



Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> 22216000 Linn-Mar Performance Venue 3111 Tenth Street Marion, IA 52302	CONTRACT INFORMATION: Contract For: General Construction Date: 02-05-2024	CHANGE ORDER INFORMATION: Change Order Number: 012 Date: 10-20-2025
OWNER: <i>(Name and address)</i> Linn-Mar Community School District 2999 North Tenth Street Marion, IA 52401	ARCHITECT: <i>(Name and address)</i> OPN Architects, Inc. 200 5th Ave SE Ste 201 Cedar Rapids, IA 52401	CONTRACTOR: <i>(Name and address)</i> McComas - Lacina Construction 1310 Highland Ct. Iowa City, IA 52240

THE CONTRACT IS CHANGED AS FOLLOWS:

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

COR 053	None	Blacking Out Top of North Clouds	\$ 1,247.96
COR 054	ITC-044	Area B Storm Shelter Landing Railings	\$ 3,968.50
COR 055	ITC-046	Add Plywood to Walls in AA77	\$ 3,107.46

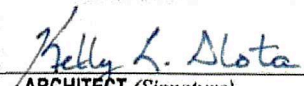
TOTAL: \$ 8,323.92

The original Contract Sum was	\$ 25,507,000.00
The net change by previously authorized Change Orders	\$ 126,715.88
The Contract Sum prior to this Change Order was	\$ 25,633,715.88
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,323.92
The new Contract Sum including this Change Order will be	\$ 25,642,039.80

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

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

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

 ARCHITECT <i>(Signature)</i> BY: Kelly Slota, Construction Administrator <i>(Printed name, title, and license number if required)</i> 10/2/2025 Date	 CONTRACTOR <i>(Signature)</i> BY: Phil Keppler <i>(Printed name and title)</i> 10/20/25 Date	 OWNER <i>(Signature)</i> BY: Katie Lowe Lancaster, Board President <i>(Printed name and title)</i> Date
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TotalScapes, Inc.
 567 Hodgins Rd
 Springville, IA 52336-9717
 jamie@totalscapesonline.com
 www.totalscapesonline.com



Estimate 1767

ADDRESS	SHIP TO	DATE	TOTAL	
Linn Mar Linn Mar CSD 3556 Winslow Rd Marion, IA 52302	Linn Mar Wilkins Elementary 2127 27th St Marion, IA 52302	09/11/2025	\$27,195.00	

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Retaining wall	Equipment, Material, and Labor *Installation of Keystone retaining wall on a cement footing on south and east side of new playground. Retaining wall will have caps. *Wall will be approximately 180' long by 3' tall. Installation of chimney drain behind it.	1	19,635.00	19,635.00
	Retaining wall	Equipment, Material, and Labor *Installation of Keystone retaining wall on a cement footing next to pre school playground. Retaining wall will have caps. *Wall will be approximately 70' long by 3.5' tall. Installation of chimney drain behind it.	1	7,560.00	7,560.00

SUBTOTAL	27,195.00
TAX	0.00

TOTAL	\$27,195.00
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THANK YOU.

Accepted By Katie Lowe Lancaster, Board President

Accepted Date

Jamie F Johnson
 BA Horticulture, Turf Management
 Iowa State University
 3OT Certified Pesticide applicator

Agreement Number

Your Business Needs

US174885.4 2/23 Page 1 of 2 Y103647876
©2023 Pitney Bowes Inc. All rights reserved. See Pitney Bowes Terms for additional terms and conditions
Pitney Bowes Confidential Information

1	MW90007	Drop Stacker
1	MW92705	MailCenter 15in Display
1	N199	Scale Stand
1	SJM3	SoftGuard - 3000
1	STDsla	Standard SLA-Equipment Service Agreement (for MailCenter)

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 593.04	\$ 1,779.12

**Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- ☐ Tax Exempt Certificate Attached
- ☐ Tax Exempt Certificate Not Required
- ☐ Purchase Power® transaction fees included
- ☒ Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; MA#23065
State/Entity's Contract#

Lessee Signature

Katie Lowe Lancaster

Print Name

Board President

Title

Date

District Contact: cortnee.hemesath@Linnmar.k12.ia.us

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Sherrie Philpott	sherrie.philpott@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

Linn-Mar Community School District - 2025 Renewal (3 Year)

Linn-Mar Community School District

3556 Winslow Rd

Marion, IA 52302

United States

Jeri Ramos

jramos@linnmar.k12.ia.us

3194473066

Reference: 20250414-130839400

Quote created: April 14, 2025

Quote expires: October 31, 2025

Quote created by: Crystal Rachels

"Account Manager"

crystal.rachels@crisisgo.com

+13144557585

Comments from Crystal Rachels

Thank you for reevaluating CrisisGo for your crisis preparation and response platform. Please review this information and contact me with any questions you have.

Contract Start Date: 10/28/25

Contract Term: 3 years

Total Contract Value: \$44,123.40

(Total listed on quote represents first year price only.)

Billing Options (check one)

☐ Bill annually (multiple invoices)☐ Pay full term (one invoice)

Products & Services

Item & Description	Quantity	Unit Price	Total
Safety iResponse (3-year contract) Per user/student (min. 500) per year. Safety iResponse provides staff members with easy-to-use safety tools that assist them in confidently completing their tasks. Our platform empowers your staff members to recognize, prepare, address, and review incidents at all levels and to gain knowledge and experience along their designated pathways. It can be accessed on our app and through any web browser. From daily emergency to critical crisis, deliver critical alerts and messages to staff, students, parents and visitors via mobile/desktop app and email in the fastest and flexible way. Built for high throughput emergency communication, capacity, reliability and security is highly guaranteed. SAFETY PLAN: -Digitalize Organization's Safety Plan into Actionable Role Based Checklists - available on-line and off-line. -Digital Maps, Documents and Emergency Contacts - available on-line and off-line. -Drill Management. (drill planning, schedule, pre and post drill report/dashboard) EMERGENCY COMMUNICATION and SITUATION AWARENESS CrisisGo iControl (Powerful and easy-to-use, this web-based version of the CrisisGo application brings together your community with one virtual safety command center and dashboard, which can be accessed on any type of device. -Instant Alert for Variety of Threats (One Place to Warn). -Customizable "Amber" Alert Types, Sounds, Icons. -Personal Panic Notification to Designated Personnel with Optional Tracking. -Immediate Notification to all Necessary Staff -One-way and Two-way Communication Including Multimedia Options. -Multiple Groups for Team Incident Management. -Escalation of Alerts, Panics, and Reports to UpperLevel Managers and/or First Responders -Emergency Mass Notification - email/app . (Voice and SMS provided as option) -Cabinet Reports	7,346	\$2.00 / year	\$13,222.80 / year after 10% discount for 3 years

