
SCHULTZ STRINGS INC	EQUIPMENT REPAIR	\$433.50
SCOTT COUNTY SHERIFFS OFFICE	EE LIAB-GARNISHMENTS	\$1,661.63
SEYMOUR RYLEY	STAFF TRAVEL	\$67.30
SHANLEY STEVE	Professional Educational Services	\$1,300.00
STERICYCLE INC	DUES AND FEES	\$38.90
STEVE KING	PROF SERV: EDUCATION	\$400.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$8,708.25
SWANK MOVIE LICENSING USA	GENERAL SUPPLIES	\$600.00
SWEHLA KELLI	PROF SERV: EDUCATION	\$100.00
TEACHING STRATEGIES LLC	DUES AND FEES	\$3,142.50
THE FILTER SHOP, INC	GENERAL SUPPLIES	\$898.80
THE POINTE SCHOOL OF DANCE	INSTRUCTIONAL SUPPLIES	\$4,376.00
THE PRULL GROUP INC	REPAIR/MAINT SERVICE	\$388.42
THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$487.00
TOWNS KATHRYN	STAFF TRAVEL	\$30.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$294,829.81
TRI-CITY ELECTRIC COMPANY OF IOWA	EQUIPMENT >\$5,000	\$8,357.13
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS/MAINTENANCE	\$965.54
U.S. POSTAL SERVICE (POSTAGE BY PHONE)	POSTAGE/UPS	\$10,000.00
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$140.00
VAN METER CO	ELECTRICAL SUPPLY	\$386.22
VERIZON WIRELESS	TELEPHONE	\$1,582.50
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$133,019.21
WALSH DOOR & HARDWARE	MAINTENANCE SUPPLIES	\$335.00
WALSH DOOR & HARDWARE	OTHER PROFESSIONAL SERVICES	\$31,017.00
WASHINGTON PATRONS OF PERFORMING ARTS	DUES AND FEES	\$300.00
WEBER COMMUNICATIONS INC	REPAIR/MAINT SERVICE	\$300.00
WELTER STORAGE EQUIPMENT CO INC	GENERAL SUPPLIES	\$1,190.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$2,377.62
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$4,877.70

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WIELAND & SONS LUMBER CO	INSTRUCTIONAL SUPPLIES	\$1,012.50
YMCA-25315	INSTRUCTIONAL SUPPLIES	\$600.00
ZAHRADNIK MADDISON	STAFF TRAVEL	\$47.55
ZANER BLOSER	INSTRUCTIONAL SUPPLIES	\$130,204.30
ZANER BLOSER	PROF SERV: EDUCATION	\$1,200.00

Fund Total: \$15,133,554.70

Fund: LOCAL OPT SALES TAX

CDW - GOVERNMENT	COMP/TECH HARDWARE	\$2,009.66
DE LAGE LANDEN PUBLIC FINANCE	COMP/TECH HARDWARE	\$76,461.66
MCCOMAS LACINA CONSTRUCTION LC	CONSTRUCTION SERV	\$1,649,252.22
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$9,460.00
OPN ARCHITECTS, INC.	ARCHITECT	\$181,212.29
STAGERIGHT	FURNITURE & FIXTURES	\$9,150.00
TERRACON CONSULTANTS INC	OTHER PROFESSIONAL SERVICES	\$1,332.00

