

Linn-Mar 25-26 Curriculum Update

Nathan Wear, Associate Superintendent June 2025

Purpose

- Understand the contracts being presented to the Board
- 4-5 years since last major curriculum purchase- COVID ESSER funds
- Description
- Cost
- Term



Edmentum-COMPASS

- Description: Edmentum purchased Apex (current use) and will replace that with the Courseware product
- Cost: \$28,436.33
- Term: Renewal for 2025-26. Currently expires July and Dec 2026





Vector OSHA Training- IRC's



 Description: Industry Recognized Credential for CTE areas

Cost:

- Applied for state grant- align secondary career and technical education programs with Industry Recognized Credentials (IRC) and labor market value
- O Approved by the Board in May (\$7,680)
- Term: Annual



Zaner-Bloser Handwriting 1st-5th

- Description: New state law (unfunded mandate)
- Cost: \$113,615.60-Three year purchase quote for student copies, teacher edition, and training
- Term: Vendor has waived the cost of shipping with a 3-year agreement

BW-
$$1^{st}$$
- 4^{th} = \$17,297.60

EH-
$$1^{st}$$
- 4^{th} = \$21,941.50

IC-
$$1^{st}$$
- 4^{th} = \$17,112.50

$$LG-1$$
st -4 th = \$15,682.40

NE-
$$1^{st}$$
- 4^{th} = \$13,522.20

WF-
$$1^{st}$$
- 4^{th} = \$20,396.20

WE-
$$1^{st}$$
- 4^{th} = \$14,307.60

BP-
$$5^{th}$$
 = \$5,835 (one year)

HP-
$$5^{th}$$
 = \$5,537 (one year)

District =
$$$2,379.80$$

Total Cost = \$113,615.60-3 years of cost paid up front

(\$37,871.87/year)



Goodheart-Wilcox Publisher-Health (7/8)

- Description: Curriculum cycle review for health to align with new health requirements / materials
- Cost: \$130,581.98 6 years (\$21,763.66/year)
- Term: Contract will be paid for all 6 years up-front.





Imagine Learning- Supports Illustrative Math- 3 year



 Description: Changes-We are requesting workbooks for grades K and 1st. K-8th will have access to printing as well as the online platform.

Cost:

- O K-1 = \$82,887.80 (\$27,629.27/year)
- o 2nd- 8th = \$220,932.00 (\$73,644/year)

Term: 3-year contract

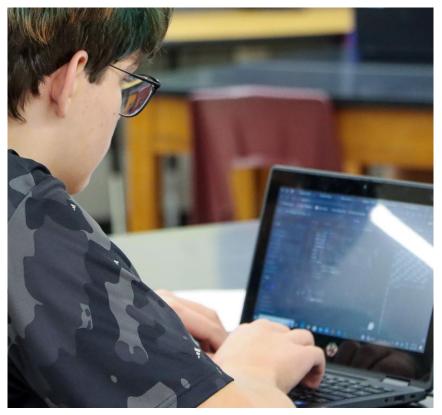


Renaissance

 Description: Fastbridge access for FAST math and reading. This used to be covered by the AEA and now districts have to contract separately. Required for math and literacy laws through the state.

• Cost: \$10,199.60 - Annual cost

• Term: Renewal for 2025-26





Open SciEd Grant



- Received \$90,000 from the lowal Department of Education
- Teachers will receive this PD throughout the spring and summer, including additional training in June, and will potentially pilot the curriculum during the 2025-26 school year
- The grant's structure allows teachers time to learn the materials in advance of piloting one or two units during the upcoming 2025-26 school year



Summary

- Total Cost = \$594,332.98
- Funding Sources
 - O Regular curriculum our budget is currently paying for some of these items
 - O District funds categorical funding can pay for additional expenses
 - Instructional Support Levy







District Honors & Highlights

June 9, 2025

Class of 2025 Honors: Congratulations to the Class of 2025 graduating seniors! The district wishes them best of luck on the next part of their journey!

Click here for pictures of the 2025 Commencement

Ceremony

Retirement Honors: Congratulations to all of the Linn-Mar retirees! The district extends sincere congratulations and thanks to all of them for their service to the students, families, and district. Click here to for more information on the retirees



Future Educators Highlight:

Congratulations to the following Linn-Mar High School Seniors who recently signed a symbolic Letter of Intent to join the future workforce as Educators: Sydney Rose, Abigail Zieser, Caroline Stoddard, Ross Ruehlow, Reagan Keith, Hayden Depuydt, Vania Baird, and Alivia Corbett.

Click here for more information



Student-Community Collaboration Highlight:

Great job to the LMHS Digital Photography students for collaborating with the Marion Fire Department to record the strength and camaraderie of the firefighting community. Click here for more information



Principal Honor: Congratulations to Amanda Potter, Wilkins Elementary Principal, for being selected as one of 10 winners to have her face printed on a box of Wheaties cereal!

Click here for more information

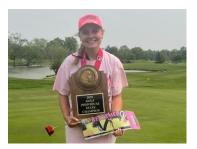


Athletic Highlights:



Congratulations to the LMHS Girls Track & Field Team for a great season!

Congratulations to the LMHS Girls Golf Team for a great season and to Senior Morgan Rupp for earning the 4A Individual Championship for the third year in a row!



Special Olympics Highlight: Congratulations to the following student athletes who competed in Special Olympics State Track & Field at ISU!

- Mars B: 50 M dash-6th place and Mini Jav-5th place
- Kaden B: Softball throw-1st place
- Hunter D: 50 M dash-3rd place and Softball Throw-1st
- Devon G: 25 M Walk with Me-1st place and Softball Throw-1st place
- Hunter L: 100 M Dash-1st place
- James M: 800 M Dash-1st place and 1500 M Dash-1st place
- Brennan M: 100 M Dash-5th place and 50 M Dash-2nd place
- Mahathi NR: 50 M Dash-4th place
- Micah P: Mini Jav-1st place





Girls Soccer Highlight: Congratulations to Girls Soccer for making it to the State Finals!

FORM OF RESOLUTION

June 9, 2025

Linn, State of Iowa, met in open session,	in-Mar Community School District in the County of in the Linn-Mar Community School District bove date. There were present the following Board
Absent:	

Director moved its adoption. Director was called and the vote was:	introduced the following Resolution and seconded the motion to adopt. The roll
The President declared the Resolution ad	opted as follows:

RESOLUTION

TO PARTICIPATE IN THE STORM PROTECTION FUND, AN IOWA CODE CHAPTER $28\mathrm{E}$ ENTITY AND CHAPTER 670 RISK POOL

WHEREAS, the Board of Directors has received the renewal information for wind and hail property insurance coverage; and

WHEREAS, the deductible under the wind and hail coverage under the policy is a percentage of the value insured; and

WHEREAS, the Storm Protection Fund provides a means to manage and contain deductible costs associated with wind and hail insurance coverage.

NOW, THEREFORE, it is resolved:

	1.	The Board	of Directors	authorizes	the	District to	Join the	Storm	Protection	Fund,
and to pay	all	Contribution	ns as required	d by the Sto	rm I	Protection	Fund.			

Passed and approved this	day of, 2025.
	Katie Lowe Lancaster, President
ATTEST:	
London Collonid, Constant	
Jonathan Galbraith, Secretary	

CERTIFICATE

STATE OF IOWA)) SS:
COUNTY OF LINN)
the County of Linn, State of corporate records showing p attachment and remain in full accordance with a notice of member of the Board and post the public and clearly design the agenda is attached) pursu Chapter 21 and upon reason hours prior to the commence public present in attendance; respective offices as indicate controversy or litigation is	e Board of Directors of the Linn-Mar Community School District in Iowa, certify that attached is a complete copy of the portion of the proceedings of the Board meeting held on the date indicated in the I force and effect; that the meeting and all action was publicly held in meeting and a tentative agenda which was timely served on each sted on a bulletin board or other prominent place easily accessible to tated for that purpose at the principal office of the Board (a copy of pant to the local rules of the Board and the provisions of Iowa Code able advance notice the public and media at least twenty-four (24 meent of the meeting as required by law and with members of the I further certify that the individuals named lawfully possessed their ted, that no Board vacancy existed except as stated and that no pending or threatened involving the incorporation, organization to eschool or the right of the individuals named as officers.
DATED this	day of, 2025.
	Jonathan Galbraith, Secretary of the Board of Directors, Linn-Mar Community School District
	Directors, Linii-Mar Community School District

STORM PROTECTION FUND

Intergovernmental Cooperative Agreement

Table of Contents

Article 1.	Establishment and Purpose of the Cooperative	4
Article 2.	Definitions	5
Article 3.	Membership	7
	Governance	
Article 5.	Professional Staff	11
Article 6.	Compensation and Liability of the Board	13
Article 7.	Fund and Contributions	14
Article 8.	Paying Claims	16
Article 9.	Obligations of Districts	17
Article 10.	Expulsion of a District	18
Article 11.	Termination of the Cooperative	20
Article 12.	Effect of the Agreement	21
Article 13.	Miscellaneous	22

Intergovernmental Cooperative Agreement

This Agreement, (the "Agreement"), dated and effective as of the 9th of June, 2025, by and among the Boards of Education, Governing boards or Controlling Authorities of the school districts listed in the Appendix attached hereto, each of which may be referred to hereinafter as a "District" and which, collectively, may be referred to as the "Districts."

Witnesseth:

- I. Purpose: The purpose of this agreement shall be to provide a means by which Iowa Public School Districts and Area Education Agencies may jointly and cooperatively exercise powers, privileges and authority and proceed to establish the Storm Protection Fund for the purposes of administering an Agreement by and among the Members, pursuant to the joint powers provisions of Iowa Code Chapter 28E, and of providing the services and other items necessary and appropriate for the establishment, operation and maintenance of a self-insurance program for percentage wind and hail damage deductibles.
- II. Organization: The parties agree to form and participate in an Iowa Code Chapter 28E entity, to administer a local government risk pool pursuant to Iowa Code sections 296.7 and 670.7. The entity shall be known as the Storm Protection Fund ("SPF"), more particularly described in this document. The Storm Protection Fund shall have the powers, privileges and authority set forth in this document but shall have only such powers, privileges and authority of the school districts and Area Education Agencies who are parties hereto as may from time to time be specifically authorized by the school districts and Area Education Agencies. The Storm Protection Fund corporation shall adopt bylaws for the exercise of authority granted by this Agreement, and such other provisions for the regulation and management of the Storm Protection Fund not inconsistent with law and this Agreement.

Article 1. Establishment and Purpose of the Cooperative

- **1.1.** On or about the Effective Date, a group of school districts and Area Education Agencies established the intergovernmental cooperative known as the Storm Protection Fund (hereinafter "Cooperative"), pursuant to Iowa Code Chapter 28E.
 - **1.2.** The purposes of the Cooperative are:
 - 1.2.1. to effectively manage and contain costs for percentage wind and hail damage deductibles and related administration; and
 - 1.2.2. to establish a program through the Cooperative to assist its Members in equalizing annual fluctuations in deductible expenses.
- 1.3. Nothing herein shall constitute (including without limitation the creation of an Account as defined in Paragraph 2.1 of this Agreement) nor shall participation in the Cooperative constitute the business of insurance within the State of Iowa nor the waiver of any immunities or defenses provided in the Local governmental and Governmental Employees Tort Immunity Act and any other applicable laws to carry out such claim, accident or premium reduction and educational programs as may from time to time be authorized by its Board.

Article 2. Definitions

In addition to the terms defined elsewhere in this Agreement, each of the following terms shall have the meaning set forth below:

- **2.1. ACCOUNT** The Cooperative's general monetary fund, funded by Contributions and other payments from each District as described in Article 7 below, and used to pay the Cooperative's expenses and to maintain a Fund for each Fiscal Year.
- **2.2. ADMINISTRATOR** The individual or organization that the Board identifies to administer the Fund and Cooperative.
 - **2.3. BOARD** The Board of Trustees empowered to operate the Cooperative.
- **2.4. CHAIRPERSON** The officer who supervises and controls the day-to-day operations of the Cooperative and carries out such other functions as are listed in this Agreement, or as maybe assigned from time to time by the Board.
- **2.5. CLAIM** A claim is a request by a Member for payment for from the Fund to pay for percentage insurance deductible expenses under the Member's Mandatory Coverage.
- **2.6. CONTRIBUTION** The amount determined by the Administrator and approved by the Board that each Member must contribute to the Fund.
- **2.7. COOPERATIVE** The risk pool established under this Agreement pursuant to Iowa Code Chapter 670 and Iowa Code Chapter 28E.
 - **2.8. DISTRICT** A school district or Area Education Agency.
- **2.9. EFFECTIVE DATE** The date that this 28E Agreement is filed with the Iowa Secretary of State.
- **2.10. FISCAL AGENT** The individual or organization that the Board identifies to administer payments from the Fund and track expenditures on behalf of the Fund.
- **2.11. FISCAL YEAR** The fiscal year for school districts and Area Education Agencies, which begins on July 1 and ends on June 30 the following calendar year.
- **2.12. FOUNDING MEMBERS** The Districts that adopt resolutions to join the Cooperative before July 1, 2025, and are listed in the Appendix.
- **2.13. FUND** The fund established by this Agreement for the purpose of covering percentage deductible expenses incurred by Members for wind and hail claims under their Mandatory Coverage.
- **2.14. INSURED VALUE** The property values subject to a percentage deductible, covered by property insurance policies issued to the district to cover wind and hail claims.
- **2.15. LARGER DISTRICT GROUP** Member Districts with a total insured value of property greater than the Group Membership Threshold. The Board shall have the power to set the threshold for a Member to be part of the Larger District Group or Smaller

District Group.

- **2.16. MANDATORY COVERAGE** Members must have a Property insurance policy issued by EMC Insurance that has a wind/hail deductible under the policy that is established as a percentage of the District's insured property values.
- **2.17. MEMBER** A Member is a school district located in the State of Iowa or an Area Education Agency located in the State of Iowa that has adopted a resolution to participate in this Agreement.
- **2.18. GROUP MEMBERSHIP THRESHOLD** The value determined in the sole discretion by the Board for the purpose of dividing the Districts into the Larger District Group and the Smaller District Group for the purpose of Board representation.
- **2.19. RETENTION AMOUNT** The amount that the Board determines each Year that Members shall have to pay toward any Claim submitted to the Cooperative for payment from the Fund.
- **2.20. SMALLER DISTRICT GROUP** Member districts with a total insured value of property less than or equal to the Group Membership Threshold. The Board shall have the power to set the threshold for a Member to be part of the Larger District Court or Smaller District Group.
- **2.21. STORM PROTECTION FUND** The program of percentage wind and hail damage deductible protection provided by the Cooperative.
- **2.22. TARGET AMOUNT** The amount of funds that the Cooperative will seek to collect from all members for the Fund, as established each year by the Board.
- **2.23. TARGET MINIMUM AMOUNT** The minimum balance established by the Board for the Fund.
- **2.24. TRUSTEES** The individuals elected to represent the Members and serve on the Board.

Article 3. Membership

- **3.1. Qualifications.** Members of this Agreement must be a District operating within the State of Iowa. The Member must also have Mandatory Coverage, which is a Property insurance policy issued by EMC Insurance, including wind and hail coverage, that establishes the District's deductible as a percentage of the insured property values. The Member must adopt a resolution in a form substantially similar to the form in the Appendix to this Agreement, and the Member must be accepted by the Board after adoption of said resolution.
- **3.2. Membership Class.** There shall be one Fund that pays claims for all Members. Members shall be divided into a Larger District Group or the Smaller District Group solely for purposes of electing Members to the Board. Members of the Larger District Group are Members with an insured value greater than Membership Threshold. Members of the Smaller District Group have an insured value less than or equal to the Membership Threshold. Members will not be divided into separate classes for any other purpose other than the election of the Trustees to the Board.
- **3.3. Establishing Large and Small District Groups.** The Board, in its sole discretion, shall annually establish the Group Membership Threshold for the purpose of establishing whether Members are part of the Larger District Group or Smaller District Group. Until June 30, 2026, the Group Membership Threshold shall be \$100 million in total insured property values that are subject to a percentage wind and hail deductible.
- **3.4. Mandatory Coverage**. As a condition of becoming a Member, Districts must maintain Mandatory Coverage.
- **3.5. Becoming a Member.** Any school district meeting the qualifications to be a Member may join. If a District notifies the Cooperative of its desire to join before June 1, then the District shall become a Member on July 1 of that same calendar year. For purposes of illustration, if a Member provides notice to the Board of its intent to join on March 1, 2026, then the District will become a Member on July 1, 2026. For the first Fiscal Year of the Cooperative, Districts will have until June 27, 2025 to notify the Cooperative of their intent to join.
- **3.6. Terminating Membership.** Any Member may provide notice of termination of its membership on or before June 1 of each Fiscal Year for the subsequent Fiscal Year.
- **3.7. Founding Members.** The Founding Members are identified in the Appendix to this Agreement. For the first Fiscal Year of the Cooperative, the Founding Members will select Trustees for the Board.
- **3.8. Effect of Termination.** When a District decides to terminate membership for the subsequent Fiscal Year, the District shall cease to be a Member on July 1 of the Fiscal Year after notice of termination is provided. When a District voluntarily discontinues Membership, the District will not be entitled to recover any Contributions previously made to the Cooperative and the Fund.

Article 4. Governance

- **4.1. Board of Trustees.** The Cooperative shall be operated by the Board. The Board shall be composed of nine (9) individual Trustees. The Trustees will be divided among the following groups:
 - (a) Five (5) Trustees will be selected by the Larger District Group (the "Large District Trustees").
 - (b) Four (4) Trustees will be selected by the Smaller District Group (the "Small District Trustees").
- **4.2. Qualification of Trustees.** A Trustee may be either a District School Business Official or Superintendent and must reside within the State of Iowa.
- **4.3. Terms of Trustees.** The Trustees will serve staggered terms. During the first year of operation, the Trustees shall all serve a one-year term. For the Fiscal Year that begins on July 1, 2026, Trustee terms will be established so that there will be an election for three Trustees each Fiscal Year. All future terms of office for Trustees shall be three years. There shall be no limit on the number of terms a Trustee may serve.

4.4. Election of Trustees and the Initial Board.

- **4.4.1.** The Administrator shall be responsible for administering the Trustee election. The Administrator shall first identify the Members that belong to the Large District group and the Members that belong to the Small District Group.
- **4.4.2.** The Trustees previously elected as the Small District Trustees and the Large District Trustees shall serve as the nominating committee for their respective groups of Members. The Large District Trustees shall nominate candidates to run as Trustees for Large District Group, and the Small District Trustees shall nominate candidates to run as Trustees for the Small District Group.
- **4.4.3.** In addition to the candidates identified by the nominating committees, the members of the Small District and Large District Groups may nominate any other qualified candidate as long as 10% of the members of the Small District Group or Large District Group support the nomination.
- **4.4.4.** The nominating committees and Member shall propose nominations for Trustees by May 1 of each Fiscal Year before a Trustee vacancy will occur.
- **4.4.5.** After May 1 and before June 30, there will be a special meeting of the Members where the Administrator will conduct an election of the Members to elect the Trustees.
- **4.4.6.** The initial Board shall consist of one Trustee appointed by each of the initial participating school districts at the time the entity is established. As additional school districts join the Cooperative, the Board may hold special meetings to appoint additional Trustees, up to a total of nine (9). Once the

Board reaches nine (9) Trustees, that composition shall remain in place through June 30, 2026. For the Fiscal Year beginning July 1, 2026, the Trustee terms will be staggered as provided in this Agreement.

- **4.5. Board Officers**. The Board shall elect one Trustee to serve as a Chairperson and a different Trustee to serve as a Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all duties of the Chairperson. The Board may identify other officers as the Board determines are necessary to perform the functions required by this Agreement. The Chairperson will be elected to a one-year term as Chairperson, and the Vice-Chairperson will be elected to a one-year term as Vice-Chairperson.
 - **4.6. Duties of the Chairperson.** The Chairperson's duties will be:
 - **4.6.1.** Conduct all meetings of the Board, and perform such other duties as the Board may prescribe.
 - **4.6.2.** To sign on behalf of the Cooperative any instrument which the Board has authorized to be executed.
 - **4.6.3.** To direct the Administrator within the constraints of the Board's approved expenditures, to make such expenditures.
 - **4.6.4.** To perform all other duties incidental to the office of Chairperson as such duties may be prescribed by the Board.
- **4.7. Term of Office.** The Trustees' terms shall begin on July 1 of the year in which they are elected. Trustees shall serve as Trustees until June 30 of the year in which their term expires.
- **4.8. Trustee Vacancy.** If a Trustee position becomes vacant for any reason, the Board may, by a simple majority vote, elect a Trustee to serve the remainder of the vacated Trustee's term, provided, however, that a Small District Trustee seat will be filled by a representative of a Small District and a Large District Trustee seat will be filled by a representative of a Large District.
- **4.9. Removal of Trustees.** The Members may, at any time, vote to remove any Trustee by a vote of a majority of the Members. A Trustee will be deemed automatically removed in the event of (1) the Trustee is convicted of a crime of dishonesty, (2) the Trustee dies, or (3) the Trustee ceases to be a resident of the State of Iowa.
- **4.10. Meeting Schedule.** The Board shall have two regular meetings each Fiscal Year. The first meeting will occur in September and the second will occur in March of each Fiscal Year. The Board Chairperson will determine the date of the regular meeting, and provide fourteen (14) days' notice to the Board of the meeting date.

4.11. Special Meetings.

4.11.1. The Board Chairperson may call a special meeting at any time, subject to the requirements of the Iowa Open Meetings Law, Iowa Code Chapter 21. The Chairperson will provide Members with notice fourteen (14) days before any special meeting is scheduled to occur. In the event of an emergency determined by the Chairperson in the Chairperson's sole discretion, the meeting may be held on three (3) days' notice.

- **4.11.2.** Members may also call a special meeting by submitting a request signed by at least ten percent (10%) of the current Members. The Administrator will then schedule a special meeting within fourteen (14) days of receiving the signed request for a meeting.
- **4.12. Quorum.** A quorum of the Board shall consist of a simple majority of the then-sitting Trustees. If neither the Chairperson nor the Vice-Chairperson are present, then the Board will elect a Trustee to serve as Chairperson for the term of the meeting.
- **4.13. Open Records & Meetings.** The Cooperative is subject to Iowa Code Chapter 21 and Iowa Code Chapter 22, as amended, governing open records and open meetings. All meetings of the Board will be conducted in compliance with those statutes, as they may be amended.
- **4.14. Minutes of Meetings.** The Board shall cause to be published a summary of the proceedings of each regular, adjourned, or special meeting of the Board, including the schedule of bills allowed, after adjournment of the meeting in one newspaper of general circulation within the geographic area served by the Cooperative. The summary of the proceedings shall include the date, time, and place the meeting was held, the Members present, and the actions taken at the meeting. The Board shall furnish the summary of the proceedings to be submitted for publication to the newspaper within twenty days following adjournment of the meeting. The publication of the schedule of bills allowed shall include a list of all salaries paid for services performed, showing the name of the person or firm performing the service and the amount paid. The publication of the schedule of bills allowed may consolidate amounts paid to the same claimant if the purpose of the individual bills is the same. However, the names and gross salaries of persons regularly employed by the entity created in the agreement shall only be published annually.
- **4.15. Professional Advisors**. The Board shall have the power to enter into a contract with an Administrator and Fiscal Agent to perform the duties of an Administrator specified in this Agreement. The Board shall also have the authority to retain such other accounting, legal, and other professional advice as the Board may deem necessary.
- **4.16. Duties of the Board.** The Board shall be responsible for administration of the Fund, the Account, and the Cooperative. Unless expressly stated by either this Agreement or a policy adopted by the Board, all actions of the Cooperative require Board approval. The Board may adopt such other policies, bylaws, or procedures as the Board deems appropriate for the exercise of the Board's authority.
- **4.17. Annual Budget.** The Board will direct the Administrator to prepare an annual budget for the Cooperative that identifies expenses for the upcoming Fiscal Year. The Administrator will submit the budget to the Board prior to July 1 so that the Board may review and approve the budget.
- **4.18. Audit.** The Board will require an annual audit of the fund to be performed by an independent audit firm.

