Second Reading of Policy Recommendations (25.09.22 Board Meeting Exhibit)

The following policies were approved for first reading by the board on 8/18, with a request for additional consideration to Policy 103.1. During the 9/10 Policy Committee meeting, additional edits were recommended for Policy 103.1 as reflected in this exhibit. The full 103.1 Policy Series is now being submitted for second reading.

Policy #	Title
103.1	Anti-Bullying/Harassment Policy
103.1-R	Anti-Bullying/Harassment Policy Investigation Procedures
103.1-E1	Anti-Bullying/Harassment Complaint Form
103.1-E2	Anti-Bullying/Harassment Witness Disclosure Form
103.1-E3	Anti-Bullying/Harassment Disposition of Complaint Form

Policy Series 100 – School District Anti-Bullying/Harassment



Policy 103.1 Anti-Bullying/Harassment Policy

The Linn-Mar Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees and volunteers to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and are not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

The board also 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, state, and local laws, executive orders, rules, and regulations pertaining to bullying/harassment, compliance, and equal opportunity.

To that end, the board has policies, procedures, and practices in place that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If, as a result of viewing surveillance system data or based on a report from a district employee the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in lowa law related to this topic.

A school employee, volunteer, student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

RETALIATION PROHIBITED

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

DEFINITIONS

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

- **Electronic** means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging or similar technologies.
- Harassment and Bullying mean any repeated and targeted or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual that based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the individual in reasonable fear of harm to the individual's person or property;
 - b. Has a substantial detrimental effect on the individual's physical or mental health;
 - c. Has the effect of substantially interfering with the individual's academic or career performance; or
 - d. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- e. If the alleged harassment falls within the definition of 'sexual harassment' under Board Policy 104.3, that policy and any associated procedures shall apply.
- Sexual Harassment means unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or educational development;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
- Trait or Characteristic of the Individual includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.
- Volunteer means any individuals who have regular, significant contact with students.

PUBLICATION OF POLICY

The board will publish this policy on an annual basis. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook;
- o Inclusion in the registration materials;
- o Inclusion on the school or district website;
- o Inclusion on student and employee display boards; or
- o Inclusion in volunteer registration materials and information.

Adopted: 8/07

Reviewed: 9/10; 4/13; 9/16; 3/23

Revised: 10/11; 7/13; 5/14; 6/20; 8/23 Related Policy: 103.1-R; 103.1-E1-E3; 104.3

Legal Reference (Code of Iowa): §§ 216.9; 279.82; 280.3, .28; 281 IAC 12.3(11)

IASB Reference: 104
Mandatory Policy

Policy Series 100 – School District Anti-Bullying/Harassment



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

Individuals who feel that they have been bullied or harassed should:

1. If the individual is comfortable doing so, communicate to the bully/harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, or principal for help.

- 2. If the harassment does not stop or the individual does not feel comfortable confronting the bully/harasser, the individual should:
 - a. Tell a teacher, counselor, or principal;
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including the following information:
 - What, when, and where the incident occurred;
 - Who was involved in the incident;
 - Exactly what was said or what the bully/harasser did;
 - Names of witnesses to the harassment;
 - What the victim said or did either at the time or later;
 - How the victim felt;
 - How the bully/harasser responded; and
 - Any additional information deemed pertinent.

FILING A COMPLAINT

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

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

INVESTIGATION

The district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The equity coordinators

district's Nondiscrimination Coordinator (hereinafter "investigator") will be responsible for handling all complaints alleging bullying or harassment or appoint a qualified person to undertake the investigation. The investigators, along with the building principal, have the authority to initiate an investigation in the absence of a written complaint.

The district's Nondiscrimination Coordinators are:

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

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

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

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

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action the building principal may, at

their discretion, interview the complainant and the respondent. At the conclusion of the additional investigation, the building principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the respondent, and the investigator shall receive notice as to the conclusion of the building principal's additional investigation. The building principal will maintain a log of information necessary to comply with lowa Department of Education reporting procedures.

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

DECISION

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

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

Reports of false complaints, false statements, or retaliation should be submitted to the district's equity coordinators.

It is the responsibility of the superintendent, in conjunction with the equity coordinators and building principals, to develop district procedures regarding anti-bullying/harassment. The superintendent [or designee] will also be responsible for organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

The superintendent [or designee] is responsible for developing a process for evaluating the effectiveness of policy in reducing bullying and harassment and will report on the progress of reducing bullying and harassment to the board.

Adopted: 6/00

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

Revised: 7/13; 6/20; 8/23; 10/23; 9/24 Related Policy: 103.1; 103.1-E1-E3

IASB Reference: 104-R(1)

Policy Series 100 – School District Anti-Bullying/Harassment



Policy 103.1-E1 Anti-Bullying/Harassment Complaint Form

Na	me of Person Filing Comple	aint (Complainant):		
Re	ationship of Complainant t	o District:		
Da	te of Complaint:			
Na	me of Alleged Victim:			
Na	me of Alleged Bully/Haras	ser:		
Da	te and Place of Alleged Inc	cident:		
	-			
	mes of Witnesses (if any):_ ture of alleged bullying/ha			
	Age	Marital Status		- Please specify below:
	Color	Sex		riodse speeny belevi.
	Creed	Sexual Orientation	+	
	National Origin	Gender Identity	+	
	Ŭ	Political Party		
	Race	Preference		
	Religion	Political Beliefs		
	Ancestry	Socioeconomic Status		
	Physical Attributes	Familial Status		
	Genetic Information	Pregnancy		
	Physical/Mental Ability or Disability	Military Status		
ple be	scription of Misconduct (Atease describe what happenen bullied/harassed. Please cessary.	ned and why you believe	that yo	u or someone else has

Evidence of bullying/harassment such as letter possible):	s, photos, etc. (Attach evidence, if
agree that all the information on this form is a	ccurate and true to the best of my
Complainant's Signature:	Date:
complainant s signature.	bale
Please return this completed form to:	THE IN COLUMN TO A
Equity Equal Employment/Nondiscrimination C /Affirmative Action Coordinator:	oordinator/litie ix Coordinator
Karla Christian, Chief Human Resources Officer	
319-447-3036 / kchristian@Linnmar.k12.ia.us	
717 177 0000 7 ROTHISHIGH & EHRHITIGH RT 2.10.103	
Equity Nondiscrimination Coordinator:	
Nathan Wear, Associate Superintendent	
319-447-3028 / <u>nathan.wear@Linnmar.k12.ia.us</u>	
<u> Special Education/Student Services Equity Non</u>	

Special Education/Student Services <u>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

Reviewed: 5/14; 9/16; 3/23 Revised: 6/20; 10/23; 9/24

Related Policy: 103.1; 103.1-R; 103.E2-E3 IASB Reference: 104-E(1)

Policy Series 100 - School District Anti-Bullying/Harassment



Policy 103.1-E2 Anti-Bullying/Harassment Witness Disclosure Form

Name of Witness:					
Position of Witness (Student/Employee/Volunteer):					
					Date of Initial Complaint:
Nature of alleged bullying/hara	ssment (Check all that apply)):			
Age	Marital Status	Other - Please specify			
Color	Sex	below:			
Creed	Sexual Orientation				
National Origin	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				

Additional Pertinent Information:		
I agree that all the information on this form is accurately knowledge.	urate and true to the best of my	
Witness's Signature:	Date:	
Return this completed form to:		
Equity Equal Employment/Nondiscrimination (/Affirmative Action Coordinator:	Coordinator/Title IX Coordinator	
Karla Christian, Chief Human Resources Office	er	
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

Reviewed: 5/14; 9/16; 3/23 Revised: 6/20; 10/23; 9/24

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

IASB Reference: 104-E(2)

Policy Series 100 – School District Anti-Bullying/Harassment



Policy 103.1-E3 Anti-Bullying/Harassment Disposition of Complaint Form

Name of Person Filing Complain	nt (Complainant):	
Relationship of Complainant to	District:	
Date of Initial Complaint:		
Name of Alleged Victim:		
Grade or Position and Building	of Alleged Victim:	
Date and Place of Alleged Inci	dent:	
Name and Grade/Position of A		
Age	Marital Status	Other - Please specify
Color	Sex	below:
Creed	Sexual Orientation	1
National Origin	Gender Identity	1
Race	Political Party Preference	1
Religion	Political Beliefs	1
Ancestry	Socioeconomic Status	1
Physical Attributes	Familial Status	1
Genetic Information	Pregnancy	1
Physical/Mental Ability or Disability	Military Status]
Nature of Alleged Bullying/Hard		
Summary of Investigation (Atta	ch an additional sheet, if nee	ded):

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

Signature of Equity Nondiscrimination Coordinator:

Date:

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

Revised: 6/20

Related Policy: 103.1; 103.1-R; 103.1-E1-E2

IASB Reference: 104-E(3)

2024-2025 Screen 8 - Special Education Balance

You have certified. Browse Only.

Gray cells are pre-populated data from the CAR application

Blue cells are pre-populated data

Yellow cells are calculations based on numbers entered in the textboxes

You must click <u>Submit</u> button to save changes

Special Education Expenditures and Revenues

Revenues	Weight 1.72	Weight 2.21	Weight 3.74	Total
Special Education Receipts	\$7,268,789.00	\$3,456,822.00	\$2,163,028.00	\$12,888,639.00
Tuition In Receipts	\$406,790.64	\$275,201.03	\$107,424.05	\$789,415.72
Medicaid Reimbursement for Instructional Program	\$17,438.86	\$335,961.54	\$867,738.28	\$1,221,138.68
Part B Receipts for Instructional Program	\$110,254.65	\$130,323.19	\$100,064.07	\$340,641.91
Teacher Quality	\$371,270.95	\$209,389.39	\$90,357.23	\$671,017.57
Foster Care Claims	\$0.00	\$8,837.01	\$0.00	\$8,837.01
Termination of Rights Claims	\$6,952.17	\$6,948.76	\$0.00	\$13,900.93
High Cost Fund Claims	\$0.00	\$0.00	\$5,026.03	\$5,026.03
Non-Public Claim	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Sales	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00
DE Revenue Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Revenue	\$8,181,496.27	\$4,423,482.92	\$3,333,637.66	\$15,938,616.85
Expenditures				
Total Salaries (Instructional Only)	\$4,470,487.20	\$4,706,201.01	\$2,453,892.11	\$11,630,580.32
Total Employee Benefits (Instructional Only)	\$733,586.60	\$702,582.07	\$366,522.30	\$1,802,690.97
Employee Travel (Instructional Only)	\$78.40	\$14.00	\$1,087.20	\$1,179.60
Total Supplies & Materials (Consumables)	\$14,410.28	\$14,056.22	\$26,386.73	\$54,853.23
Total Contract Services (Non-Tuition)	\$19,043.98	\$12,993.20	\$86,150.25	\$118,187.43
Total Pupil Transportation	\$236,209.29	\$68,714.09	\$658,111.84	\$963,035.22
Total Equipment	\$0.00	\$0.00	\$13,184.90	\$13,184.90
Total	\$5,473,815.75	\$5,504,560.59	\$3,605,335.33	\$14,583,711.67
SBRC Approval for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
SBRC Receipts for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
State/Local SBRC Approved Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Special Education	\$5,473,815.75	\$5,504,560.59	\$3,605,335.33	\$14,583,711.67
General Program Percentage	\$3,549,874.00	\$528,412.00	\$158,477.00	\$4,236,763.00
Tuition Out Total	\$652,355.74	\$816,682.15	\$463,057.49	\$1,932,095.38
Maintenance of Effort Reduction Amount	\$0.00	\$0.00	\$0.00	\$0.00

DE Expenditure Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Expenditures	\$9,676,045.49	\$6,849,654.74	\$4,226,869.82	\$20,752,570.05
Total Net				
Net Revenues Over (Under) Expenditures	(\$1,494,549.22	(\$2,426,171.82	(\$893,232.16)	(\$4,813,953.20)

2024-2025 Screen 11 - Certification

Special Education Supplement LEA CERTIFIED 9/10/2025 8:13:17 AM

CAR CERTIFIED on 9/5/2025 1:32:55 PM

Transportation CERTIFIED 9/9/2025 8:54:07 PM

All the records described below are now BROWSE ONLY

Please contact person listed at the bottom of the display if you need to make further adjustments to this information.

Thank you.

A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

Our Board approved this action on 9/22/2025

Upload your minutes (PDF or Word): Choose File No file chosen

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$6,424,363.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$15,938,616.85	\$642,436.30
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$20,752,570.05	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$4,813,953.20)	\$4,813,953.20

DISTRICT LEVEL FORMS	STATUS	DATE
	COMPLETE 9/8	/2025 2:45:49 PM

COMPLETE 9/8/2025 3:44:48 PM
COMPLETE 9/8/2025 2:48:50 PM
COMPLETE 9/8/2025 2:54:04 PM
COMPLETE 9/8/2025 2:49:43 PM
COMPLETE 9/8/2025 2:45:31 PM
COMPLETE 9/9/2025 8:57:08 PM
COMPLETE 9/9/2025 9:12:20 PM
COMPLETE 9/8/2025 2:55:55 PM
COMPLETE 9/10/2025 8:11:25 AM
COMPLETE 9/10/2025 8:13:17 AM

Data collected under Iowa Administrative Code 281-60.5(2)"a" and 289-6.2(3)"h"

Board minutes are required. Upload a copy of the board minutes here:

File List
PromisedFile List
Choose Files No file chosen

If board minutes approving this request are not provided at the time of certification, enter the date of the board meeting being held within the next 30 days at which related action will occur. Upload minutes approving this action within two business days of the board meeting:

9/22/2025 12:00:00 AM

We, the district officials, certify under penalty of perjury and pursuant to the laws of the state of Iowa that the data submitted on this EL Excess Costs application, for the year ended June 30, 2025, are true, correct, complete, and comply with all applicable requirements of law, rules, regulations, and instructions; that no unallowable costs were included in the request, that all costs supplement the regular curriculum and do not supplant other funding received for general purpose or this same purpose, were fully expended in the 2024 - 2025 school year, were expended for the purpose designated by the authorizing legislation or agency, and were accounted for separately using proper coding as defined in Iowa Uniform Financial Accounting. We further certify that no costs included in this application were included in any previous request to the SBRC.

Certifier Name: Jonathan D Galbraith
Certifier Title: CFO/Board Secretary

Certifier Phone: 3194473008

Certifier Email: jon.galbraith@linnmar.k12.ia.us

EL Excess Costs Certified:

9/11/2025 2:58:49 PM

Program between 410 - 419 Account ID = 9 and Fund = 10 Object by Function		Salaries	Benefits	Purchased Professional	Equip rental/repair	Other (tuition)	Supplies	Equip	
		100-199	200-299	300-399	430-449	500-599	600-699	730- 739	Total
1. Instruction	1XXX	796466.46	131298.71	121617.16	0.00	7977.92	89743.28	0.00	1147103.53
2. Student Support Services	21XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Staff Support Services	22XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
4. Exec Admin	23XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
5. Bldg Admin	24XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6. Business Admin	25XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

Program between 410 - 419		Salaries	Benefits	Purchased Professional	Equip rental/repair	Other (tuition)	Supplies	Equip	
Account ID = Fund = 1 Object by Fu r	0	100-199	200-299	300-399	430-449	500-599	600-699	730- 739	Total
7. O & M	26XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Transportation	27XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Community Services	28XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Total		796466.46	131298.71	121617.16	0.00	7977.92	89743.28	0.00	1147103.53

11. Total (Line 10)		1147103.53
12. Weighted funding received (from October 2023 CE x FY25 DCPP)	282832.00	
13. Other resources (expenditures above that have project >0000, excluding 1112)	83119.14	
14. FY24 state and federal carryover	0.00	
15. MSA on FY25 Application form (from SBRC application form)	43903.00	
16. Resources Available but unused	0.00	
Total Resources Available (Sum Lines 12 thru 16)	409854.14	
17. Preliminary Maximum allowable request (Lines 11-Total Resources Available, if positive, otherwise zero)		737249.39
18. Revenue Received (Source 1951, Source 1323 AND Program 4XX, and Project 1112)		9860.76
19. Revenue not captured (e.g. costs paid from another district) (district input)		0.00
20. Any expenditure included in the row above that is not expressly allowed by IAC (district input)		0.00
21. Maximum allowable request (Line 17 minus Lines 18-20, if positive, otherwise zero)		727388.63
22. Amount requested (may be less than maximum allowable) (district input)		727388.63



I am requesting that you fill out the form below stating the balances as of June 30, 2025, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

CFO/Board Secretary

South alliets

Bank Name: Farmers State Bank

Accounts	Acct. Number	June 30, 2025 Balance
School Nutrition	740688	\$347,036.02
Student Activity	740670	\$206,044.73
Management	279034	\$1,751,700.82
General	708271	\$122,931.74
Payment Account	824052	\$5,220.91
GF Money Market	30274682	\$17,789,190.73
SAVE Bond MM	30340921	\$5,496,045.18

Date 09/10/2025 AVP, Treasury Management



I am requesting that you fill out the form below stating the balances as of June 30, 2025, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

CFO/Board Secretary

South allaite

Bank Name: Hill Bank and Trust

Acct. Number June 30, 2025 Balance **Accounts**

\$15,483,269.64 School House 2557395

Bank employee signature <u>Addy Webster</u>



I am requesting that you fill out the form below stating the balances as of June 30, 2025, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

CFO/Board Secretary

Bank Name: Central State Bank

Accounts Acct. Number June 30, 2025 Balance

Linn-Mar CSD 0051010456 \$2,599,688.68

Bank employee signature

Date 9/10/2025



I am requesting that you fill out the form below stating the balances as of June 30, 2025, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

CFO/Board Secretary

Date_9/10/2025

South Collinto

Bank Name: Iowa Schools Joint Investment Trust

Accounts	Acct. Number	June 30, 2025 Balance
General	38325-103	\$4,454,026.03
Nutrition	38325-104	\$2,684,058.53
Student Activity	38325-105	\$1,271,634.90
Management	38325-106	\$4,158.77
2024 SAVE Bond Reserve	38325-205	\$1,646,633.98
2025 SAVE Bond Reserve	38325-206	\$1,000,444.45
Bank employee signature	Anita Tracy	Iowa Schools Joint Investment Trust



Amendment to the Professional Services Agreement

PROJECT: (name and address)
Linn-Mar Performance Venue West
Hallway Extension

3556 Winslow Road Marion, IA 52302 AGREEMENT INFORMATION:

Date: 05-04-2022

AMENDMENT INFORMATION:

Amendment Number: 001
Date:

09-16-2025

OPN Project Number: 22216001

OWNER: (name and address)
Linn-Mar Community School District
2999 North Tenth Street

Marion, IA 52401

ARCHITECT: (name and address)

OPN Architects, Inc. 200 5th Ave SE Ste 201 Cedar Rapids, IA 52401

The Owner and Architect amend the Agreement as follows:

Please see attached Exhibit A: Professional Design Services Proposal.

