

Amendment to the Professional Services Agreement

PROJECT: (name and address)
Linn-Mar Administration Building

Marion, Iowa 52302

OPN Project Number: 22210000

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

Marion, Iowa 52302

AGREEMENT INFORMATION:

Date: May 4, 2022

AMENDMENT INFORMATION:

Amendment Number: 001 Date: February 1, 2023

ARCHITECT: (name and address)

OPN Architects, Inc. 200 Fifth Ave SE, Suite 201 Cedar Rapids, Iowa 52401

The Owner and Architect amend the Agreement as follows:

Services to provide design to modify construction documents for new Administration Building to incorporate a geothermal heat pump energy system.

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

Compensation Adjustment:

Original Fee:

\$897,420

Total add fee to be \$31,700 as shown below.

Civil (Hall & Hall Engineers)\$ 2,000MEP (Design Engineers)\$ 25,000Architectural (OPN)\$ 4,700

Amended Total Fee:

\$929,120

Schedule Adjustment:

Add service to delay issuing of construction documents by approximately 2 months.

SIGNATURES:

OPN Architects, Inc.

ARCHITECT (Firm name)

SIGNATURE

Roger B. Worm, Principal

PRINTED NAME AND TITLE

DATE

Linn-Mar Community School District

OWNER (Firm name)

SIGNATURE

Brittania Morey, Board

President

PRINTED NAME AND TITLE

DATE



Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Ninth day of February in the year Two Thousand Twenty-(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302 Telephone Number: (319) 447-3000 Fax Number: (319) 377-9252

and the Contractor:

(Name, legal status, address and other information)

For Sure Roofing & Sheet Metal, LLC 6545 NE 14th Street, Des Moines, IA 50313 Telephone Number: 515-367-7873

for the following Project: (Name, location and detailed description)

2023 Oak Ridge Middle School Roof Replacement 4901 Alburnett Rd, Marion, IA 52302 Base Bid 1 - Roof Section A

Shive-Hattery Project # 2112208510

The Architect:

(Name, legal status, address and other information)

Shive-Hattery, Inc. 222 3rd Ave SE Suite 300 Cedar Rapids, IA 52401 Telephone Number: (319) 364-0227

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

User Notes:

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- **CONTRACT SUM**
- 5 PAYMENTS
- **6 DISPUTE RESOLUTION**
- 7 TERMINATION OR SUSPENSION
- **MISCELLANEOUS PROVISIONS**
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

[] The date of this Agreement.

[]	A date set forth in a notice to proceed issued by the Owner.

[X] Established as follows: Work may commence upon receipt by the Contractor of a written "Notice to Proceed." In the absence of a written "Notice to Proceed" Work may start as soon as the contractor has filed with the Owner the required Bonds and Certificate of Insurance and have received a copy of the fully executed contract.

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

2

User Notes:

§ 3.3 Substantial Completion § 3.3.1 Subject to adjustments of the Contract Time a achieve Substantial Completion of the entire Work: (Check one of the following boxes and complete the	•	•
[] Not later than () calendar days from the date	of commencement of th	ne Work.
[X] By the following date: August 11, 2023 and I 25 Calendar days of substantial completion or not la		
§ 3.3.2 Subject to adjustments of the Contract Time a are to be completed prior to Substantial Completion Completion of such portions by the following dates:	of the entire Work, the	
Portion of Work	Substantial Completio	n Date
§ 3.3.3 If the Contractor fails to achieve Substantial 0 if any, shall be assessed as set forth in Section 4.5.	Completion as provided	in this Section 3.3, liquidated damages,
ARTICLE 4 CONTRACT SUM § 4.1 The Owner shall pay the Contractor the Contract Contract. The Contract Sum shall be Six Hundred Fo 640,073.50), subject to additions and deductions as	orty Thousand Seventy-	three Dollars and Fifty Cents (\$
§ 4.2 Alternates § 4.2.1 Alternates, if any, included in the Contract Su	ım:	
ltem .	Price	
§ 4.2.2 Subject to the conditions noted below, the fol execution of this Agreement. Upon acceptance, the (Insert below each alternate and the conditions that	Owner shall issue a Mo	dification to this Agreement.
Item	Price	Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item Price

§ 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

ItemUnits and LimitationsPrice per Unit (\$0.00)Repair Steel Deck250 SF\$9.25

§ 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

The Contractor and the Contractor's surety, if any, shall be liable for and pay the Owner Five Hundred Dollars (\$500) as liquidated damages, and not a a penalty, for each day (day as defined by 8.1.4) of delay after the established date of substantial completion until the Work is substantially complete.

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§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

- § 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.
- § 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:
- § 5.1.3 Provided that an Application for Payment is received by the Architect not later than the first day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

- § 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.
- § 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.
- § 5.1.6 In accordance with AIA Document A201TM-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:
- § 5.1.6.1 The amount of each progress payment shall first include:
 - .1 That portion of the Contract Sum properly allocable to completed Work;
 - .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
 - .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.
- § 5.1.6.2 The amount of each progress payment shall then be reduced by:
 - .1 The aggregate of any amounts previously paid by the Owner;
 - .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
 - .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
 - .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
 - .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

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(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Five Percent (5%)

c

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

Retainage to be reduced in accordance with the laws of the State of Iowa, as applicable.