Article 5. Professional Staff

- **5.1. Administrator.** The Board shall be responsible for retaining an Administrator and a Fiscal Agent, which may be an individual or an entity, for the purpose of administering the Cooperative and the Fund. The Board shall conduct due diligence to identify a financially responsible Administrator and Fiscal Agent that is capable of performing all duties required of the Fund and Cooperative.
 - **5.2. Administrator Duties.** The Administrator shall have the following duties:
 - **5.2.1** The Administrator shall be the secretary of the Board and maintain all minutes of meetings, and ensure that all notices are posted as required by Iowa Code Chapter 21.
 - **5.2.2** The Administrator shall compute the Contribution and Retention Amounts annually, and submit the annual Contribution and Retention computation information to the Board.
 - **5.2.3** The Administrator shall organize all meetings of the Board and conduct elections of the Members.
 - **5.2.4** The Administrator shall maintain a listing of the Districts that are participating in the Cooperative and shall make the list available to the Board upon request.
 - **5.2.5** The Administrator will administer all claims on behalf of the Board.
 - **5.2.6** The Administrator shall establish accounts and letters of credit as necessary at approved financial institutions and depositories.
 - **5.2.7** To invest and deposit funds according to the Board-approved investment policy, and to maintain all records of all deposits of public funds.
 - **5.2.8** The Administrator will perform other duties as prescribed by the Board.
 - **5.3. Fiscal Agent Duties.** The Fiscal Agent shall have the following duties:
 - **5.3.1.** Maintaining all accounting records of the Cooperative and provide regular reports to the Board regarding the accounts of the Cooperative.
 - **5.3.2.** Issue payments from the Account for expenditures previously authorized by the Board in the annual budget, policy, resolution, or motion, including Claim payments. The Fiscal Agent may sign checks on behalf of the Cooperative provided that the Board has previously approved issuance of the payment.
 - **5.3.3.** Working with the Board-approved audit firm to conduct the annual audit of the Cooperative and the Fund.
- **5.4. Bond Required.** The Administrator and Fiscal Agent shall post a bond with approved surety authorized to do business in the State of Iowa, payable to the Cooperative and

conditional upon the faithful discharge of his/her duties. The penalty amount of the bond shall be established by the Board, in the Board's discretion. The penalty of the bond shall not be less than twenty-five percent (25%) of the cumulative balance of the Fund on August 1 of the immediately prior Fiscal Year. As an alternative to a surety bond, the Administrator and Fiscal Agent may secure insurance coverage providing substantially the same coverage and limit. The form of these bonds and/or insurance coverage shall be that commonly used for school treasurers under Iowa law and shall be paid for as an administrative expense of the Cooperative and as determined and approved by the Board.

Article 6. Compensation and Liability of the Board

- **6.1.** Compensation. No one serving on the Board shall receive any salary or other compensation from the Cooperative.
- **6.2. Expenses.** Subject to review by the Chairperson and Vice-Chairperson, Trustees may be reimbursed for reasonable expenses incurred on behalf of the Cooperative. Reimbursement for such expenses may include amounts advanced on behalf of the Cooperative either by the Trustee himself/herself or by his/her District, and shall be carried out in accordance with procedures and policies established by the Board and consistent with the terms of this Agreement.
- **6.3. Liability.** The Board shall use ordinary care and reasonable diligence in the exercise of their authority and in the performance of their duties. No director, officer, employee, or Member of the Cooperative shall be liable for the Cooperative's debts or obligations and no director, officer, Member, or other volunteer is personally liable in that capacity to any person for any action taken or failure to take any action in the discharge of the person's duties except liability for any of the following:
 - **6.3.1** The amount of any financial benefit to which the person is not entitled.
 - **6.3.2** An intentional infliction of harm on the corporation or the Members.
 - **6.3.3** An intentional violation of criminal law.
- **6.4 Hold Harmless.** No Representative on the Board shall be required to give a bond or other security to guarantee the faithful performance of his/her duties hereunder except as required by this Agreement or by law. The Account shall be used to defend and hold harmless any Representative on the Board where the Representative was acting within the scope of his/her authority when the claim against the Representative arose. In lieu of the obligations set forth in this Paragraph, the Cooperative may purchase insurance providing similar coverage for any such claims.

Article 7. Fund and Contributions

- **7.1. Target Amount.** In March of each Fiscal Year, the Board shall establish the Target Amount for the Fund for the upcoming Fiscal Year.
- **7.2. Minimum Fund Balance.** The Board shall have the power to establish a Target Minimum Amount for the Fund.
- **7.3. Initial Target Amount.** During the first year of operation of the Cooperative, the Target Amount shall be determined by the Board after the Founding Members have adopted resolutions to join the Cooperative.
- **7.4. Member Annual Contribution.** To achieve the Target Amount, Members agree to pay a Contribution amount. The Contribution amount will be approved by the Board on or before April 1 of each Fiscal Year for the subsequent Fiscal Year. For illustrative purposes, the Board will approve the Member Contributions by April 1, 2025, that will be paid by Members no later than July 10, 2025.
- **7.5. Retention Amount.** When the Board approves the annual Contribution amounts, the Board will also approve the Retention Amounts for Members for the upcoming Fiscal Year.
- **7.6. Authorization to Borrow.** The Board may borrow funds to reach the Target Minimum Amount. The Board may pledge future Contributions as collateral for any borrowing.
- 7.7. Aggregate Loss Fund Protection Insurance. The Board may approve the purchase of aggregate loss fund protection insurance. The cost of the supplemental insurance will be included as an expense in the Member Contribution.
- **7.8. No Debt Issuance.** The Board and the Cooperative shall not have the authority to issue bonds or other forms of indebtedness.
- **7.9. Computation of Contribution.** The Members will contribute a sufficient amount to achieve the Target Amount of the Fund. In addition to the Contribution for the Fund, the Board may also include in the Contribution:
 - **7.10.1.** The cost of any loss fund protection insurance coverage;
 - **7.10.2.** Expenses of the Administrator;
 - **7.10.3.** Extraordinary expenses incurred due to unanticipated claims volume;
 - **7.10.4.** Cost of any financing obtained for the fund;
 - **7.10.5.** Such other expenses, including legal, accounting, and other professional advisors as the Board deems necessary.

All Contributions will be placed in the Account of the Cooperative for use as the Fund or for the payment of expenses of the Cooperative.

7.10. Contribution Adjustments After the Addition or Removal of Property.

7.10.1. If new property is added to a Member's Mandatory Coverage, the Board shall approve a supplemental Contribution for that Member, which will be

- calculated based on the additional Insured Values and pro-rated using the effective date on which the new property is added.
- **7.10.2.** If property is removed from a Member's Mandatory Coverage, the Board shall approve the return of a portion of the Contribution based on the Insured Values removed. The calculation of the amount returned will be pro-rated using either the effective date of the removal or the date the Administrator was notified pursuant to Paragraph 9.1.6, at the Board's discretion.
- **7.11. Member Supplemental Contributions.** If the Fund falls below the Target Minimum Amount established by the Board, and the Board is unable to borrow additional funds or lacks additional insurance, the Board may approve a supplemental Contribution for all Members. Supplemental Contributions will be limited to an amount sufficient to bring the Fund balance back to the Target Minimum Amount established by the Board.
- **7.12. Payment Due Date**. Members will pay all Contributions due on or before July 10 of each Fiscal Year.
- **7.13. Penalty for Failure to Pay.** Members that fail to pay will not be eligible to receive payment of any claims as provided in this Agreement.

7.14. Deposit and Investment of Funds.

- **7.14.1.** The Board will administer the Fund in accordance with Iowa Code Chapter 12B and 12C governing investment and deposit of public funds.
- **7.14.2.** The Board will adopt a written investment policy that provides for the safeguarding of all deposits into the Fund.
- **7.14.3.** The Board will, annually, identify a list of approved depository institutions to receive deposits of the Fund.

Article 8. Paying Claims

- **8.1. Notice of Claim.** Members shall notify the Administrator promptly of any occurrence that may result in a claim under the Member's property insurance policy related to wind or hail damage and subject to a percentage deductible.
- **8.2. Insurance Claim.** As a condition of receiving any payments from the Cooperative, Members must first submit a wind or hail claim to the Members' carrier for the Mandatory Coverage. The Member must cooperate with the Cooperative to provide all information related to the status of the Member's claims. The carrier for the Mandatory Coverage will adjust the Members' claim, and the Member will cooperate with the Administrator to confirm the amount of the percentage deductible the Member owes as determined under the Mandatory Coverage.
- **8.3.** Amount of Covered Claim. The Cooperative will pay on behalf of the Member that Member's percentage deductible less their Retention Amount. Only properties subject to EMC's percentage wind and hail deductible will be covered by the Storm Protection Fund. Properties subject to an EMC flat dollar deductible are not eligible for payment by the Cooperative.
- **8.4. Meeting to Approve Claims.** Before the Administrator will direct the Fiscal Agent to pay any claims to the Member, the Board shall review the Member's claim. The Board must vote to approve payment of any claims in excess of \$100,000 prior to payment of the claim. The Administrator is authorized to direct payment of any claims that are less than \$100,000, and then report such payment to the Board at the next meeting of the Board.

Article 9. Obligations of Districts

- **9.1. Obligations.** In addition to the other responsibilities of a District as set forth in this Agreement, each District shall have the obligation:
 - **9.1.1.** To pay promptly all Contributions to the Cooperative for the Account at such times and in such amounts as are established within the scope of this Agreement;
 - **9.1.2.** To submit promptly to the Cooperative all claims by or against the District in such manner as may be prescribed from time to time by the Board;
 - **9.1.3.** To cooperate fully with the Administrator, any insurance consultant-claims administrator, the attorneys selected by or engaged by the Board, auditors and any agent, employee, Officer or independent contractor of the Cooperative in any matter relating to the purpose and powers of the Cooperative;
 - **9.1.4.** To act promptly on all matters requiring approval by the Board and not to withhold such approval unreasonably or arbitrarily;
 - **9.1.5.** To assure that its Representative reviews and oversees the District's compliance with the Cooperative Risk Management Protocols as may be adopted from time to time and with all obligations of a District as set forth in this Agreement;
 - **9.1.6.** To notify the Administrator within two (2) business days of any new property added to the Mandatory Coverage maintained by the District and any properties removed from the Mandatory Coverage.
- **9.2. Providing Information.** Members will authorize the Cooperative to obtain information regarding the Mandatory Coverage each District maintains. This includes, without limitation, the valuation of insured buildings and contents.
- **9.3.** Continuation of and Consideration for Obligations. The obligations and responsibilities of the Member Districts as set forth in this Agreement, including the obligation to take no action inconsistent with this Agreement as originally written or validly amended, shall remain a continuing obligation and responsibility of each District.

The consideration for the duties imposed upon the Districts by this Agreement is based upon the mutual promises and agreements of the Districts set forth herein and the advantages gained by the Districts through reduced administrative costs for the procurement of wind and hail damage deductible protection the Cooperative may choose to adopt from time to time.

9.4. No responsibility for the Obligations of Other Districts. Except to the extent of the financial contributions to the Cooperative which each District has agreed to make, no District agrees by this Agreement to be responsible for any claims of any kind against any other District. The Districts intend by the creation of the Cooperative to establish an organization for joint administration of wind and hail damage deductible protection within the scope set forth in this Agreement only and do not intend to create between the Districts any relationship of partnership, surety, indemnification or liability for the debts of or claims against another District.

Article 10. Expulsion of a District

- **10.1. Grounds for Expulsion.** A Member District may be expelled from the Cooperative whenever the District:
 - (a) Fails or refuses to perform any obligation under this Agreement;
 - (b) Fails or refuses to make payments and supplemental payments when due to the Cooperative; or,
 - (c) Carries on activities found by the Board to be detrimental to the purpose or operations of the Cooperative.
- **10.2. Right to Notice, Opportunity to Cure and Hearing.** No District may be expelled from the Cooperative until the District has received each of the following:
 - (a) Written notice from the Cooperative identifying the alleged basis for expulsion;
 - (b) An opportunity to cure that basis for expulsion within fifteen (15) days from delivery of the notice; and,
 - (c) In the event of a failure to cure, the opportunity to be heard before the Board or its appointee under Paragraph 10.3 below.

If the conduct of a District is found by the Board to be a continuing threat or detrimental to the continued operation of the Cooperative, the Board may suspend the District from all rights and privileges under this Agreement except for the limited right to continue its then current insurance coverages for which it has timely paid all premiums due.

- 10.3. Hearing. If a District fails to cure the alleged basis for expulsion within the fifteen (15) day notice period, the Board shall set a date for an expulsion hearing, which shall occur not less than ten (10) days after expiration of the time to cure and not less than five (5) days before the expulsion becomes effective. The Board may conduct the hearing or appoint an individual to conduct the hearing who shall make a recommendation to Board based upon his/her findings of fact.
- **10.4. Vote to Expel.** Following the expulsion hearing, the Board shall vote whether to expel the District. A District may be expelled from the Cooperative by a two-thirds (2/3) vote of the Board.
- 10.5. Continuing Obligations of Cooperative and Expelled District. If a District is expelled in accordance with this Article 10, it will no longer have any rights or privileges under this Agreement.

An expelled District shall continue to be fully liable for any payment due to the Account and for any other unfulfilled obligation as if it were still participating in the Cooperative.

Within sixty (60) days after the vote to expel pursuant to Paragraph 10.4 above, the Cooperative shall take an accounting of the fixed funds and expenses owed by or owing to said District as of the date of the expulsion. The expelled District shall immediately pay into the Account any amount found to be owed by it. Any amount found to be owed to the District by the Cooperative, and all funds upon which a claim could be made against the expelled District, shall

be held by the Cooperative until all such claims or potential claims are terminated. The Board shall provide a written statement to the expelled District through the Administrator, outlining any potential liability for possible future deficits that may occur for the years in which the District participated in the Cooperative prior to expulsion.

Article 11. Termination of the Cooperative

- **11.1. Termination Events**. The Cooperative shall terminate upon the occurrence of any of the following events:
 - (a) A final determination by a Court of competent jurisdiction, after all appeals have been exhausted or time for appeal has expired, that the Cooperative is invalid or contrary to law; or
 - (b) The Board approves, by a two-thirds (2/3) majority vote, a motion to dissolve and terminate the Cooperative.
- 11.2. Rights and Duties Upon Termination. Upon termination of the Cooperative, the rights and duties of the Cooperative to each District and the rights and duties of each District to the Cooperative and to each other shall be the same as those with respect to an expelled District.
- 11.3. Distribution of Assets. Upon termination of this Agreement and dissolution of the Cooperative, any remaining assets or balances, including the remaining balance of the Fund, after payment of all outstanding obligations and liabilities, shall be distributed among the Districts on a pro rata basis. The pro rata shares shall be determined based on each District's most recent property valuations for the Mandatory Coverage for the current Fiscal Year. Such distribution shall occur within a reasonable time following the completion of all financial settlements and shall be documented in a final accounting report approved by the Board.

Article 12. Effect of the Agreement

- 12.1. Adoption of this Agreement. This Agreement shall be presented to the founding Districts for approval. The Agreement shall become effective and binding after approval by the Found Members and after this Agreement is filed with the Iowa Secretary of State. The duration of this Agreement is perpetual, unless otherwise terminated in accordance with the provisions contained herein.
- **12.2.** Continuation of Cooperative. Neither discussion, approval, nor rejection of this Agreement shall dissolve or terminate the Cooperative. If the Agreement is approved, the Cooperative shall operate in accordance with this Agreement. If this Agreement is not approved, the Cooperative shall operate in accordance with the prior agreement.
- 12.3. Enforcement of Agreement and Applicable Law. This Agreement may be enforced in law or equity either by the Cooperative itself or by any District. This Agreement shall be enforceable by or against a District or the Cooperative solely in the courts in Iowa having proper jurisdiction and venue of the parties. This Agreement shall be construed solely under the applicable law of the State of Iowa.
- **12.4. Severability.** If any provision of this Agreement is declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any District, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.
- **12.5. Counterparts.** This Agreement, and any amendments hereto, may be executed in any number of separate counterparts, which taken together shall constitute a single instrument.
- **12.6. Applicability of Agreement.** This Agreement shall be binding on each District and any successor District thereof.
- **12.7. Amendment.** This Agreement may be amended at any time by an affirmative vote of the majority of the Trustees of the Board. Any such amendment shall be in writing and shall become effective upon approval by the Board unless otherwise specified.

Article 13. Miscellaneous

- 13.1. Notice and Delivery. Any notice required by this Agreement shall be in writing and shall be deemed to have been delivered when: 1) it is sent to the intended recipient by fax, email, or any other form of electronic communication; 2) it is delivered personally to the intended recipient or its agent designated for receipt of such notice; 3) any other delivery method has been used that is approved by the Board; or, 4) it is deposited in a United States Post Office and sent by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows:
 - (a) If to the Cooperative, addressed to the Chairperson at the address of the District where Chairperson is employed.
 - (b) If to a District, addressed to the Representative for that District at the address provided to the Cooperative; or to the principal office of the District's administration/superintendent.
- 13.2. Paragraph Headings. The paragraph headings inserted in this Agreement are for convenience only and are not intended to, and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

APPENDIX A

Founding Member School Districts

West Des Moines Community School District
Boone Community School District
Waverly Shell Rock Community School District
Fort Dodge Community School District

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN AND SIGNED ON THE DATES NOTED BELOW.

Approved:
NAME: Katie Lowe Lancaster
By: President of the Board
President of the Board
Date:
Attest: Jonathan Galbraith
D
By: Secretary of the Board
Date:



QUOTE SUMMARY FOR

Linn-Mar Cmty School District

Account Number: 140982
Marion, IA
Heather Kosikas
(319) 447-3000
heather.kosikas@linnmar.k12.ia.us



Quote # 00066204 Issued on May 12, 2025 Expires on July 22, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Linn-Mar Cmty School District • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

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- School Information
- Digital Product Information
- Shipping and Delivery Instructions

Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

Linn-Mar Cmty School District • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$257.70
Zaner-Bloser Handwriting	Grade 2	\$257.70
Zaner-Bloser Handwriting	Grade 3	\$257.70
Zaner-Bloser Handwriting	Grade 4	\$257.70
Zaner-Bloser Handwriting	Grade 5	\$149.00
Zaner-Bloser Handwriting	Multigrade	\$1,200.00

PRODUCT TOTAL	\$1,179.80
PD TOTAL	\$1,200.00
SUBTOTAL COST	\$2,379.80
SHIPPING/PROCESSING	Complimentary

AMOUNT TO BE INVOICED

\$2,379.80

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424 Handwriting 2025 Grade 1 Student Edition	\$14.90	10	\$149.00
9781453142516 Handwriting 2025 Grade 1 Teacher Edition	\$108.70	1	\$108.70

SUBTOTAL COST \$257.70

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	10	\$149.00
9781453142530	Handwriting 2025 Grade 2C Teacher Edition	\$108.70	1	\$108.70

SUBTOTAL COST \$257.70

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	10	\$149.00
9781453142547	Handwriting 2025 Grade 3 Teacher Edition	\$108.70	1	\$108.70
SURTOTAL COST			\$257.70	

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	10	\$149.00
9781453142554	Handwriting 2025 Grade 4 Teacher Edition	\$108.70	1	\$108.70
		SUBTOT	\$257.70	

Zaner-Bloser Handwriting: Grade 5

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142479	Handwriting 2025 Grade 5 Student Edition	\$14.90	10	\$149.00
		SUBTOTAL COST		

Zaner-Bloser Handwriting: Multigrade

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
PD14545	Handwriting 2025 First-Year Onsite Implementation Training This session prepares all teachers who are new to Zaner-Bloser Handwriting or new to a grade level to implement the program. A separate training may be provided for each grade-level span. (Standard pricing for onsite training is \$2,900/day. Invoice will be sent after the training has been provided.)	\$1,200.00	1	\$1,200.00

SUBTOTAL COST \$1,200.00

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	Accounts Pavable Em	nail		
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(including shipping)*				\$2,379.80
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	Current school year	ct Digital Administrator. This individual is responsible for adormation such as parent contact information and student assibelow. Email: "Y □ N □ School District Accounts Payable Em City: Marion Pol/District Name: Linn-Mar Cmty School District Contact Email: City: and credit, please contact our Customer Experience departmased within 90 days and be in resalable condition. TANT g, incomplete or inaccurate information may result in order than 100 months of the provide authorization for any applicable shipping and disprovide authorization for any appl	cct Digital Administrator. This individual is responsible for adding and removin processing of materials. Please do not submit credit card information with a summer phone number:	In processing of materials. Please do not submit credit card information with this form. Current school year

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Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

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considering Zaner-Bloser.

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At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Bowman Woods Elementary School

Account Number: 269489
Cedar Rapids, IA
Heather Kosikas
(319) 447-3240
heather.kosikas@linnmar.k12.ia.us



Quote # 00066172 Issued on May 12, 2025 Expires on July 21, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Bowman Woods Elementary School • Cedar Rapids, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

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Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

Bowman Woods Elementary School • Cedar Rapids, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$3,856.20
Zaner-Bloser Handwriting	Grade 2	\$4,584.00
Zaner-Bloser Handwriting	Grade 3	\$4,584.00
Zaner-Bloser Handwriting	Grade 4	\$4,273.40
	PRODUCT TOTAL	\$17,297.60
	PD TOTAL	\$0.00
	SUBTOTAL COST	\$17,297.60
	SHIPPING/PROCESSING	Complimentary

AMOUNT TO BE INVOICED

\$17,297.60

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	138	\$2,056.20
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST

\$3,856.20

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	160	\$2,384.00
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147276	Handwriting 2025 Grade 2C Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	2	\$1,000.00

SUBTOTAL COST

\$4,584.00

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	160	\$2,384.00
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147283	Handwriting 2025 Grade 3 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	2	\$1,000.00

SUBTOTAL COST

\$4,584.00

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	166	\$2,473.40

ITEM LIST Zaner-Bloser

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle	\$600.00	3	\$1,800.00
	Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack			

SUBTOTAL COST \$4,273.40

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upon	processing of materials. Please	do not submit credit card information wit	th this form.	
SCHOOL INFORMATION				
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First day of school:	Summer phone number:	Institution Ty	vpe: ☐ District ☐ Scho	ol
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Online access is controlled by a school or district				
Additionally, this user can access important inform school- or district-selected Digital Administrator b	•	formation and student assessment data.	. Please provide the name a	and email of your
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Will this be your first year using MyZBPortal.com	? Y □ N □			
BILL TO School/District Name: Bowman Woods	Elementary School	Tax Exempt Number (If A	Applicable)	
Contact Name: <u>Heather Kosikas</u>		Contact Email:		
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RETURNS To make arrangements for return and be processed. Materials must have been purchased.	·		1.3018. Only returns with pri	or authorization will
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Please complete each section below. Missing,		mation may result in order delay.		
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Signature: _	Title:		Date:	

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Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]



THANK YOU for

considering Zaner-Bloser.

We create resources for educators that help elementary students become more joyful, creative learners and communicators.

At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Echo Hill Elementary School

Account Number: 10098812

Marion, IA

Heather Kosikas

(319) 730-3560

heather.kosikas@linnmar.k12.ia.us



Quote # 00066173 Issued on May 12, 2025 Expires on July 21, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Echo Hill Elementary School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

The enclosed quote includes an Order Information page, which should be filled out completely and returned with your order. **If information is missing on this page, processing your order may be delayed.** Please complete the following:

- School Information
- Digital Product Information
- Shipping and Delivery Instructions

Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Chuck Barnhart
Sales Consultant - Supplemental



\$21,941.50

Complimentary

Echo Hill Elementary School • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$5,558.80
Zaner-Bloser Handwriting	Grade 2	\$4,982.00
Zaner-Bloser Handwriting	Grade 3	\$5,886.60
Zaner-Bloser Handwriting	Grade 4	\$5,514.10
	PRODUCT TOTAL	\$21,941.5
	PD TOTAL	\$0.0

AMOUNT TO BE INVOICED \$21,941.50

SHIPPING/PROCESSING

SUBTOTAL COST

 $Includes\ materials,\ shipping,\ and\ processing.\ May\ not\ include\ applicable\ local\ and\ state\ taxes.$

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	212	\$3,158.80
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	4	\$2,400.00

SUBTOTAL COST

\$5,558.80

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	180	\$2,682.00
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00
9781453147276	Handwriting 2025 Grade 2C Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	1	\$500.00

SUBTOTAL COST

\$4,982.00

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	234	\$3,486.60
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle	\$600.00	4	\$2,400.00
	Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack			

SUBTOTAL COST

\$5,886.60

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	209	\$3,114.10
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	4	\$2,400.00

SUBTOTAL COST

\$5,514.10

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upo	n processing of materials. Please	do not submit credit card informa	ation with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ Ne	ext school year		
First day of school:	Summer phone number:	Institu	ution Type: District So	chool
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or distri Additionally, this user can access important info school- or district-selected Digital Administrator	ormation such as parent contact in			
Name:		Email:		
Will this be your first year using MyZBPortal.com	m? Y □ N □			
BILL TO School/District Name: Echo Hill Elem	entary School	Tax Exempt Number (If A	Applicable)	
Contact Name: <u>Heather Kosikas</u>		Contact Email:		
Contact Phone Number:		Accounts Payable Email		
Street Address: 400 ECHO HILL RD		City: Marion	State: IA	Zip: <u>523024803</u>
SHIP TO Same as BILLTO Scho	ol/District Name: Echo Hill Eleme	entary School		
Contact Name:		Contact Email:		
Contact Phone Number:				
Street Address:		City:	State:	Zin:
RETURNS To make arrangements for return a be processed. Materials must have been purch	•		800.421.3018. Only returns with	prior authorization will
DELIVERY INSTRUCTIONS — <i>IMPORT</i> Please complete each section below. Missing		mation may result in order dela	y.	
Do Not Deliver Dates:			No Delivery Date Rest	rictions
For parcel delivery:				
Do NOT Deliver Dates:After hours phone:	or No Delivery Date Ro	estrictions:	Hours of Operatio	n:
For freight delivery: Receiver contact name:	Phone	Em	rail:	
Select DOCK ON LOCATIONor LIFTGA	TE NEEDED	Γ Deliver Dates:		
Delivery Days/Time:Additional Delivery Needs:		Deliver Dates.		
AMOUNT TO BE INVOICED	(including shipping)*			\$21,941.50
* Add state and local taxes to your total order	amount. Please submit a copy of	your tax exempt certificate (if app	olicable).	
Please sign below to confirm your order and whichever is greater.	I provide authorization for any a	applicable shipping and tax cha	arges. Shipping is a standard	rate of 10% or \$5.00,
Signature: _	Title:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]

Page 5 of 6



THANK YOU for

considering Zaner-Bloser.