This agreement shall amend the Prime Agreement B101-2017 dated May 4th, 2022.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

\$82,700 (Eighty-Two Thousand Seven Hundred Dollars)

Schedule Adjustment:

Please see attached Exhibit A: Professional Design Services Proposal.

ARCHITECT (Signature)

BY: Roger Worm, AIA, Principal

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

9.17.25

Date

OWNER (Signature)

BY: Katie Lowe Lancaster, Board President

(Printed name and title)

Date

EXHIBIT A



Cedar Rapids

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

Des Moines

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

lowa City

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

Madison

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

Minneapolis

212 N. 3rd Avenue Ste. 312 Minneapolis, Minnesota 55401 (612) 468-6851

opnarchitects.com

9/15/2025

Jon Galbraith Linn-Mar Community School District 3556 Winslow Road Marion, IA 52302

RE: Linn-Mar Performance Venue West Hallway Extension - Professional Service Agreement - OPN Architects

Jon:

OPN Architects is pleased to provide this summary of professional design services for Linn-Mar Performance Venue West Hallway Extension.

Project criteria

Based upon the our conversations with you and Linn-Mar Staff, we have developed our scope of services and preliminary fees upon the following criteria:

Site Location: 3111 10th Street, Marion Iowa

Project's physical characteristics: Extending the current west hallway of the Performance Venue to the doorway on the south side of the stage. The hallway would be of similar size, scale, fenestration layout, and materials of the current west hallway. We estimate the hallway to be anywhere from 600-700 square feet.

Project Delivery Method: Design, Bid, Build

We understand the construction budget for the project is roughly estimated to be \$800,000. OPN shall provide an estimate at the schematic design phase and the construction document phase to assist in establishing the final construction budget.

Project Schedule

OPN will meet a mutually agreed upon schedule for the delivery of documents. Timely receipt of information and feedback from the Owner is critical.

Commence Construction: April, 2026 Substantial Completion: August, 2026



Project Team

OPN Architects, Inc. includes the following consultant team within our Scope of Work:

Architect

OPN Architects, Inc.

Ken Hagen, K-12 Region Leader

MEPT Engineer

Design Engineers

Tiffany Koch, PE

Structural Engineer

Raker Rhodes

Justin Paterson, PE

Civil Engineer

Hall and Hall

Brent Jackman, PE

Cost Estimator

Stecker Harmsen

Lee Harmsen

Scope of Services

The design team will provide full construction documents and specifications to construct the west hallway extension for bidding and construction administration.

Deliverables:

Meetings: The Design Team would anticipate four meetings.

- 1. Kick-off meeting to define goals and objectives
- 2. Concept meeting to align design with goals and objectives
- 3. Schematic Design Review Meeting
- 4. 75% Construction Document page turn review.



Compensation

The professional fee for developing the scope of services outlined in this proposal will be a lump sum fixed fee of **Eighty-Two Thousand and seven dollars** (\$82,700.00) plus additional services or reimbursable expenses if necessary. This fee is summarized below.

Design Fee Breakdown per Phase:

Total	\$82,700
Estimating	\$7,000
Hall & Hall Engineers (Civil)	\$2,000
Raker Rhodes Engineering (Structural)	\$8,500
Design Engineers (MEPT)	\$19,200
OPN Architects	\$46,000

This fee will cover services and activities required to accomplish the scope of work within a time frame of 8 months (inclusive of design, bidding, and construction administration). Should the project timeframe extend beyond this, as a result of conditions not under the control of OPN, fees may be adjusted to align with the effort extended.

The project will be invoiced monthly as a percentage of work completed and commensurate with the work plan schedule. Any services if required beyond those described within the Agreement will be reviewed with the client to understand impact to scope of work or related fees.

Refer to attachment for standard hourly rates.

Reimbursable Expenses

Reimbursable expenses are in addition to the above fee and will be invoiced at actual cost. Reimbursable expenses include: authorized out-of-town travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, physical models, meals and mileage at the government standard rate.

Estimated Reimbursable Expenses not to exceed = \$2,000

Exclusions and Additional Services – Available Upon Request Programming FFE Design/Selection and Procurement Services LEED Design Services



Signage Design
Commissioning
Geotechnical Services
Site Surveying
Advanced Audio / Video Consulting
Acoustic Consulting Services
Specialty Code Consulting
Envelope Consultant
Landscape Architecture

Contract Agreement

This Letter of Proposal is intended to document the primary issues concerning our Agreement Between Owner and Architect. Once details of this proposal are confirmed, we will provide you with the AIA B101 – 2017Standard Form of Agreement Between the Owner and Architect.

All of us at OPN are pleased to continue our relationship with Linn-Mar Community School District. Please review this proposal and let us know if you have any questions.

Thank you.

Roger Worm
Principal

ATTORNEY-CLIENT FEE CONTRACT

The ATTORNEY-CLIENT FEE CONTRACT ("Agreement") is entered into by and between <u>Linn-Mar Community School District</u> ("Client" or "District") and Frantz Law Group, APLC ("Attorneys" or "We") and encompasses the following provisions:

1. CONDITIONS. This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. AUTHORIZED REPRESENTATIVES

A. CLIENT REPRESENTATIVES. Client designates Amy Kortemeyer, or his/her designee, as the authorized representatives to direct Attorneys and to be the primary individuals to communicate with Attorneys regarding the subject matter of Attorneys' representation of Client under this Agreement. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but not to preclude communication between Attorneys and other representatives of Client.

- B. ATTORNEY REPRESENTATIVES. James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group, APLC will be primarily responsible for the work, either performing it himself/herself or delegating it to others as may be appropriate.
- 3. SCOPE AND DUTIES. Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with the PowerSchool data breach litigation, including the preparation and filing of the District's individual action, ("Action"). Attorneys shall provide those legal services reasonably required to represent Client and shall take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. Client shall be truthful with Attorneys, cooperate with Attorneys, and keep Attorneys informed of developments.
- 4. LEGAL SERVICES SPECIFICALLY EXCLUDED. Unless otherwise agreed in writing by Client and Attorneys, Attorneys will <u>not</u> provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the Action or (b) proceedings before any federal or state administrative or governmental agency, department, or board. With Client's permission, however, Attorneys may elect to appear at such administrative proceedings to protect Client's rights. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

5. FEES. Client will pay attorneys' fees of:

Thirty percent (30%) of any monetary settlement or recovery that Attorneys obtain for Client. Client is not responsible for paying Attorneys any money other than what has been recovered from Defendants

Fees shall be calculated on the basis of any settlement or recovery prior to the deduction of any expense or cost or common benefit fees; the "Gross Recovery." Contingency fee rates are not set by law but have been negotiated. If no recovery is made, no fees will be charged.

The term "Gross Recovery" shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Services, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory Attorneys' fee paid by Defendants shall be included in calculating the Gross Recovery, however, any such award of Attorneys' fees shall be proportionately applied as a credit against Client's obligation to pay its portion of the contingency fee amount and shall not be retained by the Attorneys as a separate payment in addition to the contingency fee.

(1) "Gross Recovery," if by settlement, also includes (1) the then-present value of any monetary payments to be made to the District; and (2) the fair market value of any non-monetary property and/or services to be transferred and/or rendered for the benefit of the District; and (3) any Attorneys' fees and costs recovered by the District as part of any cause of action that provides a basis for such an award. "Recovery" may come from any source, including, but not limited to, the adverse parties to the District and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.

Gross Recovery, except in the case of a settlement, does not contemplate nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.

- (2) The District shall not be obligated to pay the Attorneys unless Attorneys are successful in collecting a monetary recovery on the District's behalf as a result of the Services.
- (3) If, by judgment, the District is awarded in the form of property or services (In Kind), the value of such property and services shall not be included for purposes of calculating the Gross Recovery.
- (4) If, by judgment, there is *no* money recovery and the District receives In

Kind relief, Attorneys acknowledge that District is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees will come from a common fund or court ordered Attorney's fees.

(5) The District agrees the Defendant shall pay all Attorneys' fees in a settlement that includes nonmonetary value. Client understands that Attorneys have and will invest resources into prosecuting this action on behalf of the Client and agrees to make a good faith effort to include Attorneys' Fees as part of the terms of any settlement or resolution of the Action.

If Client and Attorney disagree as to the fair market value of any non-monetary property or services as described above, Attorney and Client agree that a binding appraisal will be conducted to determine this value.

It is possible that payment to the Client by the adverse parties to the Action or their insurance carrier(s) or any third-party may be deferred, as in the case of an annuity, a structured settlement, or periodic payments. In such event, gross recovery will consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the gross recovery by the fee percentage. The Attorney's fees will be paid out of the initial lump-sum payment if there are sufficient funds to satisfy the Attorney's fee. If there are insufficient funds to pay the Attorney's fees in full from the initial lump sum payment, the balance owed to Attorney will be paid from subsequent payments to Client before there is any distribution to Client.

- A. Reasonable Fee if Contingent Fee is Unenforceable or if Attorney is Discharged Before Any Recovery. In the event that the contingent fee portion of this agreement is determined to be unenforceable for any reason or the Attorneys are prevented from representing Client on a contingent fee basis, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree that the fee will be determined by arbitration proceedings before a mutually agreed upon neutral affiliated with either the Judicial Arbitration and Mediation Services (JAMS) or Judicate West (JW); in any event, Attorney and Client agree that the fee determined by arbitration shall not exceed thirty percent (30%) of the gross recovery as defined in paragraph 5.
- B. No General Fund Payments. Notwithstanding any other provision in this agreement, in no event will the Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall School District general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this contingency fee contract.

6. COSTS AND EXPENSES. In addition to paying legal fees, Client shall reimburse Attorneys for all "costs/expenses", which includes but is not limited to the following: process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, parking, investigation expenses, consultants' fees, expert witness fees, and other similar items, incurred by Attorneys. Other costs and expenses include case management computer services, Document Management Services, administration/accounting fees and costs, and other similar items. ATTORNEYS may find it necessary and/or in the CLIENT(S)' best interests to obtain the services of legal, clerical, and/or other personnel who are not ATTORNEYS regular employees, but outside independent contractors. The costs/expenses incurred that Attorneys advance will be owed in addition to attorneys' fees and Client will reimburse those costs/expenses after Attorneys' fees have been deducted. If there is no recovery, Client will not be required to reimburse Attorneys for costs and fees. In the event a recovery is less than incurred costs/expenses, Client will not be required to reimburse Attorneys for costs/expenses, above and beyond the recovery, and fees.

SHARED EXPENSES: Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client's portion of those expenses from Client's share of any recovery.

FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES:

Various Attorneys, including Frantz Law Group, frequently serve on plaintiffs' steering or executive committees in Multi-District Litigations (MDLs) and/or the California state court coordinated proceedings (JCCP's) and perform work which benefits Attorneys' clients as well as clients of other attorneys involved in the same litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as "common benefit fees," may be awarded to Attorneys by a court or courts directly from the assessments paid by The District and others who have filed claims in this litigation. Court orders generally have no bearing on the contractual relationship between our firm and your district and will not in any way reduce the amount of fees owed under this Agreement. Absent a court order to the contrary, the payment of a common benefit fee will not reduce the Attorney fees to be paid by Client under this agreement.

6. LIEN. In the event any third party attempts to lien any proceeds recovered from a recovery in this matter, Client hereby grants, and agrees, TO THE EXTENT PERMITTED BY APPLICABLE LAW, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in this litigation in the amount of the Attorneys' fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of the Client in any way whatsoever.

7. DISCHARGE AND WITHDRAWAL.

- A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files and attorney work product for the Action. This includes any computerized indices, programs and document retrieval systems created or used for the Action.
- B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, or any other fact or circumstance that would render Attorneys continuing representation unlawful or unethical. Attorneys may also discharge Client if Client at any time is dishonest with Attorneys or fails to provide relevant information to Attorneys.
- 8. ARBITRATION OF DISPUTES: ATTORNEY and CLIENT agree that should any Dispute arise between them, it must be mediated first, before any claims are filed. Specifically any and all disputes, controversies or claims arising out of, or related to this Agreement and/or ATTORNEY'S representation of CLIENT, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to mediation at the offices of Judicial Arbitration & Mediation Services, Inc. ("JAMS") at the JAMS location closest to the Client or at another mutually acceptable location before a retired judge or other mediator affiliated with JAMS, agreed to between the parties and, if the parties cannot agree, before a retired judge selected by JAMS. No petition for arbitration can be filed until after this agreed-upon mediation has occurred, and any petition for arbitration (or litigation) filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client will pay one-half of the actual cost of the mediation, but each party will be responsible for his or her own attorneys' fees and preparation costs. The parties agree that any Dispute, whether submitted to mediation or not, will not be litigated in court. Rather, any Dispute, which is specifically defined above to include claims of malpractice, will be submitted to mandatory binding arbitration before JAMS. By signing this Agreement, CLIENT and ATTORNEY agree to arbitration and waive the right to a court or jury trial and the right to appeal. Any Disputes shall be decided in at the JAMS location closest to the Client or at such other mutually acceptable location, applying California law. CLIENT is not waiving rights to arbitration before the San Diego County Bar Association.
- 9. AUTHORITY OF ATTORNEY. Attorneys may, with prior Client approval, associate co-counsel if the Attorneys believe it advisable or necessary for the proper handling of Client's claim, and expressly authorize the Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of Attorneys' fees which Client pays will not be increased by the work of co-counsel associated to assist

- with the handling of Client's claim, and that such associated co-counsel will be paid by the Attorneys out of the Attorneys' fees Client pays to the Attorneys.
- 10. DISCLAIMER OF GUARANTEE. Nothing in this Contract and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
- MULTIPLE REPRESENTATIONS: The District understands that Attorneys do or 11. may represent many other individuals/entities with actual or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, or potential conflicts of interest exist. By signing this agreement, The District is acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of The District and other multiple claimants and that The District nevertheless wants the Attorneys to represent The District, and that The District consents to Attorneys representation of others in connection with the litigation. Attorneys strongly advise The District, however, that The District remains completely free to seek other legal advice at any time even after The District signs this agreement.
- 12. AGGREGATE SETTLEMENTS: Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties or Defendants attempt to settle or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which will assign various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. The District authorizes us to enter into and engage in group settlement discussions and agreements which may include The District's individual

claims. Although The District authorizes us to engage in such group settlement discussions and agreements, The District will still retain the right to approve, and Attorneys are required to obtain The District's approval of, any settlement of The District's case.

- 13. EFFECTIVE DATE AND TERM. This Agreement will take effect upon execution by District and Attorneys.
- 14. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.

The above is approved and agreed upon by all parties.

[SIGNATURE PAGE FOLLOWS]

Dated:	Print Name:
	Frantz Law Group, APLC
Dated:	
	District Representative

First Reading of Policy Recommendations (25.09.22 Board Meeting Exhibit)

The 100 Series (School District) and 200 Series (Board of Directors) were reviewed by the Policy Committee on September 10th. The policies being submitted for first reading are listed below as "revised".

	100 Series: School District			
Policy#	Title	Reviewed/Revised		
100.1	Legal Status of the School District	Reviewed		
101.1	Vision, Mission, and Beliefs of the School District	Tabled for additional review		
102.1	Long-Range Needs Assessment	Reviewed		
103.1	Anti-Bullying/Harassment Policy	Refer to Exhibit 601.1		
103.1-R	Anti-Bullying/harassment Policy Investigation Regulations	Refer to Exhibit 601.1		
103.1-E1	Anti-Bullying/Harassment Complaint Form	Refer to Exhibit 601.1		
103.1-E2	Anti-Bullying/Harassment Witness Disclosure Form	Refer to Exhibit 601.1		
103.1-E3	Anti-Bullying/Harassment Disposition of Complaint Form	Refer to Exhibit 601.1		
104.1	Equal Educational Opportunity	Reviewed		
104.1-R	Equal Educational Opportunity Grievance Procedures	Reviewed		
104.1-E1	Annual Notice of Nondiscrimination	Reviewed		
104.1-E2	Continuous Notice of Nondiscrimination	Reviewed		
104.1-E3	Discrimination Complaint Form	Reviewed		
104.1-E4	Discrimination Witness Disclosure Form	Reviewed		
104.1-E5	Discrimination Disposition of Complaint Form	Reviewed		
104.2	Section 504 Compliance	Reviewed		
104.2-E	Notice of Section 504 Student/Parental Rights	Reviewed		
104.3	Prohibition of Discrimination & Harassment Based on Sex Per Title IX	Tabled for additional review		
105.1	Abuse of Students by District Employees	Reviewed		
105.1-E	Abuse of Students by District Employees Reporting Form	Reviewed		
106.1	Threats of Violence	Reviewed		
	200 Series: Board of Directors			
Policy#	Title	Reviewed/Revised		
200.1	Responsibilities of the Board of Directors	Revised		
201.2	Legal Status of the School Board	Reviewed		
201.4	School Board Elections	Revised		
201.5	Board Member Qualifications	Reviewed		
201.6	Organization of the School Board	Revised		
201.6-R	Board President and Vice President Elections Regulation	Reviewed		
201.7	Board Member Term of Office	Reviewed		
201.8	School Board Vacancies	Reviewed		
201.9	Board Member Liability	Reviewed		
202.1	School Board Code of Ethics	Tabled for additional review		
202.2	Ideal Boardsmanship	Reviewed		
202.3	School Board President	Reviewed		
202.4	School Board Vice President	Reviewed		

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

Policy Series 200 – Board of Directors Guiding Principles



Policy 200.1 Responsibilities of the Board of Directors

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

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

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

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

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

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

Adopted: 6/70

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

Revised: 8/14; 9/21; 7/22

Legal Reference (Code of Iowa): §§ 274.1; 279; 280.12; 281 IAC 12.3(2)

IASB Reference: 200.03

Policy Series 200 – Board of Directors General Organization



Policy 201.4 School Board Elections

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

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

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

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

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

Adopted: 9/85

Reviewed: 10/11; 4/13; 8/14; 10/19; 10/22

Revised: 11/08; 9/16; 11/18 Related Policy: 204.5

Legal Reference (Code of lowa): §§ .39; .45; .63; .69; 274.7; 277; 278.1; 279.7

IASB Reference: 201

Policy Series 200 – Board of Directors General Organization



Policy 201.6 Organization of the School Board

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

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

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

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

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

Adopted: 6/70

Reviewed: 10/11; 9/16; 10/19; 10/22 Revised: 4/13; 9/13; 8/14; 1/22

Related Policy: 201.6-R; 202.4-6

Legal Reference (Code of lowa): §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7-8, .33; 281 IAC 12.3(2)

IASB Reference: 200.01

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



Policy 202.7 Board of Directors' Conflict of Interest

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

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

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

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

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

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

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

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

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

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

Adopted: 6/70 Reviewed: 10/11; 4/13

Revised: 8/14; 4/16; 9/16; 10/19; 4/20; 10/22 Related Policy: 201.4-5; 202.1; 202.7-E; 205.3

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

IASB Reference: 203

Policy Series 200 – Board of Directors Procedures of Operation



Policy 203.2 Adoption of Board Policy

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

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

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

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

Adopted: 6/70

Reviewed: 10/11; 4/13; 8/14; 10/19; 10/22 Revised: 12/95; 9/16; 2/24

Related Policy: 203.1; 203.3

Legal Reference (Code of Iowa): §§ 279.8; 281 IAC 12.3(2)

IASB Reference: 209.02

Policy Series 200 – Board of Directors Procedures of Operation



Policy 203.3 Review and Revision of Board Policy

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

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

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

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

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

DISSEMINATION OF POLICY

The board policy manual is available on the district's school <u>Board/Policy website</u>. Persons unable to access the policy manual electronically should contact the Communications Department for assistance.