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

- § 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.
- § 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

- § 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when
 - .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
 - .2 a final Certificate for Payment has been issued by the Architect.
- § 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

User Notes:

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located

(Insert rate of interest agreed upon, if any.)

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker. (If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows: (Check the appropriate box.)

[] Arbitration pursuant to Section 15.4 of AIA Document A201–2017

[X] Litigation in a court of competent jurisdiction

[] Other (Specify)

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows: (Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

for the Owner's convenience.)

(Name, address, email address, and other information)

Dave Nicholson Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302 Telephone Number: (319) 447-3000

Fax Number: (319) 377-9252

Email Address: david.nicholson@linnmar.k12.ia.us

§ 8.3 The Contractor's representative:

(Name, address, email address, and other information)

Kate Cobine

User Notes:

For Sure Roofing & Sheet Metal, LLC 6545 NE 14th Street, Des Moines, IA 50313

Telephone Number: 515-367-7873

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(3B9ADA25)

Email Address: kcobine@forsureroofing.com

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101TM
2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101TM-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203[™]–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

The the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Owner, its agents, representatives, and employees (Indemnitees) from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees, arising out of or resulting from or in connection with the performance of the Work, but only to the extent caused by the negligent acts of omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claims, damage, loss or expense is caused in part by a party indemnified hereunder, such obligation shall not be constructed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution which would otherwise exist, as to any party or person described in the Contract Documents.

In the event the Owner shall prevails in any legal action arising out of the performance or non-performance of this Agreement, the Contractor shall pay, in addition to any damages, all expenses of such action including reasonable attorney's fees, all expert witness fees, costs and litigation expenses incurred by the Owner, including those incurred on appeal. The term "Legal Action" shall be deemed to include any arbitration, administrative proceedings, and all actions at law or in equity, including appeals.

The Contractor shall not be owned, operated, or managed by a registered sex offender who has been convicted of a sex offense against a minor accordance with lowa Code 692A.113. In addition, the Contractor shall not permit an employee, Subcontractor (Company) owned, operated or managed by a Subcontractor employee who is a registered sex offender convicted of a sex offense against a minor on real property or the Owners Schools in accordance with the Iowa Code 692A.113. The Contractor shall further acknowledge and certify by signing this Agreement that the services provided under this Contract comply with Iowa Code 692A.113.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101TM–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101TM_2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201TM–2017, General Conditions of the Contract for Construction

Init.

AIA Document E203TM-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

.5 Drawings

Number Title Date Refer to Issued for Bid Plan Set 2023 Roof Improvements 12/13/2022

Oak Ridge Middle

School

Specifications

Section **Title** Date **Pages** 2023 Oak Ridge Middle Refer to Issued for Bid 12/13/2022 158 Specifications Set School Roof

Replacement

.7 Addenda, if any:

Number Date **Pages** January 10, 2023

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

AIA Document E204TM-2017, Sustainable Projects Exhibit, dated as indicated below: (Insert the date of the E204-2017 incorporated into this Agreement.)

[] The Sustainability Plan:

Title Date **Pages**

[X] Supplementary and other Conditions of the Contract:

Document Title Date **Pages** 00 7300 Supplementary 12/13/2022 16 Conditions

Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201TM-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

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Init.

User Notes:

This Agreement entered into as of the day	and year first written above.	
	Date Copine	
OWNER (Signature)	CONTRACTOR (Signature)	
	Kate Cobine	
(Printed name and title)	(Printed name and title)	

Additions and Deletions Report for

AIA® Document A101® - 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:11:11 ET on 02/09/2023.

PAGE 1

AGREEMENT made as of the Ninth day of February in the year Two Thousand Twenty-three

Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302 Telephone Number: (319) 447-3000 Fax Number: (319) 377-9252

For Sure Roofing & Sheet Metal, LLC 6545 NE 14th Street, Des Moines, IA 50313 Telephone Number: 515-367-7873

2023 Oak Ridge Middle School Roof Replacement 4901 Alburnett Rd, Marion, IA 52302 Base Bid 1 - Roof Section A

Shive-Hattery Project # 2112208510

Shive-Hattery, Inc.
222 3rd Ave SE Suite 300
Cedar Rapids, IA 52401
Telephone Number: (319) 364-0227

PAGE 2

[X] Established as follows: Work may commence upon receipt by the Contractor of a written "Notice to Proceed." In the absence of a written "Notice to Proceed" Work may start as soon as the contractor has filed with the Owner the required Bonds and Certificate of Insurance and have received a copy of the fully executed contract.

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[X] By the following date: <u>August 11, 2023 and Final Completion of all punch list items shall be achieved within 25 Calendar days of substantial completion or not later than August 31, 2023.</u>

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be <u>Six Hundred Forty Thousand Seventy-three Dollars and Fifty Cents</u> (\$ 640,073.50), subject to additions and deductions as provided in the Contract Documents.