Item & Description	Quantity	Unit Price	Total
-Staff, visitors, parents receiving Alert, checklist, map, checkin, report, with no login, nor app required. -Smart EOC - Emergency Operation Center Crisis Progress Tracking Emergency Response Coordination First Responders escalation/broadcast Real-Time Evacuation Guidance Safety Resource Access. NON-EMERGENCY COMMUNICATION Announcement: Staff notification for non emergency matters, allow users to filter staff from user list, and then send notification by app, email or SMS (option). ACCOUNT FOR PEOPLE -Personnel Check-In - account for people during/after incident. (Roster is with SIS integration). -Safety CheckIn - Customizable/Flexible Scheduled Online Survey (Students, Parents, Citizens, Residents...) Multiple Channels Delivery (SMS (if purchased), Email, App) ESCALATION -During the response process of critical situation, escalate staff and students situation awareness with first responders and law enforcement to facilitate collaboration and rescue. INTEGRATION -AlertGateway Email - Activate CrisisGo Alerts and Notifications via Inbound Email (like IT alerting) TRAINING, SUPPORT AND PLATFORM -Rollout Supporter to help safety leaders to distribute login credentials, training resource, guidance to facilitate rollout process of CrisisGo safety tool. -Embedded CrisisGo academy training center -Geo-Redundant Platform, AWS Scalability and Redundancy -FirstNet Verified. Available on Multiple Devices (IOS, Android, Windows, Mac, Chromebook) and Web browsers. -24/7/365 Support			
Syncing with LDAP, Active Directory, ADFS, SSO Per database per year	1	\$395.00 / year	\$395.00 / year for 3 years
Student Roster Sync - SIS Sync (others) Per database per year	1	\$595.00 / year	\$595.00 / year for 3 years

Item & Description	Quantity	Unit Price	Total
Safety Cards (Per Building per year) Safety Cards Library and publishing safety cards in message groups for safety awareness sharing.	13	\$20.00 / year	\$0.00 / year after 100% discount for 3 years
CrisisGo Safety Reunification Manager (SRM) (Per student per year pricing, minimum 500) CrisisGo Safety Reunification Manager (SRM) is a standalone service, working in conjunction with customer existing emergency notification system (s) like paging system or mass notification systems. CrisisGo SRM main benefits: - provides capabilities to school to get real time update of student and teacher safety status; - facilitate the process to reunify students with parents; - provide transparent situational awareness to first responders to rescue students and teachers in dangers; -connect safety team, teachers, first responders, parents with managed 2 way emergency communication. CrisisGo SRM main features: -Real time student and staff safety status management (Roster Event, CheckIn) -Digital reunification management - Fully aligned with I Love You Guys Foundation Standard Reunification Methodology -Community connection for transparent situational awareness of student and staff safety status to first responders -Two-way emergency communication channel to connect every stakeholder -Ability to auto synchronization with all major SIS systems (license required) -Ability to auto synchronization with LDAP to manage staff information (license required) -Ability to Single Sign On (license required) -Web based safety client and safety command center without mandatory app downloading for parents -Mobile and desktop apps available	7,346	\$0.50 / year	\$0.00 / year after 100% discount for 3 years
CrisisGo Academy Services (<2501 users/students) Unlimited access during the term of the contract to CrisisGo Academy Learning Management Platform, In-App Learning Center, Training Toolkits to assist with initial and refresher learning.	1	\$495.00 / year	\$495.00 / year for 3 years

Annual subtotal	\$14,707.80
	after \$5,402.20 discount

Total	\$14,707.80
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Purchase terms

Quote is valid for 30 days from quote date (see above).

All Fees corresponding to all one-time and first year of service must be paid in advance of the activation of CrisisGo Services listed in the Quote.

Taxes (if applicable) and Shipping (if any) are not included in the quote.

Please provide:

-Tax exemption ID or certificate:

-For the **Invoice**, please provide the following information:

Name of Billing Contact:

Email:

Phone:

Billing Address:

-If a **Purchase Order** will be used:

PO#:

PO Date:

Purchase Orders should be made out to CrisisGo. Click [here](#) for a copy of CrisisGo's W-9 form.

By signing I acknowledge that I have read and agree to the [CrisisGo Terms of Use](#).

Signature

Signature

Date

Printed name

Questions? Contact me



Crystal Rachels

"Account Manager"

crystal.rachels@crisisgo.com

+13144557585

CrisisGo Inc.

800 W El Camino Real

Suite 180

Mountain View, CALIFORNIA 94040

United States



Date: 10/03/2025
 Order Number: Q-678260
 Revision: 1
 Order Form Expiration Date: 12/22/2025

ORDER FORM

Customer and Billing Address

Customer No.: 147198
 Customer Name: Linn-Mar Cmty School District
 Billing Address: 3556 Winslow Rd
 Marion, IA 52302

Products and Services

Linn-Mar Cmty School District

Products	Qty	License Start Date	License End Date	License Term (Months)
Apex Learning Courses: Unlimited enrollment subscription	170	12/23/2025	05/31/2026	5
Courseware: Comprehensive Library - Program License	1	12/23/2025	05/31/2026	5
Courseware Comprehensive Library - Site License - Up to 250 Students	1	06/01/2026	06/30/2027	13
Customer Success Services	1	07/01/2026	06/30/2027	12
Clever - SIS Integration - Courseware/Exact Path	1	12/23/2025	06/30/2027	18

Linn-Mar Cmty School District Subtotal: \$45,593.87

Total US Funds: \$45,593.87

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above ("Order Summary") and shall remain in effect through the end of the Term.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to orders@edmentum.com or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





Date: 10/03/2025
Order Number: Q-678260
Revision: 1
Order Form Expiration Date: 12/22/2025

ORDER FORM

Invoicing and Payment Terms

The total amount in the Order Summary will be invoiced on the Effective Date.

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





Date: 10/03/2025
Order Number: Q-678260
Revision: 1
Order Form Expiration Date: 12/22/2025

ORDER FORM

Email Address:

Customer Signature

Name (Printed or Typed) Katie Lowe Lancaster

Title Board President

Date

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





DISTRICT AGREEMENT BETWEEN NORTHWESTERN COLLEGE DEPARTMENT
OF EDUCATION AND
LINN-MAR HIGH SCHOOL

This agreement is written as the basis of the partnership between Northwestern College and Linn-Mar High School for the purpose of teacher candidate completion of Clinical hours including Early field, Pre-student teaching clinicals, and/or Student teaching as required by the Iowa Dept. of Ed.

The Northwestern College Teacher Education Program will:

- Place the teacher candidate for an early field, pre-student teaching clinical or student teacher experience only after ensuring that the candidate has met all requirements established by the institution.
- Provide the teacher candidate with access to curricular materials, planning documents, assessment documents, and any other materials that will be necessary to successfully complete this experience.
- Will assign a local college supervisor to work with the teacher candidate and the cooperating teacher.
- Will establish ongoing, open communication between the district staff and the institution.
- Will provide the cooperating teacher with relevant training and access to any and all policies including candidate evaluation forms.
- Will provide School Agreement for Student Teaching placements (see Appendix B).
- Will communicate that teacher candidates will not be employed by the district and will receive no compensation for their clinical work during the placement period.

The **LINN-MAR HIGH SCHOOL** will:

- Provide an appropriate early field, pre-student teaching clinical or student teacher placement that allows the teacher candidate to meet licensure requirements.
- Provide a qualified cooperating teacher with appropriate licensure (see Appendix A).
- Provide the college with any regulations and processes relevant to the clinical placements.
- Provide accesses to appropriate resources including curriculum documents, online resources, and forms.

This MOU will be in effect for the school year beginning in **August 2025**

and ending in **June 2026**

10/6/25

Date

A handwritten signature in cursive script, likely belonging to the Northwestern College President.