SUSPENSION OF POLICY

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

ADMINISTRATION IN THE ABSENCE OF POLICY

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

REVIEW OF ADMINISTRATIVE REGULATIONS

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

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

Adopted: 6/70

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

Revised: 8/14

Related Policy: 203.1-2

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

IASB Reference: 209.03-07

Policy Series 200 – Board of Directors Procedures of Operation



Policy 203.9 School Board Legal Counsel

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

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

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

Adopted: 6/70

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

Revised: 8/14

Legal Reference (Code of Iowa): § 279.37; 395 N.W.2d 888

IASB Reference: 207



Policy 204.1 School Board Meeting Notice

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

Board meetings are normally scheduled for the second and fourth Mondays of the month when the school calendar allows. Meetings will begin promptly at 5:00 PM. The board will adhere to the established meeting dates and times unless the board requires additional meetings or, due to circumstances beyond the board's control, the meetings cannot be held on the regular meeting dates and the meetings will then be rescheduled in accordance with law and policy. Public notice of the meetings will be given, and board meeting dates and times will be posted on the district website upon board approval.

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

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

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

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

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

Adopted: 9/85

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

Revised: 8/23; 9/24

Related Policy: 204.2-8; 204.16

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

IASB Reference: 210.02; 210.05



Policy 204.2 Special Meetings of the School Board

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

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

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

Adopted: 6/70

Reviewed: 10/11; 8/14; 9/16; 10/19; 10/22

Revised: 4/13

Related Policy: 204.1; 204.3-8

Legal Reference (Code of lowa): §§ 21.3-4; 279.2

IASB Reference: 210.03



Policy 204.4

Annual and Organizational Meetings of the Board

ANNUAL MEETING OF THE BOARD

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

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

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

ORGANIZATIONAL MEETING OF THE BOARD

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

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

ORGANIZATIONAL MEETING PROCEDURES

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

Final Meeting of the Retiring Board

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

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

Organizational Meeting of the New Board

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

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

Other Items of Business at the Organizational Meeting May Include:

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

Adopted: 6/70 Reviewed: 4/13; 8/14; 10/19; 10/22 Revised: 10/11; 9/13; 9/16; 3/17

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

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

IASB Reference: 200.1-R(1); 210.01



Policy 204.7 Board Meeting Agenda

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

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

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

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

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

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

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

1. There is proof of a significant change of facts or addition of vital information not included in the discussion or motion of the first vote;

- The proposed change must meet a clearly demonstrated, mission-related need;
- 3. The proposed change must address the impact on students, other programs, courses, services, staffing, and/or projects; and
- 4. The proposed change survives a cost-benefit analysis as per the timeline of execution and any changes to the motion of the initial vote.

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

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

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

Adopted: 6/70 Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22

> Revised: 1/12; 8/14; 9/21; 1/22 Related Policy: 204.1; 204.4; 204.9

Legal Reference (Code of Iowa): §§ 21; 279.8

IASB Reference: 210.08-09; 214



Policy 204.10-R – School Board Rules of Order Regulation

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

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

Adopted: 9/85

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

Revised: 8/14

Related Policy: 204.10

IASB Reference: 210.07-R(1)



Policy 204.12 School Board Records

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

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

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

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

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

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

Related Policy: 204.3 Legal Reference (Code of Iowa): §§ 21; 22; 279.8, .35-36; 291.6-7; 618.3; 281 IAC 12.3(1)

IASB Reference: 215



Policy 204.13 Quorum of the School Board

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

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

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

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

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

Adopted: 9/85

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

Revised: 11/08

Related Policy: 204.3

Legal Reference (Code of lowa): §§ 21.5(1); 279.4

IASB Reference: 210.06

Policy Series 200 – Board of Directors Miscellaneous



Policy 205.1 Board Member Compensation and Expenses

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

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

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

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

Revised: 10/11; 9/16 Related Policy: 205.1-E

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

IASB Reference: 216.03 Option II

Policy Series 200 – Board of Directors Board Development and Evaluation



Policy 206.1 Board Member Development and Training

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

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

Adopted: 7/05

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

Revised: 10/10

Legal Reference (Code of Iowa): § 279.8, .38

IASB Reference: 216.02



LINN-MAR COMMUNITY SCHOOL DISTRICT AGREEMENT BETWEEN DISTRICT AND CONTRACTOR

WHEREAS the Linn-Mar Community School District (the District) and **Rathje Construction**, **Inc** herein after referred to as CONTRACTOR desire to enter into an AGREEMENT as described herein, it is agreed for mutual consideration as follows:

A. CONTRACTOR agrees to perform all the Work required by the Contract Documents for:

PROJECT NAME: Indian Creek Elementary Concrete ADA Upgrades

PROJECT DESCRIPTION: Removal of existing paving, regrading and installation of ADA compliant paving and associated site restoration work.

- B. The Contract Documents consist of this Agreement, the Conditions of Contract, Drawings, Specifications, all Addenda issued prior to execution of this Agreement, all Modifications issued after execution of this Agreement and those additional documents not previously mentioned but listed in Section J. of this Contract and are fully a part of this Contract as if attached to the Agreement or repeated herein.
- C. The Work to be performed under this Contract shall begin no sooner than September 23, 2025 and, subject to adjustments mutually agreed between CONTRACTOR and DISTRICT, Substantial Completion shall be effected no later than November 28, 2025 with final completion being the same, November 28, 2025.
- D. The parties hereto expressly stipulate and agree that time is of the essence of this contract. If the work is not substantially and/or finally completed within the timelines stipulated above, or within such extensions of time as may be granted in accordance with the General Conditions, it is understood and agreed that the CONTRACTOR shall reimburse the DISTRICT for any extra engineering or architectural services, inspection costs or other reasonable DISTRICT costs and/or expenses necessitated by the continuance of the work beyond the deadlines outlined above. It is hereby agreed that such extra costs charged to the CONTRACTOR in no way to constitute a penalty, but said costs represent additional expense to the DISTRICT caused by the delayed completion of the work by the CONTRACTOR. Such additional expense shall be deducted from the monies due the CONTRACTOR at the time of final payment, recognizing any extensions of time granted by the DISTRICT herein provided.
- E. Subject to additions and/or deductions by Change Order as provided in the Contract Documents, the Contract Sum of \$139,450 shall be paid, to be determined as follows: Base bid at Indian Creek Elementary, \$139,450.



- F. Payment to the CONTRACTOR shall be made by the DISTRICT from cash-on-hand from such sources as may be legally available. Such payment shall be made to the CONTRACTOR based on monthly estimates in amounts equal to ninety five percent (95%) of the contract value of the work completed, including materials and equipment delivered to the job during the preceding calendar month and shall be based upon the Application for Payment and the Partial Lien/573 Waivers prepared by the CONTRACTOR. The Application for Payment 1 copy and the partial Lien/573 Waivers (1 copy) shall be filed with the DISTRICT on the last day of the month. The Manager of Buildings and Grounds and the Construction Supervisor shall evaluate whether or not the Work has progressed to the point indicated; and whether the quality of the Work is in accord with the Contract Documents (subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated on the Certificate for Payment); and that the CONTRACTOR is entitled to payment in the amount authorized. If, in the opinion of the Operation and Maintenance Manager, the Work meets the stipulations contained herein, a Certificate for Payment will be issued and forwarded to the Chief Financial Officer for approval by the Board of Directors in as timely a manner as possible. Such monthly payments shall, in no way, be construed as an act of acceptance for any part of the Work partially or totally completed.
- G. The rate of interest to be paid on payments due and unpaid after forty-five (45) days under the Contract Documents shall be the rate established by rule at Iowa Code § 74A.2.
- Η. Final payment will be ninety five percent (95%) of the total contract amount upon final completion and approval of the Board.
- I. Terms used in the Agreement which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.
- J. The Contract Documents, which constitute the entire agreement between the DISTRICT and CONTRACTOR, are listed in both section B and herein in section J, except for Modifications issued after execution of this Agreement. The Contract Documents are listed as follows: (check all applicable)
 - Agreement between District and Contractor
 - Certificate of Insurance and Insurance Policies
 - Plans
 - $\frac{X}{X}$ $\frac{X}{X}$ X X**Technical Specifications**
 - Sex Offender Acknowledgement and Certificate



K. MISCELLANEOUS.

- 1. <u>Assignment.</u> The CONTRACTOR shall not assign all of this rights or obligations under this Agreement without the express written consent of the DISTRICT. Upon any assignment, even though consented to by the DISTRICT, the CONTRACTOR shall remain liable for the performance of the Work under this Agreement.
- 2. <u>Partial Invalidity</u>. If any provisions of this Agreement are in violation of any statute or rule of law of the State of Iowa, then such provisions shall be deemed null and void to the extent that they may be violative of law, but without invalidating the remaining provisions hereof.
- 3. <u>Waiver</u>. No waiver of any breach of any one of the agreements, terms conditions or covenants of this Agreement by the DISTRICT shall be deemed or imply or constitute a waiver of any other agreement, term, condition or covenant of this Agreement. The failure of the DISTRICT to insist on strict performance of any agreement, term, condition or covenant, herein set forth, shall not constitute or be construed as a waiver of the DISTRICT'S rights thereafter to enforce any other default; neither shall such failure to insist upon strict performance be deemed sufficient grounds to enable the CONTRACTOR to forego or subvert or otherwise disregard any other agreement, term, condition or covenant of this Agreement.
- 4. <u>Entire Agreement</u>. The within Agreement, together with the Contract Documents constitute the entire agreement of the parties hereto. No modification, change, or alteration of the within Agreement shall be of any legal force or effect unless in writing, signed by all the parties.
- 5. <u>Counterparts</u>. This Agreement may be executed in several counterparts and each such counterpart shall be deemed an original.
- 6. <u>Governing Law</u>. Venue for any and all legal actions regarding or arising out of the transaction covered herein shall be solely in the District Court in and for Linn County, State of Iowa. This transaction shall be governed by the laws of the state of Iowa.
- 7. <u>Notices.</u> All notices, requests, demands and other communications given or to be given under this Agreement shall be in writing and shall be deemed to have been duly given when served if served personally, or on the second day after mailing if mailed by first class mail, registered or certified, postage prepaid, and properly addressed to the party to whom notice is to be given as set forth below.

If to Owner: Operation and Maintenance Manager

Linn-Mar Community School District

490 62nd Street Marion, IA 52302



If to CONTRACTOR: to the individual at the address set forth in the signature block below.

Either party may change its address for purposes of notice by giving written notice to the other party in accordance with this paragraph.

8. <u>Bonds</u>. The CONTRACTOR shall furnish both a performance bond and a payment bond in the full amount of the contract and shall pay the premium thereon. The performance bond shall guarantee the full performance of the contract.

This AGREEMENT entered into this 22nd day of September, 2025

DISTRICT: Linn-Mar Community
School District, County of Linn, State of Iowa

Contractor: Rathje Construction

Name

Katie Lowe Lancaster
Board President

Address



INSPIRE LEARNING. UNLOCK POTENTIAL. EMPOWER ACHIEVEMENT.

BOARD OF DIRECTORS MEETING SEPTEMBER 8, 2025

Click here for YouTube recording

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Linn-Mar Board of Directors was called to order at 5:00 PM in the boardroom of the Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Mansoor, Morey, Thomas, and Lowe Lancaster. Absent: Walker. Administration present: Kortemeyer, Galbraith, Ramos, Wear, Christian, Faber, and Nelson. *Walker arrived at 5:01 PM*.

200: ADOPTION OF AGENDA

- Motion 33.09.08

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

300: AUDIENCE COMMUNICATIONS

(SPG #1-Community Engagement)

No audience communications were received.

400: INFORMATIONAL REPORTS

<u>401: Staffing Report</u> – Exhibit 401.1 (SPG #4-People & Culture / BG #3.a-District Culture) Karla Christian, Chief Human Resources Officer, reported on staffing for the 2025-26 school year including a review of the 2024-25 staffing statistics, current staffing demographics, new hire statistics, and areas of focus moving forward.

402: Marion City Council Report (SPG #1-Community Engagement / BG #3.d-District Culture) Director Morey reported that during the August 21st Marion City Council meeting annexation of land for the City's new aquatic center was approved, a public hearing was set for rezoning of land near the District's O&M building, land near Lucore Road and County Home road was rezoned residential, and the moratorium on the construction of gas stations along Tower Terrace was lifted. Director Mansoor reported that during the September 4th meeting the new Marion Policy Chief was sworn in and September was declared library sign up month and labor union appreciation month.

403: Facilities Advisory Committee Report

Director Foss reported that during the August 26th Facilities Advisory Committee meeting discussion included issuing RFPs for a demographic study of the makeup of the district and community regarding future growth potential and for an architect or contractor to review facility needs for the district's current buildings.

(SPG #1-Community Engagement & #5-Resource Management / BG #3.c-District Culture)

404: Superintendent's Report – Exhibit 404.1

(SPG #1-Community Engagement)

Superintendent Kortemeyer shared several district honors and highlights, thanked the LMHS administrators for their success in handling the recent gas leak and evacuation of students, reviewed current facility projects, shared reminders of several upcoming events, and reported on her current meeting/event attendance.

500: UNFINISHED BUSINESS

501: Second Reading of Policy Recommendations – Exhibit 501.1

MOTION by Mansoor to approve the second reading of the policy recommendations as presented in Exhibit 501.1. Second by Thomas. Director Morey requested that the stricken language in the first paragraph of policy 603.11 be retained. President Lowe Lancaster said the Policy Committee would review this request during their September 10th meeting. Voice vote, all ayes. Motion carried.

— **Motion 34.09.08**

502: Second Reading of Policy Recommendations – Exhibit 502.1

MOTION by Thomas to approve the second reading of the policies 104.1, 104.1-R, 104.2-E, 302.1, 303.1, and 400.1, as presented in Exhibit 502.1. Second by Buchholz. Voice vote, all ayes. Motion carried.

— **Motion 35.09.08**

600: NEW BUSINESS

601: Fundraising Requests – Exhibit 601.1

- Motion 36.09.08

MOTION by Morey to approve the fundraising requests as presented in Exhibit 601.1. Second by Mansoor. Voice vote, all ayes. Motion carried.