We create resources for educators that help elementary students become more joyful, creative learners and communicators.

At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Indian Creek Elementary School

Account Number: 248341

Marion, IA

Heather Kosikas

(319) 447-3270

heather.kosikas@linnmar.k12.ia.us



Quote # 00066174 Issued on May 12, 2025 Expires on July 21, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

Page 2 of 7

May 12, 2025

Indian Creek Elementary School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

The enclosed quote includes an Order Information page, which should be filled out completely and returned with your order. **If information is missing on this page, processing your order may be delayed.** Please complete the following:

- School Information
- Digital Product Information
- Shipping and Delivery Instructions

Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

\$17,112.50

Complimentary

Indian Creek Elementary School • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$3,715.80
Zaner-Bloser Handwriting	Grade 2	\$4,198.90
Zaner-Bloser Handwriting	Grade 3	\$4,584.00
Zaner-Bloser Handwriting	Grade 4	\$4,613.80
	PRODUCT TOTAL	\$17,112.50
	PD TOTAL	\$0.00

AMOUNT TO BE INVOICED \$17,112.50

SHIPPING/PROCESSING

SUBTOTAL COST

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	142	\$2,115.80
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	1	\$600.00
9781453147252	Handwriting 2025 Grade 1 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	2	\$1,000.00

SUBTOTAL COST \$3,715.80

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	161	\$2,398.90
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST \$4,198.90

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	160	\$2,384.00
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147283	Handwriting 2025 Grade 3 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	2	\$1,000.00

SUBTOTAL COST \$4,584.00

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	162	\$2,413.80

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147292	Handwriting 2025 Grade 4 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	2	\$1,000.00

SUBTOTAL COST \$4,613.80

SF QN: 00066174 / NS CN: 248341

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upor	n processing of materials. Please	do not submit credit card infor	mation with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ Ne	ext school year		
First day of school:	Summer phone number:	Ins	stitution Type: District Sch	ool
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or district Additionally, this user can access important info school- or district-selected Digital Administrator	rmation such as parent contact ir			
Name:		Email:		
Will this be your first year using MyZBPortal.com	n? Y □ N □			
BILL TO School/District Name: Indian Creek El	lementary School	Tax Exempt Numb	er (If Applicable)	
Contact Name: Heather Kosikas		Contact Email:		
Contact Phone Number:		Accounts Payable Email		
Street Address: 2900 INDIAN CREEK RD				
SHIP TO Same as BILLTO School	ol/District Name: Indian Creek E	lementary School		
Contact Name:		Contact Email:		
0				
Contact Phone Number:		011	0	
Street Address:		City:	State: /	Ζιρ:
RETURNS To make arrangements for return a be processed. Materials must have been purcha	•	·	at 800.421.3018. Only returns with p	orior authorization will
DELIVERY INSTRUCTIONS — IMPORT.	<u> </u>	diable condition.		
Please complete each section below. Missing		mation may result in order de	elay.	
Do Not Deliver Dates:			_ No Delivery Date Restric	ctions
For parcel delivery:				
Do NOT Deliver Dates:	or No Delivery Date R 	estrictions:	Hours of Operation	:
For freight delivery: Receiver contact name:	Phone:	E	Email:	
Select DOCK ON LOCATIONor LIFTGAT	TE NEEDED			_
Additional Delivery Needs:		T Deliver Dates		
AMOUNT TO BE INVOICED	(including shipping)*			\$17,112.50
* Add state and local taxes to your total order a	amount. Please submit a copy of	your tax exempt certificate (if a	applicable).	
Please sign below to confirm your order and whichever is greater.	provide authorization for any	applicable shipping and tax o	charges. Shipping is a standard ra	te of 10% or \$5.00,
Signature: _	Title:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]



THANK YOU for

considering Zaner-Bloser.

We create resources for educators that help elementary students become more joyful, creative learners and communicators.

At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Linn Grove Elementary School

Account Number: 10093081

Marion, IA

Heather Kosikas

(319) 730-3500

heather.kosikas@linnmar.k12.ia.us



Quote # 00066175 Issued on May 12, 2025 Expires on July 21, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Linn Grove Elementary School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

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Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

Linn Grove Elementary School • Marion, IA

GRADE	COST
Grade 1	\$3,886.00
Grade 2	\$4,035.00
Grade 3	\$3,756.20
Grade 4	\$4,005.20
	\$15 692 40
	Grade 1 Grade 2 Grade 3

PRODUCT TOTAL	\$15,682.40
PD TOTAL	\$0.00
SUBTOTAL COST	\$15,682.40
SHIPPING/PROCESSING	Complimentary

AMOUNT TO BE INVOICED

\$15,682.40

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	140	\$2,086.00
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST

\$3,886.00

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	150	\$2,235.00
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST

\$4,035.00

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	138	\$2,056.20
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147283	Handwriting 2025 Grade 3 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	1	\$500.00

SUBTOTAL COST

\$3,756.20

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	148	\$2,205.20
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST

\$4,005.20

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upon	processing of materials. Please	do not submit credit card infor	rmation with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ Ne	ext school year		
First day of school:	Summer phone number:	Ins	stitution Type: District	School
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or district	Digital Administrator. This indiv	idual is responsible for adding	and removing users throughout	ut the school year.
Additionally, this user can access important inform school- or district-selected Digital Administrator b	•	nformation and student assessi	ment data. Please provide the	name and email of your
Name:		Email:		
Will this be your first year using MyZBPortal.com	? Y □ N □			
BILL TO School/District Name: Linn Grove Elementary School		Tax Exempt Number (If Applicable)		
Contact Name: Heather Kosikas		Contact Email:		
Contact Phone Number:		Accounts Payable Email _		
Street Address: 2301 50TH ST		City: Marion	State: IA	Zip: <u>523027649</u>
SHIP TO Same as BILLTO School	/District Name: Linn Grove Ele	mentary School		
Contact Name:		Contact Email:		
0				
Contact Phone Number:		O.	0	
Street Address:		City:	State:	Zıp:
RETURNS To make arrangements for return and be processed. Materials must have been purchased.	·		at 800.421.3018. Only returns	with prior authorization will
DELIVERY INSTRUCTIONS — IMPORTA	<u> </u>	diable collution.		
Please complete each section below. Missing,		rmation may result in order de	elay.	
Do Not Deliver Dates:			No Delivery Date F	Restrictions
For parcel delivery:			_	
Do NOT Deliver Dates: After hours phone:	or No Delivery Date R	estrictions:	Hours of Ope	ration:
For freight delivery:	Di	_		
Receiver contact name: Select DOCK ON LOCATIONor LIFTGAT	E NEEDED		Email:	
Delivery Days/Time:Additional Delivery Needs:	Do NO	T Deliver Dates:		<u> </u>
AMOUNT TO DE INVOICED /	in aludina ahiraira1*			Ć1F CO2 #2
AMOUNT TO BE INVOICED (i				\$15,682.40
* Add state and local taxes to your total order at		· · · · · · · · · · · · · · · · · · ·	··· /	and rate of 400/ or \$5.00
Please sign below to confirm your order and publichever is greater.	orovide authorization for any	applicable snipping and tax (charges. Shipping is a stand	aiu rate or 10% or \$5.00,
Signature: _	Title:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764 Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087
Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]



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La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Novak Elementary School

Account Number: 226840
Marion, IA
Heather Kosikas
(319) 447-3300
heather.kosikas@linnmar.k12.ia.us



Quote # 00066181 Issued on May 12, 2025 Expires on July 22, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Novak Elementary School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

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Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

\$13,522.20

Complimentary

Novak Elementary School • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$2,630.40
Zaner-Bloser Handwriting	Grade 2	\$3,826.40
Zaner-Bloser Handwriting	Grade 3	\$3,577.40
Zaner-Bloser Handwriting	Grade 4	\$3,488.00
	PRODUCT TOTAL	\$13,522.20
	PD TOTAL	\$0.00

AMOUNT TO BE INVOICED \$13,522.20

SHIPPING/PROCESSING

SUBTOTAL COST

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	96	\$1,430.40
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00

SUBTOTAL COST

\$2,630.40

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	136	\$2,026.40
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle	\$600.00	3	\$1,800.00
	Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack			

SUBTOTAL COST

\$3,826.40

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	126	\$1,877.40
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147283	Handwriting 2025 Grade 3 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	1	\$500.00

SUBTOTAL COST

\$3,577.40

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	120	\$1,788.00
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00

ITEM LIST Zaner-Bloser

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453147292	Handwriting 2025 Grade 4 Small Comprehensive Instructional Package Bundle	\$500.00	1	\$500.00
	Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack			

SUBTOTAL COST \$3,488.00

Page 6 of 7

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upo	on processing of materials. Please	e do not submit credit card infor	mation with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	\square Current school year \square N	ext school year		
First day of school:	Summer phone number:	Ins	stitution Type: District	☐ School
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or distri	ict <i>Digital Administrator</i> . This indiv	ridual is responsible for adding	and removing users through	out the school year.
Additionally, this user can access important info school- or district-selected Digital Administrator		nformation and student assessr	ment data. Please provide th	ne name and email of your
Name:		Email:		
Will this be your first year using MyZBPortal.co	m? Y □ N □			
BILL TO School/District Name: Novak Elemen	tary School	Tax Exempt Number (If A	Applicable)	
Contact Name: Heather Kosikas		Contact Email:		
Contact Phone Number:		Accounts Payable Email		
Street Address: 401 29TH AVE		City: Marion	State: IA	Zip: <u>523021102</u>
	ool/District Name: Novak Elemen	tary School		
Contact Name:		Contact Email:		
Contact Phone Number:				
Street Address:		City:	State:	Zip:
RETURNS To make arrangements for return a	•		at 800.421.3018. Only return	ns with prior authorization will
be processed. Materials must have been purch	•	salable condition.		
Please complete each section below. Missin		rmation may result in order de	elay.	
Do Not Deliver Dates:			☐ No Delivery Date	Restrictions
For parcel delivery:				
Do NOT Deliver Dates: After hours phone:	or No Delivery Date F	Restrictions:	Hours of Op	peration:
For freight delivery:				
Receiver contact name: Select DOCK ON LOCATIONor LIFTGA	TE NEEDED		Email:	
Delivery Days/Time:	Do NO	T Deliver Dates:		
AMOUNT TO BE INVOICED	(including shipping)*			\$13,522.20
* Add state and local taxes to your total order	amount. Please submit a copy of	your tax exempt certificate (if a	applicable).	
Please sign below to confirm your order and whichever is greater.	d provide authorization for any	applicable shipping and tax o	charges. Shipping is a star	ndard rate of 10% or \$5.00,
-	T 11 -			
Signature: _	itie:		Date	e:

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]



THANK YOU for

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We create resources for educators that help elementary students become more joyful, creative learners and communicators.

At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Westfield Elementary School

Account Number: 226701
Robins, IA
Heather Kosikas
(319) 447-3350
heather.kosikas@linnmar.k12.ia.us



Quote # 00066183 Issued on May 12, 2025 Expires on July 22, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Westfield Elementary School • Robins, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

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Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

Westfield Elementary School • Robins, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$5,141.60
Zaner-Bloser Handwriting	Grade 2	\$4,862.80
Zaner-Bloser Handwriting	Grade 3	\$6,178.00
Zaner-Bloser Handwriting	Grade 4	\$4,213.80
	PRODUCT TOTAL	\$20,396.20
	PD TOTAL	\$0.00

SUBTOTAL COST \$20,396.20
SHIPPING/PROCESSING Complimentary

AMOUNT TO BE INVOICED

\$20,396.20

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST ZB Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	184	\$2,741.60
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	4	\$2,400.00

SUBTOTAL COST

\$5,141.60

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	172	\$2,562.80
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00
9781453147276	Handwriting 2025 Grade 2C Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	1	\$500.00

SUBTOTAL COST

\$4,862.80

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	220	\$3,278.00
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	4	\$2,400.00
9781453147283	Handwriting 2025 Grade 3 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	1	\$500.00

SUBTOTAL COST

\$6,178.00

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	162	\$2,413.80

ITEM LIST Zaner-Bloser

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle	\$600.00	3	\$1,800.00
	Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack			

SUBTOTAL COST \$4,213.80

IMPORTANT				
Purchase Order Number		Phone:		
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SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ Ne	ext school year		
First day of school:	Summer phone number:	Institu	ution Type: District School	ol
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or dist Additionally, this user can access important in school- or district-selected Digital Administrator	formation such as parent contact ir			
Name:		Email:		
Will this be your first year using MyZBPortal.co	om? Y \square N \square			
BILL TO School/District Name: Westfield Elec	mentary School	Tax Exempt Number (If A	applicable)	
Contact Name: Heather Kosikas		Contact Email:		
Contact Phone Number:		Accounts Payable Email		
Street Address: 901 E MAIN ST		City: Robins	State: _IA Zi	p: <u>523289731</u>
SHIP TO Same as BILLTO Sch	ool/District Name: Westfield Element	entary School		
Contact Name:		Contact Email:		
Oratest Diseas Newsbarr				
Contact Phone Number: Street Address:		Cit	04-4	
RETURNS To make arrangements for return be processed. Materials must have been purc	•		300.421.3018. Only returns with price	or authorization will
DELIVERY INSTRUCTIONS — IMPOR	<u> </u>	alable containen.		
Please complete each section below. Missing		mation may result in order delay	<i>i</i> .	
Do Not Deliver Dates:			☐ No Delivery Date Restricti	ions
For parcel delivery:				
Do NOT Deliver Dates:After hours phone:	or No Delivery Date R 	estrictions:	Hours of Operation:_	
For freight delivery: Receiver contact name:	Phone:	Ema	ail·	
Select DOCK ON LOCATION or LIFTG. Delivery Days/Time:	ATE NEEDED	T Deliver Dates:		_
Additional Delivery Needs:		i Deliver Dates		- -
AMOUNT TO BE INVOICED	(including shipping)*			\$20,396.20
* Add state and local taxes to your total orde	r amount. Please submit a copy of	your tax exempt certificate (if app	licable).	
Please sign below to confirm your order ar whichever is greater.	nd provide authorization for any	applicable shipping and tax cha	rges. Shipping is a standard rate	e of 10% or \$5.00,
-	Title		Data	
Signature: _	litie:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]



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At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Wilkins Elementary School

Account Number: 140976

Marion, IA

Heather Kosikas

(319) 447-3380

heather.kosikas@linnmar.k12.ia.us



Quote # 00066185 Issued on May 12, 2025 Expires on July 22, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Wilkins Elementary School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

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- Shipping and Delivery Instructions

Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Chuck Barnhart
Sales Consultant - Supplemental



Wilkins Elementary School • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 1	\$4,005.20
Zaner-Bloser Handwriting	Grade 2	\$2,660.20
Zaner-Bloser Handwriting	Grade 3	\$4,005.20
Zaner-Bloser Handwriting	Grade 4	\$3,637.00
	PRODUCT TOTAL	\$14,307.60
	PD TOTAL	\$0.00

SUBTOTAL COST

SHIPPING/PROCESSING Complimentary

AMOUNT TO BE INVOICED

\$14,307.60

\$14,307.60

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST Zaner-Bloser

Zaner-Bloser Handwriting: Grade 1

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142424	Handwriting 2025 Grade 1 Student Edition	\$14.90	148	\$2,205.20
9781453146842	Handwriting 2025 Grade 1 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST

\$4,005.20

Zaner-Bloser Handwriting: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142448	Handwriting 2025 Grade 2C Student Edition	\$14.90	98	\$1,460.20
9781453146866	Handwriting 2025 Grade 2C Large Comprehensive Instructional Package Bundle	\$600.00	2	\$1,200.00
	Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack			

SUBTOTAL COST

\$2,660.20

Zaner-Bloser Handwriting: Grade 3

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142455	Handwriting 2025 Grade 3 Student Edition	\$14.90	148	\$2,205.20
9781453146873	Handwriting 2025 Grade 3 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	3	\$1,800.00

SUBTOTAL COST

\$4,005.20

Zaner-Bloser Handwriting: Grade 4

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142462	Handwriting 2025 Grade 4 Student Edition	\$14.90	130	\$1,937.00
9781453146880	Handwriting 2025 Grade 4 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	2	\$1,200.00
9781453147292	Handwriting 2025 Grade 4 Small Comprehensive Instructional Package Bundle Contents contains: 15 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$500.00	1	\$500.00

SUBTOTAL COST

\$3,637.00

IMPORTANT				
Purchase Order Number		_ Phone:		
You will be invoiced via email for this order up	on processing of materials. Pleas	e do not submit credit card informati	ion with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ N	Next school year		
First day of school:	Summer phone number:	Institut	ion Type: District Sch	ool
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or distr	rict <i>Diaital Administrator</i> . This indi	ividual is responsible for adding and	removing users throughout the s	school vear.
Additionally, this user can access important int school- or district-selected Digital Administrator	formation such as parent contact			
Name:		Email:		
Will this be your first year using MyZBPortal.co	om? Y \square N \square			
BILL TO School/District Name: Wilkins Eleme	entary School	Tax Exempt Number (If Appl	licable)	
Contact Name: Heather Kosikas				
Contact Phone Number:		Accounts Pavable Email		
Street Address: 2127 27TH ST		City: Marion		
	ool/District Name: Wilkins Eleme			
Contact Name:		·		
Contact Name.		Contact Email:		
Contact Phone Number:				
Street Address:		City:	State: 2	Zip:
RETURNS To make arrangements for return	and credit, please contact our Cu	stomer Experience department at 80	00.421.3018. Only returns with p	rior authorization will
be processed. Materials must have been purch	hased within 90 days and be in re	esalable condition.		
DELIVERY INSTRUCTIONS — <i>IMPOR</i> Please complete each section below. Missir		ormation may result in order delay		
·			_	
Do Not Deliver Dates:			■ No Delivery Date Restrict	ctions
For parcel delivery: Do NOT Deliver Dates:	or No Delivery Date	Restrictions:	Hours of Operation:	
After hours phone:				
For freight delivery: Receiver contact name: Scloot DOCK ON LOCATION - 27 LIFTCH		Emai	il:	_
Select DOCK ON LOCATION or LIFTG/		OT Deliver Dates:		_
Additional Delivery Needs:				_
AMOUNT TO BE INVOICED	(including shipping)*			\$14,307.60
* Add state and local taxes to your total orde	r amount. Please submit a copy c	of your tax exempt certificate (if appli	cable).	
Please sign below to confirm your order an	nd provide authorization for any	applicable shipping and tax char	ges. Shipping is a standard ra	te of 10% or \$5.00,
whichever is greater.				
Signature:	Title:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

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Expires on July 22, 2025

SF QN: 00066185 / NS CN: 140976



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At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Boulder Peak Interm School

Marion, IA
Heather Kosikas
(319) 200-1700
heather.kosikas@linnmar.k12.ia.us



Quote # 00066186 Issued on May 12, 2025 Expires on July 22, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Boulder Peak Interm School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

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Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

Boulder Peak Interm School • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 5	\$5,835.00
	PRODUCT TOTAL	\$5,835.00
	PD TOTAL	\$0.00
	SUBTOTAL COST SHIPPING/PROCESSING	\$5,835.00 Complimentary
AMOUNT TO BE INVOICED		\$5,835.00

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST Zaner-Bloser

Zaner-Bloser Handwriting: Grade 5

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142479	Handwriting 2025 Grade 5 Student Edition	\$14.90	150	\$2,235.00
9781453146897	Handwriting 2025 Grade 5 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	6	\$3,600.00

SUBTOTAL COST \$5,835.00

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upo	n processing of materials. Please	do not submit credit card informati	ion with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ Ne	ext school year		
First day of school:	Summer phone number:	Institut	tion Type: District Schoo	I
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or district Additionally, this user can access important inforschool- or district-selected Digital Administrator	rmation such as parent contact in			
Name:		Email:		
Will this be your first year using MyZBPortal.com	m? Y □ N □			
BILL TO School/District Name: Boulder Peak I	nterm School	Tax Exempt Number (If Ap	plicable)	
Contact Name: <u>Heather Kosikas</u>		Contact Email:		
Contact Phone Number:		Accounts Payable Email		
Street Address: 3920 35TH AVE		City: Marion	State: <u>IA</u> Zip	: 52302-6496
SHIP TO Same as BILLTO Scho	ol/District Name: Boulder Peak Ir	nterm School		
Contact Name:		Contact Email:		
Contact Phone Number:				
		City: Marion	State: <u>IA</u> Zip	: 52302
RETURNS To make arrangements for return a be processed. Materials must have been purch:	•		00.421.3016. Only returns with pho	r authorization will
DELIVERY INSTRUCTIONS — <i>IMPORT</i> Please complete each section below. Missing		mation may result in order delay.		
Do Not Deliver Dates:			☐ No Delivery Date Restriction	ons
For parcel delivery:				
Do NOT Deliver Dates:After hours phone:	or No Delivery Date R	estrictions:	Hours of Operation:	
For freight delivery: Receiver contact name:	Phone	Emai	il:	
Select DOCK ON LOCATIONor LIFTGA	TE NEEDED	T Deliver Dates:		•
Delivery Days/Time:Additional Delivery Needs:		Poliver Bates.		•
AMOUNT TO BE INVOICED	(including shipping)*			\$5,835.00
* Add state and local taxes to your total order	amount. Please submit a copy of	your tax exempt certificate (if appli	icable).	
Please sign below to confirm your order and whichever is greater.	I provide authorization for any a	applicable shipping and tax char	ges. Shipping is a standard rate	of 10% or \$5.00,
Signature: _	Title:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

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La escritura

Handwriting

Z0338 09.22



QUOTE SUMMARY FOR

Hazel Point Interm School

Marion, IA
Heather Kosikas
(319) 200-1600
heather.kosikas@linnmar.k12.ia.us



Quote # 00066187 Issued on May 12, 2025 Expires on July 22, 2025

PREPARED BY

Chuck Barnhart
Sales Consultant - Supplemental
chuck.barnhart@zaner-bloser.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

May 12, 2025

Hazel Point Interm School • Marion, IA

Dear Heather Kosikas:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

New Zaner-Bloser Handwriting © 2025 engages students with even MORE opportunities to shine as writers, composers, communicators, and creative thinkers! Research-based and proven effective, Zaner-Bloser Handwriting helps students learn to write in manuscript and cursive with just 15 minutes of instruction per day.

The enclosed quote includes an Order Information page, which should be filled out completely and returned with your order. **If information is missing on this page, processing your order may be delayed.** Please complete the following:

- School Information
- Digital Product Information
- Shipping and Delivery Instructions

Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Chuck Barnhart
Sales Consultant - Supplemental

Hazel Point Interm School • Marion, IA

PROGRAM	GRADE	COST
Zaner-Bloser Handwriting	Grade 5	\$5,537.00
	PRODUCT TOTAL	\$5,537.00
	PD TOTAL	\$0.00
	SUBTOTAL COST SHIPPING/PROCESSING	\$5,537.00 Complimentary
AMOUNT TO BE INVOICED		\$5,537.00

Includes materials, shipping, and processing. May not include applicable local and state taxes.

ITEM LIST Zaner-Bloser

Zaner-Bloser Handwriting: Grade 5

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453142479	Handwriting 2025 Grade 5 Student Edition	\$14.90	130	\$1,937.00
9781453146897	Handwriting 2025 Grade 5 Large Comprehensive Instructional Package Bundle Contents contains: 25 student editions, 1 teacher edition, 1 practice master, 1 set activity cards, 1 set alphabet wall strips, 1 set alphabet cards, 1 set handwriting super poster pack, 1 set alphabet deskstrips - 30 pack, 25 handwriting journals, 1 set handwriting evaluation stamps - 5 pack	\$600.00	6	\$3,600.00

SUBTOTAL COST \$5,537.00

IMPORTANT				
Purchase Order Number		Phone:		
You will be invoiced via email for this order upon	n processing of materials. Please	e do not submit credit card informat	tion with this form.	
SCHOOL INFORMATION				
When will you need your digital licenses?	☐ Current school year ☐ No	ext school year		
First day of school:	Summer phone number:	Institut	tion Type: District School	
DIGITAL PRODUCT INFORMATION				
Online access is controlled by a school or district Additionally, this user can access important inforschool- or district-selected Digital Administrator	rmation such as parent contact ir			
Name:		Email:		
Will this be your first year using MyZBPortal.com	n? Y □ N □			
BILL TO School/District Name: Hazel Point Inte	erm School	Tax Exempt Number (If Appl	licable)	
Contact Name: Heather Kosikas		Contact Email:		
Contact Phone Number:		Accounts Payable Email		
Street Address: 453 ECHO HILL RD		City: Marion	State: IA Zip:	52302-4803
SHIP TO Same as BILLTO Scho	ol/District Name: Hazel Point Inte	erm School		
Contact Name:		Contact Email:		
Contact Phone Number:				
		City: Marion	State: <u>IA</u> Zip:	52302
RETURNS To make arrangements for return a be processed. Materials must have been purchased.	·		00.421.3018. Only returns with prior	authorization will
DELIVERY INSTRUCTIONS — <i>IMPORT</i> Please complete each section below. Missing		mation may result in order delay.		
Do Not Deliver Dates:			☐ No Delivery Date Restriction	ns
For parcel delivery:				
Do NOT Deliver Dates:	or No Delivery Date R	estrictions:	Hours of Operation:	
For freight delivery:	Dhana	F	.01.	
Receiver contact name: Select DOCK ON LOCATIONor LIFTGA	TE NEEDED		il:	
Delivery Days/Time:Additional Delivery Needs:	D0 NO	T Deliver Dates:		
AMOUNT TO BE INVOICED	including shipping)*			\$5,537.00
* Add state and local taxes to your total order	amount. Please submit a copy of	your tax exempt certificate (if appl	licable).	
Please sign below to confirm your order and whichever is greater.	provide authorization for any	applicable shipping and tax cha	rges. Shipping is a standard rate o	of 10% or \$5.00,
Signature: _	Title:		Date:	

Contact your Sales Consultant to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: CustomerExperience@zaner-bloser.com • Phone: 800.421.3018 • Fax: 800.992.6087

Customer Experience Inquiry Form: [Click Here] Tech Support Inquiry Form: [Click Here]



THANK YOU for

considering Zaner-Bloser.