Northwestern College President Signature

Date

10/6/25

Date

Principal's Signature

A handwritten signature in cursive script, reading "Carrie R. Thonstad".

Northwestern College Licensure Official Signature

Appendix A

THE COOPERATING TEACHER

Early field, Pre-student teaching clinicals, and Student teaching are valuable experiences for helping teacher candidates bridge the gap between theory and practice; for aiding in the development of wholesome professional attitudes toward the teaching profession; for becoming resourceful and creative in planning, developing, and evaluating effective learning experiences for and with pupils; and becoming a teacher who is a servant of God, children, and society.

The Cooperating teacher holds a significant position among teacher educators. Tomorrow's teachers will tend to teach using principles they observe during their clinical placements. Each day the cooperating teacher makes a vital contribution to the future teaching practices and attitudes of the candidate as well as to the teaching profession. For these reasons, Northwestern College values the cooperating teacher as a **crucial** member of teacher educators.

Selection of the Cooperating Teacher – Since the cooperating teacher plays such an important role in the student teaching program, he/she is selected with considerable care. The cooperating teacher should meet the following criteria:

1. Possess personal qualities which are essential to good supervision, such as deep understanding of interpersonal relationships and of class structure.
2. Hold a Bachelor's degree as a minimum requirement (preferably a master's degree).
3. Have three successful years of experience with a minimum of one year in the present system and assignment.

***Cooperating teachers who do not qualify under (2) and (3) may work with candidates upon the recommendation of the administration of the school.

Stipend - Cooperating Teachers will receive a modest stipend for Student Teaching placements.

When assignments are split between two teachers, each will receive their portion of the designated amount. This stipend will be given **after** the completion of all forms and recommendation letter.

Appendix B



Memorandum of Understanding Teacher Candidate Placement Confirmation

This agreement is made and entered into by and between the Northwestern College Department of Education, Orange City, Iowa,

3111 - 10th St. Marion, Iowa

Linn-Mar High School

10/6/25

(District/School Address)

(District/Building Name))

(date)

- I. Teacher Candidates of the Northwestern College Department of Education are to comply with all the contracted school district's rules, regulations and policies. Teacher Candidate's termination or change in assignment will be the option of the NWC College Coordinator after consultation with the Supervisor, Cooperating teacher and the Building Principal involved.
- II. Northwestern College will provide supervision by a faculty member for Teacher Candidates participating in Clinical experiences who are placed in the school district.
- III. Participating School District will provide a qualified cooperating teacher with appropriate licensure and will provide the college with any regulations and processes relevant to this placement.

Teacher Candidates Name (NWC Student)	School/Grade Level	Dates	Cooperating Teacher Name & School Building Address
David Blum	9th - 12th grade special education	2 full days beginning March 10, 2026	Mike Finnerty 3111 - 10th St. Marion, IA 52302

Please provide:

Mike Finnerty

Classroom Teacher's Name

Principal/Building Supervisor Signature

School Phone Number

Board President Signature

Carrie R. Thonstad

Northwestern College Coordinator Signature



DISTRICT AGREEMENT BETWEEN NORTHWESTERN COLLEGE DEPARTMENT
OF EDUCATION AND

BOULDER PEAK INTERMEDIATE SCHOOL

This agreement is written as the basis of the partnership between Northwestern College and Boulder Peak Intermediate for the purpose of teacher candidate completion of Clinical hours including Early field, Pre-student teaching clinicals, and/or Student teaching as required by the Iowa Dept. of Ed.

The Northwestern College Teacher Education Program will:

- Place the teacher candidate for an early field, pre-student teaching clinical or student teacher experience only after ensuring that the candidate has met all requirements established by the institution.
- Provide the teacher candidate with access to curricular materials, planning documents, assessment documents, and any other materials that will be necessary to successfully complete this experience.
- Will assign a local college supervisor to work with the teacher candidate and the cooperating teacher.
- Will establish ongoing, open communication between the district staff and the institution.
- Will provide the cooperating teacher with relevant training and access to any and all policies including candidate evaluation forms.
- Will provide School Agreement for Student Teaching placements (see Appendix B).
- Will communicate that teacher candidates will not be employed by the district and will receive no compensation for their clinical work during the placement period.

The **BOULDER PEAK INTERMEDIATE SCHOOL** will:

- Provide an appropriate early field, pre-student teaching clinical or student teacher placement that allows the teacher candidate to meet licensure requirements.
- Provide a qualified cooperating teacher with appropriate licensure (see Appendix A).
- Provide the college with any regulations and processes relevant to the clinical placements.
- Provide accesses to appropriate resources including curriculum documents, online resources, and forms.

This MOU will be in effect for the school year beginning in **August 2025**

and ending in **June 2026**

10/6/25

Date

A handwritten signature in black ink, appearing to read "Greg King", written over a horizontal line.

Northwestern College President Signature

Date

10/6/25

Date

Principal's Signature

A handwritten signature in black ink, reading "Carrie R. Thonstad", written over a horizontal line.

Northwestern College Licensure Official Signature

Appendix A

THE COOPERATING TEACHER

Early field, Pre-student teaching clinicals, and Student teaching are valuable experiences for helping teacher candidates bridge the gap between theory and practice; for aiding in the development of wholesome professional attitudes toward the teaching profession; for becoming resourceful and creative in planning, developing, and evaluating effective learning experiences for and with pupils; and becoming a teacher who is a servant of God, children, and society.

The Cooperating teacher holds a significant position among teacher educators. Tomorrow's teachers will tend to teach using principles they observe during their clinical placements. Each day the cooperating teacher makes a vital contribution to the future teaching practices and attitudes of the candidate as well as to the teaching profession. For these reasons, Northwestern College values the cooperating teacher as a **crucial** member of teacher educators.

Selection of the Cooperating Teacher – Since the cooperating teacher plays such an important role in the student teaching program, he/she is selected with considerable care. The cooperating teacher should meet the following criteria:

1. Possess personal qualities which are essential to good supervision, such as deep understanding of interpersonal relationships and of class structure.
2. Hold a Bachelor's degree as a minimum requirement (preferably a master's degree).
3. Have three successful years of experience with a minimum of one year in the present system and assignment.

***Cooperating teachers who do not qualify under (2) and (3) may work with candidates upon the recommendation of the administration of the school.

Stipend - Cooperating Teachers will receive a modest stipend for Student Teaching placements.

When assignments are split between two teachers, each will receive their portion of the designated amount. This stipend will be given **after** the completion of all forms and recommendation letter.

Appendix B



Memorandum of Understanding Teacher Candidate Placement Confirmation

This agreement is made and entered into by and between the Northwestern College Department of Education, Orange City, Iowa,

3920 - 35th Ave. Marion, Iowa

Bolder Peak Intermediate School

10/6/25

(District/School Address)

(District/Building Name))

(date)

- I. Teacher Candidates of the Northwestern College Department of Education are to comply with all the contracted school district's rules, regulations and policies. Teacher Candidate's termination or change in assignment will be the option of the NWC College Coordinator after consultation with the Supervisor, Cooperating teacher and the Building Principal involved.
- II. Northwestern College will provide supervision by a faculty member for Teacher Candidates participating in Clinical experiences who are placed in the school district.
- III. Participating School District will provide a qualified cooperating teacher with appropriate licensure and will provide the college with any regulations and processes relevant to this placement.