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

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

- Motion 37.09.08

	Student Name	Grade	Resident District
Burhite, Brookelynn		9 th	Marion Independent
Approved	Miller, Olivia	8 th	Center Point-Urbana
IN	Peters, Dhaimand	9 th	Cedar Rapids CSD
	Vasser, Joshua	7 th	Cedar Rapids CSD
	Vasser, Kai	5 th	Cedar Rapids CSD

Denied	Student Name	Grade	Resident District	Reason
IN	Peters, Javhari	11 th	Cedar Rapids CSD	Insufficient Space

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

MOTION by Morey to approve the consent agenda as presented. Second by Buchholz. Voice vote, all ayes. Motion carried. - Motion 38.09.08

701: Personnel

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Barlow, Wakeisia	BP: Student Support Associate	8/22/25	LMSEAA A, Step 1
Benson, Kayla	EH: SSA-From 3.5 to 7 hours/day	8/19/25	Same
Blevins, Nicole	EH: Student Support Associate	8/20/25	LMSEAA A, Step 1
Blum, David	BP: From SSA to Paraprofessional	8/19/25	LMSEAA B, Step 7
Felker, Jennifer	TR: Bus Rider	8/25/25	Step 1
Ferguson, Lori	NS: EH General Help	8/25/25	PTNS, Step 1
Graubard, Madison	BW: Student Support Associate	8/19/25	LMSEAA A, Step 1
Hemmes, Jenny	LMHS: Student Support Associate	8/25/25	LMSEAA A, Step 1
Hiner, Emily	BW: Student Support Associate	9/2/25	LMSEAA A, Step 1
Hopkins, Johnathon	TR: Regular Sub Bus Driver	9/2/25	TR, Step 1
Huffman, Emma	EX: Student Support Associate	8/25/25	LMSEAA A, Step 1
Kacena, Makayla	BP: Student Support Associate	8/27/25	LMSEAA A, Step 1
Kirby, Autumn	OR: Student Support Associate	8/25/25	LMSEAA A, Step 1
Kramer, Alison	BP: Student Support Associate	9/2/25	LMSEAA A, Step 1
Lentner, Molly	NE: Student Support Associate	8/29/25	LMSEAA A, Step 1
Lovejoy, Laura	LMHS: Student Support Associate	9/22/25	LMSEAA A, Step 1
Mackey, Emma	LG: Student Support Associate	9/15/25	LMSEAA A, Step 1
McCloy, Jenny	EH: SSA-From 4.5 to 5 hours/day	8/19/25	Same
McCurren, Kloey	NE: Student Support Associate	9/2/25	LMSEAA A, Step 1
Meis, Olivia	WF: SSA-From 7 to 2.25 hours/day	8/18/25	Same
Mims, Tammy	NS: HP Cashier/General Help	8/19/25	PTNS, Step 1
Murphy, Tamara	BP: SSA-From 4.2 to 5.6 hours/day	8/18/25	Same
Mutnuru, Suvarna	BW: Student Support Associate	9/3/25	LMSEAA A, Step 1
Noye, Rhiana	TR: Bus Rider	8/28/25	Step 1
Pearson, Shannon	BW: Student Support Associate	8/29/25	LMSEAA A, Step 1
Rapier, Valery	OR: Student Support Associate	8/25/25	LMSEAA A, Step 1
Taggart, Paula	TR: Bus Rider	8/25/25	Step 1
Wade, Natalie	LG: Student Support Associate	9/15/25	LMSEAA A, Step 1
Weldon, Mary Ann	NS: LMHS General Help	8/19/25	LMSA A, Step 1
West, Sheppard	AC: Academic Aquatic Instructor	9/2/25	\$16.00/hour
White, Timothy	BP: SSA-From 5 to 7 hours/day	8/25/25	Same
Wilson, Heather	WE: Student Support Associate	8/25/25	LMSEAA A, Step 1
Winkler, Chelsie	WF: Student Support Associate	8/22/25	LMSEAA A, Step 1

Classified Staff: Resignations

classifica starri Resignations				
Name	Assignment	Dept Action	Reason	
Chapman, Kimberly	EH: Student Support Associate	8/15/25	Personal	
Delaney, Roisin	BW: Student Support Associate	9/12/25	Personal	
Everson, Donald	TR: Bus Driver	8/11/25	Terminated	
Ferguson, Lori	NS: EH General Help	8/27/25	Personal	
Gajjala, Sujatha	NS: LMHS General Help	8/18/25	Personal	
Kinley, Brianna	EX: Student Support Associate	8/13/25	Other Employment	
Kirsteatter, Wade	TR: Regular Sub Bus Driver	8/18/25	Personal	
McLaughlin, Gail	NS: BW Satellite Manager/General Help	9/26/25	Other Employment	

Name	Assignment	Dept Action	Reason
Nuehring, Michelle	District: Autism Consultant	9/5/25	Personal
Ramalingam, Kruthika	LG: Student Support Associate	8/28/25	Relocation
Schmidt, Neil	LMHS: Student Support Associate	8/28/25	Personal
Taggart, Paula	TR: Bus Rider	8/28/25	Personal
Wagner, Danielle	NE: Student Support Associate	8/12/25	Other Employment
Wetrich, Joseph	O&M: Certified Maintenance	9/5/25	Other Employment
Wright, Alicia	NE: Student Support Associate	8/12/25	Personal

Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Becker, Kyle	LMHS: Boys Tennis Camp Coach	8/15/25	\$2,000
Cosgrove, David	LMHS: Boys Tennis Camp Coach	8/15/25	\$300
Das, Mini	OR: Lego League Sponsor	9/2/25	\$800
Eivins, Jared	LMHS: Co-Head 10 th Gr Football Coach	8/11/25	\$2,936
Frangella, Nate	LMHS: From Asst 10 th to Head 9 th Gr Baseball Coach	9/2/25	\$4,698
Jeffery, Morgan	EX: Math Counts Club Sponsor	8/20/25	\$1,000
Lippert, Jordan	LMHS: Boys Tennis Camp Coach	8/15/25	\$300
Martens, Nick	LMHS: Co-Head 10 th Gr Football Coach	8/11/25	\$2,936
Read, Henry	LMHS: From Head 9 th to Asst 10 th Gr Baseball Coach	9/2/25	\$3,523
Strelow, Raelynn	LMHS: Asst Varsity Girls Wrestling Coach	8/21/25	\$4,698
Tschantz, Steve	nantz, Steve LMHS: Head Girls Bowling Coach		\$4,698
Wundram, Chris	LMHS: Boys Tennis Camp Coach	8/15/25	\$2,500

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason
Battern, Josh	EX: Asst 8 th Gr Boys Basketball Coach	8/8/25	Personal
Handke, Josh	LMHS: Asst Varsity Girls Track Coach	9/2/25	Personal

702: Approval of August 18th Board Minutes – Exhibit 702.1

703: Approval of Bills/Warrants - Exhibit 703.1

704: Approval of Contracts/Agreements – Exhibits 704.1-16

- 1. Brenda Cerwick independent contractor agreement-work with HP Orchestra
- 2. Amanda Denny independent contractor agreement-work with OR Orchestra
- 3. Valerie Earnest independent contractor agreement-work with NE Music Dept
- 4. Valerie Earnest independent contractor agreement-work with WE Choir
- 5. Sophie Good independent contractor agreement-work with LMHS Show Choir
- 6. Jennifer Petsche independent contractor agreement-work with LMHS Show Choir
- 7. Lexi Robson independent contractor agreement-work with LMHS Show Choir
- 8. Hand in Hand Early Care & Education Center-preschool program renewal
- 9. Varsity Group Marketing & Signs-electronic scoreboard advertising renewal
- 10. Geo-Comm agreement-computer design of school safety maps for AEC and ELC
- 11. Alliant Energy Powerhouse-LMHS graduation ceremony three-year renewal
- 12. McComas-Lacina Construction CO#11-performance venue project
- 13. Stacy Feldman non-commercial licensing agreement-LM Prowl 7th Gr BB Team
- 14. Brian Klaren non-commercial licensing agreement-LM Lions 1st/2nd Gr BB Team
- 15. Beau Laughridge non-commercial licensing agreement-LM Heat BB Team
- 16. Rachel McCrate non-commercial licensing agreement-LM EH 2nd Gr BB Team

705: Overnight Trip Requests – Exhibits 705.1-2

- 1. Varsity Girls Swim Team to compete in Varsity Invite in Ames-Oct 3-4, 2025
- 2. FFA to attend the Nat'l Convention & Expo in Indianapolis Oct 29-Nov 1, 2025

706: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and Board Policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. Items for sale: One Yamaha Clavinova CLP-340 piano and bench (55-7/16"W x 36-1/8" H x 20-1/4" D) and an electronic scoreboard (All American model# MP-4209).

800: BOARD CALENDAR & COMMUNICATIONS

President Lowe Lancaster reviewed the board calendar, requested volunteers to attend the October Marion City Council meetings, and shared a reminder of the upcoming board elections.

801: Board Calendar & Communications

Date	Time	Event	Location
September 10	8:00 AM	Policy Committee	Boardroom
September 11	8:30 AM	Board Visit	Oak Ridge
September 17	5:15 PM	Homecoming Parade	LM High School
September 18	8:30 AM	Finance/Audit Committee Meeting	Boardroom
September 18		High School Conferences	
September 18		LM School Foundation Dine Out for Schools Day	
September 18	5:30 PM	Marion City Council Meeting (Mansoor)	City Hall
September 22	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
September 25	11:30 AM	Board Visit	Boulder Peak
September 29		No School (Professional Day)	
Date	Time	Event	Location
October 9	4:00 PM	School Improvement Advisory Committee (SIAC)	Boardroom
October 9	5:30 PM	Marion City Council Meeting (Mansoor)	City Hall
October 10		America Reads Day	
October 21		2-Hour Early Dismissal (Elem/Int/MS Conferences)	District-Wide
October 22	4:00 PM	88 th Marion Chamber Annual Meeting	Epic Event Center
October 23	8:30 AM	Finance/Audit Committee Meeting	Boardroom
October 23		2-Hour Early Dismissal (Elem/Int/MS Conferences)	District-Wide
October 23	-1	End of First Quarter	
October 23	5:30 PM	Marion City Council Meeting (Buchholz)	City Hall
October 24		No School (Professional Day/Workday)	
October 27	5:00 PM	LMCSD Board of Directors Meeting Boardroom	
October 29	4:00 PM	LMHS School Counselors Advisory LMHS College/Career Cnt	
October 30	8:30 AM	Board Visit	LM High School

802: 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	

900: ADJOURNMENT

- Motion 39.09.08

MOTION by Buchholz to adjourn the meeting at 5:39 PM. Second by Mansoor. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President
Jonathan Galbraith, Board Secretary/Treasurer



BOARD OF DIRECTORS CLOSED SESSION SEPTEMBER 8, 2025

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Linn-Mar Board of Directors was called to order at 5:52 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 and Galbraith. *Galbraith left at 5:53 PM*.

200: ADOPTION OF AGENDA

— Motion 40.09.08

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

300: CLOSED SESSION

301: Move into Closed Session

- Motion 41.09.08

MOTION by Mansoor to move into closed session at 5:53 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 Buchholz. Roll call vote, all ayes. Motion carried.

400: ADJOURNMENT	<u>- Motion 42.09.08</u>
MOTION by Walker to adjourn the me	eeting at 6:32 PM. Second by Mansoor. Voice
vote, all ayes. Motion carried.	
	Katie Lowe Lancaster, Board President
	Jonathan Galbraith, Board Secretary/Treasurer

^{**}The board returned to open session at 6:32PM.

Linn-Mar Community School District

IA- Warrants Paid Listing		<u>Criteria</u>
- Fiscal Year: 2025-2026	Date Range:	09/04/2025 - 09/17/2025
	Description	Chaple Total
Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$805.35
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$14.41
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$61.66
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$14.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$61.66
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$43.00
IOWA SWIMMING INC	DUES AND FEES	\$50.00
MARION PARKS & RECREATION	DUES AND FEES	\$80.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$50.00
und: GENERAL	Fund Tota	l: \$1,180.49
95 PERCENT GROUP INC	INSTRUCTIONAL SUPPLIES	\$12,948.90
A-1 PRECISION SHARPENING	REPAIR/MAINT SERVICE	\$25.30
ACOUSTICS BY WASHBURN, LLC	REPAIR/MAINT SERVICE	\$1,905.00
ADVANTAGE CHIROPRACTIC	PHYSICALS	\$560.00
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$766.50
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$264.59
ALLIANT ENERGY	ELECTRICITY	\$7,887.42
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$11.78
AREA AMBULANCE SERVICE	OTHER PROFESSIONAL SERVICES	\$900.00
ARMSTRONG SYSTEMS & CONSULTING INC	DUES AND FEES	\$545.00
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$808.85
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$71.97
ASCENDANCE TRUCKS EASTERN IOWA LLC	TRANSP. PARTS	\$3,592.07
ASIFLEX	OTHER PROFESSIONAL SERVICES	\$692.25
AT & T MOBILTY	TELEPHONE	
	INSTRUCTIONAL SUPPLIES	\$1,153.25 \$362.76
BIO-RAD LABORATORIES, INC BIRD CHRISTOPHER	PROF SERV: EDUCATION	·
		\$345.10
BOWKER MECHANICAL CONTRACTORS	REPAIR/MAINT SERVICE	\$404.29
BUCHHOLZ CHAD	STAFF TRAVEL	\$130.00
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$144.94
BUDGET CHALLENGE	INSTRUCTIONAL SUPPLIES	\$540.00
BURGESS GAYLA	STAFF TRAVEL	\$31.00
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$380.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$200.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$2,797.99
CARROLL CONSTRUCTION SUPPLY	GROUNDS UPKEEP	\$999.10
CEDAR RAPIDS TIRE	REPAIR PARTS	\$793.62
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$2,514.76
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$4,893.93
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$5,674.38
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$182.80
CITY OF MARION	OTHER PROFESSIONAL SERVICES	\$500.00
CITY OF MARION.	OTHER PROFESSIONAL SERVICES	\$2,264.40

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 09/17/2025
 8:33:41 AM
 Report:
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 2025.1.20
 Page:
 1

Date Range:

09/04/2025 - 09/17/2025

IA- Warrants Paid Listing <u>Criteria</u>

Fiscal Year: 2025-2026			
Vendor Name	Description	Check Total	
CITY OF ROBINS	WATER/SEWER	\$311.00	
COLLECTION	EE LIAB-GARNISHMENTS	\$15.00	
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$9,127.00	
CRISIS PREVENTION INSTITUTE INC	GENERAL SUPPLIES	\$6,458.00	
CULLIGAN	GENERAL SUPPLIES	\$337.06	
CUMMINS SALES AND SERVICE	OTHER PROFESSIONAL SERVICES	\$1,349.64	
D & K PRODUCTS	GROUNDS UPKEEP	\$1,300.00	
D.I.A.L./ELEVATOR SAFTEY BUREAU	OTHER PROFESSIONAL SERVICES	\$2,020.00	
DEMOULIN BROTHERS & COMPNAY	INSTRUCTIONAL SUPPLIES	\$125.25	
DERON M JIMMERSON	PROF SERV: EDUCATION	\$358.00	
DPT SERVICES, L.L.C	TECH REPAIRS/MAINTENANCE	\$2,828.00	
EMSLRC	INSTRUCTIONAL SUPPLIES	\$85.00	
FABER ANNE	STAFF TRAVEL	\$27.75	
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$167,263.52	
FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	\$637.60	
GALBRAITH JON	STAFF TRAVEL	\$109.00	
GASWAY CO, J P	GENERAL SUPPLIES	\$683.58	
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$1.00	
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$869.57	
GOODHEART WILCOX PUBLISHER	INSTRUCTIONAL SUPPLIES	\$41,407.24	
GOODHEART WILCOX PUBLISHER	PRE-PAID	\$88,963.59	
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	• •	
GOODWILL OF THE HEARTLAND	Professional Educational Services	\$2,225.34	
		\$49.68	
GOSNELL JIM	PROF SERV: EDUCATION	\$400.60	
GRAINGER	GENERAL SUPPLIES	\$371.42	
GRANT WOOD AEA	ADVERTISING	\$360.36	
GRANT WOOD AEA	GENERAL SUPPLIES	\$100.00	
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$533.82	
GRANT WOOD AEA	PROF SERV: EDUCATION	\$115.00	
GREAT MINDS PBC	INSTRUCTIONAL SUPPLIES	\$41,331.12	
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$3,608.07	
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$30,127.68	
HAYES BETH	STAFF TRAVEL	\$16.45	
HOLIDAY INN AIRPORT	STAFF TRAVEL	\$705.60	
HOWIES ATHLETIC TAPE	GENERAL SUPPLIES	\$72.75	
IMAGINE LEARNING LLC	INSTRUCTIONAL SUPPLIES	\$160,792.00	
IMAGINE LEARNING LLC	PRE-PAID	\$146,984.00	
IMON COMMUNICATIONS LLC	TELEPHONE	\$2,375.00	
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$3,187.66	
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$13,630.11	
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$3,187.66	
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$13,630.11	
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$12,016.04	
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$536.70	
IOWA CITY COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$1,047.88	

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Date Range:

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IA- Warrants Paid Listing <u>Criteria</u>

Year: 2025-2026	Dute Hange.	09/04/2023 - 09/11/2
Vendor Name	Description	Check Total
IOWA COMMUNICATIONS NETWORK	INTERNET	\$11.08
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$199.75
IOWA FIRE PROTECTION	OTHER PROFESSIONAL SERVICES	\$4,936.00
IXL LEARNING INC	INSTRUCTIONAL SUPPLIES	\$132.50
JOHNSTON COMMUNITY SCHOOL DIST	TUITION IN STATE	\$16,943.85
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$1,736.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$425.00
KORTEMEYER AMY	STAFF TRAVEL	\$140.00
KUCERA MEGAN	STAFF TRAVEL	\$33.00
LANG CHAD	STAFF TRAVEL	\$124.50
LAWSON PRODUCTS, INC	TRANSP. PARTS	\$140.68
LINDER TIRE SERVICE INC	REPAIR/MAINT SERVICE	\$20.00
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$6,112.94
LINN CO-OP OIL	DIESEL	\$10,646.66
LINN CO-OP OIL	GASOLINE	\$6,213.94
LINN COUNTY REC	ELECTRICITY	\$33,825.08
MACKEY, THOMAS	Professional Educational Services	\$105.00
MAIERS JASON	PROF SERV: EDUCATION	\$2,040.00
MANLEY LORI	STAFF TRAVEL	\$126.00
MARION CHAMBER OF COMMERCE	DUES AND FEES	\$1,184.00
MAVERICK POWERSPORTS,LLC	MAINTENANCE SUPPLIES	\$692.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$251.63
MEDCO SUPPLY	GENERAL SUPPLIES	\$37.97
MENARDS -13127	GENERAL SUPPLIES	\$447.37
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$72.32
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$181.37
MERTZ JUSTIN	PROF SERV: EDUCATION	\$402.10
MERZ CHRISTOPHER	PROF SERV: EDUCATION	\$394.70
MID AMERICAN ENERGY	NATURAL GAS	\$102.81
MIDWEST WHEEL	TRANSP. PARTS	\$57.80
MILLER JAMES E	PROF SERV: EDUCATION	\$150.00
MPS	INSTRUCTIONAL SUPPLIES	\$3,389.56
NAPA AUTO PARTS (GPC)	TRANSP. PARTS	\$13.83
NAVIGATE360,LLC	Foundation EEEG - Instructional Supplies	\$3,040.00
NAVIGATE360,LLC	OTHER PROFESSIONAL	\$749.00
NEIBA	DUES AND FEES	\$120.00
NESS CHRISTY	STAFF TRAVEL	\$26.00
OPEN TEXT INC	OTHER TECH SER	\$244.30
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$275.00
PEPPER J.W. & SON, INC	GENERAL SUPPLIES	\$75.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$399.20
PIRNAT MICHAELA	STAFF TRAVEL	\$177.90
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$1,410.87
POINTCORE GRAPHIC SOLUTIONS	GENERAL SUPPLIES	\$61.60
POOL TECH, A WGHK INC, COMPANY	MAINTENANCE SUPPLIES	\$1,370.00