We create resources for educators that help elementary students become more joyful, creative learners and communicators.

At Zaner-Bloser, we support your efforts to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—that reward students and help them realize the power of learning.



La escritura

Handwriting

Z0338 09.22

QUOTE



Goodheart-Willcox Publisher

18604 West Creek Drive • Tinley Park • Illinois 60477-6243 Phone: 1.800.323.0440 • Fax: 1.888.409.3900 www.g-w.com • custserv@g-w.com

Account Number 0005230202 Quote Number 14952437 Quote Date 4/22/2025

Duns No. 00517-6706 U.S. Fed I.D. 36-2135994 Canada BN: 855264339

Bill To:

Ship To:

LINN-MAR CMTY SCHOOL DISTRICT 3556 WINSLOW RD MARION IA 52302-8978 LINN-MAR CMTY SCHOOL DISTRICT ERICA RAUSCH 3556 WINSLOW RD MARION IA 52302-8978

								Email Add	lress	
Please refer to y	our Accoun	t Number	r and Process N	lumbe	r on all correspondence.		erau	sch@linnma	ır.k12.ia.us	
Process No.	Proces	s Date	Pur	chase	Order Number		Shipped	Via		Expiration Date
14952437	4/22/2	2025	QUOT	ΓΕ: 04 <i>i</i>	/22/25 1:02:48 PM	**	* FEDEX GR	OUND ***		10/31/2025
ISBN	I	G	Quantity	Item	Т	itle (©)		List Price	Disc. %	Net Extended Price
9781637766538	3		180	BDL	BDL ESSENTIAL HEAL	TH MS TX/CCL	.6 (2023)	174.32	25.00	23,533.20
978163776652	1		1,030	CCL	CCL ESSENTIAL HEA	_TH MS 6YR EN	Л (2023)	137.72	25.00	106,388.70
Sul	o-Total		(Sales	Тах	Shipping Ch		PAY		130,581.98
129	,921.90			0.00)	660.08		AMOUNT		. = -1 = 2 11 = 2

Shipping Charges are good for 30 days from date of quote.

Page Number

1 of 1

Tax to be collected is estimated.

Free items available only with purchase of student items direct from Goodheart-Willcox.

Please send tax exemption certificates to taxcert@g-w.com.

BDL	Bundle	OG	Observation Guide	SG	Study Guide
BSK	BrightSpace Packet	OIR	Online Instructor Resource	SHP	Shop Manual
BSL	BrightSpace License	OLS	Online Learning Suite	TAW	Teacher's Annotated Workbook
CCL	Common Cartridge License	OSC	Online Student Center	TE	Teacher's Edition
CCK	Common Cartridge Packet	OT	Online Textbook	TSE	Exam View Test Software
CUR	Curriculum Center	PP	PowerPoint	TXT	Textbook
EBI	Ebook Instructor	RCD	Instructor's Resource CD	WB	Workbook
FRS	Ebook Student	SDG	Software Design Guide		

	EDOOR OLGO			
LM	Lab Manual			

Signature:		Date:	
-	I/-ti- I It D IDidt		





Price Quote

100 S. Mill Ave Suite 1700 Tempe, AZ 85281 877-725-4257

 Date
 5/8/2025

 Quote No.
 Q-135665

 Acct. No.
 12210239

 Total
 220,932.00

 Pricing Expires
 09/29/2025

Linn-Mar Community School District 2999 North 10th Street Marion IA 52302 United States

Lin-MAR Imagine IM 3YR 2-8 Imagine IM Digital Only

Payment Term	Contract Star	Contract End
Net 30	7/1/2025	6/30/2028

Site	Description	End Date	Qty	Per Unit	Amount
Linn-MAR Community School District					
	Imagine IM Student Single User License - Grade 2	06/30/2028	494	57.00	28,158.00
	Imagine IM Student Single User License - Grade 3	06/30/2028	550	57.00	31,350.00
	Imagine IM Student Single User License - Grade 4	06/30/2028	509	57.00	29,013.00
	Imagine IM Student Single User License - Grade 5	06/30/2028	564	57.00	32,148.00
	Imagine IM Student Single User License - Grade 6	06/30/2028	543	57.00	30,951.00
	Imagine IM Student Single User License - Grade 7	06/30/2028	641	57.00	36,537.00
	Imagine IM Student Single User License - Grade 8	06/30/2028	567	57.00	32,319.00
	Imagine IM Student Single User License (Accelerated) - Grade 6 - Avail Fall 2025	06/30/2028	4	57.00	228.00
	Imagine IM Student Single User License (Accelerated) - Grade 7 - Avail Fall 2025	06/30/2028	4	57.00	228.00

Subtotal	220,932.00
Tax Total	0.00
Total	220.932.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Linn-Mar Community School District

Signature:
Print Name:
Title:

Date:

·····	
Katie Lowe Lancaster	
Board President	

Imagine Learning Representative

Tosha Vogel Account Executive tosha.vogel@imaginelearning.com imaginethefutureoflearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to <u>AR@imaginelearning.com</u> or fax to 480-423-0213.



Price Quote

5/8/2025

Q-146196

12210239

82,887.80

100 S. Mill Ave Suite 1700 Tempe, AZ 85281 877-725-4257

Date Quote No. Acct. No. Total **Pricing Expires** 11/02/2025

Linn-MAR Community School District 3556 Winslow Rd. Marion IA 52302 **United States**

Linn-MAR Imagine IM K-1: 1 year Print & 3 years Digital

Payment Term	Contract Start	Contract End
Net 30	8/1/2025	7/31/2028

Site	Description	Comments	End Date	Qty	Per Unit	Amount
Linn-MAR Community School District			507			
	Imagine IM Student Single User License - Grade K		07/31/2028	417	57.00	23,769.00
	Imagine IM Student Single User License - Grade 1		07/31/2028	482	57.00	27,474.00
	Imagine IM Student Print - Grade K		07/31/2026	417	32.00	13,344.00
	Imagine IM Student Print - Grade 1		07/31/2026	482	32.00	15,424.00
	Shipping and Handling (ILC)	Shipping and Handling fee covers all physical materials listed above for the duration of the term.	07/31/2028	1	2,876.80	2,876.80

Subtotal 82,887.80 Tax Total 0.00 82,887.80 Total

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at www.imaginelearning.com/standardterms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Linn-MAR Community	Imagine Learning Representative
School District	
Signature:	Tosha Vogel
Print Name:	Account Executive -
Title:	tosha.vogel@imaginelearning.con
Date:	imaginethefutureoflearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Policy Recommendations for Board Approval – June 9, 2025

The following policies were reviewed by the Policy Committee on May 1, 22, and 27. Those marked "revision recommended" are being submitted for board approval.

Policy #	Policy Title	Reviewed/Revised/New
104.1	Equal Educational Opportunity	Revisions recommended
104.1-R	Equal Educational Opportunity Regulation	Revisions recommended
104.1-E1	Annual Notice of Nondiscrimination	Revisions recommended
104.1-E2	Continuous Notice of Nondiscrimination	Revisions recommended
104.1-E3	Discrimination Complaint Form	Revisions recommended
104.1-E4	Discrimination Witness Disclosure Form	Revisions recommended
104.1-E5	Discrimination Disposition of Complaint Form	Revisions recommended
104.2	Section 504 Compliance	Reviewed
104.2-E	Notice of Section 504 Student/Parental Rights	Revisions recommended
105.1	Abuse of Students by District Employees	Reviewed
105.1-E	Abuse of Students by District Employees Reporting Form	Revisions recommended
202.5	School Board Secretary	Revisions recommended
302.1	Superintendent: Role, Recruitment, and Appointment	Revisions recommended
303.1	Administrator: Qualifications, Recruitment, and Appointment	Revisions recommended
400.1	Educational and Employment Equity	Revisions recommended
400.1-E	Equity Complaint Form	Revisions recommended
400.3	Personnel Qualifications, Recruitment, Selection	Revisions recommended
400.4	Limitations to Employment References	Reviewed
401.1	Code of Professional Conduct and Ethics	Revisions recommended
401.15	Child Abuse Reporting by Licensed Personnel	Revisions recommended
401.15-R	Child Abuse Reporting by Licensed Personnel Regulation	Revisions recommended
403.16	Employee Records	Reviewed
403.33	Affirmative Action	Revisions recommended
501.4	Student Attendance Records	Revisions recommended
502.15	Discipline of Students Who Make Threats of Violence or Cause	Reviewed
502.15	Incidents of Violence	nevieweu
502.15-R	Student Threats of Violence and Incidents of Violence Regulation	Reviewed
504.14	Student Disclosure of Identity	Reviewed
504.14-E1	Report of Student Disclosure of Identity	Reviewed
504.14-E2	Request to Update Student Identity	Reviewed
505.6	Education Records Access	Revisions recommended
505.7	Parent & Family Engagement	Revisions recommended
505.7-R	Parent & Family Engagement Building Level Regulation	Reviewed
505.11	Use of Personal Electronic Devices by Students	Proposed new policy
600.2	Objectives of the Education Program	Revisions recommended
602.27	Selection of Instructional Materials	Reviewed
602.27-R	Selection of Instructional Materials Regulation	Revisions recommended
605.7	Multicultural/Gender-Fair Education	Revisions recommended
702.1	Nutrition Services Program	Reviewed
702.1-R1	Meal Charges Regulation	Reviewed
702.1-R2	Child Nutrition Program Civil Rights Complaint Procedures Regulation	Revisions recommended
702.1-E1	Child Nutrition Program Notices of Discrimination	Revisions recommended
702.1-E2	Child Nutrition Program Civil Rights Complaint Form	Revisions recommended
702.4	Eligibility for Free or Reduced Cost Meals	Reviewed
702.4-R	Eligibility for Free or Reduced Cost Meals Regulation	Revisions recommended
805.2	Care, Maintenance, and Disposal of District Records	Revisions recommended

807.2	District Emergency Operations Plans	Revisions recommended		
1000 Series – School & Community Relations				
1001.1	Board and Community Relations	Revisions recommended		
1001.2	News Media Relations	Revisions recommended		
1001.2-R	Public Communications Including Media Inquiries, Live	Proposed new regulation		
1001.2-11	Broadcasting, and Photographs Regulation	Proposed new regulation		
1001.3	Unmanned Aircraft/Drones	Revisions recommended		
1001.3-E	Hold Harmless Agreement-Use of Unmanned Aircraft/Drones	Revisions recommended		
1001.4	Distribution of Materials	Revisions recommended		
1001.4-R	Distribution of Materials Regulation	Reviewed, tabled for deeper review		
1001.8	Public Examination of District Records	Revisions recommended		
1002.2	District-Community Groups	Revisions recommended		
1003.3	Public Complaints	Revisions recommended		
1003.4	District Volunteers	Revisions recommended		
1003.4-R	District Volunteers Regulation	Revisions recommended		
1003.5	Visitors to Schools	Revisions recommended		
1004.2	Use of Recording Devices on School Property	Revisions recommended		
1004.2-R	District Owned Recording Devices Regulation	Revisions recommended		
1004.3	Tobacco/Nicotine, Alcohol & Drug Free Environment	Reviewed		
1004.4	Use of School Facilities for Private Profit	Reviewed		
1004.5	Gratuities for Use of School Facilities	Reviewed		
1004.6	Loan of District Equipment	Reviewed		
1004.7	Shared Use of District Equipment	Reviewed		
1005.1	Research Requests and Procedures	Reviewed		
1005.3	Public Conduct on School Premises	Revisions recommended		
1005.6	Transporting Students in Private Vehicles	Revisions recommended		
1005.6-E	Transporting Students in Private Vehicles Permission Form	Reviewed		



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 in accordance with applicable federal and/or state laws 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 equity coordinators.

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

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

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

<u>Special Education/Student Services Equity Nondiscrimination Coordinator:</u>

<u>Melissa Frick Anne Faber</u>, Executive Director of Student Services

319-730-3663 / <u>melissa.frick@Linnmar.k12.ia.us</u> 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 / the lowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270 / https://icrc.iowa.gov / 515-281-4121; or the lowa 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

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

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

IASB Reference: 102 Mandatory Policy



Policy 104.1-R

Regulations Regarding Equal Educational Opportunity Grievances Procedures

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

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

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Students, parents of students, employees, volunteers, and applicants for employment in the district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. Please note

that informal processes and procedures are not to be used in certain circumstances (Example: sexual harassment and sexual assault).

LEVEL ONE: (Informal and Optional – May be bypassed by the complainant) FILING A COMPLAINT

Employees or volunteers with a complaint of discrimination based upon their 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 are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally. This paragraph is for employees and marital status isn't a protected class for employees.

An applicant for employment with a complaint of discrimination based upon their 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 are encouraged to first discuss it with the Chief Officer of Human Resources. This paragraph is for employees and marital status isn't a protected class for employees.

A student or a parent/guardian of a student with a complaint of discrimination based upon their 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 are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

LEVEL TWO: FILING A GRIEVANCE AND INVESTIGATION

Filing a Grievance: If the complaint is not resolved at Level One and the complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district's equity coordinators. A complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the Equal Employment/Nondiscrimination Coordinator. An alternate investigator will be designated in the event it is claimed that the equity Equal Employment/Nondiscrimination Coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

The complainant will provide a written statement of the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the

grievance or from the date the complainant could reasonably become aware of such occurrence. Complaints shall be filed within 15 calendar days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The Equal Employment/ Nondiscrimination Coordinator shall assist the complainant as needed.

The complainant may request that a meeting concerning the grievance be held with the equity coordinators. The complainant will be given the opportunity to present witnesses and other relevant information. A minor student may be accompanied at the meeting by a parent or guardian. The equity coordinators shall assist the complainant as needed.

LEVEL TWO: INVESTIGATION

Within 15 working days, the Equity Equal Employment/ Nondiscrimination Coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "Equal Employment/ Nondiscrimination Coordinator) and attempt to resolve it. If the complainant is under 18 years of age, the Equal Employment/Nondiscrimination Coordinator shall notify his or her parents/guardians that they may attend investigatory meetings in which the complainant is involved. The grievance complaint and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include but is not limited to the following:

- a. A request for the complainant to provide a written statement regarding the nature of the complaint;
- b. A request for the individual named in the grievance complaint to provide a written statement;
- c. A request for the witnesses identified during the course of the investigation to provide a written statement;
- d. Interviews of the complainant, respondent, or witnesses;
- e. An opportunity to present witnesses or other relevant information; and
- f. Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the Equity Equal Employment/Nondiscrimination Coordinators shall complete the investigation and issue a report with respect to the findings.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents/guardians have a right to an impartial hearing to resolve the issue.

LEVEL THREE: DECISION AND APPEAL TO THE SUPERINTENDENT

The Equity Equal Employment/Nondiscrimination Coordinator shall notify the complainant and respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

LEVEL THREE: DECISION AND APPEAL

If the grievance is not resolved at Level Two, the complainant may appeal it to Level Three by presenting a written appeal detailing why they believe the decision should be reconsidered to the superintendent within 10 working days after the complainant receives the report from the equity coordinators.

The complainant may request a meeting with the superintendent. The superintendent may also request a meeting with the complainant to discuss the appeal. The complaint is closed after the Equal Employment/Nondiscrimination Coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The Equal Employment/Nondiscrimination Coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days the superintendent shall affirm, reverse, or amend the decision or direct the Equity Equal Employment/Nondiscrimination Coordinator to gather additional information. The superintendent shall notify the complainant, respondent, and the Equity Equal Employment/Nondiscrimination Coordinator within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

LEVEL FOUR: APPEAL TO THE SCHOOL BOARD

If the complainant is not satisfied with the superintendent's decision, they can file a written appeal with the school board president within 5 days of the superintendent's decision detailing why they believe the decision should be reconsidered. It is within the discretion of the school board to determine whether it will hear the appeal.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person filed a grievance complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Adopted: 9/10

Revised: 10/11; 9/16; 3/23 Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20; 10/23; 9/24

> Related Policy: 104.1; 104.1-E1-E5 IASB Reference: 102-R(1)



Policy 104.1-E1 Annual Notice of Nondiscrimination

The Linn-Mar Community School District offers career and technical education programs in the following areas of study:

- Agricultural-Science
- Business
- Design, Engineering, and Materials
- Family & Consumer Sciences

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Equal Employment/ Nondiscrimination Coordinators.

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Nondiscrimination Coordinator:

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

<u>Special Education/Student Services Equity Nondiscrimination Coordinator:</u>

<u>Melissa Frick Anne Faber</u>, Executive Director of Student Services

319-730-3663 / <u>melissa.frick@Linnmar.k12.ia.us</u> anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 5/14; 9/16; 3/23

Revised: 7/17; 10/17; 11/18; 6/20; 10/23; 9/24 Related Policy: 104.1; 104.1-R; 104.1-E2-E5

IASB Reference: 102-E(1)



Policy 104.1-E2
Continuous Notice of Nondiscrimination

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws 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, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity Equal Employment/Nondiscrimination Coordinators.

<u>Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator</u>:

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

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

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 3/23

Revised: 11/18; 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1-E1, E3-E6

IASB Reference: 102-E(2)



Policy 104.1-E3
Discrimination Complaint Form

Name of Complainant: Are you filling out this form for yourself or someone else? (Please identify the individual i you are submitting this form on behalf of someone else):						
	Who or what entity do you believe discriminated against you (or someone else)?					
Do	ate and Place of Alleged Inci	dent:				
N	ames of Witnesses:					
	ature of alleged discriminatio ws: (Check all that apply)	n in accordance with applica	able federal and/or state			
Ť	Age	Marital Status	Other – Please specify			
	Color	Sex	below:			
	Creed	Sexual Orientation				
	National Origin/Ethnic	Gender Identity				
	Background/Ancestry					
	Race	Political Party Preference				
	Religion	Political Beliefs				
	Ancestry	Socioeconomic Status				
	Physical Attributes	Familial Status	_			
	Genetic Information Physical/Mental Ability or Disability	Pregnancy Military Status				
	the space below, please des	scribe what happened and w				
at	tach additional pages, if nec	essary.				

I agree that all the information on this form knowledge.	is accurate and true to the best of my
Complainant's Signature:	Date:

Return this completed form to:

<u>Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:</u>

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

Equity Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent

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

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 3/23 Revised: 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1-E1-E2, E4-E5

IASB Reference: 102-E(4)



Policy 104.1-E4
Discrimination Witness Disclosure Form

Name of Witness:				
Date of Interview:				
Date of Initial Complaint:				
Name of Complainant (Include	de whether the complainant is	a student or employee):		
_	cident:ion in accordance with applica			
Age	Marital Status	Other - Please specify		
Color	Sex	below:		
Creed	Sexual Orientation	-		
National Origin/Ethnic Background/Ancestry	Gender Identity	_		
Race	Political Party Preference	7		
Religion	Political Beliefs	7		
Ancestry	Socioeconomic Status			
Physical Attributes	Familial Status	7		
Genetic Information	Pregnancy			
Physical/Mental Ability or Disability	Military Status			
Description of incident witnes	sed (Attach additional sheet, if	needed):		

Additional Pertinent Information (Attach additional sheet, if needed):		
agree that all the information on this fo knowledge.	orm is accurate and true to the best of my	
Vitness' Signature:	Date:	

Return this completed form to:

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent

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

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 3/23 Revised: 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1-E1-E3; E5

IASB Reference: 102-E(5)



Policy 104.1-E5 Discrimination Disposition of Complaint Form				
Today's Date:				
Name of Complainant (includ	le whether the complainant	is a student or employee):		
Date of Initial Complaint:				
Date and Place of Alleged Inc	cident:			
Name of Respondent (Include volunteer): Nature of alleged discriminatilaws: (Check all that apply)				
Age	Marital Status	Other - Please specify below		
Color	Sex			
Creed	Sexual Orientation			
National Origin/Ethnic Background/Ancestry	Gender Identity			
Race	Political Party Preference			
Religion	Political Beliefs			
Ancestry	Socioeconomic Status			
Physical Attributes	Familial Status			
Genetic Information	Pregnancy			
Physical/Mental Ability or Disability	Military Status			
Summary of Investigation:				
agree that all the information cnowledge. Equity Equal Employment/Not				

Adopted: 10/17 Reviewed: 3/23

Revised: 6/20

Related Policy: 104.1; 104.1-R; 104.1-E1-E4

Date: _____



Policy 104.2-E
Notice of Section 504 Student/Parental Rights

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

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent you have the right to the following:

- 1. Participation of your child in district programs and activities including extra-curricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities;
- 2. Receipt of free educational services to the extent they are provided students without disabilities;
- 3. Receipt of information, either orally or written, about your child and your child's educational programs and activities in your native language;
- 4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation of your child;
- 5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to have the decision of the impartial hearing officer reviewed.

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws 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.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Section 504 coordinator:

Section 504 Coordinator:

Megan Brunscheen Associate Director of Student Services

Address: 3556 Winslow Road, Marion, IA 52302

Phone: 319-447-3359 Fax: 319-403-8002

Email: megan.brunscheen@Linnmar.k12.ia.us

Adopted: 11/08

Reviewed: 10/11; 4/13; 5/14; 9/16; 3/23

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

Related Policy: 104.1; 104.1-R; 104.1.E1-E5; 104.2

IASB Reference: 102-E(3)

Policy Series 100 – School District Allegations of Injury or Abuse



Policy 105.1-E Abuse of Students by District Employees Reporting Form

Please complete the following as fully as possible. If you need assistance, contact the district's Level I investigators as listed. Please print all information.

Student's Name and Address:				
Student's Telephone Number:				
Student's School:				
Name and place of employment of school employee accused of injuring/abusing the student:				
Allegation is of:Physical AbuseSexual Abuse**				
**Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witness to sexual abuse have the right to see and hear any interviews of their children in the investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:				
YesNo Telephone Number:				
Please describe what happened (Include date, time, and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury. Attach an additional sheet if needed):				

Were there any witnesses to the incident or ar may have information about this incident?	·		
If yes, please list by name (if known) or classif (Example: Third grade class, fourth period geo			
Complainant's Signature:	Date:		
Complainant's Relationship to Student:			

Please return this completed and signed form to the Level I investigators:

- Karla Christian, Chief Human Resources Officer, Equity Equal Employment/Nondiscrimination Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - o 319-447-3036 / <u>kchristian@Linnmar.k12.ia.us</u>
- Nathan Wear, Associate Superintendent and Equity Nondiscrimination Coordinator
 - o 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
- Melissa Frick, Anne Faber, Executive Director of Student Services and Special Education/Student Services Equity Nondiscrimination Coordinator
 - o 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8002

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

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



Policy 202.5 School Board Secretary

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

It is the responsibility of the board secretary, as custodian of district records, to preserve and maintain the records and documents pertaining to the business of the board, to keep complete minutes of special and regular board meetings including closed sessions, to keep a record of the results of regular and special elections, to keep an accurate account of school funds, to sign warrants drawn on the school funds after board approval, and collect data on truant students. The board secretary may designate an individual(s) to assist with responding to and processing requests for records of the district. The board secretary will also be responsible for filing the required reports with the lowa Department of Education.

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

Adopted: 6/70

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

Revised: 8/14; 8/24

Legal Reference (Code of Iowa): §§ 64; 279.3, .5, .7, .32-33, .35; 291.2-4, 6-8, 10-11; 299.10; 281 IAC 12.3(1)

IASB Reference: 206.03, Option 1

Policy Series 300 – Administration Superintendent



Policy 302.1

Superintendent: Role Qualifications, Recruitment, Appointment

The school board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the district, and to implement board policy with the power and duties prescribed by the board and law.