Teacher Candidates Name (NWC Student)	School/Grade Level	Dates	Cooperating Teacher Name & School Building Address
David Blum	5th and 6th grade behavioral special education	15 full days beginning March 10, 2026	David Blum 3920 - 35th Ave Marion, IA 52302

Please provide:

David Blum

Classroom Teacher's Name

Principal/Building Supervisor Signature

School Phone Number

Board President Signature

Carrie R. Thonstad

Northwestern College Coordinator Signature

LICENSE AGREEMENT
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 grant 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.

10/16/25

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: (Commercial)

Full Name of Entity: Midwest Designs LLC

Purpose of Use of Licensed Materials: Give Linn-Mar families a place to bring & purchase custom Lions gear.

Contact's Title/Position: Owner

Contact's Name (print): Paige M. Eby

Contact's Signature: Paige M. Eby Date Signed: 9.26.25

Contact Information: Phone: 319-382-6087 (work); 612-716-9150 (cell)
Email: midwest.designs23@gmail.com
Full Address: 943 W Business 30 #8
Lisbon, IA 52253

Licensors:

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

Board President's Name (printed): _____

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Commercial

Royalty Rate: 8%

Licensed Markets: Everything not prohibited by Code of Conduct

Customers: Everyone

Term: One (1) year

Reporting Period: Quarterly

Exhibit C

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.

LICENSE AGREEMENT
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 grant 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.

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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.

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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.

10/22/25

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.

Kaitlin Hankins

Please print (except for your signature) and provide all the information requested.

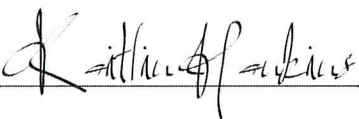
Licensee: (Commercial)

Full Name of Entity: Operation Imprint

Purpose of Use of Licensed Materials: Printed Apparel, Promotion Products

Contact's Title/Position: Kaitlin Hankins: Owner and Operator

Contact's Name (print): Kaitlin Hankins

Contact's Signature:  Date Signed: 10/22/2025

Contact Information: Phone: 319-804-9330

Email: kaitlin@operationimprint.com

Full Address: 3296 185th Street Ainsworth, IA 52201

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

Board President's Name (printed): _____

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Commercial

Royalty Rate: 8%

Licensed Markets: Everything not prohibited by Code of Conduct

Customers: Everyone

Term: One (1) year

Reporting Period: Quarterly

Exhibit C

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 ("District"), a school corporation, intends to contract with Jennifer Loeb, 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:** Guest Speaker
2. **GROUP/DEPARTMENT WORKING WITH:** Venture Classes
3. **AMOUNT OF PAYMENT:** \$300

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 Oct.31,2025, 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 Oct. 31, 20 25 and shall continue in effect until Oct.31, 20 25, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 29th day of Sept., 20 25.

Independent Contractor Signature:



Title: Guest Speaker

Linn-Mar CSD Representative Signature:

Title: School Board President

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

Internal Use Only		Account Code: <u>Venture</u>	
Business Office: <u>10.16.25</u>	Date: <u>CAA</u>	Initial	Board Meeting: <u>10.27.25</u> Date

SCHOOL-COMMUNITY PARTNERSHIP AGREEMENT

Between

LINN-MAR COMMUNITY SCHOOL DISTRICT

And

ORCHESTRA IOWA

2025-26

WHEREAS, the Linn-Mar Community School District, hereinafter referred to as DISTRICT, and Orchestra Iowa, hereinafter referred to as ORCHESTRA, desire to enter into an agreement for the purpose of reinforcing and enriching the DISTRICT curriculum through the following activities:

Ensembles and Visiting Artists in the Schools (Music in the Schools)
Student Discounted/ Complimentary Tickets, Facility Use, and Instrumental Coaching.

PURSUANT to Chapter 28E, CODE OF IOWA, permitting a local school district to enter into cooperative agreements with private agencies,

NOW THEREFORE IS AGREED:

I. Responsibilities of ORCHESTRA

A. Ensembles and Visiting Artists in the Schools (Music in the Schools)

1. The Brass Ensemble will visit every elementary school (7) for a 30-minute lecture/ demonstration to be presented to the fourth-grade classes.
2. The String Ensemble will visit every elementary school (7) for a 30-minute lecture/ demonstration to be presented to the second-grade classes.
3. The Woodwind Ensemble will visit every elementary school (7) for a 30-minute lecture/ demonstration to be presented to the third-grade classes.
4. The Brass Ensemble, String Ensemble, and Woodwind Ensemble will be available to any school as an optional activity at the cost specified in III (B) 2a.
5. ORCHESTRA will create schedules for these ensembles and provide the DISTRICT Curriculum Office and each school building with copies of the schedule in advance of the concerts.

B. Complimentary Tickets

1. Complimentary tickets, at the discretion of the ORCHESTRA Marketing Director and Operations Manager, will be provided for targeted students for orchestra performances and rehearsals to facilitate those students' attendance at performances that reinforce curricular objectives in their target area.
2. Incentives will be provided for at-risk students and culturally diverse populations to provide an understanding and appreciation of music in conformance with the strategic plan for school improvement.
3. ORCHESTRA will collaborate with DISTRICT Curriculum Office and Music Facilitator to disseminate ticket information to students and their families.
4. All students enrolled in the DISTRICT will be allowed tickets at a discounted rate of \$5.00 to all Masterworks when purchasing tickets 15 minutes before the concert and 50% off all other concerts at any time.

II. Responsibilities of the DISTRICT:

A. Ensembles and Visiting Artists in the Schools (Music in the Schools)

1. DISTRICT will provide appropriate student supervision by DISTRICT teachers/ staff for ensemble visits to schools.
2. DISTRICT will provide appropriate space for master classes with guest artists and ensemble visits in DISTRICT buildings.

B. Miscellaneous

1. DISTRICT will provide rehearsal, audition, and performance facilities to ORCHESTRA on a space available basis after scheduled student class hours if no additional expense is incurred by the DISTRICT, e.g., extra custodial time as agreed upon by DISTRICT Music Facilitator or Building Principal/Designee.
2. DISTRICT will reproduce and disseminate information about ORCHESTRA educational programs through DISTRICT student "take-home" and online distribution methods, such as, but not exclusively for, the following programs:

Odyssey, Harmony, and Discovery Chorus flyers, Chamber Music, Music Therapy, Individual and Group Lesson Program flyers.

3. DISTRICT will provide ORCHESTRA with a complete list of schools and classes in which students cannot be photographed, or whose guardians have not filled out a DISTRICT media release form.

III. Financial Obligations and Method of Payment

A. DISTRICT to ORCHESTRA

1. Negotiated Package

- a. **Total cost to the District will be: \$6,500.00.**
- b. ORCHESTRA will invoice DISTRICT \$6,500 in March 2026 following the last Music in the Schools performance to the following address:

**Business Office, Linn Mar
3556 Winslow Road
Marion, IA 52302**

2. Optional Scheduling Paid by Buildings

- a. ORCHESTRA will provide, upon request, brass, string, and woodwind ensembles as an optional activity at the following rate:

\$1500/ 2.5 hour service

or

\$750/ 30-minute service per school (when booking at least two 30-minute services)

A service may be divided among up to three schools during the same morning or afternoon. Scheduling must be completed at least thirty (30) days prior to the date of the optional activity.