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A- Warrants Paid Listing	Data Ba		<u>iteria</u> /04/2025 - 09/17/202
iscal Year: 2025-2026	Date Ra	inge: 09	/04/2025 - 09/17/202
Vendor Name	Description		Check Total
PRAIRIE MUSIC ASSOCIATION	DUES AND FEES		\$325.00
RAUSCH ERICA	STAFF TRAVEL		\$122.00
RELAYHUB LLC	DATA PROCESSING AND		\$19.78
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES		\$365.56
ROOTS IN BLOOM	GENERAL SUPPLIES		\$112.00
SADLER POWER TRAIN	TRANSP. PARTS		\$1,394.02
SCHOLASTIC INC.	INSTRUCTIONAL SUPPLIES		\$164.84
SCHOOL BUS SALES	TRANSP. PARTS		\$5,623.72
SCHOOL SPECIALTY LLC	INSTRUCTIONAL SUPPLIES		\$3,797.38
SETPOINT MECHANICAL SERVICES	REPAIR/MAINT SERVICE		\$2,600.00
SHANLEY STEVE	PROF SERV: EDUCATION		\$393.00
SONOVA USA INC.	INSTRUCTIONAL SUPPLIES		\$1,936.66
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES		\$1,687.50
STAR APPLIANCE	RENTALS EQUIPMENT		\$882.70
STATE HYGIENIC LABORATORY	DUES AND FEES		\$15.50
SWANK MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES		\$564.00
THE FILTER SHOP, INC	MAINTENANCE SUPPLIES		\$3,339.44
THE FILTER SHOP, INC	OTHER PROFESSIONAL SERVICES		\$1,001.25
THE SHREDDER	OTHER PROFESSIONAL SERVICES		\$697.00
TRANSACT COMM LLC DBA APP-GARDEN	OTHER TECH SER		\$1,934.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING		\$5,044.55
	DUES AND FEES		\$5,044.55 \$175.00
VALLEY BAND BOOSTERS, INC			•
VAN METER CO	ELECTRICAL SUPPLY		\$409.08
VERIZON WIRELESS	TELEPHONE		\$1,411.98
WALSH DOOR & HARDWARE	MAINTENANCE SUPPLIES		\$180.00
WALSH DOOR & HARDWARE	OTHER PROFESSIONAL SERVICES		\$128,452.00
WEAR NATHAN	STAFF TRAVEL		\$122.00
WELTER STORAGE EQUIPMENT CO INC	INSTRUCTIONAL SUPPLIES		\$1,025.00
WENDLING QUARRIES	GROUNDS UPKEEP		\$2,637.22
WEST LIBERTY COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL		\$536.52
WEST MUSIC CO	EQUIPMENT REPAIR		\$588.50
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES		\$1,913.43
WORTHINGTON DIRECT	GENERAL SUPPLIES		\$2,071.30
ZANER BLOSER	INSTRUCTIONAL SUPPLIES		\$45,554.30
	Fu	und Total:	\$1,133,308.34
Fund: LOCAL OPT SALES TAX	ADOLUTEOT		402.22 = -
OPN ARCHITECTS, INC.	ARCHITECT		\$22,321.50
TERRACON CONSULTANTS INC	OTHER PROFESSIONAL SERVICES		\$2,679.50
WENGER	FURNITURE & FIXTURES		\$31,714.43
und: NUTRITION SERVICES	Fi	und Total:	\$56,715.43
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD		\$7,403.79
CITY LAUNDERING COMPANY	LAUNDRY SERVICE		\$3,548.48
EMS DETERGENT SERVICES	GENERAL SUPPLIES		\$4,831.37
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY		\$6,292.89

IA- Warrants Paid Listing	Date Range:	<u>Criteria</u> 09/04/2025 - 09/17/202
Fiscal Year: 2025-2026	Date Range.	03/04/2023 03/11/202
Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$121.38
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$519.00
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$121.38
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$519.00
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$746.85
MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$22,460.98
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	GENERAL SUPPLIES	\$10,869.90
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	PURCHASE FOOD	\$58,469.86
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$64.26
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$233.37
	Fund Tota	al: \$116,202.51
Fund: PHY PLANT & EQ LEVY	COMPLITED (CODIED DENIE	* 40.440.55
ACCESS SYSTEMS	COMPUTER/COPIER RENT	\$12,113.55
CAPITAL SANITARY	CONSTRUCTION SERV	\$22,900.00
CAPITAL SANITARY	EQUIPMENT >\$5,000	\$5,000.00
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,675.00
H2I GROUP	CONSTRUCTION SERV	\$10,973.00
HALL & HALL ENGINEERS INC	ARCHITECT	\$4,938.70
MCCOMAS LACINA CONSTRUCTION LC	CONSTRUCTION SERV	\$19,244.00
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$4,068.00
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$23,255.00
	Fund Tota	al: \$106,167.25
Fund: PUB ED & REC LEVY		
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$16,000.00
HALL & HALL ENGINEERS INC	ARCHITECT	\$2,815.47
F OTUDENT A OTIVITY	Fund Tota	al: \$18,815.47
Fund: STUDENT ACTIVITY	OENEDAL OLIDBUIED	0044.40
AIRGAS NORTH CENTRAL	GENERAL SUPPLIES	\$341.19
AMY WHITE PHOTOGRAPHY	GENERAL SUPPLIES	\$2,450.00
ANDREW KAUDER	OFFICIAL/JUDGE	\$910.00
BRANDED APPAREL	GENERAL SUPPLIES	\$632.00
BRINKMEYER GRAHAM	OFFICIAL/JUDGE	\$30.00
BSN SPORTS	GENERAL SUPPLIES	\$2,200.00
BUDGET CAR RENTAL	STAFF TRAVEL	\$1,311.84
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$120.00
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$188.00
CLEVELAND STACY	OFFICIAL/JUDGE	\$30.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$185.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$795.25
DANCE TEAM UNION, LLC	DUES AND FEES	\$1,672.00
ELITE SPORTS	GENERAL SUPPLIES	\$1,518.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$902.47
FUSIONSITE MIDWEST LLC	DUES AND FEES	\$95.00

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IA- Warrants Paid Listing Criteria

Fiscal Year: 2025-2026

Date Range: 09/04/2025 - 09/17/2025

ELITE SPORTS	GENERAL SUPPLIES	\$1,045.00
ARTISANS INC	GENERAL SUPPLIES	\$1,704.87
: STUDENT STORE	Fund Total:	\$32,827.39
WINDSTAR LINES	STAFF TRAVEL	\$5,498.00
WATERLOO WEST HIGH SCHOOL	DUES AND FEES	\$25.00
UNIVERSAL DANCE ASSOCIATION	DUES AND FEES	\$1,220.00
UNITED ALL STARS INC	PROF SERV: EDUCATION	\$1,450.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$13.78
SUSAN FREESE	OFFICIAL/JUDGE	\$60.00
SAVILLE SCOTT	OFFICIAL/JUDGE	\$60.00
REGINA HIGH SCHOOL	DUES AND FEES	\$50.00
READ PHOTOGRAPHY	GENERAL SUPPLIES	\$665.00
RASTETTER KELSEY	STAFF TRAVEL	\$465.00
RAPSODO INC	DUES AND FEES	\$1,000.00
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$325.00
PANTINI ANDY	OFFICIAL/JUDGE	\$155.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$458.00
MH ADVERTISING SPECIALTIES	GENERAL SUPPLIES	\$60.00
IOWA HIGH SCHOOL GOLF COACHES ASSOC.	DUES AND FEES	\$45.00
IOWA FBLA-9388	DUES AND FEES	\$4,245.00
IOWA CITY AREA SPORTS COMMISSION	DUES AND FEES	\$1,050.00
IOWA CENTRAL COMMUNITY COLLEGE	STAFF TRAVEL	\$600.00
IOWA CENTRAL COMMUNITY COLLEGE	GENERAL SUPPLIES	\$182.25
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$34.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$64.88
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$15.17
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$64.88
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$15.17
HUK RUBBER STAMP CO.	GENERAL SUPPLIES	\$65.00
HEUBNER SERINITY	OFFICIAL/JUDGE	\$30.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$30.00
GRIT CAPITAL LLC	GENERAL SUPPLIES	\$1,000.00
GOODWIN MIA	PROF SERV: EDUCATION	\$500.00

Grand Total: \$1,469,603.41

End of Report

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Exhibit 804.1

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school	corporation, intends to contract with , Independent Contractor ("IC"), for the
performance of certain services, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISE	S AND REPRESENTATIONS SET

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

1.	1. SERVICES TO BE PERFORMED: accompany grade leve	1 programs (3)
2.	2. GROUP/DEPARTMENT WORKING WITH: <u>Indian Creek</u>	nusic
3.	3. AMOUNT OF PAYMENT: \$\frac{3}{150}\$	

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on $\frac{31}{207}$, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 3556 Winslow Rd, Marion, IA 52302.

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

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
- 9. **TERM:** This agreement shall begin on <u>November 11</u>, 20 <u>25</u> and shall continue in effect until <u>March 31</u>, 20 <u>26</u>, unless earlier terminated by either party in accordance with Section 11.
- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

(com a contract)	
This agreement is signed and dated this $\frac{21}{5}$ day of	Angust , 20 26.
Independent Contractor Signature:	Linn-Mar CSD Representative Signature:
Title: Allompanis V	Title: School Board President

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

Internal Use Only	Account Code: India	an Creek Elem
Business Office: 9 5 35 Date	Initial	Board Meeting: 9/32/25 Date

Independent Contractor Agreement

Community School District

Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Laura Olsm., Independent Contractor ("IC"), for the
performance of certain services,
THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:
1. SERVICES TO BE PERFORMED: accompany grade level programs (2)
2. GROUP/DEPARTMENT WORKING WITH: Indian Creek music
3. AMOUNT OF PAYMENT: \$100
Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on

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

limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.

8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

9.	TERM: This agreement shall begin on _	lebruary 1	7, 20	76 a	nd shall continue
	in effect until april 14	, 20_ 26 ,	, unless earlier te	erminated b	y either party in
	accordance with Section 11.				

- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 26% day of	August , 20 25.
Independent Contractor Signature:	Linn-Mar CSD Representative Signature:
Title: Piano Accompanist	Title: School Board President

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

Internal Use Only	Account Code: _	Indian Creck Elem
Business Office: 9/5/26 Date	(A) Initial	Board Meeting: 9/02/25 Date

Independent Contractor Agreement

LINN-MAR
Community
School District

Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Terri Radia, , Independent Contractor ("IC"), for the
performance of certain services,
THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:
1. SERVICES TO BE PERFORMED: <u>accompany</u> Encore!
2. GROUP/DEPARTMENT WORKING WITH: Indian Creek Music
3. AMOUNT OF PAYMENT:
Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on

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

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

TERM: This agreement shall begin on	December	2	, 20_ 25	and shall continue
in effect until May 5	, 20 26	, unless	earlier terminated	by either party in
accordance with Section 11.				

- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

promised or agreements (orall or carter most) entail a	or arry rored or erreder
This agreement is signed and dated this $2^{1/2}$ day of	Sept., 20 25.
Independent Contractor Signature:	Linn-Mar CSD Representative Signature:
Title:	Title: School Board President

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

Internal Use Only	Account Code:	ndian Creek Elem
Business Office:	15/25 Date <u>CH</u> Initial	Board Meeting: 9/22/25 Date



CONTRACT FOR TRANSFER OF STATE FUNDING

This Contract for the Transfer of State AEA Special Education Funding ("Contract") is entered into as of the Effective Date by and between the Linn-Mar Community School District ("School District") and Grant Wood Area Education Agency ("AEA"), collectively referred to as "Parties."

- 1. Purpose The purpose of this Contract is to establish an automatic process for the transfer of ninety percent (90%) of the state funds allocated to the School District for AEA special education support services under Iowa Code Section 257.10(7) to the AEA in compliance with House File 2612.
- 2. Effective Date and Term This Contract shall become effective on July 1, 2025, and shall remain in effect until June 30, 2028, or otherwise until modified or terminated by mutual agreement of the Parties or as required by law.

3. Payment Terms

- a. The School District agrees to transfer ninety percent (90%) of the state funds received for AEA special education support services to the AEA.
- b. The transfer of funds shall occur automatically in ten (10) monthly payments each school calendar year, consistent with the state aid payment schedule of the Department of Management.
- c. Payments shall be made no later than five (5) business days following the receipt of state aid funds by the School District.

4. Method of Payment

- a. The School District shall set up an ACH payment arrangement to ensure timely transfers.
- b. The AEA shall provide the necessary banking information to facilitate the ACH payments.

5. Compliance with Federal and State Requirements

- a. This Contract does not define the specific special education and support services to be provided by the AEA, as such services are governed by federal and state statutory obligations to provide School District students with Free and Appropriate Public Education (FAPE).
- b. The School District and AEA shall comply with all applicable federal and state laws, including IDEA requirements, in the use of the funds allocated under this Contract.

6. Reporting and Recordkeeping

a. The School District shall maintain accurate records of all payments made under this Contract.

- b. The AEA shall acknowledge and maintain records of receipt of funds and provide any necessary reporting as required by state or federal authorities.
- 7. Amendments and Modifications Any amendments or modifications to this Contract must be made in writing and signed by both Parties.
- **8. Indemnification Clause** Both parties agree to defend, indemnify and hold harness the other party, and its employees, officers and directors, from and against any and all demands, claims, liabilities, damages, losses, and expenses (including reasonable attorney fees) resulting from or arising out of the negligence, misconduct, or other actions or omissions of the indemnifying party and/or agents in the performance of, or otherwise in connection with, this Agreement. If either party institutes and prevails in legal proceedings against the other party for recovery of any amounts due and owing under this provision, then the prevailing party will be entitled to recover from the other party all costs related to such recovery, including reasonable attorney fees and collection expenses incurred. The provisions of this section shall survive termination of this Agreement.
- **9.** Governing Law This Contract shall be governed by and construed in accordance with the laws of the State of Iowa.
- 10. Counterparts This Contract may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.
- 11. Signatures IN WITNESS WHEREOF, the Parties have executed this Contract as of the Effective Date.

By: _____

Name: Katie Lowe Lancaster

Title: Board President Date: _____

Grant Wood Area Education Agency

Name: Randy Bauer

Title: Board President

Date: 6/11/25

Landy Dar

Linn-Mar Community School District

AMENDMENT TO CONTRACT # 25-IBCLINNMAR-01

This amendment is dated **July 28, 2025,** and amends the Iowa Blueprint for Change contract with beginning date of October 1, 2024, and ending date of September 30, 2025, between Iowa Vocational Rehabilitation Services and **Linn Mar Community School District.** The parties amend the contract as follows:

- 1. As permitted by section 3.b., IVRS hereby renews this contract for 1 one-year term. The end date of this new contract period will be **September 30, 2026.**
- 2. Update Statement of Work (Exhibit A), Annual Budget (Exhibit B), and Reports (Exhibit C) as attached.
- 3. Add Renewals to Section 3. Term:
 - b. <u>Renewals:</u> This Contract may be renewed, upon mutual consent of the Parties and subject to available funding, for up to five (5) one-year (1) terms upon such terms and conditions as the parties may agree. The maximum length of the contract shall not exceed **September 30, 2027**.
- 4. Update the CD&E page replacing CFDA No. with ALN (Assistance Listing Number) and change Agency to Division.
- 5. Add Section 15.e., Compliance with all applicable law.

<u>Compliance with all applicable law.</u> As a contractor with Iowa Vocational Rehabilitation Services (IVRS), a division of Iowa Workforce Development (IWD), Contractor is a recipient of federal funds through a state contract. The contract between Contractor and IVRS/IWD requires compliance with all applicable law, including presidential executive orders.

Compliance with all applicable law requires Contractor, as a recipient of federal funds from IVRS/IWD, to follow all such orders which relate to work of Contractor that is funded, in whole or in part, by federal funds received by IVRS/IWD. This includes the production of written and other materials for participation in or the conduct of training, development and maintenance of content for websites and other external or internal communications or training platforms.

6. Update Section 17 d., Choice of Law and Forum.

From: Choice of Law and Forum: The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of Iowa law. In the event any proceeding of a quasi-judicial or judicial nature commences in connection with this Contract, exclusive jurisdiction for the proceeding shall lie in Polk County District Court for the State of Iowa, Des Moines, Iowa, or the Federal District Court for the Southern District of Iowa, Central Division, Des Moines, Iowa. This provision shall not be construed as waiving any immunity to suit or

liability including, without limitation, sovereign immunity in State or Federal court, which may be available to IVRS or the State of Iowa.

To: Choice of Law and Forum. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of Iowa law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Contract, the exclusive jurisdiction for the proceeding shall be brought in Polk County District Court or the United States Federal District Court for the Southern District of Iowa, both in Des Moines, Iowa. This provision shall not be construed as waiving any immunity to suit or liability including sovereign immunity in state or federal court, which may be available to IVRS or the State of Iowa.

- 7. Add Section 18.b., <u>Cybersecurity.</u>
 The Iowa Department of Management provides a comprehensive list of binding cybersecurity standards at https://dom.iowa.gov/state-government/information-technology/cybersecurity/general-terms-and-conditions.
- 8. The total amount of the budget for October 1, 2025, to September 30, 2026, is **\$80,000.00.**
- 9. All other provisions of this contract and subsequent amendments remain in effect.

By:	 Date	
Contractor		
By:	Date	

Iowa Vocational Rehabilitation Services

EXHIBIT A

Statement of Work and Performance Standards

INTRODUCTION

The Iowa Blueprint for Change (IBC) project seeks to improve systems so Iowans with disabilities—especially those currently in, or at risk of entering, subminimum wage employment—can access competitive integrated employment (CIE) that supports long-term economic self-sufficiency. The IBC transition pilot allows Linn-Mar Community School District (Contractor) to support this goal by expanding and enhancing early high school preparation, placement, and support services for students with disabilities, ensuring seamless transition into CIE.

Although Linn-Mar CSD has established transition programs such as TAP, Work Experience, and Project Search, a significant gap remains for students with the most complex support needs. These students often require more flexible and individualized approaches than what traditional programming provides. This pilot initiative introduces a new layer of targeted transition services to better support these students. By addressing this service gap, Linn-Mar will expand the continuum of services available to secondary students and further strengthen their path to employment and independence.