The board will consider applicants that meet or exceed the standards set by the lowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials, and records of the applicants in accordance with applicable federal and/or state laws without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Adopted: 8/14

Reviewed: 12/16; 11/19; 3/23

Related Policy: 300.1; 301.1; 302.2-302.6; 304.1

Legal Reference (Code of lowa): §§ 21.5(1)(i); 35C; 216; 279.8, .20; 281 IAC 12.4(4)

IASB Reference: 302.01

Mandatory Policy

Policy Series 300 – Administration Administrative Employees



Policy 303.1 Administrator Qualifications, Recruitment, Appointment

The board will employ building principals, and other administrators, and managers in addition to the superintendent, to assist in the daily operations of the district.

The board will consider applicants who meet or exceed the standards set by the lowa Department of Education and the qualifications established in the job descriptions for the position. In employing an administrator or manager, the board will consider the qualifications, credentials, and records of the applicants in accordance with applicable federal and/or state laws without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In approving the selection of choosing an administrator or manager, the board will also consider the district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative or managerial position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators or managers.

Adopted: 8/14

Reviewed: 12/16; 11/19; 3/23

Related Policy: 300.1; 301.1; 303.2-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21; 281 IAC 12.4

IASB Reference: 303.02

Mandatory Policy

Policy Series 400 – Staff/Personnel Employment, Equity, Opportunity, and Qualifications



Policy 400.1

Educational and Employment Equity Equal Employment Opportunity

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity (EEO) and affirmative action (AA) laws, directives, and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

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

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

Prior to final offer of employment, the district will perform the background checks required by law. Based upon the results of the background checks, the

district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the Board of Educational Examiners (BOEE), then the requirement for a background check is waived. The district will perform repeat background checks on the applicable employees as required by law.

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

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

Linn-Mar Community School District Equity Equal Employment Coordinators

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

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

Affirmative Action Coordinator

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

Address: 3556 Winslow Road, Marion IA 52302

Fax: 319-403-8008

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

Equal Employment Opportunity Commissions

Milwaukee Area Office - Reuss Federal Plaza 310 West Wisconsin Avenue, Suite 800 Milwaukee, WI 53203-2292 800-669-4000 or TTY 800-669-6820

Website: http://www.eeoc.gov/field/milwaukee/index.cfm

Iowa Civil Rights Commission

400 E 14th Street 6200 Park Avenue, Suite 100

Des Moines, IA 50319-1004 50321-1270

515-281-4121 or 800-457-4116

Website: http://www.state.ia.us/government/crc/index.html

https://icrc.iowa.gov/

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

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

Adopted: 7/81

Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23

Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24; 9/24

Related Policy: 400.1-E; 401.1; 403.11

Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95; HF672

IASB Reference: 401.01

Mandatory Policy

Policy Series 400 – Staff/Personnel Employment, Equity, Opportunity, and Qualifications



Policy 400.1-E Equity Complaint Form

Distribution of	Form: (Equity Equal E	mployment Coordinator)		
Name of Com	nplainant:			
Building:				
Date Violation	n Occurred:			
Date Level I M	Neeting was Held: (Op	otional)		
Parties Presen	t at Level I Meeting: _			
Nature of Cor	nplaint:			
Remedy Requ	vested:			
	Signature		Date	
	Address/City			
	Phone			
Disposition of	Chief Officer of Humo	an Resources/ Equity <mark>Equa</mark> l	Employment Co	ordinator:

Signature of Chief Officer of HR/Equity Equal Employment Coordinator	Date:
Chief Officer of HR/Equity Equal Employment Coordinator's Disposition	
(Accepted or Rejected):	
Signature of Complainant Date	
Disposition of Superintendent:	
Signature of Superintendent Date	

Policy Series 400 – Staff/Personnel Employment Equity, Equal Opportunity, and Qualifications



Policy 400.3 Personnel Qualifications, Recruitment, Selection

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

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

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

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

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

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

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

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

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

Adopted: 6/70

Reviewed: 1/11; 2/14; 9/14; 12/16; 4/20; 4/23

Revised: 2/10; 12/11; 4/13; 4/16; 9/16; 8/24

Related Policy: 302.4; 303.1; 400.1-E

Legal Reference (Code of lowa): §§ 20; 35C; 84A.6(4)(b); 216;

279.13; 281 IAC 12; 282 IAC 14

IASB Reference: 405.02; 411.02

Mandatory Policy

Policy Series 400 – Staff/Personnel Licensed Personnel



Policy 401.1 Code of Professional Conduct and Ethics

CHAPTER 25

282 - 25.1(272) Scope of Standards:

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code, Chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282 - 25.2(272) Definitions: (Except where otherwise specifically defined by law)

- a. "Administrative and Supervisory Personnel" means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.
- b. "Board" means the Iowa Board of Educational Examiners (BOEE).
- c. "Discipline" means the process of sanctioning a license, certificate, or authorization issued by the board.
- d. "Ethics" means a set of principles governing the conduct of all persons governed by these rules.
- e. "Fraud" means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.
- f. "License" means any license, certificate, or authorization granted by the board.
- g. "Licensee" means any person holding a license, certificate, or authorization granted by the board.
- h. "Practitioner" means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.
- i. "Responsibility" means a duty for which a person is accountable by virtue of licensure.
- j. "Right" means a power, privilege, or immunity secured to a person by law.
- k. "Student" means a person, regardless of age, enrolled in a pre-kindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.
- I. "Teacher" means any person engaged in the instructional program for prekindergarten through grade 12 students, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held. [ARC 7979B, IAB 7/29/09, effective 9/2/09].

282 - 25.3(272) Standards of Professional Conduct and Ethics:

Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I: Conviction of crimes, sexual or other immoral conduct with or toward a student, and/or child and dependent adult abuse. Violation of this standard includes:

- a. Fraud: Means the same as defined in Rule 282 25.2(272).
- b. Criminal Convictions: The commission of or conviction for a criminal offense as defined by lowa law provided that the offense is relevant to or affects teaching or administrative performance.
 - I. Disqualifying Criminal Convictions. The board will deny an application for licensure and will revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses regardless of whether the judgment of conviction or sentence was deferred:
 - Any of the following forcible felonies included in lowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
 - 2. Any of the following criminal, sexual offenses as provided in Iowa Code chapter 709 involving a child:
 - First-, second-, or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - Lascivious acts with a child;
 - Assault with intent to commit sexual abuse;
 - Indecent contact with a child;
 - Sexual exploitation by a counselor;
 - Lascivious conduct with a minor;
 - Sexual exploitation by a school employee;
 - Enticing a mind under lowa Code section 710.10; or
 - Human trafficking under Iowa Code section 710A.2;
 - 3. Incest involving a child as prohibited by Iowa Code section 726.2;
 - 4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code Section 728.2;
 - 5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
 - 6. Any offense specified in the laws of another jurisdiction or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)"b"(1); or
 - 7. Any offense under prior laws of this state or another jurisdiction or any offense under prior law that was prosecuted in a federal, military, or foreign court that is comparable to an offense listed in subparagraph 25.3(1)"b"(1).
 - II. Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction including a conviction for an offense listed in 25.3(1)"b"(1) which occurred before July 1, 2002 or a founded report of abuse of a child, the board shall consider:
 - 1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
 - 2. The time elapsed since the crime or founded abuse was committed;
 - 3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;

- 4. The likelihood that the person will commit the same crime or abuse again;
- 5. The number of criminal convictions or founded abuses committed; and
- 6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. Sexual Involvement or Indecent Contact with a Student. Includes but is not limited to the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus, or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in lowa Code section 702.17.
- d. Sexual Exploitation of a Minor. The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709, or 18 USC Section 2252A(a)(5)(B).
- e. Student Abuse. Licensees will maintain professional relationships with all students both inside and outside the classroom. The following acts or behaviors constitute unethical conduct without regard to the existence of a criminal charge or conviction:
 - Committing any act of physical abuse of a student;
 - II. Committing any act of dependent adult abuse on a dependent adult student;
 - III. Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - IV. Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
 - V. Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
 - VI. Failing to report any suspected act of child or dependent adult abuse as required by state law; or
 - VII. Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II: Alcohol or Drug Abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III: *Misrepresentation/Falsification of Information.* Violation of this standard includes:

a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credits, staff development credits, degrees, academic awards, or employment history when applying for employment or licensure.

- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282-Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel including improper administration of any standardized tests including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) Standard IV: Misuse of Public Funds and Property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) Standard V: Violations of Contractual Obligations. Violation of this standard includes:

- 1. Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract, unless the practitioner provided notice to the practitioner's employing board as set forth in subparagraph 25.3(5)"b"(2).
- 2. Abandoning a written professional employment contract without prior unconditional release by the employer.
- 3. As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
- 4. As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.
 - a. In addressing complaints based upon contractual obligations, the board will consider factors beyond the practitioner's control. For purposed of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
 - 1. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
 - 2. The practitioner provided notice to the employing board no later than the latest of the following dates:
 - The practitioner's last workday of the school year;
 - The date set for return of the contract as specified in statue; or
 - June 30th.

25.3(6) Standard VI: Unethical Practice Toward Other Members of the Profession, Parents, Students, and the Community. Violation of this standard includes:

a. Denying the student, without just cause, access to varying points of view.

- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination or otherwise denying a student or practitioner participation in the benefits of any program in accordance with applicable federal and/or state laws on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including but not limited to unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees will comply with state and federal laws and local school board policies relating to the confidentiality of student records unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report or any conviction for a criminal offense listed in 25.3(1)"b"(1) which requires revocation of the practitioner's license.
- I. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under lowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under lowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.
- s. Failure of an administrator to protect the safety of staff and students.
- t. Failure of an administrator to meet mandatory reporter obligations.
- u. Refusal of the practitioner to implement provisions of an Individualized Education Plan (IEP) or Behavioral Intervention Plan (BIP).
- v. Habitual nonparticipation in professional development by the practitioner.

25.3(7) Standard VII: Compliance with State Law Regarding Obligations to State or Local Governments, Child Support Obligations, and Board Orders. Violations of this standard includes:

- a. Failing to comply with 282-Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282-Chapter 10 concerning child support obligations.
- c. Failing to comply with a board order.

25.3(8) Standard VIII: *Incompetence.* Violation of this standard includes but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the State of lowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

Adopted: 4/16 Reviewed: 4/20

Revised: 9/16; 12/19; 4/23 IASB Reference: 404.R(1)

Policy Series 400 – Staff/Personnel Licensed Personnel



Policy 401.15 403.18 Child Abuse Reporting by Licensed Personnel

In compliance with state law and to provide protection to victims of child abuse, the Linn-Mar Board of Directors believes incidents of alleged child abuse should be reported to proper authorities. All licensed school employees, nurses, teachers, coaches, paraeducators, and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the lowa Department of Health and Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the lowa Department of Health and Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will submit evidence they've completed the required take a training course involving the identification and reporting of child abuse or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have completed the required training will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

Adopted: 7/79

Reviewed: 1/11; 12/11; 4/13; 4/23

Revised: 9/14; 12/16; 4/20; 10/22; 3/23; 8/23; 8/24

Related Policy: Series 401, 401.15-R; 403.18-R; 505.52; 505.52-R Legal Reference (Code of Iowa): §§ 232.67-77; 232A; 235A; 280.17; 441 IAC 9.2; 155; 175

IASB Reference: 402.02-03

Mandatory Policy

Policy Series 400 – Staff/Personnel

Licensed Personnel All Employees



Policy 401.15-R 403.18-R

Child Abuse Reporting by Licensed Personnel Regulation

The Code of Iowa requires licensed school personnel to report to the Department of Human Services all instances of suspected child abuse involving students.

The law further specifies that any licensed school personnel who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and may also leave the employee open to civil liability for the damages caused by their failure to report.

lowa Code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in the judicial proceedings that may result from the report.

CHILD ABUSE DEFINED

Child abuse or abuse means harm occurring through:

- 1. **Any non-accidental physical injury or injury that is at variance with the history given of it suffered by a child (that is any person under 18 years of age) as a result of the acts or omissions of a person responsible for the care of the child.
- 2. **The commission of any sexual abuse with or to a child as defined by Chapter 709, Iowa Code, as a result of the acts or omissions of the person responsible for the child.
- 3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

**Teachers in public schools are not "persons responsible for the care of the child" under these clauses. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however, a court may still order that medical services be given to the child if the child's health requires it.

REPORTING PROCEDURES

lowa Code establishes reporting and investigation procedures for alleged cases of child abuse. All licensed school personnel, nurses, teachers, coaches, and paraeducators are mandatory reporters as provided by law and are to report

alleged incidents of child abuse, they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse the mandatory reporter is required to orally report within 24 hours to the lowa Department of Human Services when the person "reasonably believes a child has suffered from abuse." <u>The requirement to report is mandatory</u>. Within 48 hours of filing the oral report, a written report must be forwarded to the lowa Department of Human Services.

Each report should contain as much of the following information as can be obtained within the time limit:

- Name, age, and address of the suspected, abused child
- Name and address of parents/guardians or persons legally responsible for child's care
- Description of injuries, including evidence of previous injuries
- Name, age, and condition of other children in the home
- The child's whereabouts if different from parents/guardians or persons legally responsible for the child
- Any other information considered helpful
- Name and address of person making the report

The law specifies that a report will be considered valid even if it does not contain all of the above information.

It is not the responsibility of school personnel to prove that a child has been abused or neglected. School personnel should not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The lowa Department of Human Services has the responsibility to follow up on the report.

Adopted: 7/79

Reviewed: 12/11; 4/13; 9/14; 4/20; 4/23

Revised: 12/16

Related Policy: Series 401, 401.15; 403.18; 505.52; 505.52-R

Policy Series 400 – Staff/Personnel All Employees



Policy 403.33 Affirmative Action

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

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

The Affirmative Action Plan helps enable the district to:

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

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

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

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

• Equity Nondiscrimination 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

Inquiries may also be directed in writing to the following:

Equal Employment Opportunity Commissions
 Milwaukee Area Office
 Reuss Federal Plaza
 310 W Wisconsin Avenue, Suite 800
 Milwaukee WI 53203-2292
 800-669-4400 or TTY 800-669-6820
 http://www.eeoc.gov/field/milwaukee/index.cfm

 Iowa Civil Rights Commission 6200 Park Avenue, Suite 100 Des Moines IA 50321-1270 515-281-4121 or 800-457-4416 https://icrc.iowa.gov/

Adopted: 2/09

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

Revised: 10/23; 9/24

Policy Series 500 - Students Student Attendance



Policy 501.4 Student Attendance Records

As part of the district's records, the daily attendance of each student is recorded and maintained on file with the permanent records of the board secretary.

It is the responsibility of the principals to ensure that such reports are filed with the board secretary or their designee as the custodian of school district records.

Adopted: 6/70

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17; 9/20; 10/23

Related Policy: 500.1; 501.1; 505.6

Legal Reference (Code of Iowa): §§ 294.4; 299; 281 IAC 12.3(4)

IASB Reference: 501.08

Policy Series 500 - Students Miscellaneous Matters



Policy 505.6 Education Records Access

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure, and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or in the administrative offices of the student attendance centers. Education records requests should be directed to the board secretary as custodian of district records, or their designee.

DEFINITIONS

For the purposes of this policy, the defined words have the following meanings:

- Education record means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- <u>Eligible student</u> means a student who has reached 18 years or attends a postsecondary institution. The parents of an eligible student are provided access to the education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access information relating to themselves or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have the right to access the student's education records during regular business hours of the district upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's education records if the district has a court order stating such or when the district has been advised under the appropriate laws that the parents my not access the student's education records. Parents, eligible students, or authorized representatives of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or eligible student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or eligible student, the district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained, or used by the district.

If the parents or an eligible student believes the information in the education record is inaccurate, misleading, or violates the privacy of the student, the parents or eligible student may request that the district amend the education records.

Education records may be disclosed in limited circumstances without written permission of the parent or eligible student. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parent or eligible student. This disclosure may be:

- a. To school officials within the district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- b. To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parent the education records are being sent and the parent has an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- c. To the US Comptroller General, the US Attorney General, the US Secretary of Education, or state and local educational authorities;
- d. In connection with a student's application for, or receipt of, financial aid;
- e. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- f. To accrediting organizations;
- g. To the parents of a dependent student as defined in the Internal Revenue Code:
- h. To comply with a court order or judicially issued subpoena;
- i. In connection with a health or safety emergency;
- i. As directory information; or
- k. In additional instances as provided by law.

The administrative offices of the student attendance centers will keep a list of the individuals and their positions who are authorized to view a special education student's education record without the permission of the parent or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The administrative offices of the student attendance centers will also keep a list of individuals, agencies, and organizations which have requested or obtained access to a student's education records, the date access was given, and their legitimate educational interest or purpose for which they were authorized to view the records. The administrative offices of the student attendance centers do not need to keep a list of the parents, authorized educational employees, officers, and agencies of the district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student, and the custodian of the education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the district. If the parents or eligible student requests that the personally identifiable information be destroyed, the district will destroy the records, except for permanent records. Prior to the destruction of the records, the district must inform the parents or eligible student the records may be needed for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The district will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent/guardian or legal/actual custodian.

Confidential information shared between the district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The district may discontinue information sharing with an agency if the district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal [or designee] of the attendance center where the student is currently or was enrolled. The principal [or designee] will then forward copies of the records within a reasonable time following receipt of the request.

The district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students annually that they have the right to:

- 1. Inspect and review the student's education records;
- 2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the law authorizes disclosure without consent; and
- 4. File a complaint with the US Department of Education concerning alleged failures by the district to comply with the law.

The notice will be given in the native language of the parents or eligible student. Should the district collect personal information from students for the purposes of marketing or selling that information, the district will annually notify parents of such activity.

The notice will include a statement that the parents have the right to file a complaint alleging the district failed to comply with this policy. Complaints are forwarded to: Student Privacy Policy Office, US Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Adopted: 6/70

Reviewed: 4/11; 4/12; 7/13; 10/14; 12/20 Revised: 8/07; 8/17; 10/19; 10/23

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

Legal Reference (Code of Iowa): §§ 22; 279.9B; 280.24-25; 622.10; 281 IAC 12.3(4); 41

IASB Reference: 506.01 Mandatory Policy

Policy Series 500 - Students Miscellaneous Matters



Policy 505.7 Parent and Family Engagement

Parent and family engagement are important components in a student's success in school. The school board encourages parents and families to become involved in their student's education to ensure their academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities, and procedures to further involve parents and families with the academic success of their students.

The board will:

- 1. Involve parents and families in the development of the District Title I Plan, the process for school review of the plan, and the process for improvement by:
 - a. Jointly reviewing and revising the Title I Plan at an annual evaluation in the spring of each school year;
 - Ensuring evaluation tools are included, but not be limited to, a parent survey, contact logs, and information gathered at the annual Parent Advisory meeting; and
 - c. Utilizing findings from the annual evaluation to design and implement evidence-based strategies for more effective parent and family involvement.
- Provide the coordination, technical assistance, and other supports necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by:
 - a. Collaborating between the district and schools to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance;
 - b. Providing professional learning opportunities regarding effective parent and family engagement during Title I parent events;
 - c. Educating teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the schools;
 - d. Fostering community partnerships to engage parent and families more effectively;
 - e. Providing parents and families timely responses to all parent recommendations; and
 - f. Providing opportunities for all parents to participate in Title I activities and any appropriate training/learning experiences.
- To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant federal, state, and local laws and programs by:

- a. Ensuring the Title I program works cooperatively with other programs and integrates parent involvement programs and activities, as appropriate, such as Junior Achievement and building volunteers. Title I will work with the Homeless Liaison to coordinate needs of students.
- 4. Conduct group meeting with stakeholders, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality of the schools served; including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient [LEP] parents, parents of any racial or ethnic minority, parents with disabilities, and parents with limited literacy), needs of parents and families to assist their children's learning, and strategies to support successful school and family interactions by:
 - a. Conducting an annual review at the parent advisory meeting to determine the effectiveness of this policy; and
 - b. Ensuring the jointly agreed upon policy is distributed to parent and family members participating in Title I through the Title I parent meetings with each family. Parents will be notified of this policy in an understandable and uniform format and to the extent practicable, it will be provided in a language appropriate for parents (i.e. English and/or Spanish).
- 5. Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by:
 - a. Ensuring the findings and feedback from the annual parent advisory meeting are used to identify and mitigate barriers to participation, identify needs parents may have so they can support their child's learning, and identify strategies to improve school and family interactions;
 - b. Ensuring policy evaluation findings are used to design evidence-based strategies for effective parent and family involvement and improve the parent and family engagement policy; and
 - c. Ensuring all Title I parents are invited to, and encouraged to attend, the annual parent advisory meeting to review and revise the parent and family engagement policy.

6. Involve parents and families in Title I activities by:

- a. Ensuring parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities including transportation, childcare, and/or home visit expenses to enable parents to participate in school-related meetings and training sessions;
- b. Involving parents at open houses, conferences, Title I parent nights, and other school activities;
- Contacting parents in a variety of formats such as written correspondence, phone calls, email correspondence, and face-to-face meetings; and provide timely responses to all parent recommendations and/or questions;
- d. Hosting an annual parent meeting to inform parents and family members of the school's participation in Title I and explain the requirements of the program and their right to be involved;

- e. Ensuring parents are given assistance in understanding the requirements of Title I law and Iowa academic standards, as well as state and local assessments at the fall informational meeting;
- f. Ensuring the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and respond to any such suggestions as soon as practicably possible;
- g. Ensuring parents are informed through written notification of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program as students are selected for Title I services;
- Ensuring through annual meetings and parent-teacher conferences that parents are provided with a description and explanation of curriculum in use, the assessments used to measure academic progress, and the proficiency levels students are expected to meet;
- i. Ensuring a school/parent compact outlines how parents, students, and the entire school staff share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the local, high standard. The compact is signed upon notification of student involvement in the program and reviewed at the annual parent advisory meeting.
- j. Ensuring the Title I or schoolwide program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school, parents are given help monitoring their student's progress, the school provides assistance to parents on how they can participate in decisions related to their student's education, and the school provides reasonable support for parental involvement activities as requested by parents (Parent trainings, materials, phone calls, volunteer opportunities, parent involvement conference, child study teams, etc.).
- k. Providing materials and trainings to help parents work with their children to improve their children's achievement such as literacy trainings and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and
- I. Ensuring all Title I parent and family communication and reports, to the extent practicable, are provided in a language and format understood by parents and families in the Title I program to ensure opportunities for informed participation.

The district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The school board will review this policy annually. The superintendent [or designee] is responsible for notifying parents and families of this policy annually, or within a reasonable time after it has been amended during the school year. The superintendent [or designee] may develop an administrative process or procedures to implement this policy.

Adopted: 12/16 Reviewed: 11/17; 12/20 Revised: 10/19; 10/23

Mandatory Policy

Related Policy: 505.7-R; 505.8

Legal Reference (Code of Iowa): 20 USC §6318 IASB Reference: 505.08; 505.0-8-R(1)

Policy Series 500 – Students Miscellaneous Matters



(Proposed New Policy)

Policy 505.11 Use of Personal Electronic Devices by Students

It is the policy of the Linn-Mar Community School District that students may not use-personal electronic devices during classroom instructional time. See additional expectations delineated by grade levels:

Grade	Expectations	
K-8	Student personal electronic devices are not allowed during school hours. This is defined as the time students arrive on campus until dismissal.	
9-12	Student personal electronic devices are restricted during the entire class time which is defined as bell to bell. Student personal electronic devices are only allowed during passing times, campus release time, during lunch and before/after school hours (unless noted below in the general rules section).	

DEFINITIONS

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A "personal electronic device" does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes or issued by the district for instructional purposes.

A student's personal electronic device may be used for instructional purposes, in grades 9-12, under the following conditions: a member of the school's instructional staff permits use of personal electronic devices for a specific instructional purpose or activity or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

Kindergarten students are assigned an iPad, first through twelfth grade students are assigned a laptop and some students utilize communication devices due to their specific needs.

"Instructional time" is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants (i.e. bell to

bell). This impacts grades 9th-12th as grades K-8th are not provided an option for cell phone use during the day (see the table above).

COMMUNICATION BETWEEN PARENTS/GUARDIANS and SCHOOL

- Parents/Guardians
 - A parent or guardian, after verification by school officials, may communicate with a student through the school office.
 - If there is a family emergency requiring the student's immediate attention, a parent or guardian may contact the school office.
 - Parents/guardians with students in grades 9-12 may reach their students during times students have granted access to their devices.

School

- In the event of an emergency at the school, the school will contact the parent or guardian by the method most recently listed by the parent in the school's student information system (i.e. PowerSchool) immediately when it becomes safe to do so.
- In the event of an emergency involving the broader school community, the school will contact parents and guardians by phone or email and therefore it is critical that PowerSchool, the district's student information system, is up to date with parent/quardian contact information.
- In either scenario, a school emergency supersedes this policy about use of personal electronic devices and any student will be allowed to access their device during this type of situation.

A student's personal electronic device (as defined on page 1), not otherwise allowed to be used under this policy,

- K-4 Grades must be securely stored and out of sight at all times in the student's locker or book bag.
- 5-12 Grades must be securely stored and out of sight at all times.
- Devices, in the school's possession, will be securely stored in the office.

VIOLATIONS OF POLICY

Grade	Discipline for use during instructional time	
K-8	1st Offense: Documented student warning and student secures device. 2nd Offense: Device held by teacher/staff member until dismissal and parent notification from teacher. 3rd+ Offense: Teacher/staff member delivers device to school office and administrator or designee notifies parent and possible parent meeting and action plan.	
9-12	1st Offense: The Responsibility Centered Discipline process will be implemented in cases of inappropriate device use or when a student refuses	

to stop using their device during a time when it is not permitted for class activities.