- b. ORCHESTRA will provide, upon request, instrumental coaching to middle and high school band and orchestra programs at a fee of \$60.00/hr.
- c. ORCHESTRA will provide, upon request, conductor coaching to middle school and high school band, orchestra, and chorus programs at a fee of \$75.00/hr.
- d. ORCHESTRA will individually bill DISTRICT schools that schedule these optional services.
- e. ALL individual DISTRICT building invoices will be paid by June 15, 2026.

IV. Signatures of Respective Representatives

A. TERMS

1. The duration of the agreement shall be October 28, 2025, through June 15, 2026.
2. No real or personal property shall be acquired in this joint venture.
3. The following signatures denote agreement and acceptance of the preceding conditions and services.

FOR THE ORCHESTRA



Chief Executive Officer, Orchestra Iowa

10/22/2025
Date

FOR THE DISTRICT

Representative, Linn-Mar Community School District

Date

This partnership agreement has been prepared by the following individuals:

Morgan Schwarting, Director of Education, Orchestra Iowa
Tanya Rosenkranz, Elementary Music Specialist, Indian Creek Elementary



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9/24/25

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

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

The request will include:

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

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

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

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

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval		<u>Zach May</u>	Date <u>9/24/25</u>
Chief Financial/Operating Officer Approval		<u>John Elliott</u>	Date <u>9/29/25</u>
Board of Directors Approval			Date

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend the State Fall Leadership Conference
October 26-October 27, 2025, Des Moines Marriott Downtown, Des Moines, IA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Itinerary

Sunday, October 26, 2025	
11:00 AM	Depart Linn-Mar High School Door 3
1:00-2:00 PM	Registration
2:00-2:45 PM	Opening Session
3:00-3:45 PM	Workshops & Adviser Meeting
4:00-4:45 PM	Workshops
5:00-5:45 PM	Workshops
6:00-7:00 PM	Dinner-provided at hotel
8:00-10:30 PM	Sunday Optional Activities
11:00 PM	Curfew

Monday, October 27, 2025	
7:00-8:00 AM	Breakfast-provided at hotel
8:00-8:45 AM	Workshops & Adviser Meeting
9:00-9:45 AM	Workshops
10:00-10:45 AM	Workshops
11:00-11:30 AM	Closing Session by District
12:00 PM	Hotel Check-out
12:00 PM	Business Tour/Lunch
2:00 PM	Business Tour
4:00 PM	Business Tour/Dinner
6:00 PM	Depart to Linn-Mar High School
8:15 PM	Arrive at Linn-Mar High School Door 3

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

Mode of Transportation

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

Conference Expenses

Conference registration, payable to Iowa FBLA \$75.00 per person x 26=\$1,950.00
 Accommodations-Des Moines Marriott Downtown, 700 Grand Avenue, Des Moines, IA Facility #126142, Certificate #1640606400-648 payable to Iowa FBLA \$150 x 8 rooms=\$1,200.00 Total cost=\$3,150.00.

Forms, Policies, and Procedures

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

Statement of Respect

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

Conflict of Interest Policy

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

Non-Discrimination Statement

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

Online Integrity Policy

Iowa FBLA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa FBLA staff. To view the full policy, click go to iowafbla.org/advisers.

Whistleblower Policy

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

Comprehensive Consent Form

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

Adviser Assurance Form

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

Appendix A: Adviser Assurance Form

Iowa FBLA

Adviser Assurance Form (for the Comprehensive Consent Form)

I, Barbara Schult, Chapter Adviser for Linn-Mar, verify that:
(Name of Adviser) (FBLA Chapter)

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

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

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

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

Barbara A. Schult 9/18/25 barbara.schult@linnmar.k12.ia.us
(Signature of School Adviser) (Date) (E-mail)

Jeffrey M. Gust 9-18-25 jgustason@linnmar.k12.ia.us
(Signature of Principal/Director/Dean) (Date) (E-mail)

Appendix B: Comprehensive Consent Form

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

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

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

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

Member/Participant Signature

Parent/Guardian Signature

Iowa FBLA Personal Liability

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

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

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

Code of Conduct Agreement

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

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

Violations and Penalties

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

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

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

Photography, Video and Sound Release

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

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

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

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

Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Iowa Future Business Leaders of America

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

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

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

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

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



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9/28/25

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

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

The request will include:

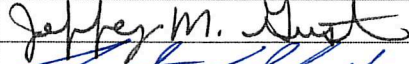
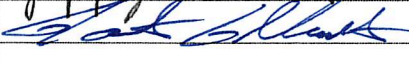
- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation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

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

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

Group: Linn-Mar Wrestling
(Examples: Robotics, FBLA, etc.)

Submitted by: Ryan Gotto
(Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>9-26-25</u>
Chief Financial/Operating Officer Approval			Date <u>9-29-25</u>
Board of Directors Approval			Date

Linn-Mar Men's Wrestling – Overnight Trip Request - Ankeny

Purpose

The Linn-Mar wrestling team will be wrestling in a tournament on Saturday, January 17th at Ankeny High School. Weigh-ins for this event are scheduled for 7:00am. The wrestling team is planning to stay overnight in the same hotel that we use for the Individual State High School Wrestling Tournament, the Wildwood Lodge in Clive, Iowa. This will provide the team with the opportunity for the students to become familiar with staying in a hotel while maintaining their wrestling weight and help them create a routine when they are away from home. The trip will also create a team bonding experience for the student athletes.

Pre-Planning

The team will be taking vans for the trip. Four coaches will drive approximately 24 student athletes on the trip. The team will leave Linn-Mar High School at approximately 6:00pm on Friday, January 16th. On Saturday, January 17th the team will take the vans to Ankeny High School at 6:00am. At the conclusion of the wrestling tournament the team will head back to Linn-Mar High School.

Follow-Up

At the conclusion of the overnight trip and tournament, the coaches will have a follow-up discussion with the participating student athletes about the routines used in preparation of the competition and changes that need to be made prior to the next time competing away from home.

Assessment

Student athletes will be asked to reflect and assess their preparation and performance throughout the tournament. The coaches will analyze what changes the team and individual student athletes need to make to help them in future competitions.

Funding

Funding for the trip will be provided by the Linn-Mar Wrestling coaches' account. The hotel provides a continental breakfast to the students and coaches. The coaching staff will purchase groceries for the students during the competition for their meals. The money for the groceries will also be provided by the Linn-Mar Wrestling coaches' account.

Common Experience

If this trip is successful and meets the goals of the coaching staff, this will become an annual trip for the varsity and first junior varsity wrestlers.