Fund Total: \$1,928,877.83

Fund: NUTRITION SERVICES

ALTMAIER SHIRRYL	GENERAL SUPPLIES	\$45.00
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$26,725.19
ANDERSON JAMI	GENERAL SUPPLIES	\$45.00
BALASUBRAMANAIAN SUBHALAKSHMI DEE	GENERAL SUPPLIES	\$45.00
BALEGAR PADMASHRI	GENERAL SUPPLIES	\$45.00
BANNISTER CARMEN	GENERAL SUPPLIES	\$45.00
BANNISTER GARY	GENERAL SUPPLIES	\$45.00
BUSSELL PAULA	GENERAL SUPPLIES	\$45.00
CATON MEGAN	GENERAL SUPPLIES	\$45.00
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$7,472.49
CROSSER TAMMY	GENERAL SUPPLIES	\$39.89
CRUSE JEANINE	GENERAL SUPPLIES	\$45.00
DALY SUSAN	UNEARNED REVENUE	\$103.90
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$1,416.63
ERBES DORIAN	GENERAL SUPPLIES	\$36.98
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$221,312.66
FISHER DANIELLE	GENERAL SUPPLIES	\$45.00
GREIF BREANNA	GENERAL SUPPLIES	\$45.00
HANSEN MAUREEN	GENERAL SUPPLIES	\$45.00
HEARTLAND PAYMENT SYSTEMS	COMPUTER SOFTWARE	\$6,187.50
HERDLICKA PEGGY	GENERAL SUPPLIES	\$37.71
HIMMEL CINDY	GENERAL SUPPLIES	\$45.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$4,139.41
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$17,699.61
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$4,139.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$17,699.61
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$11,106.64
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$18,581.28
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$27,886.69

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JOHNSON CAROL	GENERAL SUPPLIES	\$45.00
JONES ANGELA	GENERAL SUPPLIES	\$45.00
KEHOE GITANA	GENERAL SUPPLIES	\$45.00
KLEIN KENNEDY	GENERAL SUPPLIES	\$45.00
LOVELL LYNETTE	GENERAL SUPPLIES	\$45.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$353.64
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$376.53
MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$51,404.73
MATTES BELAMARCIA	GENERAL SUPPLIES	\$45.00
MAZZELLA STEPHANIE	GENERAL SUPPLIES	\$40.49
MCLAUGHLIN GAIL	GENERAL SUPPLIES	\$45.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$33,456.25
METTLIN SHANNON	GENERAL SUPPLIES	\$45.00
MIMS BRANDIE	GENERAL SUPPLIES	\$45.00
NACE MACKENZIE	GENERAL SUPPLIES	\$45.00
NOBLE CHRISTINA	GENERAL SUPPLIES	\$45.00
PAN-O-GOLD BAKING CO	PURCHASE FOOD	\$7,128.34
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	GENERAL SUPPLIES	\$9,618.85
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	PURCHASE FOOD	\$75,251.03
PHELPS MELISSA	GENERAL SUPPLIES	\$45.00
PHILIPP LISA	GENERAL SUPPLIES	\$45.00
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$1,090.91
ROBBINS DONNA	GENERAL SUPPLIES	\$45.00
SIDMAN CHRIS	GENERAL SUPPLIES	\$40.50
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$5,634.33
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$225.00
WELDON MARY ANN	GENERAL SUPPLIES	\$45.00
WESTPHAL ANNA	GENERAL SUPPLIES	\$45.00
WILLIAMS JAMIE	GENERAL SUPPLIES	\$45.00
WITTING MADISON	GENERAL SUPPLIES	\$34.48

Fund Total: \$550,590.68

Fund: PHY PLANT & EQ LEVY

A-1 PRECISION SHARPENING	CONSTRUCTION SERV	\$15.00
ACCESS SYSTEMS	COMPUTER/COPIER RENT	\$12,113.55
APPLEBY & HORN	CONSTRUCTION SERV	\$2,360.32
BASEPOINT BUILDING AUTOMATIONS	CONSTRUCTION SERV	\$1,206.52
BOWKER MECHANICAL CONTRACTORS	CONSTRUCTION SERV	\$8,545.25
BRECKE	CONSTRUCTION SERV	\$499.72
CITY TREASURER'S OFFICE	CONSTRUCTION SERV	\$350.00
CR SIGNS, INC	CONSTRUCTION SERV	\$1,475.00
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$2,375.00
ELECTRONIC ENGINEERING CO	TWO-WAY RADIO	\$11,669.00
F & W SERVICE CO., INC	CONSTRUCTION SERV	\$2,872.31
H2I GROUP	CONSTRUCTION SERV	\$850.00