ELIGIBLE PROGRAM PARTICIPANTS

Eligible participants in the IBC program must meet all of the following criteria:

- Be enrolled in Linn-Mar Community School District
- Receive Social Security (SSI) benefits based on their own disability and/or be identified by the school district as having the most complex support needs (Level 3 via IEP)
- Be eligible for services through Iowa Vocational Rehabilitation Services (IVRS)

• Have a signed "Consent to Release Information to and from IVRS" form on file

IBC Services

I. IBC Services to Participants

Participants in the Linn-Mar IBC pilot program will receive individualized services tailored to their unique strengths, interests, and transition needs. These services will include:

- **Job Exploration Activities:** The Employment Specialists will plan and facilitate engaging and developmentally appropriate activities that help students explore various career options and workplace environments.
- Workplace Readiness Training: Students will receive training in key areas such as time management, communication, emotional regulation, self-advocacy, and problem-solving to better prepare them for future employment.
- Career Interest Assessment: Student preferences will be identified through transition assessments included in their IEPs, along with career interest inventories (e.g., picture-based surveys) and online tools such as O*Net to support informed career exploration.
- Competitive Integrated Employment Preparation: Employment Specialists will assist students in developing the skills and awareness needed to pursue and sustain meaningful, competitive employment in community-based settings.
- Community Navigation and Safety: Instruction will be provided on safely navigating community environments, using transportation, and understanding social expectations in work and community contexts.
- Assistive Technology and Adaptive Equipment: If needed, students will receive tools such as visual templates, adaptive switches, headphones, or other supports recommended by professionals to ensure they can fully participate in program activities.
- **Introduction to Adult Services:** Employment Specialists will provide students and families with information on relevant adult services such as IVRS, SSI, and Medicaid Waivers, helping them prepare for life after graduation.

A minimum of 10 students will be served during the school year (190 instructional days). Student progress will be monitored through transition assessments, staff observations, family feedback, and documentation of participation and skill development.

II. IBC Services to Contractor

Linn-Mar CSD will receive training and technical assistance to support effective program implementation, in collaboration with IVRS, IBC, and other key stakeholders. These supports may include:

- **Professional Learning:** Employment Specialists and other school staff will engage in professional development focused on the IBC pilot model, personcentered planning, and best practices in secondary transition.
- Assistive Technology Support: Technical assistance will be provided to identify and implement assistive technology solutions that support student success across settings.
- **STOP Training and Certification:** Staff will participate in STOP driving certification or other necessary trainings to ensure safe transport and supervision of students during community-based learning experiences.
- Universal Design and Transition Planning: Instructional staff may receive training in universal classroom design and strategies to better integrate transition planning into daily instruction.
- Collaboration with IVRS: Linn-Mar staff will meet regularly with IVRS counselors to align goals, review student progress, and coordinate planning for IEPs and Individualized Plans for Employment (IPEs).
- **Program Outreach and Communication:** The district will create and distribute program brochures, attend school events for outreach and recruitment, and ensure families are aware of IBC services and eligibility.

CONTRACTOR DUTIES AND RESPONSIBLITIES

Linn-Mar CSD will hire and supervise two full-time Employment Specialists who will coordinate and deliver the IBC pilot services as described. These staff members will manage the daily implementation of the program, provide direct services to students, and collaborate with district teams, IVRS counselors, and families. Core responsibilities include:

- Plan and facilitate job exploration and career awareness activities
- Provide workplace readiness training and coaching
- Support students in developing skills for competitive employment
- Teach community navigation and safety
- Deliver instruction on financial literacy, communication, and emotional regulation
- Introduce students and families to available adult service systems
- Identify eligible students and assist with referral and intake into IVRS
- Ensure all necessary documentation (e.g., release forms, transition assessments) is completed and submitted to IVRS
- Participate in Youth Transition Team (YTT) meetings to coordinate services and

monitor student progress

- Track service delivery and maintain program records in compliance with IBC reporting requirements
- Attend and share relevant information from professional development with school staff and families
- Participate in ongoing consultation and planning meetings with IVRS counselors

PERFORMANCE MEASURES

- 1. Time Documentation: Contractor staff will complete a Personnel Activity Report (PAR) to document time spent on contract-related duties. PARs will be submitted monthly.
- 2. Service Documentation: Case notes will be entered into the IRSS Interface within five business days or by the end of the quarter, whichever comes first.
- 3. Eligibility Compliance: 100% of participants will meet the eligibility requirements listed above.
- 4. Outreach Tracking: The district will conduct quarterly outreach to families and students and will document these activities in an outreach tracking sheet obtaining at least 10 new outreach students per semester.
- 5. Minimum Participation: At least ten students will actively participate in the Linn-Mar school calendar 2026.

(End of Exhibit A)

EXHIBIT B

Linn Mar CSD DIF Budget October 1, 2025-September 30, 2026

Expense	Amount
Linn Mar CSD	
Salaries	\$61,000.00
Fringe Benefits	\$11,000.00
Travel	\$400.00
Materials & Supplies	\$500.00
Professional Development/Training	\$1,000.00
Subtotal	\$73,900.00
FFY26 Federal Indirect Cost Rate =up to 10.13%	\$6,100.00
Total Budget	\$80,000.00

BUDGET NARRATIVE

Salaries: This line item includes 2.0 FTE for Linn-Mar CSD Employment Specialists to fully support students both on and off campus for activities directly related to exploring employment and their community. Accordingly, IVRS, will only reimburse for the time the contracted staff devotes to this Contract. This expense will be documented with Personnel Activity Reports (PAR), payroll journals, printouts from the district accounting system, etc.

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

Travel: This line item includes mileage only for the Linn-Mar staff, estimating 400 miles annually at **\$0.50 per mile.** Travel for will be between the high school and transportation to pick up the school vehicle. If Linn-Mar staff were to travel elsewhere, mileage, meals and lodging will be claimed at current rates, and will not exceed the State of Iowa rates listed here: https://das.iowa.gov/state-employees/state-accounting/travel-relocation/state-travel Meals will only be allowed when contracted staff is in overnight status. Detailed travel documentation will be kept for mileage and itemized receipts will be kept for lodging, registrations, and other travel expenses.

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

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

Indirect Costs: The current IDC rate is up to 10.13%. This is the Unrestricted Indirect Cost Rate provided to the CSD by the DE. The most current rate can be found here: https://educateiowa.gov/documents/indirect-cost-rates.

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

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

(End of Exhibit B)

EXHIBIT C REPORTS

A. QUARTERLY PROGRESS REPORT

1. Overview

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

2. Quarterly Report Format

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

3. Due Date and Submission

Quarterly Progress Reports and supporting documentation are due within five business days after the end of the quarter (January 8, April 7, July 8, and October 7). Contractor shall submit reports to the IVRS Contract Manager. Hard copies of the progress reports or attachments to it will not be accepted without the approval of the IVRS Contract Manager.

4. Content

a. Budget Status:

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

b. Primary Tasks:

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

c. Problems or Delays:

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

d. Performance Measures:

Provide all performance measures as required in Exhibit A for the quarter and year-to-date. Provide updates on strategies used for performance measures not met the prior FFY.

B. YEAR END SUMMARY REPORT

1. Overview

Contractor shall submit a summary report at the end of the federal fiscal year in which it provides a description of the activities undertaken in performance of the Contract during the previous year, including examples of specific achievements and outcomes. The Contractor shall provide information demonstrating substantial progress in achieving the objectives of IBC and data that assists IVRS in demonstrating the usefulness and effectiveness (including cost-effectiveness) of the IBC transition pilot site. Continued funding of the program is contingent upon the satisfactory completion of the prior year's activities, including meeting the performance measures as provided in the Quarterly Progress Reports. Any performance measure not met at FFY end will require a corrective action plan.

2. Due Date and Submission

Year End Summary Report will be found within the Quarterly Progress Report for 4th Quarter and is due October 7, 2026. Contractor shall submit the report to the IVRS Contract Manager via electronic mail. Signatures may be provided by electronic signature or in portable document format (PDF). Hard copies of the reports or attachments to it will not be accepted without the approval of the IVRS Contract Manager.

(End of Exhibit C)

AGREEMENT BETWEEN Boy Scouts Troop 560 AND LINN-MAR COMMUNITY SCHOOL DISTRICT

This Agreement is between Linn-Mar Community School District and Boy Scouts Troop 560.

The purpose of this Agreement is to outline the arrangement between Boy Scouts Troop 560 and Linn-Mar Community School District for the cleaning of the Linn-Mar Stadium after home football games and the Marching Band Festival. The Services for this agreement shall begin on September 23, 2025, and end October 24, 2025 regular season games. TBD if games occur for playoffs, dates would be Oct 31,2025, Nov 7, 14, 21, 2025.

Boy Scouts Troop 560 agrees to provide the following:

- 1. Clean the stadium the morning following every home football game and the Marching Band Festival. Cleaning involves picking up all the trash in and around the bleachers on both the home and visits side of the stadium. It does not include cleaning the restrooms.
- 2. Provide adequate supervision of the troop.
- 3. Agrees to indemnify, defend, and hold harmless Linn-Mar Community School District and administrators, directors, supervisors, Board of Directors, and employees against any and all claims, lawsuits or other actions taken against Linn-Mar Community School District in association to this agreement.

Linn-Mar agrees to provide the following:

- 1. The dates of the home football game and the March Band Festival.
- 2. Keys to the gate and the janitor closet will be provided to the Boy Scouts leader before the season starts.
- 3. Pay Boy Scouts \$500 for each home football game and the March Band Festival.

LINN-MAR COMMUNITY SCHOOL DISTRICT	Boy Scout Troop 560
Ву:	BETHER
Katie Lowe-Lancaster	S
Title: Board President	Title: Scartmaster
Date:	Date: 9-16-2025

LICENSE AGREEMENT NON-COMMERCIAL

This license agreement ("Agreement") is made on the Effective Date, as defined in the signature block, by Linn-Mar Community School District, and Iowa school corporation ("Licensor"), and the undersigned ("Licensee").

- 1. DEFINITIONS
- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means the products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
- 1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.
- 2. LICENSE
- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
- 2.3 Code of Conduct. The grand of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.
- 3. LICENSOR'S CONTROL
- 3.1 In order to protect and preserve Licensor's rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain a Licensor's approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensor, any subsequent modification in such use, including changes in quality of the licensed Product, must be reviewed and approved by Licensor prior to implementation of such modification. Licensor may terminate this Agreement if Licensee fails to abide by these quality control provisions.
- 4. USE OF THE TRADEMARK
- 4.1 Trademark Format. Licensor retains the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensor.
- 4.2 Proper Notice and Acknowledgement. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensor.
- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

- 5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.
- 5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.
- 5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensor a report within thirty (30) days of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

- 7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.
- 7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.
- 7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.
- 7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.
- 7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.
- 7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.
- 7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States Postal Service, or by courier service at the addresses listed below.
- 7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above. Please print (except for your signature) and provide all the information requested. Licensee: (Non-Commercial) Full Name of Group: Linn-Mar 8U (Example: LM Red 3rd arade basketball, Wilkins PTO) Purpose of Use of Licensed Materials: Club Team Uniform (Example: Club team uniforms, PTO fundraiser) Contact's Title/Position: Coach (Example: Coach, PTO chair) Contact's Name (print): Matt Skogman Phone: 319-899-9804 Contact Information: mskogman@skogman.com Full Address: 884 Archer Drive Marion la 52302 Licensor: Linn-Mar Community School District 2999 N 10th Street, Marion, IA 52302 **District Contact: Business Services** Email: sofferman@linnmar.k12.ia.us Phone: (319) 447-3145 Katie Lowe Lancaster Board President's Name (printed): ___ Board President's Signature: _____ Date: ____

Exhibit A





b)



c)



d)



e)



- f) Linn-Mar Community School District
- g) Linn-Mar Lions

Exhibit B

Non-Commercial Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional

materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs. **Supplier Performance.** Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Workers' Rights. Employees of Licensee and subcontractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulation governing the workplace and Licensee's conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("Dis Silvas Speaks LLC	trict"), a school corporation, intends to contract with, Independent Contractor ("IC"), for the
performance of certain services,	
THEREFORE, IN CONSIDERATION OF THE MUTU FORTH HEREIN, THE PARTIES AGREE AS FOLLO	
1. SERVICES TO BE PERFORMED:Mental	Performance Coaching
2. GROUP/DEPARTMENT WORKING WITH:	Linn-Mar Dance Team
3. AMOUNT OF PAYMENT: \$4500	
of invoice from the IC upon completion of all services	s should be sent to: Linn-Mar Community School District,

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

- 7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
- 8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

9.	TERM: This agreement shal	l begin on	September 23	, 20 <u>25</u>	and
	shall continue in effect until	Dec 1		20 25	, unless
	earlier terminated by either	party in accor	rdance with Section 11.		

- 10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
- 11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
- 12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
- 13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated thisA	ug day of	1st	, 2025
Independent Contractor Signature:	Linn-Mar C	SD Represent	tative Signature:
Title: James Silvas Silvas Speaks LLC	Title: Schoo	Board Presider	nt

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

Internal Use Only	Account Code:	HS Dance Team	
Business Office: 9.17.25	DateInitial	Board Meeting: 9.22.25 Date	



2025-26 Letter of Understanding

Between

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

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

Grant Wood Area Education Agency (GWAEA) agrees to:

- replenish units for circulation
- establish and distribute a circulation schedule to district buildings
- maintain program inventory and determine purchasing needs
- communicate with area educators
- provide financial support to underwrite program costs
- conduct required introductory professional learning for new teachers and teachers new to a grade level
- document training records
- maintain instructional materials at a high standard and keep them up to date
- assist educators in the appropriate implementation of science units
- provide access to the VAST Center staff through email, phone, etc.
- make available VAST Center infrastructure & experience
- provide access to additional teacher manuals at VAST Center negotiated discounted rate
- invoice the participating school district on or about April 15, 2026 for the 2025-26 program

Linn-Mar Community School District will:

- 1. register their school(s) with Grant Wood AEA for participation in utilizing the VAST Center Science Curriculum Resources for Open Sci Ed (OSE) for the 2025-2026 school year.
- 2. provide accurate staffing information
- 3. notify VAST staff of any teaching assignment changes
- 4. coordinate professional learning with the GWAEA Science Consultant ideally before the unit is implemented with students.. This could be achieved through attendance at a professional learning event or through contracting time with the consultant.
- 5. reimburse GWAEA and the VAST Center for damaged and/or missing items if necessary
- 6. provide annual payment for use of the kit at the following rate on or before June 1, 2026.
 - o \$275.00 per requested middle school unit
 - o \$190.00 per requested elementary unit

Please	complete:
--------	-----------

Our district will participate in the Open Sci Ed program

Katie Lowe Lancaster, Board President	Maria Hasken-Averkamp - VAST Center Consultant
Linn-Mar Community School District	Grant Wood AEA
•	mhasken-averkamp@gwaea.org

Please sign and return to vast@gwaea.org



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9/16/25

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

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

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork
- 1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
- 2. The building will be responsible for obtaining a substitute teacher if one is needed.
- 3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

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

Group:	Varsity	Poms	Submitted by:	Sam:	Cruise
	(Examples: Robåtics, F	FBLA, etc.)		(Name)	

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and " is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3.</i>	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Appro	oval	Date M. March Date	9-16-26
Chief Financial/Operati	ng Officer Approval	Date	9-16-25
Board of Directors Approval		Date	

Sami Cruise Head Poms Coach 9/14/25

To whom it may concern:

The varsity pom team from Linn-Mar High School will be traveling to Des Moines, IA to compete in the State Dance Team Competition on December 5th, 2025. We will travel to Des Moines on Thursday, December 4th at 2pm and compete on Friday, December 5th. We will stay at the Marriott hotel in downtown Des Moines in team rooms on Thursday night and athletes are under parent supervision following the competition on Friday. We will be taking the varsity roster (21 athletes) and 4 coaches.

Supervision

*We will have 4 high school pom coaches on this trip to help with supervision.

Itinerary

December 4, 2025

*School bus picks up the team at 2:00pm from LMHS and drops off at Marriott Downtown Des Moines around 4:00pm. We will have dinner and practice at the hotel. The athletes will sleep 4 to a room with a curfew time and bed check performed by the coaches.

December 5, 2025

*Wakeup and eat breakfast at the hotel, get ready for the competition in team rooms, check out and go to Wells Fargo Arena. Athletes are dismissed to family following the competition awards.

Cost

*The cost of the hotel and competition registration come out of the athletics account for State Competitions. All meals are organized and paid for by families.

Number of students

- *21 varsity athletes
- *4 coaches

Purpose of the trip

*Compete for a state championship against schools in our state. Arriving the night before to prepare and practice and ensure arrival to the competition on time.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9825

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

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

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork
- 1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
- 2. The building will be responsible for obtaining a substitute teacher if one is needed.
- 3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

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

Group: Wind Ensemble (HS Band) Submitted by: Dan Terrell (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and " is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	/
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	/
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	/
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	/
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3.</i>	/
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	NA
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Building Principal Appr	oval	Oaller M Must	9-5-25
Chief Financial/Operati	Chief Financial/Operating Officer Approval Date		9-9-25
Board of Directors App	roval	Date	

The Midwest Clinic

International Band & Orchestra Conference
Chicago, Illinois
December 2026

Wind Ensemble, the top-level concert band at Linn-Mar High School, has been selected to serve as a clinic band at The Midwest Clinic in December 2026 in Chicago, Illinois. The group will collaborate closely with Dr. Darrin Oehlerking who serves as the Associate Dean of Student Affairs and Professor of Music at the University of Saskatchewan in Saskatoon, Canada. Dr. Oehlerking is presenting a clinic entitled "Winds of the North: Canadian Perspectives on Wind Band Repertoire". The band will perform selections of fourteen different pieces of Canadian band literature.

Purpose

Performing at the prestigious Midwest Clinic is one of the top honors that a high school concert band can earn. The group will perform for an extremely knowledgeable and appreciative audience, and also get to enjoy many of the music education offerings at the conference including performances, clinic sessions, exhibitors, lecturers, etc. Additionally, Dr. Oehlerking will be coming to Linn-Mar High School for three days in October to work with Wind Ensemble (and our four other concert bands as well). He will be working to help prepare the group for the performance and will also be able to discuss the importance of his project culturally and historically. The students will benefit greatly from the collaboration with Dr. Oehlerking, the preparation of the music, and the performance itself at the conference. The tradition of excellence that the Linn-Mar High School Bands are known for has allowed for the opportunity.