2nd Offense: Device may be held by teacher/school staff for the remainder of the class. Parent contact and documentation.

3rd Offense: May fall under disruptive behavior, disorderly conduct, harassment, verbal threat, or insubordination using the Responsibility Centered Discipline for inappropriate use or use when a student refuses to discontinue use of device when they are not to be on it for a class.

If the student uses a personal electronic device during the administration of any assessment, the student will face disciplinary action. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

STUDENT-SPECIFIC EXCEPTIONS TO POLICY

Petition by Parent or Guardian: A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to [school's] policy.

<u>Student Plans</u>: A student who has a current Individualized Education Plan (IEP), a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

Adopted: Related Policy: Iowa Code: 279.87

Policy Series 600 – Education Program Goals & Objectives of the Education Program



Policy 600.2 Objectives of the Education Program

The board's objective in the design, content, and delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination in accordance with applicable federal and/or state laws on the basis of race, creed, color, sex, national origin, marital status, religion, sexual orientation, gender identity, or disability.

In providing the education program of the district, the board will strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- a. Acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively;
- b. Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state, and nation;
- c. Acquire entry-level job skills and knowledge necessary for further education;
- d. Acquire the capacities for satisfying and responsible roles as family members;
- e. Acquire knowledge, habits, and attitudes that promote personal and public health, both physical and mental;
- f. Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- g. Develop an understanding of their own worth, abilities, potential, and limitations; and
- h. Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

An advisory committee of representatives from the community and district will be is appointed by the superintendent [or designee] to make recommendations for the goals and objectives of the education program. in alignment with the Strategic Plan. These objectives will directly align with the written, taught, and assessed curriculum by all district personnel. The board will report to the community regarding progress toward the achievement of the objectives of the educational program on an annual basis. Annually, the board will receive the committee's suggestions regarding progress toward achievement of the goals and objectives of the education program.

Adopted: 6/70 Reviewed: 10/11; 4/13; 5/14; 9/16; 2/21

> Revised: 9/10; 6/20; 2/24 Related Policy: 600.1 IASB Reference: 600, Option I

Policy Series 600 – Education Program Basic Instructional Program



Policy 602.27-R Selection of Instructional Materials Regulation

RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL MATERIALS

- A. The board is responsible for materials relating to the district's instructional program.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
- C. While selection of materials may involve many people including administrators, teachers, teacher-librarians, parents, and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, administrators, and superintendent.
- E. If the superintendent appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with Policy 203.8.
 - 1. The superintendent [or designee] will inform the committee of their role and responsibilities in the process.
 - 2. The following, or similar, statement is to be given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decisions on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned materials.

MATERIALS SELECTED FOR USE IN LIBRARIES AND CLASSROOMS WILL MEET THE FOLLOWING GUIDELINES:

A. Religion: Materials will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs or is designed to sway reader judgment regarding religion will not be included in school libraries or classrooms.

- B. Racism: Materials will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's and world's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required materials will comply with all applicable laws.
- C. Sexism: Materials will reflect sensitivity to the needs, rights, traits, and aspirations of individuals without preference or bias. Required materials will comply with all applicable laws.
- D. Age: Materials will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology: Materials will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. The materials will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex: Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed employees who will take into consideration their reading of public and community standards of morality.
- G. Materials regarding controversial issues will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the materials present an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the materials have literary or social value when viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

PROCEDURES FOR SELECTION

Materials purchased for libraries and classrooms are recommended for purchase by licensed employees in consultation with administrators, teacher-librarians, or an ad hoc committee as appointed by the superintendent. The materials recommended for purchase are approved by the appropriate administrator.

- 1. The materials selected will support stated objectives and goals of the district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - To develop student skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster wide range of significant interests in students;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and

- h. To work cooperatively and constructively with the instructional staff and administrators in the schools and district.
- 2. Materials selected are consistent with stated principles of selection which are:
 - a. To select materials within established standards which will meet the goals and objectives of the district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the racial, religious, and ethnic groups in the community by:
 - 1. Portraying people, adults and children, whatever their ethnic, religious, or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 - 2. Placing no constraints on individual aspirations and opportunity.
 - 3. Giving comprehensive, accurate, and balanced representation to minority groups and women in art, science, history, literature, and in all other fields of life and culture;
 - 4. Providing abundant recognition of minority groups and women by frequently showing them in positions of leadership and authority;
 - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national, and international interest and significance; and
 - e. To strive for impartiality in the selection process.
- 3. Materials selected will meet stated selection criteria which are:
 - a. Authority/Author's Qualifications: Education, experience, and previously published works;
 - b. Reliability:
 - 1. Accuracy: Meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 - 2. Current: Presentation of content which is consistent with the finding of recent and authoritative research.
 - c. Treatment of Subject: Shows an objective reflection for the multi-ethnic character and cultural diversity of society.
 - d. Language:
 - 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people; and
 - b. Does not use "man" or similar limiting word usage in generalizations or ambiguities which may cause others to feel excluded or dehumanized.
 - 2. Compatible to the reading level range of the students for whom it is intended.
 - e. Format:
 - 1. Books:
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well-spaced;
 - d. Adequate margins;
 - e. Firmly bound; and
 - f. Cost.
 - 2. Non-Books:
 - a. Flexibility and adaptability;

- b. Curricular orientation of significant interest to students;
- c. Appropriate for audience;
- d. Accurate, authoritative presentation;
- e. Good production qualities (fidelity, aesthetically adequate);
- f. Durability; and
- g. Cost.
- 3. Illustrations of Books and Non-Book Materials:
 - Depicts instances of fully integrated groupings and settings to indicate equal status and non-segregated social relationships;
 - b. Makes clearly apparent the identity of minorities;
 - c. Contains pertinent and effective illustrations; and
 - d. Flexible to enable teachers to use parts at a time and not follow a comprehensive instructional program based on a rigid frame of reference.
- f. Special Features:
 - 1. Bibliographies
 - 2. Glossary
 - 3. Current charts, maps, etc.
 - 4. Visual aids
 - 5. Index
 - 6. Special activities to stimulate and challenge students
 - 7. Provides a variety of learning activities, strategies, and skill development that can be anchored on standards for learning.
- g. Potential Use Considerations:
 - 1. Will it meet the requirements of reference work?
 - 2. Will it help students with personal problems and adjustments?
 - 3. Will it serve as a source of information for teachers and librarians?
 - 4. Does it offer an understanding of cultures other than the student's own and is it free, in accordance with applicable federal and/or state laws of racial, religious, age, disability, ethnic, gender identity, and sexual stereotypes?
 - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 - 6. Will it help students and teachers keep abreast of and understand current events?
 - 7. Will it foster and develop hobbies and special interests?
 - 8. Will it help develop aesthetic tastes and appreciation?
 - 9. Will it serve the needs of students with special needs?
 - 10. Does it inspire learning?
 - 11. Is it relevant to the subject?
 - 12. Will it stimulate a student's interest?
- 4. Gifts of library or instructional materials may be accepted if the gifts meet existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the superintendent [or designee].
- 5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet district needs or are being used. The process of weeding instructional materials will be done according to established and accepted

standards for determining the relevance and value of materials in a given context.

Adopted: 12/73 Reviewed: 6/11; 5/12; 9/13; 1/18; 2/21; 2/24

Revised: 4/15; 3/23; 8/23

Related Policy: 602.10-13; 602.27 IASB Reference: 605.01-R(1)

Policy Series 600 – Education Program Student Progress



Policy 605.7 Multicultural/Gender-Fair Education

Students will have an equal opportunity for a quality education without discrimination in accordance with applicable federal and/or state laws regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to men and women and provide equal opportunity to both sexes.

Adopted: 4/99

Reviewed: 6/11; 9/12; 2/15; 4/18; 6/21

Revised: 1/10; 10/13; 2/24 Related Policy: 103.1; 600.1

Legal Reference (Code of Iowa): §§ 216.9; 256.11; 281 IAC 12.5(8)

IASB Reference: 603.04 Mandatory Policy

Policy Series 700 – Auxiliary Services Nutrition Services Program



Policy 702.1-R2 Child Nutrition Programs Civil Rights Complaints Regulation

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

- Civil rights complaints related to the National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program, Summer Food Service Program, Seamless Summer Option, or Child and Adult Care Food Program are written or verbal allegations of discrimination based on USDA protected classes of race, color, national origin, sex, age, and disability.
- 2. Any person claiming discrimination has a right to file a complaint within 180 days of the alleged discrimination. See below for additional lowa Civil Rights information. A civil rights complaint based on the protected classes listed in #1 above must be forwarded to the address on the nondiscrimination statement.
- 3. All complaints, whether written or verbal, must be accepted by the School Food Authority (SFA)/Sponsor/Organization and forwarded to the USADA at the address or link on the nondiscrimination statement within 5 calendar days of receipt. An anonymous complaint should be handled the same way as any other. Complaint forms may be developed, but their use cannot be required. If the complainant makes the allegations verbally or in a telephone conversation and is reluctant or refuses to put them in writing, the person who handles the complaint must document the description of the complaint.
- 4. There must be enough information to identify the agency or individual toward which the complaint is directed and indicate the possibility of a violation. Every effort should be made to obtain at least the following information:
 - a. Name, address, and telephone number or other means of contacting the complainant;
 - b. The specific location and name of the organization delivering the program service or benefit;
 - c. The nature of the incident(s) or action(s) that led the complainant to feel there was discrimination:
 - d. The basis on which the complainant feels discrimination occurred (race, color, national origin, sex, age, or disability);
 - e. The names, titles, and addresses of people who may have knowledge of the discriminatory action(s); and

- f. The date(s) when the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).
- 5. USDA is the cognizant agency for the Child Nutrition Programs listed and, therefore, is the first contact for the six protected classes listed in #1 above, for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within 5 calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is: program.intake@usda.gov.
- 6. In lowa, In accordance with applicable federal and/or state laws, protected classes also include sexual orientation, gender identity, religion, or creed and complaints can be filed up to 300 days of occurrence. The address for lowa complaints is lowa Civil Rights Commission, Grimes State Office Building, 400 E 14th Street 6200 Park Avenue, Suite 100, Des Moines, IA 50319-1004 50321-1270; phone numbers 515-281-4121 or 800-457-4416; website: https://icrc.iowa.gov/.

Adopted: 7/22 Reviewed: 2/24

Related Policy: 702.1; 702.1-R1; 702.1-E1-E2

Legal Reference (Code of Iowa): §283A; 281 IAC 58; Bureau of Nutrition and Health, IDOE, 12/2021

IASB Reference: 710.1-R(1)

Policy Series 700 – Auxiliary Services Nutrition Services Program



Policy 702.1-E1 Child Nutrition Programs Notices of Discrimination

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees; and institutions participating or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted of funded by the USDA.

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

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

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

Fax: 202-690-7442

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

IOWA NONDISCRIMINATION STATEMENT

It is the policy of this Child Nutrition Program provider not to discriminate in accordance with applicable federal and/or state laws on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by lowa Code Sections 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP provider, please contact the lowa Civil Rights Commission, Grimes State Office Building, 400 E 14th

Street 6200 Park Avenue, Suite 100, Des Moines, IA 50319-1004 50321-1270; phone numbers 515-281-4121 or 800-457-4416; or website: https://icrc.iowa.gov/.

Adopted: 7/22 Reviewed: 2/24

Related Policy: 702.1; 702.1-R1-R2; 702.1-E2 Legal Reference (Code of Iowa): 216.6-9

IASB Reference: 710.01-E(1)

Policy Series 700 – Auxiliary Services Nutrition Services Program



Policy 702.1-E2 Child Nutrition Programs Civil Rights Complaint Form

COMPLAINT CONTACT INFORMATION

Name	ə:
Addre	ess, City, State, Zip:
Coun	ty: Phone: ()
Email	:
COM	PLAINT INFORMATION
1.	Specific name and location of entity and individual delivering the service or benefit.
2.	Describe the incident or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participants.
3.	On what basis does the complainant feel discrimination in accordance with applicable federal and/or state laws exists (race, color, national origin, sex, age, disability, creed, sexual orientation, religion, gender identity, political party affiliation, actual/potential parental/family/marital status)?
4.	List the names, titles, and business addresses of persons who may have knowledge of the alleged discriminatory action.

5.	List the dates during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.		
4	Date complaint received:		
0.	Date complaint received.		
7.	Person receiving complaint:		
8.	Action(s) taken:		

The USDA is the cognizant agency for the Child Nutrition Programs listed and, therefore, is the first contact for the six protected classes of race, color, national origin, sex, age, and disability for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is program.intake@usda.gov.

In accordance with applicable federal and/or state laws protected classes also include sexual orientation, gender identity, religion, or creed; and complaints can be filed up to 300 days of occurrence. The address for lowa complaints is lowa Civil Rights Commission, Grimes State Office Building, 400 E 14th Street 6200 Park Avenue, Suite 100, Des Moines, IA 50319-1004 50321-1270; phone numbers 515-281-4121 or 800-457-4416; website https://icrc.iowa.gov/.

This institution is an equal opportunity provider.

Adopted: 7/22 Reviewed: 2/24

Related Policy: 702.1; 702.1-R1-R2; 702.1-E1

IASB Reference: 710.01-E(2)

Policy Series 700 – Auxiliary Services Nutrition Services Program



Policy 702.4-R Eligibility for Free or Reduced Cost Meals Regulations

The Linn-Mar Community School District agrees to participate in the National School Breakfast/Lunch Program, to receive commodities donated by the USDA, and accepts responsibility for providing either free or reduced price meals to eligible children in the schools under its jurisdiction.

The School Food Authority assures the Child Nutrition Programs Division that the school system will uniformly implement the following policy to determine the children's eligibility for free and reduced price meals in all National School Breakfast/Lunch Program schools under its jurisdiction. In fulfilling its responsibilities, the School Nutrition Authority:

- A. Agrees to serve meals free to children from families whose income is at or below that qualifying them for free meals.
- B. Agrees to serve meals at a maximum reduced price at or below the maximum amount allowed by regulations to children from families whose income is at or below that qualifying them for reduced price meals.
- C. Agrees to provide these benefits to foster children and to children from families who are experiencing strikes, layoffs, and unemployment which cause the family's income to fall within qualifying limits.
- D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of meals. The names of the children eligible to receive either free or reduced price meals will not be published, posted, or announced in any manner and there will not be overt identification of any such children by use of special tokens, tickets, or any other means. Further assurance is given that children eligible for either free or reduced price meals shall not be required to:
 - Work for meals
 - Use a separate lunchroom
 - Go through a separate serving line
 - o Enter the lunchroom through a separate entrance
 - Eat meals at a different time
 - Eat meals different from those sold to children paying full price
- E. Agrees that in the operation of Child Nutrition Programs no child will be discriminated against in accordance with applicable federal and/or state laws because of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status.
- F. Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials'

challenges to the correctness of information contained in an application or to the continued eligibility of any child for either free or reduced price meals. During the appeal and hearing process, the child will continue to receive free or reduced price meals. A record of all appeals and challenges and their dispositions will be retained for three years.

Prior to initiating the hearing procedure, the parent or school official may request a conference to provide an opportunity to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference will not in any way prejudice or diminish the right to a fair hearing. The hearing procedure will provide the following:

- 1. A publicly announced, simple method for making an oral or written request for a hearing.
- 2. An opportunity to be assisted or represented by an attorney or other person.
- 3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- 4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- 5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue influence.
- 6. An opportunity to question or refute any testimony, or other evidence, and to confront and cross examine any adverse witnesses.
- 7. The hearing be conducted, and the decision made, by a hearing official who did not participate in the decision under appeal or in any previous conference.
- 8. The parties concerned, and any designated representative thereof, be notified in writing of the decision of the hearing official.
- 9. For each hearing a written record be prepared; including the decision under appeal, any documentary evidence and summary of any oral testimony presented at the hearing, the decision of the hearing official and reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
- 10. Such written record be preserved for a period of three years and be available for examination by the parties concerned, or their representatives, at any reasonable time and place during such period.
- G. Agrees to designate the Manager of Nutrition Services* for the Linn-Mar Community School District (3556 Winslow Road, Marion, IA 52302) as the determining official who will review applications and make determinations of eligibility. The official will use the criteria outlined in this policy to determine which individual children are eligible for either free or reduced price meals.
- H. Agrees to develop and send to each child's parent a letter as outlined herein, including an application for either free or reduced price meals, at the beginning of each school year and whenever there is a change in eligibility criteria.

On an annual basis, parents will need to complete the application and return it to the determining official (Nutrition Services Manager) for review. Such applications and documentation of action taken will be maintained for three years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time at any time during the year will be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same School Food Authority, eligibility for either free or reduced price meals will be transferred to, and honored by, the receiving school. All children from a family will receive the same benefits. Within 10 working days of receipt of applications, parents/guardians will be notified individually, in writing, of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

When an application is rejected, parents will be informed of the reason for denial and of the hearing procedure. The designated hearing official is the Superintendent of Schools* (3556 Winslow Road, Marion, IA 52302). *Must be different people.

- I. Agrees to submit to the news media, local employment offices, and major employers contemplating or experiencing large layoffs the public release, which is attached.
- J. Agrees to collect racial and ethnic data on all applicants for free and reduced price benefits and keep this information on file for the processed applications.

The following attachments are adopted with and considered part of the preceding policies. Should the School Food Authority wish to develop its own format for any of these attachments, it must be certain that all essential elements are retained, and all meanings remain obvious and correctly presented in any such modifications.

- Attachment A: Income guidelines for free and reduced price meals
- Attachment B: Sample letter to parents/quardians
- Attachment C: Application form
- Attachment D: Sample notification form
- o Attachment E: Public release
- Attachment F: Collection procedures

Attachments A through F are reviewed annually by the Chief Financial/Operating Officer of the Linn-Mar Community School District. Attachments A, B, and C are published annually in the district's back to school booklet found on the district website: www.Linnmar.k12.ia.us.

Adopted: 6/70 Reviewed: 9/11; 10/12; 4/15; 8/17; 11/18; 9/21; 2/24

Revised: 10/10; 11/13; 4/16; 9/24

Policy Series 800 – Business Procedures Records



Policy 805.2 Care, Maintenance, and Disposal of District Records

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

Record	Length of Time
Board Secretary's Financial Records	Permanently
Board Treasurer's Financial Records	Permanently
School Board Election Results	Permanently
Board of Directors Open Meeting Minutes	Permanently
Recordings and Minutes of Closed Board Meetings	1 year
Individual Student's Permanent Records	Permanently
Annual Audit Reports	Permanently
Annual Budgets	Permanently
Real Property Records (e.g. Deeds, Abstracts, etc.)	Permanently
Records of Payment of Judgements Against the District	20 years
Bonds and Bond Coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
Written Contracts	11 years
Cancelled Warrants, Check Stubs, Bank Statements, Bills, Invoices, and Related Records	5 years
School Meal Program Accounts/Records	3 years after submission of the final claim for reimbursement
Program Grants	As determined by the grant
Non-Payroll Personnel Records	7 years after leaving the district
Payroll Personnel Records	3 years after leaving the district
Payroll Records	3 years
Employment Applications	2 years
Records of complaints of sex discrimination and conduct that reasonably may constitute sex discrimination, plus all responsive records, outcomes, and training materials on the topic	7 years
Text Messages and Other District Records Stored on	00.1
Employee Personal Devices or Accounts**	30 days
District Emails	At least 1 year, unless otherwise specified by law based on the subject matter of the email
Surveillance Video Footage	30 days

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

Employee records are housed in the central administration office of the district. Records of employees no longer working for the district can be stored in a

secure off-site location. Employee records are maintained by the superintendent [or designee], the building administrator, the employee's immediate supervisor, the human resources director, and the board secretary custodian of district records.

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

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

The superintendent custodian of district records [or designee] may digitize or otherwise electronically retain district records and may destroy paper copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

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

Adopted: 6/99

Reviewed: 10/12; 12/18; 1/22 Revised: 5/15; 4/16; 8/23

Related Policy: 403.16-16R; 505.61

Legal Reference (Code of Iowa): §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1(13); 281 IAC 12.3(4); 41.624

IASB Reference: 708 Mandatory Policy

Policy Series 800 – Business Procedures Emergency Plans



Policy 807.2 District Emergency Operations Plans

The safety and security of the school community is paramount to the Linn-Mar Community School District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent [or designee] shall be responsible for the development, review, and implementation of the district emergency operations plans. The plans shall include procedures for transmitting alerts regarding emergency situations to students, school personnel, and employers for non-school employees whose presence is regularly required in the school buildings. The plans will also identify methods that a parent or guardian of a student may use to communicate with their student during an emergency situation. The district emergency operations plans shall be updated and reviewed annually by the board and shall address responses to natural disasters, active shooter scenarios, and other emergencies as determined by the district. The district emergency operations plans are confidential and shall not be subject to disclosure under lowa Code Chapter 22. However, the district shall publish procedures for students, parents and family members, and school personnel to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel will participate and whether local law enforcement and students participate in annual drills.

Adopted: 9/19 Reviewed: 1/22

Related Policy: 504.7; 504.10; 701.11; 807.1; 902.12 Legal Reference (Code of Iowa): §280.30

IASB Reference: 507.05; 804.02

Policy Series 1000 – School and Community Relations Public Communications



Policy 1001.1 Board and Community Relations

The board recognizes the right of the public to access information concerning all of its actions and policies and details of its educational and business operations. The board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the board to seek the advice and assistance of all interested individuals and groups in meeting its educational and financial goals.

The board may, from time to time, appoint Citizen Advisory Committees to study matters pertaining to the educational issues of the district.

- a. Such committees will deal with specific issues as identified by the board;
- b. Citizen Advisory Committees appointed by the board are subject to the open meetings law;
- c. The term of the committee will be at the discretion of the board;
- d. The sole function of the committee will be to advise the board on matters for which the committee was convened; and
- e. Progress on the activities and goals of Citizen Advisory Committees, as defined by the board at the outset, will be reported to the board on a regular basis.

The superintendent [or designee] may convene administrative committees to review or develop recommendations on issues, practices, programs, or initiatives affecting the educational or operational practices of the district.

- Committee membership and duration of the committee's service will be determined by the superintendent [or designee];
- 2. The board will receive updates on administrative committee work at least annually for a standing committee, and periodically for a task-driven committee; and
- Recommendations made by administrative committees to the board are for advisory purposes only.

It is the responsibility of the superintendent to develop administrative regulations for board-appointed Citizen Advisory Committees and administrative committees, as appropriate.

Adopted: 6/70

Reviewed: 3/13; 6/15; 7/19; 7/22

Revised: 4/14

Policy Series 1000 – School and Community Relations Public Communications



Policy 1001.2 News Media Relations

The board recognizes the value of, and supports open, fair, and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the district.

Members of the news media seeking information about the district will direct their inquiries to the superintendent [or designee] or the Executive Director of Communications. The superintendent [or designee] or Executive Director of Communications will work with district leadership to accurately and objectively provide the facts and board position in response to inquiries from the news media about the district.

Press Releases: The superintendent [or designee] will determine when a press release about district or board matters will be issued and the format in which it is issued. Press releases will be accurate and objective with the purpose of creating or maintaining a positive image for the district. Approval of the press release prior to issue is the responsibility of the superintendent [or designee]. Questions about press releases should be directed to the superintendent [or designee].

Press Conference and Interviews: The superintendent [or designee] may hold a press conference or respond to a request for an interview with the media on behalf of the district or board. Press conferences and interviews planned or pre-arranged for district or school activities will include the superintendent [or designee]. It is within the discretion of the superintendent to determine whether a press conference or interview will be held to provide a timely response to either a media request or in response to a district issue.

Live Broadcast or Video of School or District Events: Media or individuals may broadcast or videotape public school or district events, including open board meetings, as long as the process or people do not interfere with or disrupt the school or district event and the broadcast or video does not create an undue burden on adaptation of the building or site to accommodate the request. All copyright requirements and privacy rights must be followed. The superintendent [or designee] will determine whether the individual or media presence will interfere with or disrupt the school or district event.

The media or individual will request permission to photograph, videotape, or broadcast in a specific school or district facility during hours of operation. Media or individual presence in a classroom for the purpose of featuring selected programs or practices may be approved provided that the presence does not disrupt the normal operation of the classroom or service, and the purpose for the broadcast or video is to advance the mission of the district. Requests for photography, video, or broadcasting in school and district facilities should be made to the Executive Director of Communications. Requests may be denied because of insufficient time or reasonableness.

The superintendent is responsible for developing guidelines and procedures for press releases, press conferences, interviews, broadcast and video, and any other requests from media for information about school and district events.

Adopted: 3/00

Reviewed: 4/14; 6/15; 7/19; 7/22

Revised: 1/13

Related Policy: 1001.2-R; 1004.2

Legal Reference (Code of Iowa): §§ 21.4; 22; 279.8

IASB Reference: 902.01

Policy Series 1000 – School and Community Relations Public Communications



(Proposed new regulation)

Policy 1001.2-R Public Communications Including Media Inquiries, Live Broadcasting, and Photographs Regulation

MEDIA INQUIRIES AND INTERVIEW REQUESTS

It is within the discretion of the superintendent and the Executive Director of Communications to determine how to respond to inquiries from the news media. In making this determination, the superintendent and Executive Director of Communications will strive to keep the media and the district community accurately and objectively informed. It is the responsibility of the superintendent to approve information released from the district prior to its release.