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

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.**

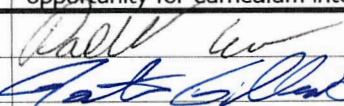
Overnight excursions/trips require prior approval of the building administrator, the superintendent [or designee], and the school board. In authorizing excursions/trips, the building principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent 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:

- 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
- 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:

Group: Linn-Mar Swim Team Submitted by: Jackson Allmen
(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." <u>Reference Board Policy 603.3.</u>	
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. <u>Reference Board Policy 603.3.</u>	
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>9/24/25</u>
Chief Financial/Operating Officer Approval			Date <u>9/28/25</u>
Board of Directors Approval			Date

Excursions and Trips Request Form - LMST Colorado Springs Trip 2026

From Jackson Allmon <Jackson.Allmon@linnmar.k12.ia.us>

Date Wed 9/24/2025 5:10 PM

To Nathan Wear <nathan.wear@linnmar.k12.ia.us>

Cc Parker Crow <parker.crow@linnmar.k12.ia.us>

 3 attachments (1 MB)

USOTC Camp Application.pdf; 2026springsectionals-docx-3_003294.pdf; LMCS D Excursions and Trip Request Form - LMST USOTC.pdf;

Hello Nathan,

Attached is the Excursion and Trips Request form for the Linn-Mar Swim Team travel trip to the US Olympic Training Center in June 2026 (pending application approval from USA Swimming and the USOTC). Here are more details for the written request:

1. Rationale for the excursion/trip including the purpose and objectives

- a. The Linn-Mar Swim Team has been invited on a joint-team training trip to travel to the US Olympic Training Center in Colorado Springs from June 15th to June 22nd, 2026. LMST would travel and train with the following competitive swim clubs in the state of Iowa: Black Hawk Area Swim Team - BLST (Cedar Falls), Des Moines Swimming Federation - DMSF, and Piranhas Swim Club - PSC (Davenport)
- a. USA Swimming Clubs have the opportunity to train at the Olympic Training Center in Colorado Springs (6350 ft. elevation), when space is available. The Olympic Training Center in Colorado Springs provides housing, meals and a 50- meter pool for a \$90 per night fee for each coach, athlete or staff. After a phone conversation with USA Swimming representatives, application approval would more than likely be granted by the OTC if we could have roughly 30+ USA Swimming Spring Sectional qualifiers (according to a strict priority system with National Team programs and elite athletes, from all Olympic sports, given preference).

2. Clarification if request is dependent upon pre-qualifying for event

- a. To better guarantee an approved application for the 4-team trip, coaches have decided an early-March deadline would be appropriate. This means that swimmers would have until March to qualify for Spring Sectionals and declare their intentions to attend the trip. LMST may potentially have anywhere between 2-5 additional qualifiers by March (when we would submit the application).
 - i. USA Swimming Central Zone Spring Sectional Qualifying standards are attached to the email.

3. Detailed plans for student supervision

- a. Jackson Allmon will be travelling with the LMST athletes who qualify for the trip. An additional LMST USA Swimming member, either a coach or non-athlete member (more than likely a parent of a student) would also be attending. A ratio of one staff member to ten athletes is required.

- b. Since all athletes/coaches/parent chaperones would be USA Swimming members and in good standing with the National Governing Body, travel would be covered under the USA Swimming NGB insurance.

4. Proposed itinerary

- a. The four teams would travel together on a bus together to Colorado Springs, with CR and DSM as pickup points. The three eastern Iowa teams can meet in CR (exact location TBD, could be Linn-Mar Aquatic Center), and DMSF will be picked up in Des Moines.
- b. The 15th would be utilized as a travel day to Colorado, while the 22nd would be used as a travel day back to Iowa.
- c. June 16th-21st Practice Schedule:
 - i. Day 1:
 - 1. AM - Swim Practice: Long Aerobic Swim/Shakeout
 - 2. PM - Swim Practice: Primary Event Race Pace
 - ii. Day 2:
 - 1. AM - Swim Practice: Anaerobic Capacity + Power
 - 2. PM - Classroom breakout session: technique + meet prep and activation
 - 3. PM - Team Activity (Team competition at residence area)
 - iii. Day 3:
 - 1. AM - Swim Practice: Aerobic Capacity/Utilization
 - 1. PM - Swim Practice: Kicking Focus
 - 2. PM - Classroom breakout session: Alter-ego / mindful-mental readiness prep / habit construction
 - i. Day 4:
 - 1. AM - Swim Practice: Primary Event Details
 - 2. PM - Team Activity TBD (Garden of the Gods?)
 - ii. Day 5:
 - 1. AM - Swim Practice: Primary Event Race Pace
 - 2. PM - Swim Practice: Technical Skills (Starts, Turns, Underwaters)
 - 3. Classroom breakout session: recovery and nutrition for male and female athletes for sport performance
 - iii. Day 6:
 - 1. AM - Swim Practice: Off-the Block Practice
 - 2. PM - Team Activity (Great Sand Dunes National Park?)

5. Cost and source of funding

- a. Cost (All four teams will be billed separately by USA Swimming for room and board costs, LMST can bill families based on remaining costs after finalizing what the aquatic center fund for the trip)
 - i. \$630 - per athlete for the week of lodging/meals/use of facilities (competitive swim pool and classrooms) at the OTC
 - ii. \$120 - per athlete for expense of a charter bus to CS and back to Iowa
 - iii. \$50-\$100 - per athlete for additional expenses such as potential trips to Garden of the Gods, Air Force Academy, Great Sand Dunes National Park, etc. and van rentals from the USOTC for the trips
 - iv. Total Cost - \$800-\$850 per athlete
 - 1. Jackson and Parker discussed the aquatic center fund covering 50% of athlete expenses *after* fundraising.
- b. Fundraising

- i. Jackson and Parker will form a committee amongst team stakeholders to pursue fundraising avenues that make sense to LMST. Methods of fundraising are TBD.

6. Number of student participants

- a. Currently, LMST has about eleven swimmers who would be eligible for this opportunity at the current moment. Of the eleven swimmers, three are out-of-district students (one attends CR Washington, one attends Mount Vernon, the other is homeschooled). There could be more in-district and out-of-district students who qualify in the near future.

7. Copy of required participation paperwork

- a. Attached is the application for the USOTC camp.

Let us know if you have any questions.

Thanks,
Jackson Allmon
Linn-Mar Swim Team Head Coach
Linn-Mar Assistant Aquatic Center Manager



OLYMPIC PARALYMPIC TRAINING CENTER EXPERIENCE

USA Swimming, in association with the United States Olympic Paralympic Training Center in Colorado Springs, Colorado, offers USA Swimming Clubs a unique experience.

Attendance Eligibility

- ♦ Athletes must be a minimum of 12 years old. A ratio of one staff member for every ten athletes is required.
- ♦ Anyone attending a training program at the OPTC, to include athletes, coaches, managers, and chaperones, etc., **must be current USA Swimming members.** Membership status of all participants, in any program at the OPTC, will be verified by USA Swimming staff prior to the start of the program.
- ♦ Everyone attending 18 and over must also have a valid background screen
- ♦ Please indicate if any international participants in your group.

Transportation

- ♦ Transportation to and from Colorado Springs is the responsibility of the team or group. Upon arrival in Colorado Springs, the OPTC will provide scheduled transportation between the airport and the OTC from 4:30am-10:30pm.
- ♦ Transportation from Denver International Airport is the responsibility of the team or group, as the OPTC Transportation Service does not extend outside the Colorado Springs area.

Program Costs

- ***Room and Board Fees***

There is a \$90 per night fee for each domestic athlete/staff/volunteer that attends a training program at the OPTC. All international participants (foreign athletes/staff) that attend training programs at the OPTC will be charged \$125 per night. These fees are subject to change without notice

- ***Fines & Penalties***

The Olympic Paralympic Training Center reserves the right to charge a fine for cancellation of an approved program (past assigned deadline) or cancelled time reserved in the pool, gym or weight room, less than 24 hours before scheduled time.