Pre-Planning

The Linn-Mar High School band directors, Dan Terrell, Aaron Nuss, and Jen Tiede, will all be planning and facilitating the performance and chaperoning the trip. Wind Ensemble includes 57 students in grades 10-12. The performance will take place at McCormick Place West in Chicago on Thursday, December 18. There is a mandatory rehearsal at the venue on Wednesday, December 17 at 2:30. We will need to leave for Chicago the morning of December 17th and will return the evening of December 18th. We plan to charter two busses. We have received quotes from three different hotel options in downtown Chicago. Aside from the performance and some time to enjoy some offerings at the conference, we would like to facilitate our students visiting the Field Museum in Chicago after the performance before we head back to Marion. In addition to the high school band directors, we will likely take a few parent chaperones along with us.

Follow-Up

The educational benefits of unique and important musical performances can be difficult to quantify. That said, these opportunities clearly have a lasting impact on our students and enrich the overall education and experience they receive as students of our district. The study of this set of music and discussions with Dr. Oehlerking on why these pieces were selected will give unique perspective and insight into Canadian musical traditions and culture.

Assessment

The demonstration of student learning will be evident in the performance at the conference and in direct feedback from Dr. Oehlerking. Our music program is developing a reputation nationally for excellence. Performing at this international conference and the audience feedback received from those in attendance will be extremely valuable for our students as well as the high school band directors.

Funding

The band department will be funding this experience. Having a few years hosting a successful marching band festival, Jazz-a-Thon fundraiser, and various other sources of revenue – we have the means this year to cover the expenses of this trip. We will ask the students to cover a few meals, otherwise the band department will cover travel expenses, including transportation, lodging, and museum tickets.

Common Experience

This experience is an opportunity and is only available to students in Wind Ensemble due the nature of the performance and the unique invitation.

Multi-disciplinary

Through this experience students will gain knowledge of Canadian musical traditions including cultural and historical influences and significance. Traveling to and performing at the international conference will also give students unique and new perspectives on musical study and performance. The visit to the Field Museum is an additional opportunity for our student to engage in historical exhibits.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9/16/25

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

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

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork
- 1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
- 2. The building will be responsible for obtaining a substitute teacher if one is needed.
- 3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Excursion/Trip Criteria: The following checklist must be signed and submitted to the Chief Financial/Operating Officer

Group:	Varsity	Poms	Submitted by:	Sami	Cruise
	(Examples: Rdbotics, I	FBLA, etc.)		Name)	

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and " is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Pre-Planning Required Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)		
Follow-Up			
Assessment Required		Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding Required		Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3</i> .	
Common Experience Recommended		This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary Recommended		This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval		Oddoo M. Mant	9-16-25
Chief Financial/Operating Officer Approval		Date	9-16-25
Board of Directors Approval		Date	

Sami Cruise Head Poms Coach 9/14/25

To whom it may concern:

The varsity pom team from Linn-Mar High School will be traveling to Schaumburg, IL to compete in the UDA Regionals competition on January 3rd, 2026. We will travel to Schaumburg on Friday, January 2rd at 12:00pm and compete on Saturday, January 3rd. We will stay at the Renaissance Schaumburg Convention Center Hotel in team rooms on Friday night and athletes are under parent supervision following the competition on Saturday. We will be taking the varsity roster (21 athletes) and 4 coaches.

Supervision

*We will have 4 high school pom coaches on this trip to help with supervision.

Itinerary

January 2, 2026

*Charter bus picks up the team at 12:00pm from LMHS and drops off at Renaissance Schaumburg Convention Center Hotel around 4:00pm. We will have dinner and practice at the hotel. The athletes will sleep 4 to a room with a curfew time and bed check performed by the coaches.

January 3, 2026

*Wakeup and eat breakfast at the hotel, get ready for the competition in team rooms, check out and go to Convention Center attached to the hotel where the competition is held. Athletes are dismissed to family following the competition awards.

Cost

*The cost of the competition, hotel, and charter bus are covered by our fundraising accounts. All meals are organized and paid for by families.

Number of students

- *21 varsity athletes
- *4 coaches

Purpose of the trip

*Compete against schools in our region at a high level, preparing us for the Nationals competition. We are arriving the night before to prepare and practice and ensure arrival to the competition on time.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9 1625

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

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

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork
- 1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
- The building will be responsible for obtaining a substitute teacher if one is needed.
- 3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

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

Group: Vars: Hy Poms Submitted by: Sam: Cruise (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and " is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment Required		Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding <i>Required</i>		Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3.</i>	
Common Experience Recommended		This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary Recommended This excursion/trip addresses more than one curricular area and offers opportunity for curriculum integration.		This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval		Date Date	9-16-2
Chief Financial/Operating Officer Approval		Date	9-16-25
Board of Directors Approval		Date	

Adopted: 2/99 / Reviewed: 9/12; 9/13; 2/15; 4/18 / Revised: 8/16; 11/17 / Related Policy (Code#): 502.1; 503.6; 603.3; 603.3-R1

Sami Cruise Head Poms Coach 9/14/25

To whom it may concern:

The varsity pom team from Linn-Mar High School will be traveling to Minneapolis, MN to showcase our competition routines at the University of Minnesota Best of the Best Showcase on January 9th, 2026. We will travel to Minneapolis on Friday, January 9th at 9am and showcase our routines that night. We will stay at the Courtyard Marriott hotel in Minneapolis in team rooms on Friday night and athletes are under parent supervision for travel home on Saturday. We will be taking the varsity roster (21 athletes) and 4 coaches.

Supervision

*We will have 4 high school pom coaches on this trip to help with supervision.

Itinerary

January 9, 2026

*Charter bus picks up the team at 9:00am from LMHS and drops off at Courtyard Marriott hotel in Minneapolis around 1:00pm. We will have lunch and get competition-ready at the hotel. Travel via parent shuttles to the Williams Arena to perform in the showcase. The athletes will sleep 4 to a room with a curfew time and bed check performed by the coaches.

January 10, 2026

*Wakeup and eat breakfast at the hotel, ride home with parents or another athlete's parents.

Cost

*The cost of the hotel comes out of our fundraising account. All meals are organized and paid for by families.

Number of students

- *21 varsity athletes
- *4 coaches

Purpose of the trip

*Team bonding and a high stakes performance in preparation for our Nationals competition. Creating lifelong memories to see and become inspired by the most successful college dance team, the University of Minnesota.



Excursions and Trips Request Form

Code 603.3-E

Date Request Received by CFO/COO: 91225

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer **NOT LESS**THAN FOUR WEEKS PRIOR TO THE PROPOSED EXCURSION/TRIP AND PRIOR TO ANY TRAVEL

ARRANGEMENTS BEING FINALIZED.

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

THE REQUEST WILL INCLUDE:

- a. Rationale for the excursion/trip including the purpose and objectives
- b. Clarification if request is dependent upon pre-qualifying for event
- c. Detailed plans for student supervision
- d. Proposed itinerary
- e. Cost and source of funding
- f. Number of student participants
- g. Copy of required participation paperwork
- Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the
 event to the building principal.
- The building will be responsible for obtaining a substitute teacher if one is needed.
- Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

EXCURSION/TRIP CRITERIA: The following checklist **MUST BE** signed and submitted to the Chief Financial/Operating Officer with required documentation **NOT LESS THAN 4 WEEKS PRIOR TO** the proposed excursion/trip and prior to any travel arrangements being finalized:

The state of the s				
Group: Bolla Voce	Submitted by: Sack Jorgenson			
(Examples: Robotics, FBLA, etc.)	(Name)			

Criteria		Description	Provided
Purpose Required		Purpose of excursion/trip is clearly defined and " is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	/
Pre-Planning Required		Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	/
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	~
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	1
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3.</i>	~
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	/
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	V
Building Principal Approval		Date	9/12/25
Chief Financial/Operati	ng Officer Approval	Date of the Date o	7-17-25
Board of Directors Approval		Date	

Adopted: 2/99 / Reviewed: 9/13; 2/15; 4/18; 6/21; 2/24 / Revised: 8/16; 11/17 / Related Policy: 502.1; 503.6; 603.3; 603.3-R

Overnight Request Summary: Bella Voce MWACDA Trip

Rationale for the excursion/trip, including the purpose and objectives

Bella Voce has been selected, through a competitive recorded audition process, to perform at the 2026 Midwest American Choral Directors Association Conference in Milwaukee, WI. This is a prestigious honor that recognizes the ensemble's artistic excellence and provides students the opportunity to perform for and learn from leading choral educators across the region. Objectives include:

- Representing Linn-Mar High School on a regional stage.
- Giving students exposure to advanced performance opportunities.
- Inspiring students through engagement with nationally recognized conductors and ensembles.
- Elevating the profile of our district's fine arts program.
- Exploring the City of Milwaukee!

Clarification if request is dependent upon pre-qualifying for event

Yes, this request is dependent upon Bella Voce's acceptance by audition to perform at the 2026 ACDA Midwest Conference. Notification of acceptance was received in June 2025.

Detailed plans for student supervision

Students will be supervised by the director (Jack Jorgensen) along with additional Linn-Mar Vocal staff members and approved parent chaperones at a ratio of approximately 1 adult per 10 students. Students will be housed in gender-inclusive hotel rooming groups based on district policies and will be supervised during all meals, rehearsals, travel, and conference attendance. A detailed behavioral and academic eligibility contract will be signed by each student and parent prior to the trip.

Proposed itinerary

Thursday, February 26th, 2026

- Depart Linn-Mar High School at 1pm by charter bus.
- Dinner stop along the way (student cost)
- Arrive in Milwaukee; check in to the hotel. Possible evening rehearsal nearby.

Friday, February 27th, 2026

- City exploring (art museum, conference centers)
- Lunch (Student Cost)
- Afternoon Rehearsal
- Dinner (School Cost)
- Evening sound check (likely 6pm)
- Bella Voce Performance (8:30pm) followed by pictures

• Depart for Marion (9:30)

Saturday, February 28th

• Arrive in Marion (2am)

Cost and source of funding

The Linn-Mar High School Vocal Music Department budget will cover the majority of costs (transportation, lodging, registration fees). Additional costs, such as meals and personal expenses, will be the responsibility of participating students aside from one Dinner on Friday.

Number of student participants

Approximately 40 students (current members of Bella Voce), and perhaps 1 or 2 percussionist students.

Code 603.3-R2



ADMINISTRATIVE REGULATIONS REGARDING FIELDTRIPS AND EXCURSIONS – *REQUEST FORM*

A written request for overnight trips must be submitted to the building principal not less than four weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following fieldtrips and excursions, the teacher shall submit a written summary of the event.

- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent, or designee.
- Overnight trips for the middle and elementary school students will require the prior approval
 of the Board of Directors.

In authorizing fieldtrips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored fieldtrips unless the event is sanctioned by the state athletic associations.

Fieldtrip Criteria:	
The following checklist <u>must be</u> submitted for overnight trips	s along with the required documentation:
Fieldtrip Group: LM Robotics	Submitted by: Dan Niemitalo
(Examples: Robotics, FBLA, etc.)	(Name)

Criteria		Description			
Purpose Required		The purpose of the fieldtrip/work site visit is clearly defined and " is a vital part of the curriculum or current activity." Reference: Board Policy 603.3			
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience.	✓		
Follow-up Required There is evidence of planning for follow-up in order to maximize the learning experiences of students on this fieldtrip/work site visit or excursion.		√			
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓		
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines. Reference: Board Policy 603.3	1		
Common Experience	Recommended	This fieldtrip/work site visit is a common experience that all students at this grade level or activity group should have.	/		
Multi- disciplinary Recommended This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	/		
School Admini	strator Approval	Zach M	91	17/	
District Admin	istrator Approval	The billion Date	9/	10/2	
Board Approval		Date			

•	Students who are eligible for a fee waiver will be covered through the use of contingency or
	discretionary funds as appropriate.

Adopted	2/1/99	Reviewed	9/08; 7/11; 9/12; 9/13; 2/15 Revised 10/08; 1/10; 8/16
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Overnight Field Trip Request - Linn-Mar Robotics

2025 Clash in the Corn Offseason Competition, West Des Moines, IA Submitted: 09/17/25

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

Empowering students to become technology leaders through experiential learning and mentorship.

Trip Date: 10/17/25 - 10/18/25

We are excited to provide our team members, especially the rookies, opportunities to experience a FIRST Robotics Competition event early in the year. Normally we compete for the first time in March, and that makes for a long wait until our new team members learn what the competitions are like.

As an off-season event, this event is much less expensive to register for than an additional event during the season. In fact, this season they are holding the event for free (refunding a \$250 deposit) for teams that stay in a West Des Moines hotel. This year's event is a little later than last year's inaugural event, which puts it at a perfect time to bring new members who have had time to build a low complexity robot and then test it out on a real competition field as an exciting training experience.

Our trip's goals will include educating our new students about the ways of FRC competitions ahead of our 2025 competition season, starting in January. The trip will also help them be motivated to learn new skills in the fall so they can be as effective as possible. It's difficult to know what the target is when the students haven't seen a competition before, so we are excited to have this opportunity.

Returning students will also have opportunities to drive a robot or play other key roles within the competition drive team. In the official season, only 4-5 team members will get the opportunity to be on the drive team. During this offseason event, we can spread that opportunity around and give everybody a chance to drive who has completed the necessary training beforehand to learn how to drive the robot. We are aiming to field two robots (last year's competition robot plus our new simple robot), which will double the driving opportunities. This will be exciting and motivating for the students, and it provides a nice reward for sticking with the team. Developing our driving talent in this way will help us be more successful during the season.

Another goal is to interact with other teams and learn about their team organization, mechanical and software ideas, and scouting systems. Bringing new members in to talk to veteran teams helps them learn the ethos of the program, which includes the idea of working together with the other teams to raise the overall level of competition.

Overnight Field Trip Request - Linn-Mar Robotics Trip Date: 10/17/25 - 10/18/25

2025 Clash in the Corn Offseason Competition, West Des Moines, IA Submitted: 09/17/25

Pre-Planning and Follow-Up

Every student will be assigned one or more roles prior to the trip. These role descriptions include preparation that is to be done prior to the trip. All of the roles include a follow-up component, such as reporting to the team on best practices learned from other teams.

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches. We do not yet have our new members, so some of these roles are generic until we get our new people onto the team.

<u>Assessment</u>

The trip will be assessed in multiple ways. The competitive success of the team is one such measure; we hope to rank highly enough to be alliance captains, then advance through elimination rounds and win the tournament.

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done. This information will create jobs for students to work on in future meetings, and that work will help the team get better at accomplishing our mission.

One of the benefits of this event is that it can inform our future work. We will use what we learn on this trip to direct our FRC team's workload in the coming weeks and months.

Overnight Field Trip Request - Linn-Mar Robotics

Trip Date: 10/17/25 - 10/18/25

2025 Clash in the Corn Offseason Competition, West Des Moines, IA Submitted: 09/17/25

Funding - Travel

Travel expenses are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Approximate Total:	\$1400
Van gas:	\$200
Rental Vans (3 vans x 2 days):	\$400
Hotel Rooms: 5 rooms for one night	\$800

With adult mentors paying their hotels separately and approximately 10 students attending, this puts the cost per student at approximately \$100 per student. Cost will be adjusted according to the number of students on the trip. Students' families will pay for the costs before the trip. Students will also be responsible for bringing money along for three concession meals at the venue and one supper meal on the road on the way back (approximately \$50). Saturday breakfast is included with the hotel.

Funding – Other Expenses

Registration for this event is free. Parts/tools costs for this event are covered by the LM Robotics general budget.

The robot is already built, but we continue to work on upgraded mechanisms to improve our performance at the event. The new robot is built mostly from spare parts for a practice drive base that we have carefully acquired over the past two years.

LM Robotics' general budget (HS clubs account 21.0109.1900.950.7426) is funded as follows:

- Donations from businesses and non-profit organizations
- Donations from families and mentors
- LM Booster Club support
- Fundraising through summer robotics and Lego camps

Overnight Field Trip Request - Linn-Mar Robotics

2025 Clash in the Corn Offseason Competition, West Des Moines, IA Submitted: 09/17/25

Common Experience

The competitions are the most exciting and energizing parts of our endeavors. These competitions motivate students to work very hard and achieve some impressive things. Often when students come back from their very first competition, they come back with a higher level of motivation and go on to become stronger contributors. Also, competitions give them some experiences that they don't get in the shop. For example, they work cooperatively with allies from other schools even as they compete with them (FIRST refers to this highly workplace-relevant dynamic as "coopertition"). They act as ambassadors to introduce spectators to FIRST and its goals and principles. They give their award presentations to judge panels. They work to solve tricky unexpected problems in the very short time available – often just minutes.

Trip Date: 10/17/25 - 10/18/25

FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, even if they know they will face each other in the next match. The goal is for everybody to compete at an increasingly high level. Gracious Professionalism is a standard of behavior that will serve students very well when they become technology leaders.

Multi-Disciplinary:

The students will use and be exposed to many different STEM skills on any robotics trip; those include mechanical design, programming, and electronics. Beyond the many STEM skills, they also put their communication, leadership, and interpersonal skills to the test. The scouting team organizes itself complete a marathon of data collection, and then they have to organize and disseminate that data using a combination of paper, face to face communication, excel, and web application use. The drive team has to assert itself tactfully to advocate for the best strategies for our team and for our entire alliances, even when the alliance partners may sometimes start off with dearly held, yet suboptimal strategic plans. The pit crew must work safely yet quickly and effectively to keep the robot running even when they have only minutes to work. The software team has to keep their cool and maintain their creativity as they tackle vexing bugs that pop up at the least convenient times. Business oriented members of the team will focus partly on scouting other team's organizational and business practices with plans to share ideas with our team later on. All students will be required to frequently practice effective communication with people they don't know.