LIVE BROADCASTING

Media or individuals may broadcast or videotape public school or district events, including open board meetings, as long as the process or people do not interfere with or disrupt the school or district event, and the broadcast or video does not create an undue burden on adaptation of the building or site to accommodate the request. All copyright requirements and privacy rights must be followed. The superintendent [or designee] will determine whether the individual or media presence will interfere with or disrupt the school or district event.

PHOTOGRAPHY AND VIDEOGRAPHY ON DISTRICT PROPERTY

Rules for photographing and video recording at the district are outlined in <u>Policy</u> 1004.2-Use of Recording Devices on District Property.

Additionally, the media shall request permission to photograph, videotape, or broadcast in a specific school or district facility during hours of operation. Media or individual presence in a classroom for the purpose of featuring selected programs or practices may be approved provided that the presence does not disrupt the normal operation of the classroom or service, and the purpose for the broadcast or video is to advance the mission of the district. Requests for photography, video, or broadcasting in school and district facilities should be made to the Executive Director of Communications. Requests may be denied because of insufficient time or reasonableness.

Adopted: Related Policy: 1001.2; 1004.2

Policy Series 1000 – School and Community Relations Public Communications



Policy 1001.3 Unmanned Aircraft/ [Drones]

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircraft/drones. For purposes of this policy, the term "unmanned aircraft/drones" means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The district believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts/drones is prohibited on district property or in the space above the property that reasonably can be considered part of district property.

The superintendent [or designee] may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft/drone operators shall:

- 1. Supply proof of insurance meeting liability limits established by the district;
- 2. Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
- 3. Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
- 4. Meet additional requirements as determined appropriate by the district.

If the unmanned aircrafts/drones are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts/drones shall be operated in accordance with Iowa High School Athletic Association (IHSAA) and Iowa Girls High School Athletic Union (IGHSAU) policies.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

Adopted: 6/16

Reviewed: 7/19; 7/22

Related Policy: 602.1; 1001.3-E

Legal Reference (Code of Iowa): §§ 279.8; IHSAA Drone Policy FFA Modernization and Reform Act of 2012

IASB Reference: 906

Policy Series 1000 – School and Community Relations Public Communications



Policy 1001.3-E Use of Unmanned Aircraft/ [Drones] Hold Harmless Agreement

l,, understand that my use of an
unmanned aircraft /drone on Linn-Mar Community School District property
carries with it the potential for certain risks, some of which may not be
reasonably foreseeable.
By signing this agreement I agree to release, indemnify, and hold the Linn-Mar Community School District harmless from any claims of harm to individuals or damage to property due to the operation of an unmanned aircraft/drone.
I have provided proof of insurance and appropriate registration and authorization by the Federal Aviation Administration (FAA).
Insurance policy number:
FAA registration number:
Date(s) of aircraft/drone operation:
Reason for use of unmanned aircraft /drone :
Applicant's Signature: Date:
Printed Name:
Approved: Denied:
Superintendent's Signature: Date:

Policy Series 1000 – School and Community Relations Public Communications



Policy 1001.4 Distribution of Materials

The board recognizes that students, employees, parents, or citizens may want to distribute hard copy or electronic materials within the district that are noncurricular. Noncurricular materials to be distributed must be approved by the superintendent [or designee] and follow the guidelines included in Policy 1001.4-R prior to their distribution, including informational or promotional materials for the virtual/digital backpack meet certain standards as detailed in Policy 1001.4-R prior to their distribution.

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

Adopted: 9/98 Reviewed: 3/13; 7/19 Revised: 4/14; 6/15; 7/22

Related Policy: 1001.4-R

Legal Reference (Code of Iowa): §§ 279.8; 280.22;

US Const. Amend I IASB Reference: 903.05 Mandatory Policy

Policy Series 1000 – School and Community Relations Public Communications



Policy 1001.8 Public Examination of District Records

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

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

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

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

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

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

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

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

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

Adopted: 3/00 Reviewed: 4/14; 6/15

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

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

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

IASB Reference: 901 Mandatory Policy

Policy Series 1000 – School and Community Relations Citizens Advisory Committees



Policy 1002.2 District-Community Groups

The board values the participation and support of district-community groups including, but not limited to, the Booster Club and Parent-Teacher Organizations (PTOs) which strive for the betterment of the district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fundraising for the purchase of goods or services for the district, the group will confer with the superintendent [or designee] to assist the group in purchasing goods or services to meet the district's needs.

Funds raised by these groups for the district shall not be kept as part of are separate from the accounts of the district. However, any school related fundraising group must have a federal identification number for tax filing purposes.

It is the responsibility of the building principal to be the liaison with the district-community groups affiliated with the building principal's attendance center and the superintendent [or designee].

Adopted: 6/70 Reviewed: 4/14; 6/15; 7/19; 7/22 Revised: 3/13

Legal Reference (Code of Iowa): §§ 279.8

IASB Reference: 903.01

Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



Policy 1003.3 Public Complaints

The board recognizes situations may arise in the operation of the district which are of concern to parents and other members of the district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. It will first be the responsibility of the building administrators to resolve questions and problems raised by the employees and/or the students they supervise or by other members of the district community. Prior to board action, however, the following should be completed:

- a. Matters should first be addressed to the teacher or employee the individual has a complaint or concern about;
- Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's direct supervisor or the building principal;
- c. Unsettled matters from (b) above or problems and questions concerning the district should be directed to the superintendent; and
- d. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

If there is no resolution or a plan for resolution by the superintendent within 10 school days of the individual's discussion with the superintendent; the individual may ask to have the question or problem placed on the board agenda by submitting a request in writing to the board secretary. Refer to policies 204.7 and 204.9 for additional information on requesting items be placed on the board agenda.

Per State of Iowa House File 868 and Iowa Code 256.9(63), Parents, guardians, and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education or directly to the Iowa Department of Education website at: https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns.

It is within the discretion of the board to address complaints from the members of the district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Adopted: 5/97

Reviewed: 1/11; 12/11; 4/13; 9/14; 8/17 Revised: 1/06; 9/19; 6/20; 9/21; 7/22 Related Policy: 204.7; 204.9; 502.12

Legal Reference (Code of Iowa): § 279.8

IASB Reference: 213.01

Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



Policy 1003.4 District Volunteers Community Resource Persons and Volunteers

The board encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program. The board may allow volunteers to serve the schools on a regular basis.

The board recognizes the valuable resource it has in the members of the district community. When possible and in concert with the education program, members of the district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of district volunteers is the responsibility of the Community Services Coordinator.

Volunteers within the district are held to the same high standards of behavior as school employees and will be subject to background checks prior to interacting with the students in a volunteer capacity. Volunteers, when in contact with students, are required to serve in public areas of the school. It is the responsibility of the superintendent [or designee] to create regulations necessary to carry out this policy.

Adopted: 6/70 Reviewed: 3/13; 4/14; 6/15; 7/19

Revised: 10/08; 7/22 Related Policy: 1003.4-R

Legal Reference (Code of Iowa): §279.8; 670

IASB Reference: 903.02 Mandatory Policy

Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



Policy 1003.4-R Regulations Regarding District Volunteers Community Resource Persons and Volunteers Regulation

The board recognizes the important contributions that volunteers provide in assisting educational programs of the school system. For consistency, equity, and safety the following regulations shall frame the integration of volunteers and community resources within the Linn-Mar schools:

- Community members volunteering their time will follow employee guidelines in regard to conduct and appearance as described in <u>Policy</u> <u>403.21</u>. As a role model for students, the board expects appropriate dress, conduct, and respect to maintain an atmosphere that enhances the student educational processes;
- 2. Community members serving as school Volunteer Coordinators are provided access to district email accounts and will not use the information for profit or personal/professional gain and will not share the information without prior consent of the superintendent [or designee]. The purpose of this access is to provide continuity for the Volunteer Program as volunteers assume and/or leave the position of school Volunteer Coordinator; and
- 3. Information about students and staff that is obtained while visiting district schools or through volunteer responsibilities will remain confidential.

To become an active volunteer for the district the following items must be completed *prior to* volunteering:

- a. Submit a volunteer application and volunteer disclosure statement;
- b. Background screening performed by the Community Services office;
- c. Photo taken by the Community Services office;
- d. In-person meeting with the Community Services Coordinator; and
- e. Once approved, the submission of a volunteer disclosure statement on an annual basis.

For information on the district's volunteer program contact: Angela Burke, Community Services Coordinator 319-447-3110 / <u>angela.burke@Linnmar.k12.ia.us</u>

> Adopted: 10/08 Reviewed: 3/13; 6/15 Revised: 4/14; 7/19; 7/22 Related Policy: 1003.4

Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



Policy 1003.5 Visitors to the Schools District Buildings & Sites

The board welcomes the interest of parents and other members of the district community and invites them to visit the school buildings and sites. Visitors, which includes persons other than employees or students, must check in at the school/building office upon arrival. Visitors will be issued a visitor's badge that must be visible at all times.

Persons who wish to visit a classroom while school is in session will request approval from the building are asked to notify the principal [or designee] and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors. However, should a visitor wish to discuss a topic with teachers or other employees, appointments, phone calls, or emails may be used to answer questions.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors are required to follow board policies and administrative rules and regulations while on school grounds or attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent [or designee] and building principals to take the action necessary to cease inappropriate conduct. If the superintendent [or designee] or building principals are not available, a district employee will act to cease the inappropriate conduct. If the visitor continues their inappropriate conduct, the district employee has the authority to request aid from local law enforcement.

Adopted: 11/73 Reviewed: 11/10; 4/14; 6/15; 7/19

> Revised: 3/13; 7/22 Related Policy: 1005.3

Legal Reference (Code of Iowa): §§ 279.8; 716.7

IASB Reference: 903.03 Mandatory Policy

Policy Series 1000 – School and Community Relations Use of School Facilities



Policy 1004.2 Use of Recording Devices on District Property

DISTRICT-GENERATED RECORDINGS

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on district property including school transportation vehicles to help protect the safety of district students, employees, and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to the school nurse's office, restrooms, locker rooms, changing areas, and lactation spaces, and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act (FERPA) and the district's policy on student records.

Employees should not record students or staff without their knowledge. Doing so may subject employees to disciplinary measures consistent with board policy and applicable employee handbooks.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent [or designee] will work with the custodian of records to establish any necessary regulations related to the secure storage, maintenance, viewing, and destruction of digital recordings.

NON-DISTRICT GENERATED RECORDINGS

The use of non-district owned recording devices on district property and at district events will may be regulated at the discretion of the district. Students, parents, media, and community members will not be permitted to take recordings of other students, or employees, or community members during school hours when the recording is related to education or co-curricular matters unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will may be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee, or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

Adopted: 9/21 Reviewed: 7/22

Related Policy: 505.6; 1001.2-R, 1004.2-R

Legal Reference (Code of lowa): §§ 279.8; 20 USC 1232

IASB Reference: 804.06

Policy Series 1000 – School and Community Relations Use of School Facilities



Policy 1004.2-R Regulations Regarding Use of District-Owned Recording Devices on District Property Use of Recording Devices on District Property – Use of District-Owned Recording Devices Regulation

The board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses, and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding. Determination of how recording devices will be used will be made by the superintendent in consultation with the building principals and the transportation manager.

STUDENT RECORDS

The content of the recordings are considered confidential may be a student records and are subject to federal and state law, board policy, and administrative regulations regarding confidential student records. Generally, recordings surveillance video that does not capture any specific incident are is not considered a student records or personnel records and may be disclosed as a public record upon request. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances, individuals with a legitimate educational purpose may be the superintendent, building principal, classroom teacher, transportation director, bus driver, human resources director, technology services, and special education staffing team. A parent may inspect, review, or be informed of the content of the recording without consent from any student or parent of a minor student also shown in the recording, whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to provide a copy of a recording to a parent or student upon request.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

NOTICE

The district will annually provide the following notice to students, employees, and parents:

The Linn-Mar Community School District Board of Directors has authorized the use of recording devices on district-owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recordings may be used in student or employee disciplinary proceedings. The content of the recordings may be considered confidential student records and

will be retained with other student records. Recordings will only be retained if necessary for use in student or employee disciplinary proceedings or other matters as determined necessary by the administration. Parents may request to view the recording of their child.

The following notice will also be placed on all district transportation equipped with recording devices: This vehicle is equipped with a recording/audio monitoring system.

REVIEW OF RECORDING DEVICES

The district will review recordings, when necessary, as a result of an incident reported by an employee or student. The recordings may be recirculated for erasure after 7 days. Recordings by the Technology Services department regarding building security are recirculated for erasure after 15 overwritten every 30 calendar days.

If not public records, the viewing of recordings is limited to individuals having a legitimate educational purpose. A written log, as appropriate, may be kept of those individuals viewing the recordings stating the time, name of individual viewing, and the date the recording was viewed.

STUDENT CONDUCT

Students are prohibited from tampering with recording devices on district property. Students found in violation of this regulation will be disciplined in accordance with the district's discipline policy and good conduct rule and will reimburse the district for any repairs or replacement necessary as a result of the tampering.

EMPLOYEE CONDUCT

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on district property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant board policies.

Adopted: 11/93 Reviewed: 9/11; 10/12; 4/15; 11/18 Revised: 11/13; 9/21; 7/22

Related Policy: 1001.2-R, 1004.2

Legal Reference (Code of Iowa): §279.8 IASB Reference: 804.06-R(1)

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



Policy 1005.3 Public Conduct on School Premises

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline, and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the district and, as a condition, they must comply with the district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the district, and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- 1. Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities, or at other individuals will not be tolerated.
- 2. Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- 3. The use of vulgar, obscene, or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity, or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive; uses vulgar, obscene, or demeaning expressions; or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance. The superintendent [or designee] may recommend the exclusion of the individual at future sponsored or approved activities or from school facilities.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or facility or attends a sponsored or approved activity, the individual will be advised that their attendance will result in prosecution. The district may obtain a court order for permanent exclusion from the school building or facility or from future school-sponsored or approved activities. For the purpose of this policy, facility includes all buildings, grounds, and outdoor facilities which are considered district property or on which district business is conducted.

Adopted: 12/99

Reviewed: 3/13; 4/14; 6/15; 7/19; 7/22

Revised: 2/08

Related Policy: 1003.3

Legal Reference (Code of Iowa): §§ 279.8, .66; 716.7

IASB Reference: 903.04

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



Policy 1005.6 Transporting Students in Private Vehicles

Generally, transporting students for school purposes is done in a vehicle owned by the district and driven by a licensed school bus driver. In case of emergency or special circumstances, Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, will be used only when the district may require the following:

- a. The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;
- b. The driver transporting the student(s) possesses a valid driver's license;
- c. Vehicles used for private transportation must have enough passenger restraints to accommodate the number of passengers being transported;
- d. Proof of insurance has been supplied to the superintendent [or designee] and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the state of lowa; and
- e. The parents of the students to be transported have given written permission to the superintendent [or designee]. (Refer to Policy 1005.6-E)

The district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the district, or if transportation provided by the district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop an administrative process to implement this policy.

Adopted: 6/85

Reviewed: 3/13; 4/14; 6/15; 7/19; 7/22

Revised: 4/16

Related Policy: 1005.6-E

Legal Reference (Code of Iowa): §§ 279.8; 285; 321; 281 IAC 43

IASB Reference: 904.01



INSPIRE LEARNING. UNLOCK POTENTIAL. EMPOWER ACHIEVEMENT.

BOARD OF DIRECTORS MINUTES MAY 12, 2025

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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 be taken to determine a quorum. Present: Buchholz, Foss, Mansoor, Morey, Thomas, Walker, and Lowe Lancaster. Administration present: Kortemeyer, Galbraith, Ramos, Wear, Frick, Nelson, and Christian.

<u> 200: ADOPTION OF AGENDA</u> – *Motion 149-05-12*

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

300: PUBLIC HEARINGS (SPG #1-Community Engagement & #5-Resource Management)

301: Public Hearing on Proposed Issuance of Bonds – Refer to Exhibit 702.1 President Lowe Lancaster opened the public hearing at 5:02 PM regarding the proposed issuance of approximately \$31,000,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds, for use in the construction and furnishing of the proposed Indoor Activities Center & Renovation Projects. No comments were received. The public hearing was closed at 5:02 PM.

<u>302: Public Hearing on Amended Certified Budget for FY25</u> - Refer to Exhibit 703.1 President Lower Lancaster opened the public hearing at 5:03 PM regarding the amended certified budget for fiscal year 2025. No comments were received. The public hearing was closed at 5:03 PM.

400: AUDIENCE COMMUNICATIONS (SPG #1-Community Engagement) No comments were received.

500: MISSION MOMENT (SPG #1-Community Engagement / BG #2.e-Student Learning)
The Board of Directors highlighted the "Pride & Pack" article that was included in the Marion Messenger, congratulated Mehal Raghwani for receiving the Service Above Self Award presented by the Daybreak Rotary; highlighted the middle school students' performance at the Festival of Bands, the LMHS Cultural Fair, and the ELC ribbon cutting & open house event; offered congratulations to the students recognized during Senior Recognition Night, and thanked everyone who gave donations for the LMHS Post Prom event.

600: INFORMATIONAL REPORTS

601: Board Visit Report (BG #2.b-Student Learning)

The board reported they enjoyed the excitement and pride shown by the choir and student guides during their visit to Westfield Elementary on May 1st. They also enjoyed seeing the students and staff engaged in learning.

602: Policy Committee Report (BG #1.c-Visionary Team)

Director Thomas reported that during the May 1st Policy Committee meeting several recommendations from the Iowa Association of School Boards were reviewed and some will be reconsidered at the May 22nd meeting.

<u>603: Finance/Audit Committee</u> (SPG #5-Resource Management / BG #3.c-District Culture) Vice President Buchholz reported that during the May 8th Finance/Audit Committee meeting topics included the budget, bond sales, audit controls, the 10-year facilities plan, the Wilkins Elementary playground resurfacing project, and CTE grant opportunities.

604: Marion City Council Report (SPG #1-Community Engagement / BG #3.d-District Culture) Director Thomas reported that during the May 8th Marion City Council meeting it was approved to move forward with developing a phasing and funding plan for proposed improvements at Lowe Park.

605: Legislative Report (BG #3.d-District Culture)

Director Thomas reported that the Governor signed into effect the bill regarding student use of personal electronic devices and that several other educational bills are still pending.

<u>606: Superintendent's Report</u> — Exhibit 606.1 (SPG #1-Community Engagement) Superintendent Kortemeyer shared several district honors and highlights, reviewed her recent meeting/event attendance, gave an update on the progress of the new performance venue project, and shared several reminders of upcoming events.

700: UNFINISHED BUSINESS

Matt Gillaspie, Piper Sandler, presented information on the bids received regarding the sale of bonds for the new performance venue, with the recommendation that the bid go to BOK Financial Securities of Dallas, Texas.

<u>701: Approval of Resolution Directing Sale of Bonds (For the Performance Venue) – Exhibit 701.1 (SPG #5-Resource Management / BG #3.c-District Culture)</u>

MOTION by Thomas to approve the resolution directing the sale of \$10,000,000.00 School Infrastructure Sales, Services, and Use tax revenue bonds, series 2025, to BOK Financial Securities (Dallas, TX). Second by Buchholz. Roll call vote, all ayes.

Motion carried.

— *Motion 150-05-12*

702: Approval of Resolution Directing Issuance of Bonds (For the Indoor Activities Center & Renovation Projects) – Exhibit 702.1

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

MOTION by Morey to approve the resolution regarding the proposed issuance of approximately \$31,000,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds, for the purpose of providing funds to expand, remodel, repair, improve, furnish, and equip the indoor activity center, including costs of issuance and a debt service reserve fund if required by the purchaser; with any bond proceeds remaining after completion of this project used for other school infrastructure projects as authorized by the School District's Revenue Purpose Statement. Second by Buchholz. Roll call vote, all ayes. Motion carried.

— *Motion 151-05-12*

703: Approval of FY25 Amended Certified Budget - Exhibit 703.1

(SPG #5-Resource Management)

- <u>Motion 152-05-12</u>

MOTION by Walker to approve the amended certified budget for fiscal year 2024-25 as presented in Exhibit 703.1. Second by Thomas. Roll call vote, all ayes. Motion carried.

800: NEW BUSINESS

801: Approval of Resolution - Exhibit 801.1 - Motion 153-05-12

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

MOTION by Buchholz to approve the resolution adopting the Linn County Multi-Jurisdictional Hazard Mitigation Plan for years 2025 thru 2030 as presented in Exhibit 801.1. Second by Mansoor. Voice vote, all ayes. Motion carried.

<u>802: Approval of Student Fees for 2025-26</u> – Exhibit 802.1 – <u>Motion 154-05-12</u> (SPG #5-Resource Management)

MOTION by Foss to approve the student fee schedule for the 2025-26 school year as presented in Exhibit 802.1. Second by Walker. Director Foss thanked the group that prepared the fee schedule. Voice vote, all ayes. Motion carried.

803: Approval of Fundraising Requests — **Exhibit 803.1** (SPG #5-Resource Management) **MOTION** by Mansoor to approve the fundraising requests as presented in Exhibit 803.1. Second by Thomas. Voice vote, all ayes. Motion carried. — **Motion 155-05-12**

804: 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 Morey. Voice vote, all ayes. Motion carried.

- Motion 156-05-12

Annroyed	Student Name	Grade	Resident District	School Year
Approved IN	Tompkins, Jersei	K	Cedar Rapids CSD	2025-26
III	Tran, Everett	K	Marion Independent	2025-26

Approved	Student Name	Grade	Requested District	Reason	School Year
OUT	Loftsgard, Brooklyn	9 th	Marion Independent	Good cause	2025-26

Denied	Student Name	Grade	Requested District	Reason	School Year
OUT	Foster, Mackenzie	8 th	Alburnett CSD	Late, no good cause	2025-26

805: Approval of FY26 PTNS Agreement (SPG #4-People & Culture / BG #3.a-District Culture) **MOTION** by Buchholz to approve a 2.58% total package increase for the Part-Time

Nutrition Services Staff for fiscal year 2025-26. Second by Mansoor. Voice vote, all ayes.

Motion carried.

— Motion 157-05-12

806: Approval of FY26 Transportation Department Agreement

MOTION by Foss to approve a 2.57% total package increase for the Transportation Department Staff for fiscal year 2025-26. Second by Walker. Voice vote, all ayes. Motion carried. (SPG #4-People & Culture / BG #3.a-District Culture) — Motion 158-05-12

807: Approval of FY26 LMSA Agreement (SPG #4-People & Culture / BG #3.a-District Culture) **MOTION** by Walker to approve a 2.59% total package increase for the Linn-Mar Service Association for fiscal year 2025-26. Second by Thomas. Voice vote, all ayes.

Motion carried.

— Motion 159-05-12

808: Approval of FY26 LMSEAA Agreement (SPG #4-People & Culture / BG #3.a-District Culture) **MOTION** by Morey to approve an 8.55% total package increase for the Linn-Mar Secretarial and Education Assistant Association for fiscal year 2025-26. Second by Mansoor. Director Morey clarified the package increase would raise the Student Support Associate hourly wage to \$17.00/hour. Voice vote, all ayes. Motion carried.

- Motion 160-05-12

809: Approval of FY26 Administrators/Managers/Exempt/Non-Exempt Staff

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

MOTION by Foss to approve a 2.57% total package increase for the administrators, managers, exempt, and non-exempt staff for fiscal year 2025-26. Second by Thomas. Ayes: Foss, Mansoor, Morey, Thomas, Walker, and Lowe Lancaster. Abstained:

- Motion 161-05-12

900: CONSENT AGENDA (SPG #4-People/Culture & #5-Resource Mngmt / BG #3.a, c, d-District Culture) **MOTION** by Thomas to approve the consent agenda as presented. Second by Mansoor. Congratulations were shared with the retirees. Voice vote, all ayes. Motion carried.