All fees are subject to change at the discretion of the Olympic Paralympic Training Center.



OPTC PROGRAM APPLICATION

Email this application to: Jennifer Thomas jthomas@usaswimming.org

Team Name: _____

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Cell Phone: _____

E-mail: _____

PROGRAM PARTICIPANTS

Note: A ratio of one staff member for every ten athletes is required.

of Athletes _____ (# male _____ # female _____)

of Coaches _____ (# male _____ # female _____)

of Staff _____ (# male _____ # female _____)

of Chaperones _____ (# male _____ # female _____)

of Foreign Athletes _____ (# male _____ # female _____)

of Foreign Staff _____ (# male _____ # female _____)

REQUESTED PROGRAM DATES:

Arrival

Month Day Year

Departure

Month Day Year

First Choice: _____

Alternate: _____

POOL/GYM/WEIGHT ROOM/ MEETING ROOMS

Pool: Your staff will perform all coaching in two daily, two-hour sessions based on facility availability. Multiple groups will be training though the day in the facilities. Pool sessions will not exceed 2 hours and is all long course training.

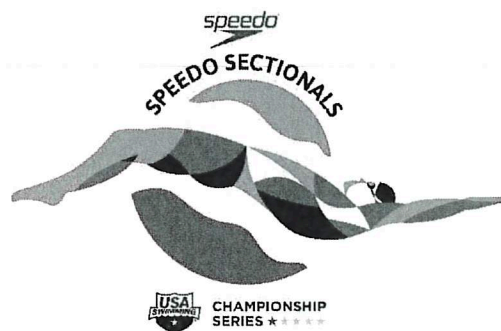


Strength & Conditioning Center: You may also request scheduled time in the Strength & Conditioning Center. Requested time will be scheduled around your pool time and facility availability.

Meeting Rooms: Rooms are available for team meetings and can be scheduled based on availability.

Scheduled training times, in the pool/gym/weight room need to be cancelled with 24 hours notice to OPTC Pool Staff or OPTC Strength & Conditioning Center staff. Cancellations without 24-hour notice will incur a fine (amount to be determined by the OPTC).

**ACTUAL TRAINING TIMES WILL BE SCHEDULED BY OTC STAFF BASED ON
AVAILABILITY OF FACILITY AND STAFF**



2026 Time Standards

CZ SPEEDO NORTH SECTION SPRING CHAMPIONSHIPS

Qualifying from July 1, 2025 through the Entry Deadline

WOMEN			MEN	
LCM	SCY		SCY	LCM
28.79	25.29	50 Freestyle	22.59	25.99
1:01.79	54.49	100 Freestyle	48.99	56.59
2:13.09	1:57.89	200 Freestyle	1:47.49	2:03.49
4:42.39	5:14.99	400/500 Freestyle	4:52.89	4:22.19
9:41.39	10:48.39	800/1000 Freestyle	10:08.49	9:10.79
18:36.49	18:16.49	1500/1650 Freestyle	17:03.29	17:39.99
1:10.49	1:00.49	100 Backstroke	56.09	1:04.39
2:31.39	2:11.49	200 Backstroke	2:01.39	2:19.79
1:19.99	1:09.49	100 Breaststroke	1:03.59	1:12.79
2:52.79	2:30.99	200 Breaststroke	2:18.59	2:39.79
1:08.09	59.59	100 Butterfly	53.99	1:01.49
2:31.89	2:13.09	200 Butterfly	2:02.79	2:19.49
2:31.29	2:12.99	200 Individual Medley	2:00.99	2:19.39
5:24.39	4:43.99	400 Individual Medley	4:23.99	5:01.89
4:23.89	3:45.89	400 Free Relay	3:24.09	3:57.29
9:29.99	8:09.39	800 Free Relay	7:31.79	8:40.29
4:54.99	4:07.69	400 Medley Relay	3:45.99	4:25.89

*NO BONUS STANDARDS. 1000yd FREE & 1650yd FREE CAN NOT BE SWUM AS A BONUS EVENT.
 Bonus Formula: 1 Cut, 3 Bonus; 2 Cuts, 2 Bonus; 3 Cuts, 1 Bonus; 4 or More Cuts, No Bonus.*



10/16/25

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines **Exhibit 706.1**

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

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

Building Name: High School Sponsoring Group: Softball
Contact Name: Maddy Colbert Contact Phone: 319-329-7429
Contact Email: maddy.colbert@linnmar.k12.ia.us District Account Code: 21 0109-1900-920 6836-001790 cf

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Youth Camps

Activity Start/End Dates: 6/1 - 6/15/26 Estimated Proceeds: \$2,500

Purpose/Use of Funds Raised (Must be specific): Funds will be used to buy new nets and other hitting equipment.

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 10/16/25

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 10/16/25

Board Review/Approval: _____ Date: _____

Summary Due Date: _____

Revised: 6/22; 7/22

10/7/25

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



Policy 1005.4-E1 Fundraising Request Form

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

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

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

Building Name: <u>High School</u>	Sponsoring Group: <u>FCCLA</u>
Contact Name: <u>Laura Vaske</u>	Contact Phone: <u>319-730-3689</u>
Contact Email: <u>lvaske@linnmar.k12.ia.us</u>	District Acct Code: <u>21.0109.1900.950.7410.001790</u>
Description of Fundraising Activity <i>(Information required for the request to be considered)</i>	
Fundraising Activity: <u>Sparkle for Linn-Mar- glitter hair strands</u>	
Activity Start/End Dates: <u>mid September to mid December</u> Estimated Proceeds: \$ <u>500+</u>	
Purpose/Use of Funds Raised: <i>(Must be specific)</i> <u>At home football and basketball games, FCCLA members will sell glitter strands for hair. This money will be used to support the FCCLA student organization (Family, Career & Community Leaders of America). This money will be used for the group to conduct various student-led events throughout the school year such as Trick or Trunk, supporting local holiday gift assistance programs, and other club-related expenses associated with planned events.</u>	

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: Zach Myrdorf Date: 10/3/25

Business Office and Board Review/Approval:

Business Office Review/Approval: _____ Date: _____

Board Review/Approval: _____ Date: _____

Date Request Received: _____ **Summary Due Date:** _____

10/7/25

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



Policy 1005.4-E1 Fundraising Request Form

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

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

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

Building Name: High School **Sponsoring Group:** FCCLA
Contact Name: Laura Vaske **Contact Phone:** 319-730-3689
Contact Email: lvaske@linnmar.k12.ia.us **District Acct Code:** 21.0109.1900.950.7410.001790

Description of Fundraising Activity (Information required for the request to be considered)

Fundraising Activity: Gelato/Ice Cream Sales

Activity Start/End Dates: mid September to mid December **Estimated Proceeds:** \$ 500+

Purpose/Use of Funds Raised: (Must be specific) _____

FCCLA members will sell gelato and/or ice cream frozen desserts at approved school events. This money will be used to support the FCCLA student organization (Family, Career & Community Leaders of America). This money will be used for the group to conduct various student-led events throughout the school year such as Trick or Trunk, supporting local holiday gift assistance programs, and other club-related expenses associated with planned events.