2025 Clash in the Corn Trip Itinerary FIRST Robotics Offseason Competition West Des Moines, IA

Friday, 10/17/25		Saturday, 10/18/25		
11:45 AM 12:00 PM 12:30 PM	Students dismissed from class Eat school lunch Load vans and depart	6:30 AM 7:15 AM 7:30 AM	Breakfast at hotel and check out Leave hotel, head to venue Doors open at venue	
2:45 PM 3:20 PM 4:30 PM 7:00 PM	Arrive at Valley HS Unload at gym door Building opens after school Team check-in Robot Inspection Setup Pit Practice matches begin Supper at concessions Matches done for the day Venue closes, drive to hotel	8:15 AM 8:45 AM 12:45 PM 1:45 PM 3:30 PM	Pits Open Opening Ceremonies Drivers Meeting Qualifier matches begin Alliance Selection Lunch after alliance selection Playoff Matches Playoffs finish Mentor matches after playoffs Awards after mentor matches	
10:30 PM 11:00 PM	In rooms Lights Out	5:00 PM 8:00 PM	Pack up and depart for LMHS Supper on the road Arrive back at LMHS	
Hotel Sleep Inn & Suites West Des Moines Near Jordan Creek 885 South 51st Street West Des Moines, Iowa Telephone: (515) 978-4012		Arena Valley Southwoods Freshman High School 625 S. 35th Street West Des Moines, IA 50265 (515) 633-4500		
Transportation Travel via rental vans		Coach Con Dan Niemita	tact Info alo: 319-400-2730	

SCHEDULE AS OF 9/12/2025

Thursday, October 16th

10:00

Truck Arrives

3:30-8:00

Early Load-In is required to help with field setup. Please do NOT show up before 3:30 to

unload

Friday, October 17th

Field Schedu	<u>ile</u>	Conference Schedule		
The second secon	Final Venue Setup (Event Team Only) Doors Open for Volunteer Check-In tor ID verification is required to enter the venue Everyone must have an ID and enter through the entrance.** Teams can unload at the door. Volunteers can assist with moving things inside to pits. Team Check-In Machine Shop open Practice Matches Volunteer Dinner Venue Closes	4:00-4:45 (TBD topic a 4:45-5:30 (TBD topic a 5:30-6:15 (TBD topic a 6:15-7:00 (TBD topic a	Conference session 2 nd host) Conference session 3 nd host) Conference session 4	

Saturday, October 18th

7:00	Doors Open for Volunteer Check-In	Concessions open:							
7:00-7:30	Mentor Coffee (In lunch room)	Friday 5:30pm-7:00pm							
7:00-8:30	Volunteer Breakfast	Saturday 8:00am - 2:30pm							
7:00-8:15	Team Load-In/Connect to Field								
7:30	Doors Open to the Public								
7:30-1:00	Machine Shop open								
8:10	Volunteer Field Photo								
8:15	Match schedules generated with teams that have been checked in and distributed to pits - ALL								
	TEAMS PARTICIPATING MUST BE CHECKED IN BY 8:15AM!								
8:15-8:45	Drivers' Meeting & Opening Ceremony								
8:45-12:45	Qualification Matches								
12:00-2:00	Volunteer Lunch								
12:45-1:45	Alliance Selection/Lunch								
1:45-3:30	Playoff Matches								
Mer	Mentor match(es) immediately following awards								
Awa	ards immediately following mentor matches (presented by the studer	nt judges)							

Notes

~5-6 Practice Matches per team (assuming 13-18 teams and 13 practice matches)

Field teardown immediately after awards

~7-8 Qualification Matches per team (assuming 13-18 robots and 21 qual matches)



92/250

Fundraising Request Form

Code: 1005.4-E1

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

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

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

Building Name: LmHS Sponsoring Group: Hat's classroom

Contact Name: KAT POWER Contact Phone: (319)	447-3026
Contact Email: kpower @ ling mar, k12, ig, us District Account Code: 10	
	7839.601999
Description of Fundraising Activity (All information is required for the request to	be considered)
Fundraising Activity: Hyvee Cash 4 Students	
Activity Start/End Dates: 2025 - April 2026 Estimated P	Proceeds: \$ 1000.00
Purpose/Use of Funds Raised <i>(Must be specific)</i> :	
Adaptive Equipment Social/Emo	tronal Needs
Assistive Technology Daily Living	Needs
Sensory Equipment Vocational	
Administrator Approval:	
I approve that this request is necessary to provide funds for the purposes describ	ed above.
Building Administrator's Signature: <u>Fach Mar</u>	_ Date:
Business Office and Board Review/Approval:	
Business Office Review/Approval: http://www.	_ Date:9/16/25
Board Review/Approval:	Date:
Summary Due Date: June 11, 2026	Revised: 6/22; 7/22

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



Sponsoring Group: Girls Wrestling Team

Policy 1005.4-E1 Fundraising Request Form

Building Name: High School

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

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

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

Contact Name: Kelly Seery	Contact Phone: 319-310-1134							
Contact Email: kelly.seery@linnmar.k12.ia.us	District Acct Code: 21.0109.1900.920.							
Description of Fundraising Activity (Information required for the request to be considered) Fundraising Activity: Team Poster Sponsorship								
Activity Start/End Dates: Oct 15-Dec 15, 2025 Estimated Proceeds: \$2500								
Purpose/Use of Funds Raised: (Must be specific) 1. iPad to record/view matches with coaches.								
2. Rudis warm-up tops and shorts-Due to increasing partici	pation there are not enough warm-ups for the entire team.							
3. Crew neck sweatshirts to be worn as a warm-ups for the	team during tournaments.							
4. Hotel rooms at the IGHSAU Girls State Wrestling Tournament for the state qualifiers and coaches.								
	A							
A durininha da								
Administrator Approval: I approve this request as necessary to provide	e funds for the purposes described above.							
Building Administrator Signature:	Date: Slight							
Business Office and Board Review/Approval: Business Office Review/Approval:	Date: 9/16/05							
Board Review/Approval:	Date:							
Date Request Received: 91425 S	Summary Due Date: Jan 26, 2026							

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

School Finance Report June 30, 2024

100% of the School Year Complete Exp. Last Beginning Fund Exp % Exp **Balance** Balance Balance **Current Budget Balance** Y-T-D Revenue This Mon Month Exp Y-T-D (Budget) (Budget) (Revenues) (Fund) 1) Instructional (1000-1999) \$73,215,574 \$20,485,043 \$5,627,485 \$72,868,282 99.5% \$347,292 2) Support Services(2000-2999) \$35,946,929 \$6,139,287 \$2,496,468 \$33,407,066 92.9% \$2,539,863 3) Non-Instructional(3000-3999) \$5.695.434 \$842.561 \$444.560 \$4.577.932 80.4% \$1.117.502 4) Other Expenditures((4000-6100) \$34,222,071 \$12,536,170 \$1,629,835 \$33,470,576 97.8% \$751,495 5) Interfund Transfers (000910) \$9,259,353 \$2,033,357 \$656,909 \$9,259,353 100.0% Total \$158,339,361 \$42,036,418 \$10,855,257 \$153,583,208 \$4,756,153 97.0% Operating Fund-10 \$104,872,500 \$7,069,549 \$104,781,278 \$25,427,449 \$8,088,225 \$104,758,873 99.9% 113,627 22,405 7,091,954 \$854,019 \$1,257,571 126,728 Activity-21 \$1,172,445 \$217,732 \$115,830 \$1,130,843 96.5% 41,602 980,747 Management-22 \$2,013,202 \$2,308,570 \$1,549,261 -\$106,198 \$2,187 \$1,843,361 91.6% 169,841 (294,100 2,014,469 PERL-24 \$503,663 \$122,738 \$349,798 \$136,385 \$3,573 \$434,870 86.3% 68,793 (85,071 37,667 SAVE-33 \$13,362,141 \$5,742,146 \$27,276,690 \$3,442,213 \$855,526 \$13,128,226 98.2% 233,915 14,148,464 19,890,609 Other Capital Projects-31, 32, 35 \$10,750,000 \$14,530,980 \$309,473 \$2,719,130 (8.336.343 \$23.395 \$8,645,816 80.4% 2,104,184 6,194,636 PPEL-36 \$5,431,703 \$4,559,679 \$2,561,138 \$79,379 \$4,441,674 990,029 1,746,030 6,305,709 \$6,187,703 81.8% Debt Service-40 \$15,125,707 \$347,991 \$5,681,733 \$6,900,996 \$1,239,326 \$14,723,109 97.3% 402.598 (9,041,376 (8,693,385 Nutrition-61 \$4,648,000 \$3,104,643 \$4,087,887 \$608,266 \$413,460 \$4,026,915 86.6% 621,085 60,972 3,165,615 Aguatic Center-65 \$410,000 \$294.394 \$407.528 \$128.874 \$33.509 \$405.187 98.8% 4.813 2.342 296.735 \$26,950 \$47,735 \$846 \$44,334 Student Store-68 \$50,000 \$432 88.7% 5,666 3,401 30,351 \$158,339,361 \$38,961,658 \$151,936,658 \$42,036,418 \$10,855,257 \$153,583,208 97.0% 4,756,153 (1,646,550 37,315,109 Total

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2023-2024 Date Range: 07/01/2023 - 06/30/2024 Increases Decreases Title Debits Credits Account Number Beginning Balance Cash Balance 10.0000.0000.000.0000.111001 ISJIT-General Fund 13.082.49 3.054.067.04 10,369,165.65 13,410,150.20 CASH IN BANK 10.0001.0000.000.0000.101000 4,639,859.26 138,907,439.81 143,525,798.95 21,500.12 10.0002.0000.000.0000.101000 CASH IN BANK 5,144.68 23,924.40 23,867.10 5,201.98 21.0000.0000.000.0000.111001 ISJIT - Student Activity 0.00 924,741.34 0.00 924,741.34 1.555 RESERVE CD 21.0000.0000.000.0000.111011 0.00 408.00 408.00 0.00 21.0001.0000.000.0000.101000 CASH IN BANK 1.00 113,226.76 113,227.76 0.00 21.0002.0000.000.0000.101000 CASH IN BANK 858,359.65 4,494,015.85 5,280,049.15 72,326.35 22.0000.0000.000.0000.111001 ISJIT - Management 0.00 770,617.78 0.00 770,617.78 CASH IN BANK 22.0006.0000.000.0000.101000 2,302,092.46 1,558,275.05 2,726,747.71 1,133,619.80 **CASH IN BANK** 24.0001.0000.000.0000.101000 0.00 45,537.55 45,537.55 0.00 24.0003.0000.000.0000.101000 CASH IN BANK 165,083.84 357,206.64 330,293.16 191,997.32 CASH IN BANK 33.0003.0000.000.0000.101000 5,134,851.29 43,620,996.36 43,424,563.22 5,331,284.43 35.0003.0000.000.0000.101000 CASH IN BANK 109,897.32 13,188,393.53 12,686,584.94 611,705.91 35.0008.0000.000.0000.101000 CASH IN BANK 133.62 0.04 133.66 0.00 36.0003.0000.000.0000.101000 CASH IN BANK 4,974,699.14 5,735,081.15 3,945,200.89 6,764,579.40 CASH IN BANK 40.0003.0000.000.0000.101000 330,487.30 14,975,523.20 14,773,806.26 532,204.24 ISJIT - Nutrition 61.0000.0000.000.0000.111001 0.00 2,568,726.02 0.00 2,568,726.02 61.0001.0000.000.0000.101000 CASH IN BANK 0.00 2,538,617.46 2,538,617.46 0.00 61.0004.0000.000.0000.101000 CASH IN BANK 3,221,671.90 4,090,324.28 6,665,533.48 646,462.70 CASH IN BANK 65.0001.0000.000.0000.101000 0.00 293,899.88 293,899.88 0.00 CASH IN BANK 65.0002.0000.000.0000.101000 371,671.34 418,173.55 387,098.44 402,746.45 **CASH IN BANK** 68.0002.0000.000.0000.101000 26,949.64 48,722.93 45,321.81 30,350.76 25,194,969.48 245,043,017.23 236,819,771.91 33,418,214.80

End of Report

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School Finance Report June 30, 2025

100% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)	Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$75,836,710			\$14,357,421	\$5,479,670	\$68,271,522	90.0%	\$7,565,188		
2) Support Services(2000-2999)	\$37,248,663			\$4,385,160	\$2,496,090	\$33,374,816	89.6%	\$3,873,847		
3) Non-Instructional(3000-3999)	\$5,207,500			\$1,064,991	\$471,279	\$4,819,747	92.6%	\$387,753		
4) Other Expenditures((4000-6000)	\$47,791,825			\$11,495,582	\$497,316	\$40,304,175	84.3%	\$7,487,650		
5) Interfund Transfers (000910)	\$8,820,274			\$2,032,434	\$621,472	\$8,868,626	100.5%	-\$48,352		
Total	\$174,904,972			\$33,335,589	\$9,565,826	\$155,638,886	89.0%	\$19,266,086		
Operating Fund-10	\$106,773,000	\$7,108,796	\$106,744,309	\$18,269,347	\$7,985,952	\$98,123,866	91.9%	8,649,134	8,620,443	15,729,239
Activity-21	\$1,250,000	\$1,004,117	\$1,248,518	\$101,605	\$97,488	\$1,221,808	97.7%	28,192	26,710	1,030,828
Management-22	\$2,800,000	\$2,014,469	\$2,549,012	\$0	\$2,534	\$2,798,734	100.0%	1,266	(249,722)	1,764,748
PERL-24	\$448,000	\$37,667	\$410,311	\$21,942	\$3,768	\$149,594	33.4%	298,406	260,718	298,385
SAVE-33	\$29,862,000	\$19,890,609	\$20,499,704	\$5,107,094	\$756,043	\$25,378,116	85.0%	4,483,884	(4,878,411)	15,012,198
Other Capital Projects-31, 32, 35	\$4,116,000	\$6,493,636	\$279,618	-\$239,856	\$7,002	\$3,456,502	84.0%	659,498	(3,176,884)	3,316,752
PPEL-36	\$5,932,406	\$6,280,709	\$5,230,828	\$1,488,635	\$240,859	\$5,450,159	91.9%	482,247	(219,331)	6,061,378
Debt Service-40	\$18,594,060	\$542,598	\$5,652,508	\$7,667,596	\$300	\$14,341,410	77.1%	4,252,650	(8,688,903)	(8,146,305)
Nutrition-61	\$4,589,506	\$3,184,707	\$3,636,650	\$821,173	\$423,376	\$4,244,853	92.5%	344,653	(608,203)	2,576,504
Aquatic Center-65	\$490,000	\$276,646	\$419,091	\$96,388	\$43,060	\$431,924	88.1%	58,076	(12,834)	263,812
Student Store-68	\$50,000	\$33,225	\$41,569	\$1,665	\$5,445	\$41,919	83.8%	8,081	(350)	32,875
Total	\$174,904,972	\$46,867,180	\$146,712,119	\$33,335,589	\$9,565,826	\$155,638,886	89.0%	19,266,086	(8,926,767)	37,940,413

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2024-2025 Date Range: 07/01/2024 - 06/30/2025 Increases Decreases Title Debits Credits Account Number Beginning Balance Cash Balance 10.0000.0000.000.0000.101000 CASH IN BANK 250.00 250.00 0.00 0.00 ISJIT-General Fund 10.0000.0000.000.0000.111001 13,410,150.20 19,004,796.25 27,960,920.42 4,454,026.03 10.0001.0000.000.0000.101000 CASH IN BANK 21,500.12 145,490,405.94 145,511,038.65 867.41 CASH IN BANK 10.0002.0000.000.0000.101000 5,201.98 12,922.55 12,903.62 5,220.91 CASH IN BANK 10.0005.0000.000.0000.101000 0.00 50.00 50.00 0.00 21.0000.0000.000.0000.111001 ISJIT - Student Activity 924,741.34 1,271,634.90 1,189,741.34 1,006,634.90 21.0000.0000.000.0000.111011 1.555 RESERVE CD 0.00 13,673.66 13,673.66 0.00 21.0001.0000.000.0000.101000 CASH IN BANK 0.00 128,784.60 128,784.60 0.00 CASH IN BANK 21.0002.0000.000.0000.101000 72.326.35 5,445,208.15 5.513.849.26 3.685.24 CASH IN BANK 21.0004.0000.000.0000.101000 0.00 3,942.81 3,942.81 0.00 22.0000.0000.000.0000.111001 ISJIT - Management 770,617.78 1,518,121.09 2,284,580.10 4,158.77 CASH IN BANK 22.0006.0000.000.0000.101000 1,133,619.80 9,863,734.63 9,245,653.61 1,751,700.82 24.0001.0000.000.0000.101000 CASH IN BANK 0.00 45,241.98 45.241.98 0.00 24.0003.0000.000.0000.101000 CASH IN BANK 191,997.32 1,015,897.34 905,903.49 301,991.17 33.0003.0000.000.0000.101000 CASH IN BANK 5,331,284.43 47,142,598.03 45,493,837.85 6,980,044.61 CASH IN BANK 611,705.91 35.0003.0000.000.0000.101000 9,107,747.84 8,824,552.14 894,901.61 CASH IN BANK 36.0003.0000.000.0000.101000 6.764.579.40 17,648,277.48 18,230,905.72 6,181,951.16 40.0003.0000.000.0000.101000 CASH IN BANK 532,204.24 15,729,357.63 15,558,656.37 702,905.50 61.0000.0000.000.0000.111001 ISJIT - Nutrition 2.568.726.02 115,332.51 0.00 2,684,058.53 CASH IN BANK 61.0001.0000.000.0000.101000 0.00 2,683,610.23 2,683,610.23 0.00 CASH IN BANK 61.0004.0000.000.0000.101000 646.462.70 5,214,739.16 5,522,432.51 338,769.35 65.0000.0000.000.0000.111001 **ISJIT Investment Account** 0.00 265,000.00 0.00 265,000.00 65.0001.0000.000.0000.101000 CASH IN BANK 0.00 364,554.57 364,554.57 0.00 CASH IN BANK 65.0002.0000.000.0000.101000 402.746.45 981,930.89 1,254,452.28 130.225.06 CASH IN BANK 65.0004.0000.000.0000.101000 0.00 17.048.07 17,048.07 0.00 CASH IN BANK 68.0002.0000.000.0000.101000 30,350.76 102,922.57 103,272.72 30,000.61 25,736,141.68 33,418,214.80 283,187,782.88 290,869,856.00

End of Report

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