- Motion 162-05-12

901: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Faber, Anne	ELC: Exec Dir of Student Services	7/1/25	\$136,000
Galbreath, Shannon	ELC: Student Services Coordinator	8/1/25	\$88,000
Giannakouros, Eldon	LMHS: Student Support Services Teacher	8/13/25	BA, Step 1
Hammes, Dan	LMHS: Associate Athletic Director	7/1/25	\$105,000
Snead, Chelsi	LMHS: From .67 to 1.0 PE/Health Teacher	8/18/25	Same
Steffensmeier, Ryan	LMHS: Science Teacher	8/13/25	MA, Step 1

Certified Staff: Resignations

or annual contracting				
Name	Assignment	Dept Action	Reason	
Hutcheson, Mark	ELC: Director of HS Teaching & Learning	6/30/25	Retirement	
Jourdan-McSperrin, Kerry	HP: 6 th Gr Teacher	6/5/25	Retirement	
McNeil, Carol	LG: Reading Teacher	6/5/25	Retirement	
Nelson, Cindy	NE: Reading Teacher	6/5/25	Retirement	

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Coburn, Dave	NS: LMHS General Help/Cashier	4/28/25	LMSA A+.25, Step 1
Hess, Andrea	NS: BW General Help/Cashier-From 6 to 2.5 hours/day	5/1/25	Same
Locker, Hadlee	AC: Aquatic Instructor	5/5/25	\$12.00/hour
Palermo, Renee	NS: General Help	5/7/25	LMSA A, Step 1
Platten, Michelle	EH: From SSA to Paraprofessional	8/20/25	LMSEAA B, Step 7

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason	
Costello, Abby	LMHS: Student Support Associate	4/24/25	Personal	
Fasselius, Casey	ELC: HR Generalist	5/16/25	Other employment	
Hess, Andrea	NS: WE General Help	5/2/25	Personal	
Parikh, Ruchiben	BW: Student Support Associate	5/9/25	Relocation	
Suchan, Judy	NS: BW Satellite Manager/General Help	6/4/25	Retirement	
Warren, Brenda	LMHS: Student Support Associate	6/4/25	Other employment	

Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Booth-Baisten, Joyce	LMHS: ALO Coordinator	4/24/25	\$1,800
Cosgrove, Catie	LMHS: Asst 10 th Gr Volleyball Coach	8/11/25	\$3,514
Davies, Mike	LMHS: Drumline Mini Camp Instructor	4/16/25	\$500
Gorman, Erin	EX: Jr ALO Coordinator	4/24/25	\$1,000
Hammes, Jen	LMHS: Asst Varsity Poms Coach	8/11/25	\$2,733
Koch, Ella LMHS: Asst Volleyball Coach		8/11/25	\$3,000
Mullin, Brooke	Jr SODA Coordinator	4/24/25	\$1,000
Robson, Lexi	LMHS: Show Choir Audition Choreographer/Judge	5/20/25	\$2,400
Stone, Sherry	LMHS: Color Guard Camp Instructor	4/16/25	\$500
Streff, Anna	LMHS: Asst JV Softball Coach	5/12/25	\$3,000
Terrell, Vanessa	LMHS: JV Color Guard Mini Camp Instructor	4/16/25	\$500
Young, Jacob	OR: Jr ALO Coordinator	4/24/25	\$1,000

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason		
Mahmens, Mitch	LMHS: Asst Varsity Football Coach	5/5/25	Personal		

902: Approval of April 28th Board Minutes - Exhibit 902.1

903: Approval of Bills/Warrants - Exhibit 903.1

904: Approval of Contracts/Agreements – Exhibits 904.1-11

- 1. Piper Sandler amendment to April 8, 2025, financial services agreement
- 2. Bohnsack & Frommelt agreement for audit services
- 3. McComas-Lacina Construction change order #7 for the new performance venue
- 4. K-12 Technology Group agreement for new phone system
- 5. Republic Services renewal for trash and recycling services
- 6. Junior Achievement of Eastern Iowa agreement for 2025-2026
- 7. Rock Valley Physical Therapy athletic trainer agreement
- 8. Scenario Learning (dba Vector Solutions) K-12 Vector training subscription
- 9. Buena Vista University student teaching agreement for 2025-2028
- 10. Jonah Prall independent contractor agreement for 5-8 gr summer band lessons
- 11. Amendment to City of Marion 28E agreement for the Wilkins/Taube Park Playground Project
- 12. Interagency agreements for Special Education instructional services with Cedar Rapids CSD (7), Goodwill of the Heartland Career Connections (1), and Marion Independent (3).

905: Overnight Trip Request - Exhibit 905.1

1. LMHS Show Choir to attend Gretna East Invitational in Gretna, NE (Jan 23-24, 2026)

1000: BOARD CALENDAR & COMMUNICATIONS

President Lowe Lancaster reviewed the calendar and requested a volunteer for the June 19th Marion City Council meeting.

1001: Board Calendar & Communications

Date	Time	Event	Location
May 14	4:00 PM	LMHS School Counselors Advisory	LMHS College/Career Ctr
May 14	5:30 PM	Lions/Volunteer Awards (Reception @ 5:00 PM)	Boardroom
May 21		LMHS Seniors Last Day	
May 22	11:00 AM	Policy Committee	Boardroom
May 22	5:30 PM	Marion City Council (Morey)	City Hall
May 25	1:00 PM	LMHS Graduation Ceremony	Alliant Powerhouse
May 26		No School – Memorial Day	
Date	Time	Event	Location
June 4		Last Day of School – 2-Hour Early Dismissal	
June 5		Teacher Workday	
June 5	5:30 PM	Marion City Council (Buchholz)	City Hall
June 9	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
June 19		District Closed – Juneteenth	
June 19	5:30 PM	Marion City Council (Mansoor)	City Hall
Date	Time	Event	Location
July 3	5:30 PM	Marion City Council	City Hall
July 4		District Closed – Fourth of July	
July 14	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
July 17	5:30 PM	Marion City Council	City Hall

1002: 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	

1100: ADJOURNMENT - Motion 163-05-12

MOTION by Morey to adjourn the meeting at 6:05 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President
 Jonathan Galbraith, Board Secretary/Treasurer



BOARD OF DIRECTORS CLOSED SESSION MINUTES MAY 12, 2025

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The session of the Linn-Mar Board of Directors was called to order at 6:20 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, Walker, and Lowe Lancaster. Administration present: Kortemeyer.

200: ADOPTION OF AGENDA - Motion 164-05-12

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

300: CLOSED SESSION

301: Move into Closed Session - Motion 165-05-12

MOTION by Morey to move into closed session at 6:21 PM per Iowa Code 21.5(1)(i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." Second by Walker. Roll call vote, all ayes. Motion carried.

<u>400: ADJOURNMENT</u> – <u>Motion 166-05-12</u>

MOTION by Morey to adjourn the session at 7:56 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

	Katie Lowe Lancaster, Board President
lonath	nan Galbraith, Board Secretary/Treasurer

^{**}The board returned to open session at 7:55 PM.

IA- V	Varrants Paid Listing		<u>Criteria</u>
Fiscal	Year: 2024-2025	Date Range:	05/08/2025 - 06/04/2025
	Vendor Name	Description	Check Total
Fund:	AQUATIC CENTER		
	CENTRAL IOWA AQUATICS	DUES AND FEES	\$96.00
	CLUB WOLVERINE SWIMMING INC	DUES AND FEES	\$51.00
	FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$13,637.12
	HASTY AWARDS	GENERAL SUPPLIES	\$192.91
	INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$253.67
	INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,084.61
	INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$253.67
	INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,084.61
	INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$832.10
	IOWA CITY EELS SWIM CLUB, INC	DUES AND FEES	\$4,365.00
	IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$755.28
	IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,133.55
	MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$8.35
	MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$19.17
	METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$1,069.43
	TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$271.32
	UNIVERSITY OF IA	DUES AND FEES	\$7,102.00
		Fund Total	1: \$32,209.79
Fund:	DEBT SERVICE		
	UMB BANK, N.A.	OTHER PROFESSIONAL SERVICES	\$300.00
Eundi	GENERAL	Fund Total	l: \$300.00
runa.	1ST AYD CORP	TRANSP. PARTS	\$180.17
		OTHER PROFESSIONAL SERVICES	·
	ABILITY PHYSICAL THERAPY, P.C. ADAMS MARA	STAFF TRAVEL	\$3,833.33
			\$3.50
	ADVANTAGE CUIDORDAGTIC	OTHER PROFESSIONAL SERVICES	\$768.00
	ADVANTAGE CHIROPRACTIC ADVANTAGE RECORDS MANAGEMENT	PHYSICALS GENERAL SUPPLIES	\$240.00
			\$99.16
	AGVANTAGE FS	GREASE,OIL,LUBE,COOL	\$484.87
	AGVANTAGE FS	PROPANE	\$9,710.74
	AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$3,089.00
	AIRGAS NORTH CENTRAL	GENERAL SUPPLIES	\$579.93
	AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$371.94
	ALLIANT ENERGY	ELECTRICITY	\$95,605.35
	AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$323.94
	AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$2,755.01
	AREA AMBULANCE SERVICE	OTHER PROFESSIONAL SERVICES	\$1,237.50
	ARK DATA CENTERS LLC	OTHER TECH SER	\$111.82
	ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$62.08
	ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$204.36
	ASCENDANCE TRUCKS EASTERN IOWA LLC	TRANSP. PARTS	\$276.18
	ASIFLEX	OTHER PROFESSIONAL SERVICES	\$750.75
	AT & T MOBILTY	TELEPHONE	\$1,153.33
	AUTO-JET MUFFLER	TRANSP. PARTS	\$846.91

 Printed:
 06/04/2025
 9:07:42 AM
 Report:
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 2024.1.45
 Page:
 1

Date Range:

05/08/2025 - 06/04/2025

IA- Warrants Paid Listing <u>Criteria</u>

Fiscal Year: 2024-2025

/endor Name	Description	Check Tota
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$1,919.46
BUILDING WINGS LLC	PROF SERV: EDUCATION	\$721.86
CAPITAL ONE	GENERAL SUPPLIES	\$233.70
CAPITAL ONE	INSTRUCTIONAL SUPPLIES	\$233.11
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$1,772.55
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,498.09
CENTRAL PROGRAMS, INC	LIBRARY BOOKS	\$2,134.99
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,912.82
CENTURISK	GENERAL SUPPLIES	\$545.00
CENTURYLINK	TELEPHONE	\$1,736.14
CERWICK BRENDA	Professional Educational Services	\$432.00
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$365.60
COLLECTION	EE LIAB-GARNISHMENTS	\$1,731.32
CONSTELLATION NEWENERGY	NATURAL GAS	\$8,632.48
CONVERGE ONE	TECH REPAIRS/MAINTENANCE	\$12,225.33
CROWBAR'S	TRANSP. PARTS	\$19.37
CULLIGAN	GENERAL SUPPLIES	\$628.40
CUSTOM HOSE & SUPPLIES, INC.	TRANSP. PARTS	\$143.66
D'CAMP SARAH	STAFF TRAVEL	\$58.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$46,097.65
DUBUQUE COUNTY HISTORICAL SOCIETY	DUES AND FEES	\$400.75
EARNEST VALERIE	GENERAL SUPPLIES	\$400.00
ELECTRONIC ENGINEERING CO	MAINTENANCE SUPPLIES	\$30.00
ELECTRONIC ENGINEERING CO	RADIOS	\$1,099.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$34.00
ENABLING TECHNOLOGIES	COMPUTER SOFTWARE	\$3,368.00
E& B CAB CO., INC	TRANSP PARENT REIMB	\$760.00
F & B CAB CO., INC	TRANSP PRIVATE CONT	\$2,694.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,522,422.88
EIEREISEN INC	GENERAL SUPPLIES	\$1,428.00
ESTIVAL FUN PARKS LLC DBA ADVENTURELAND	DUES AND FEES	\$5,377.37
OLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	\$639.03
REIBURGER VICKI	STAFF TRAVEL	\$29.95
GALBRAITH JON	STAFF TRAVEL	\$166.20
GASWAY CO, J P	GENERAL SUPPLIES	\$1,274.43
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$643.13
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$1,693.81
GRAINGER	GENERAL SUPPLIES	\$1,110.45
GREAT WESTERN SUPPLY CO	MAINTENANCE SUPPLIES	\$337.39
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$284.00
HASS GARCIA ANNA	STAFF TRAVEL	\$97.00
HAVEL NATALEE	STAFF TRAVEL	\$18.15
HAYES BETH	STAFF TRAVEL	\$56.40
HENDRICKSON TYLER	Professional Educational Services	\$45.00
HERFF JONES	GENERAL SUPPLIES	\$2,865.65

 Printed:
 06/04/2025
 9:07:42 AM
 Report:
 rptIAChecksPaidListing
 2024.1.45
 Page:
 2

Date Range:

05/08/2025 - 06/04/2025

IA- Warrants Paid Listing <u>Criteria</u>

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
HICKS JESSIE	STAFF TRAVEL	\$19.00
HOGLUND BUS CO. INC	TRANSP. PARTS	\$9.88
IMON COMMUNICATIONS LLC	TELEPHONE	\$2,651.34
INSIGNIA SOFTWARE CORPORATION	INSTRUCTIONAL SUPPLIES	\$15,600.00
INSTRUMENTALIST AWARDS	INSTRUCTIONAL SUPPLIES	\$177.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$69,822.05
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$298,549.47
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$69,822.05
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$298,549.47
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$392,959.77
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$68,855.57
IOWA DEPT OF REVENUE	EE LIAB-GARNISHMENTS	\$711.30
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$354,569.94
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$532,136.68
IOWA SHARES	EE LIAB-CHARITY	\$23.00
ISFIS	OTHER PROFESSIONAL SERVICES	\$958.50
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$2,160.50
K-12 TECHNOLOGY GROUP INC	GENERAL SUPPLIES	\$84,578.00
KIRKWOOD COMM COLLEGE	OTHER TECH SER	\$40.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$3,400.00
LINN CO-OP OIL	DIESEL	\$14,281.78
LINN CO-OP OIL	GASOLINE	\$10,369.03
LINN COUNTY REC	ELECTRICITY	\$37,024.90
LINN COUNTY TREASURER	DUES AND FEES	\$2,152.00
LINN COUNTY TREASURER-12246	GENERAL SUPPLIES	\$300.00
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$204.00
LINN-MAR NUTRITION SERVICES	GENERAL SUPPLIES	\$33.12
LUCK'S MUSIC LIBRARY	GENERAL SUPPLIES	\$445.50
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$409.09
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5,408.90
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$3,408.90 \$10,506.32
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$236.00)
MARION IRON CO.		
	INSTRUCTIONAL SUPPLIES	\$1,554.00
MARION WATER DEPT	WATER/SEWER	\$24,111.07
MARK BAUMAN	PROF SERV: EDUCATION	\$160.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$248.00
MEDCO SUPPLY	GENERAL SUPPLIES	\$93.79
MEDICO SUPPLY	PROF SERV: EDUCATION	\$372.92
MEDIACOM	TELEPHONE	\$306.90
MENARDS -13127	GENERAL SUPPLIES	\$261.52
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$1,694.10
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$492.06
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$649,093.85
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	(\$92.00)

Printed: 06/04/2025 9:07:42 AM Report: rptlAChecksPaidListing 2024.1.45 Page: 3

Date Range:

05/08/2025 - 06/04/2025

IA- Warrants Paid Listing <u>Criteria</u>

Fiscal Year: 2024-2025

Vendor Name	Description	Check Tota
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$27,840.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$49,699.95
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$2,305.23
MID AMERICAN ENERGY	NATURAL GAS	\$4,555.62
MID-AMERICAN RESEARCH CHEMICAL	GENERAL SUPPLIES	\$598.46
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$10,250.60
MIDWEST WHEEL	TRANSP. PARTS	\$1,263.63
MIKKELSON ROBERT	STAFF TRAVEL	\$1.00
NAPA AUTO PARTS	SHOP TOOLS/EQUIPMENT	\$96.40
NELSON RENEE	STAFF TRAVEL	\$266.00
OPEN TEXT INC	OTHER TECH SER	\$205.14
ORCHESTRA IOWA	Foundation EEEG - Instructional Supplies	\$6,000.00
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$640.00
PAPA JOHNS PIZZA	GENERAL SUPPLIES	\$145.5
PARTS TOWN, LLC	GENERAL SUPPLIES	\$302.83
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	INSTRUCTIONAL SUPPLIES	\$117.47
PFEIL ANGELA	STAFF TRAVEL	\$31.10
PFEIL REBEKAH	STAFF TRAVEL	\$12.20
PIRNAT MICHAELA	STAFF TRAVEL	\$62.65
PITNEY BOWES	DUES AND FEES	\$1,678.80
POINTCORE GRAPHIC SOLUTIONS	GENERAL SUPPLIES	\$2,090.17
Polk County Sheriff	EE LIAB-GARNISHMENTS	\$419.16
POWER KATHRYN	STAFF TRAVEL	\$60.15
PUSH-PEDAL-PULL	EQUIPMENT REPAIR	\$1,559.98
QUALITY CLEANING EQUIPMENT	SHOP TOOLS/EQUIPMENT	\$810.27
QUILL CORPORATION	GENERAL SUPPLIES	\$23.36
RADIG TERESA	INSTRUCTIONAL SUPPLIES	\$100.00
RISE VISION INC	COMP/TECH HARDWARE	\$95.00
RISE VISION INC	COMPUTER SOFTWARE	\$84.03
ROBBINS CASEY	STAFF TRAVEL	\$38.25
ROBERTSHAW KIRSTEN	STAFF TRAVEL	\$16.50
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$567.58
ROCK VALLEY PHYSICAL THERAPY CENTER	PROF SERV: EDUCATION	\$15,000.00
ROOTS IN BLOOM	GENERAL SUPPLIES	\$249.00
ROTO-ROOTER	REPAIR/MAINT SERVICE	\$1,402.87
SADLER POWER TRAIN	TRANSP. PARTS	\$28.40
SCHOOL BUS SALES	TRANSP. PARTS	\$4,470.36
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$1,800.00
SCHOOL MATE	INSTRUCTIONAL SUPPLIES	\$800.95
SEYMOUR RYLEY	STAFF TRAVEL	\$187.90
SHI INTERNATIONAL CORP	COMPUTER SOFTWARE	\$5,834.40
SIGN PRO	GENERAL SUPPLIES	\$92.00
SMITH OLIVIA	STAFF TRAVEL	\$44.10
SPENCER MADDISON	STAFF TRAVEL	\$88.00
STERICYCLE INC	GENERAL SUPPLIES	\$19.45

Printed: 06/04/2025 9:07:42 AM Report: rptIAChecksPaidListing 2024.1.45 Page: 4

IA- Warrants Paid Listing		Data Bangai	<u>Criteria</u>
Fiscal	Year: 2024-2025	Date Range:	05/08/2025 - 06/04/202
	Vendor Name	Description	Check Total
	SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,911.05
	SWAMP FOX BOOKSTORE	LIBRARY BOOKS	\$2,082.46
	THE IOWA CHILDRENS MUSEUM	DUES AND FEES	\$430.00
	THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$732.00
	THORP NICOLAS	STAFF TRAVEL	\$68.20
	TOMPKINS EMILY	MISC REVENUE	\$5.00
	TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$135,279.00
	TRI-CITY ELECTRIC COMPANY OF IOWA	EQUIPMENT >\$5,000	\$21,971.53
	TYLER TECHNOLOGIES INC	OTHER PROFESSIONAL SERVICES	\$1,500.00
	UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$110.00
	VAN METER CO	ELECTRICAL SUPPLY	\$907.63
	VASKE LAURA	STAFF TRAVEL	\$55.00
	VERIZON WIRELESS	TELEPHONE	\$3,082.09
	VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES	\$3,347.28
	VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$75,959.86
	WALSH DOOR & HARDWARE	REPAIR/MAINT SERVICE	\$580.00
	WEST MUSIC CO	EQUIPMENT REPAIR	\$234.85
	WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$6,144.01
	WINDSTAR LINES	TRANSP PRIVATE CONT	\$6,100.00
	WREN ALEXA	TRANSP PRIVATE CONT	\$715.00
		Fund Tota	al: \$7,112,972.87
Fund:	LOCAL OPT SALES TAX		41,11 <u>=</u> ,01 <u>=</u> 101
	MCCOMAS LACINA CONSTRUCTION LC	CONSTRUCTION SERV	\$1,285,122.77
	STAGERIGHT	FURNITURE & FIXTURES	\$7,075.00
		Fund Tota	al: \$1,292,197.77
Fund:	MANAGEMENT LEVY		
	TRUENORTH COMPANIES, LC	Vehicle Insurance	\$684.00
Eund:	NUTRITION SERVICES	Fund Tota	al: \$684.00
runa.	ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$24,396.87
	EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$3,044.82
	FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$73,919.95
	INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,372.65
	INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$5,869.41
	INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$3,009.41 \$1,372.65
	INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	. ,
			\$5,869.41
	INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,731.59
	IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB IDERS	\$10,889.66
	IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$16,343.19
	MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$177.50
	MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$17.81
	MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$37,347.42
	MEAL MAGIC CORPORATION	COMPUTER SOFTWARE	\$9,094.00
	METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$23,888.94

 Printed:
 06/04/2025
 9:07:42 AM
 Report:
 rptIAChecksPaidListing
 2024.1.45
 Page:
 5

IA- Warrants Paid Listing		Criteria
Fiscal Year: 2024-2025	Date Range:	05/08/2025 - 06/04/2029
Vendor Name	Description	Check Total
OFFICE EXPRESS	GENERAL SUPPLIES	\$46.60
PALERMO RENEE	GENERAL SUPPLIES	\$39.98
PAN-O-GOLD BAKING CO	PURCHASE FOOD	\$4,266.37
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	GENERAL SUPPLIES	\$3,948.10
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	PURCHASE FOOD	\$84,899.85
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$4,157.73
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$97.55
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,918.75
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$260.00
Fund: PHY PLANT & EQ LEVY	Fund Tota	I: \$316,970.80
ACCESS SYSTEMS	COMPUTER/COPIER RENT	\$12,113.55
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$2,375.00
ELECTRONIC ENGINEERING CO	EQUIPMENT >\$5,000	\$13,943.00
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$7,350.00
FOR SURE ROOFING LLC	CONSTRUCTION SERV	\$1,302.89
JOHNSON CONTROLS	CONSTRUCTION SERV	\$8,412.73
OPN ARCHITECTS, INC.	ARCHITECT	\$3,340.25
SETPOINT MECHANICAL SERVICES TEGELER WRECKER & CRANE	BLDG. CONST SUPPLIES	\$14,900.07
TEGELER WRECKER & CRAINE	VEHICLE REPAIR > \$2500	\$14,328.71
Fund: PUB ED & REC LEVY	Fund Tota	I: \$78,066.20
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,225.56
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$41.51
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$177.54
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$41.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$177.54
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$151.62
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$184.49
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$276.88
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.25
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$363.59
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$303.59 \$82.81
	Fund Tota	· · · · · · · · · · · · · · · · · · ·
Fund: STUDENT ACTIVITY	. und rota	40,101100
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$1.50
AMY WHITE PHOTOGRAPHY	GENERAL SUPPLIES	\$1,225.00
BARBARIAN APPAREL	GENERAL SUPPLIES	\$920.00
BRANDED APPAREL	GENERAL SUPPLIES	\$114.00
BRIAN WILSONS GOLF SHOP INC	GENERAL SUPPLIES	\$10.00
BSN SPORTS	GENERAL SUPPLIES	\$286.14
BUDGET CAR RENTAL	STAFF TRAVEL	\$69.98

 Printed:
 06/04/2025
 9:07:42 AM
 Report:
 rptIAChecksPaidListing
 2024.1.45
 Page:
 6

IA- Warrants Paid Listing Criteria

WEST HIGH SCHOOL

IA- Warrants Paid Listing		Ontona
Fiscal Year: 2024-2025	Date Range:	05/08/2025 - 06/04/2025
Vendor Name	Description	Check Total
CARR BRAXTON	PROF SERV: EDUCATION	\$7,900.00
COE COLLEGE	DUES AND FEES	\$100.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$360.00
COPYWORKS	GENERAL SUPPLIES	\$38.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$10.00
ECIVOA	DUES AND FEES	\$202.50
ELMCREST COUNTRY CLUB	GENERAL SUPPLIES	\$240.00
EPIC EVENT CENTER LLC	GENERAL SUPPLIES	\$4,750.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$4,477.51
FUSIONSITE MIDWEST LLC	DUES AND FEES	\$250.00
FUSIONSITE MIDWEST LLC	GENERAL SUPPLIES	\$752.84
GOTTO JAMES	DUES AND FEES	\$700.00
GRIT CAPITAL LLC	GENERAL SUPPLIES	\$500.00
HERFF JONES	GENERAL SUPPLIES	\$287.50
HUK RUBBER STAMP CO.	GENERAL SUPPLIES	\$101.80
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$137.56
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$588.31
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$137.56
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$588.31
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$379.91
IOWA FBLA-9388	DUES AND FEES	\$1,030.00
IOWA FBLA-9388	GENERAL SUPPLIES	\$120.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	GENERAL SUPPLIES	\$10.00
IOWA HIGH SCHOOL ATHLETIC ASSOC	DUES AND FEES	\$90.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$346.21
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$519.61
JAMES CHRIS	GENERAL SUPPLIES	\$17.60
JOHNSON HANNAH	PROF SERV: EDUCATION	\$475.00
LINN COUNTY SHERIFF	PROF SERV: EDUCATION	\$744.00
MAHMENS MITCH	OFFICIAL/JUDGE	\$200.00
MOE TONYA	STAFF TRAVEL	\$775.00
PANTINI ANDY	OFFICIAL/JUDGE	\$125.00
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$100.00
RAPIDS REPRODUCTIONS INC	GENERAL SUPPLIES	\$2,362.50
SCHULTZ STRINGS INC	GENERAL SUPPLIES	\$174.25
SHANLEY STEVE	PROF SERV: EDUCATION	\$2,940.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$188.68
WAYZATA RESULTS	DUES AND FEES	\$1,271.00
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Fund Total: \$36,742.27

\$125.00

Grand Total: \$8,873,875.50

End of Report

DUES AND FEES