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: Zach M. [Signature] Date: 10/3/25

Business Office and Board Review/Approval:

Business Office Review/Approval: _____ Date: _____

Board Review/Approval: _____ Date: _____

Date Request Received: _____ **Summary Due Date:** _____

10/7/25

Exhibit 706.4

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



Policy 1005.4-E1 Fundraising Request Form

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

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

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

Building Name: <u>High School</u>	Sponsoring Group: <u>FCCLA</u>
Contact Name: <u>Laura Vaske</u>	Contact Phone: <u>319-730-3689</u>
Contact Email: <u>ivaske@linnmar.k12.ia.us</u>	District Acct Code: <u>21.0109.1900.950.7410.001790</u>
Description of Fundraising Activity <i>(Information required for the request to be considered)</i>	
Fundraising Activity: <u>Coffee Cart and Baked Good Sales</u>	
Activity Start/End Dates: <u>mid September to mid December</u> Estimated Proceeds: \$ <u>300+</u>	
Purpose/Use of Funds Raised: <i>(Must be specific)</i>	
<u>FCCLA members will sell coffee and baked goods at approved school events. This money will be used to support the FCCLA student organization (Family, Career & Community Leaders of America). This money will be used for the group to conduct various student-led events throughout the school year such as Trick or Trunk, supporting local holiday gift assistance programs, and other club-related expenses associated with planned events.</u>	

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: Zach Myszor Date: 10/3/25

Business Office and Board Review/Approval:

Business Office Review/Approval: _____ Date: _____

Board Review/Approval: _____ Date: _____

Date Request Received: _____ **Summary Due Date:** _____

School Finance Report

July 31, 2024

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

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2024-2025

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

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

End of Report

School Finance Report

July 31, 2025

8% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$74,303,000			\$892,474	\$0	\$892,474	1.2%		\$73,410,526		
2) Support Services(2000-2999)	\$36,190,000			\$2,733,504	\$0	\$2,733,504	7.6%		\$33,456,496		
3) Non-Instructional(3000-3999)	\$4,815,000			\$27,604	\$0	\$27,604	0.6%		\$4,787,396		
4) Other Expenditures((4000-6000)	\$27,130,695			\$45,771	\$0	\$45,771	0.2%		\$27,084,924		
5) Interfund Transfers (000910)	\$6,400,000			\$683,039	\$0	\$683,039	10.7%		\$5,716,961		
Total	\$148,838,695			\$4,382,393	\$0	\$4,382,393	2.9%		\$144,456,302		
Operating Fund-10	\$107,120,000	\$10,186,140	\$62,304	\$1,300,293	\$0	\$1,300,293	1.2%		105,819,707	(1,237,989)	8,948,151
Activity-21	\$1,300,000	\$100,716	\$15,672	\$45,359	\$0	\$45,359	3.5%		1,254,641	(29,687)	71,029
Management-22	\$2,500,000	\$1,753,557	\$471	\$2,225,037	\$0	\$2,225,037	89.0%		274,963	(2,224,566)	(471,008)
PERL-24	\$350,000	\$289,990	\$1,008	\$0	\$0	\$0	0.0%		350,000	1,008	290,998
SAVE-33	\$12,000,000	\$13,885,463	\$1,099,090	\$705,064	\$0	\$705,064	5.9%		11,294,936	394,026	14,279,489
Other Capital Projects-31, 32, 35	\$200,000	\$2,896,916	\$9,273	\$0	\$0	\$0	0.0%		200,000	9,273	2,906,189
PPEL-36	\$6,000,000	\$5,707,531	\$20,091	\$74,593	\$0	\$74,593	1.2%		5,925,407	(54,502)	5,653,029
Debt Service-40	\$14,500,000	\$721,121	\$4,862	\$0	\$0	\$0	0.0%		14,500,000	4,862	725,983
Nutrition-61	\$4,371,195	\$2,538,301	\$9,366	\$12,920	\$0	\$12,920	0.3%		4,358,275	(3,554)	2,534,747
Aquatic Center-65	\$450,000	\$246,154	\$21,235	\$19,024	\$0	\$19,024	4.2%		430,976	2,212	248,366
Student Store-68	\$47,500	\$32,601	-\$35	\$104	\$0	\$104	0.2%		47,396	(139)	32,462
Total	\$148,838,695	\$38,358,491	\$1,243,338	\$4,382,393	\$0	\$4,382,393	2.9%		144,456,302	(3,139,055)	35,219,436

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2025-2026

Date Range: 07/01/2025 - 07/31/2026

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0000.0000.000.0000.101000	CASH IN BANK	0.00	2,357.37	0.00	2,357.37
10.0000.0000.000.0000.111001	ISJIT-General Fund	4,454,026.03	45,342.20	1,200,000.00	3,299,368.23
10.0001.0000.000.0000.101000	CASH IN BANK	867.41	57,822,732.31	41,512,680.94	16,310,918.78
10.0002.0000.000.0000.101000	CASH IN BANK	5,220.91	0.39	0.00	5,221.30
21.0000.0000.000.0000.111001	ISJIT - Student Activity	1,006,634.90	277,945.25	100,000.00	1,184,580.15
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	68,924.89	93,724.95	(24,800.06)
21.0002.0000.000.0000.101000	CASH IN BANK	3,685.24	1,715,546.64	1,554,524.24	164,707.64
21.0004.0000.000.0000.101000	CASH IN BANK	0.00	25,591.89	25,591.89	0.00
22.0000.0000.000.0000.111001	ISJIT - Management	4,158.77	0.92	4,158.77	0.92
22.0006.0000.000.0000.101000	CASH IN BANK	1,751,700.82	1,830,554.96	2,741,502.87	840,752.91
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	7,613.04	15,270.04	(7,657.00)
24.0003.0000.000.0000.101000	CASH IN BANK	301,991.17	175,649.18	221,270.13	256,370.22
33.0003.0000.000.0000.101000	CASH IN BANK	6,980,044.61	8,240,178.12	12,728,639.32	2,491,583.41
35.0003.0000.000.0000.101000	CASH IN BANK	894,901.61	2,376,310.63	2,671,301.10	599,911.14
36.0003.0000.000.0000.101000	CASH IN BANK	6,181,951.16	2,878,890.53	2,427,852.35	6,632,989.34
40.0003.0000.000.0000.101000	CASH IN BANK	702,905.50	10,543,012.80	1,001,850.00	10,244,068.30
61.0000.0000.000.0000.111001	ISJIT - Nutrition	2,684,058.53	27,323.87	0.00	2,711,382.40
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	251,524.07	477,887.57	(226,363.50)
61.0004.0000.000.0000.101000	CASH IN BANK	338,769.35	568,450.73	561,914.54	345,305.54
65.0000.0000.000.0000.111001	ISJIT Investment Account	265,000.00	0.00	265,000.00	0.00
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	252,013.66	288,194.80	(36,181.14)
65.0002.0000.000.0000.101000	CASH IN BANK	130,225.06	368,980.26	199,863.77	299,341.55
65.0004.0000.000.0000.101000	CASH IN BANK	0.00	87,850.86	87,850.86	0.00
68.0002.0000.000.0000.101000	CASH IN BANK	30,000.61	26,380.95	25,437.69	30,943.87
		25,736,141.68	87,593,175.52	68,204,515.83	45,124,801.37

End of Report