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Vendor Name	Description	Check Total
HALL & HALL ENGINEERS INC	ARCHITECT	\$3,690.00
IOWA APPLIANCE CENTER, INC	BLDG. CONST SUPPLIES	\$649.00
IOWA FIRE PROTECTION	CONSTRUCTION SERV	\$4,007.30
JOHNSON CONTROLS	CONSTRUCTION SERV	\$18,057.07
KONE INC	CONSTRUCTION SERV	\$3,517.75
LIFE TIME FENCE CO	BLDG. CONST SUPPLIES	\$90.00
MH EQUIPMENT COMPANY	CONSTRUCTION SERV	\$352.48
MIDWEST ALARM SERVICES	CONSTRUCTION SERV	\$475.03
MODERN PIPING INC	CONSTRUCTION SERV	\$2,767.14
OVERHEAD DOOR CO	CONSTRUCTION SERV	\$607.00
PROFESSIONAL PLUMBING SERVICE, INC	CONSTRUCTION SERV	\$1,190.00
SETPOINT MECHANICAL SERVICES	CONSTRUCTION SERV	\$11,851.93
SHIVE-HATTERY INC.	ARCHITECT	\$2,055.00
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$1,397.00
STAR FOOD SERVICE EQUIPMENT	CONSTRUCTION SERV	\$769.29
THE PRULL GROUP INC	CONSTRUCTION SERV	\$2,187.99
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$9,600.00
YOUNGS PAINTING & DECORATING INC	CONSTRUCTION SERV	\$8,410.00

Fund Total: \$116,005.65

Fund: PUB ED & REC LEVY

BEACON ATHLETICS	GROUNDS UPKEEP	\$1,413.64
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$4,572.76
HALL & HALL ENGINEERS INC	ARCHITECT	\$561.88
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$85.60
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$366.00
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$85.60
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$366.00
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$322.46
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$384.90
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$577.66
M&E PLASTIC REPAIR LLC	CONSTRUCTION SERV	\$750.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11.62
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$728.82
SPORTS ATTACK LLC	GROUNDS UPKEEP	\$320.00
STAR EQUIPMENT LTD	CONSTRUCTION SERV	\$882.70
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$171.70

Fund Total: \$11,606.34

Fund: STUDENT ACTIVITY

ANDYMARK, INC	GENERAL SUPPLIES	\$565.41
APPLE COMPUTER INC	GENERAL SUPPLIES	\$329.00
BRINKMEYER GRAHAM	OFFICIAL/JUDGE	\$225.00
BSN SPORTS	GENERAL SUPPLIES	\$8,207.15
BUTIKOFER DONNA	OFFICIAL/JUDGE	\$70.00
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$420.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/18/2025 - 10/22/2025

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
CEDAR FALLS HIGH SCHOOL	GENERAL SUPPLIES	\$20.00
CERWICK BRENDA	PROF SERV: EDUCATION	\$360.00
CITY HIGH SCHOOL	DUES AND FEES	\$150.00
CLEVELAND STACY	OFFICIAL/JUDGE	\$90.00
COE COLLEGE	DUES AND FEES	\$750.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$390.00
COPYWORKS	GENERAL SUPPLIES	\$69.69
CRAWFORD GREG	OFFICIAL/JUDGE	\$450.00
CUTTING EDGE GRAPHICS, INC	GENERAL SUPPLIES	\$130.00
DAYTON CHARLES	OFFICIAL/JUDGE	\$180.00
DERLEIN SCALE INC	GENERAL SUPPLIES	\$250.00
DVORAK KATHY	OFFICIAL/JUDGE	\$100.00
ELLIS GOLF COURSE	DUES AND FEES	\$144.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$12,949.40
FUSIONSITE MIDWEST LLC	DUES AND FEES	\$500.00
FUSIONSITE MIDWEST LLC	GENERAL SUPPLIES	\$481.46
GRIT CAPITAL LLC	GENERAL SUPPLIES	\$1,039.98
HAARS COREY	OFFICIAL/JUDGE	\$245.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$340.00
HEUBNER SERINITY	OFFICIAL/JUDGE	\$90.00
HUBBELL GLORIA	OFFICIAL/JUDGE	\$150.00
HUNTERS RIDGE GOLF COURSE	DUES AND FEES	\$5,216.00
HUNTERS RIDGE GOLF COURSE	GENERAL SUPPLIES	\$521.98
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$288.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,234.79
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$288.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,234.79
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$819.16
IOWA CENTRAL COMMUNITY COLLEGE	DUES AND FEES	\$300.00
IOWA FBLA-9388	DUES AND FEES	\$1,350.00
IOWA FBLA-9388	GENERAL SUPPLIES	\$311.00
IOWA FBLA-9388	STAFF TRAVEL	\$1,950.00
IOWA FFA ASSOCIATION	DUES AND FEES	\$692.50
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$915.50
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,374.07
ISDTA	DUES AND FEES	\$1,309.00
ISDTA	GENERAL SUPPLIES	\$840.00
JAMES CHRIS	GENERAL SUPPLIES	\$17.60
JEFFERSON HIGH SCHOOL	DUES AND FEES	\$500.00
JOHNSON HANNAH	PROF SERV: EDUCATION	\$475.00
LEVEL 10	GENERAL SUPPLIES	\$492.00
LIBERTY HIGH SCHOOL	DUES AND FEES	\$395.00
LINN COUNTY TREASURER.	DUES AND FEES	\$20.50
MARION INDEPENDENT SCHOOLS	DUES AND FEES	\$300.00
MASSARA DITTRICH VIGGIANO RAPHAEL	OFFICIAL/JUDGE	\$95.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/18/2025 - 10/22/2025

Fiscal Year: 2025-2026

Vendor Name	Description	Check Total
MENARDS -13127	GENERAL SUPPLIES	\$454.90
MH ADVERTISING SPECIALTIES	GENERAL SUPPLIES	\$115.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$5,611.00
MT VERNON CSD	DUES AND FEES	\$100.00
PANTINI ANDY	OFFICIAL/JUDGE	\$280.00
PEET JUNIOR HIGH SCHOOL	DUES AND FEES	\$200.00
READ PHOTOGRAPHY	GENERAL SUPPLIES	\$455.00
REGINA HIGH SCHOOL	DUES AND FEES	\$50.00
RIDDELL ALL-AMERICAN	GENERAL SUPPLIES	\$204.95
ROBSON ALEXIS	PROF SERV: EDUCATION	\$6,500.00
SAVILLE SCOTT	OFFICIAL/JUDGE	\$210.00
SIEREN RANDY	OFFICIAL/JUDGE	\$120.00
SILVAS SPEAKS LLC	PROF SERV: EDUCATION	\$1,809.00
OLON HIGH SCHOOL	DUES AND FEES	\$180.00
SUSAN FREESE	OFFICIAL/JUDGE	\$370.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$291.22
WASHINGTON PATRONS OF PERFORMING ARTS	DUES AND FEES	\$300.00
WEST DELAWARE MIDDLE SCHOOL	DUES AND FEES	\$70.00
WEST HIGH SCHOOL	DUES AND FEES	\$120.00
WEST MUSIC CO	GENERAL SUPPLIES	\$513.95

Fund Total: \$67,592.50

Fund: STUDENT STORE

ARTISANS INC	GENERAL SUPPLIES	\$3,246.79
BRANDED APPAREL	GENERAL SUPPLIES	\$439.00
BRANDED CUSTOM SPORTSWEAR, INC	GENERAL SUPPLIES	\$5,123.00
BSN SPORTS	GENERAL SUPPLIES	\$2,475.38
GFSI LLC	GENERAL SUPPLIES	\$3,639.49
LOGO BRANDS INC.	GENERAL SUPPLIES	\$716.84

Fund Total: \$15,640.50

Grand Total: \$17,869,202.85

End of Report