Repair Steel Deck

250 SF

\$9.25

The Contractor and the Contractor's surety, if any, shall be liable for and pay the Owner Five Hundred Dollars (\$500) as liquidated damages, and not a a penalty, for each day (day as defined by 8.1.4) of delay after the established date of substantial completion until the Work is substantially complete.

PAGE 4

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the <u>first</u> day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the <u>last</u> day of the <u>same</u> month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than <u>Thirty</u> (30) days after the Architect receives the Application for Payment.

PAGE 5

Five Percent (5%)

Retainage to be reduced in accordance with the laws of the State of Iowa, as applicable.

%-

PAGE 6

[X] Litigation in a court of competent jurisdiction

Dave Nicholson
Linn-Mar Community School District
2999 North 10th Street
Marion, IA 52302

<u>Telephone Number: (319) 447-3000</u> Fax Number: (319) 377-9252

Email Address: david.nicholson@linnmar.k12.ia.us

Kate Cobine
For Sure Roofing & Sheet Metal, LLC
6545 NE 14th Street, Des Moines, IA 50313
Telephone Number: 515-367-7873

Email Address: kcobine@forsureroofing.com

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The the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Owner, its agents, representatives, and employees (Indemnitees) from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees, arising out of or resulting from or in connection with the performance of the Work, but only to the extent caused by the negligent acts of omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claims, damage, loss or expense is caused in part by a party indemnified hereunder, such obligation shall not be constructed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution which would otherwise exist, as to any party or person described in the Contract Documents.

In the event the Owner shall prevails in any legal action arising out of the performance or non-performance of this Agreement, the Contractor shall pay, in addition to any damages, all expenses of such action including reasonable attorney's fees, all expert witness fees, costs and litigation expenses incurred by the Owner, including those incurred on appeal. The term "Legal Action" shall be deemed to include any arbitration, administrative proceedings, and all actions at law or in equity, including appeals.

The Contractor shall not be owned, operated, or managed by a registered sex offender who has been convicted of a sex offense against a minor accordance with lowa Code 692A.113. In addition, the Contractor shall not permit an employee, Subcontractor (Company) owned, operated or managed by a Subcontractor employee who is a registered sex offender convicted of a sex offense against a minor on real property or the Owners Schools in accordance with the Iowa Code 692A.113. The Contractor shall further acknowledge and certify by signing this Agreement that the services provided under this Contract comply with Iowa Code 692A.113.

PAGE 8

Refer to Issued for Bid Plan Set

2023 Roof

12/13/2022

Improvements Oak Ridge Middle School

Specifications Set	School Roof Replacement	12/13/2022	158	
<u>1</u>	<u>January 10, 2023</u>	<u>6</u>		
[X] Supplementary and other Condition	s of the Contract:	el el		
00 7300_	Supplementary	12/13/2022	<u>16</u>	
PAGE 9	Conditions	-		
Date Cosm	Kate Cobine			

Certification of Document's Authenticity

AIA® Document D401™ - 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:11:11 ET on 02/09/2023 under Order No. 3104237131 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101 $^{\text{TM}}$ - 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, other than those additions and deletions shown in the associated Additions and Deletions Report.

Vate Cohe		
(Signed)		
Project Manager		
(Title)	14.1	
02/10/2023		
(Dated)		



DATE: February 9, 2023

NOTICE OF AWARD

TO: For Sure Roofing & Sheet Metal, LLC

ADDRESS: 6545 NE 14th Street

Des Moines, IA 50313

PROJECT: 2112208510

CONTRACT FOR: 2023 Oak Ridge Middle School Roof Replacement

Linn-Mar Community School District

You are notified that your Bid dated January 12, 2023 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for the Base Bid 1.

The Contract Price of your contract is Six Hundred Forty Thousand Seventy-three Dollars and Fifty Cents (\$640,073.50), in accordance with your bid.

You must comply with the following conditions precedent within ten days of the date of this Notice of Award, that is, by February 20, 2023.

- 1. You must deliver the following in hard copy form to Shive-Hattery, Inc. as a packet:
 - a. One copy of the fully executed **Notice of Award**. (See Attached)
 - **b.** One fully executed counterpart of the enclosed A101 **Agreement** bearing your signature on page 9. (See Attached)
 - c. Not later than ten days following the date of execution of the Agreement the Performance and Payment Bond as specified in the Supplementary Instructions to Bidders. (See Attached)
 - d. Certificate of Insurance as outlined in the Document A101 2017 Exhibit A.
 - e. One copy of your state registration, showing your identification number.
 - f. One Sex Offender Acknowledgement and Certification form (attached) from your company and provide a signed document from each sub-contractor who will have workers on-site as per Section 00 7300, Article 13.12. (See Attached)

As per AIA Digital Data Protocol, all submittal documents may be submitted and uploaded via Newforma Information Exchange.

Failure to comply with these conditions within the time specified will entitle the Owner to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with the above conditions, the Owner will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

Prepare submittals such as shop drawings, certifications, samples, etc. per the specifications as soon as possible. All submittals must be approved before any item may be manufactured or purchased.

There will be a Preconstruction Conference scheduled in advance of the commencement of Work. It is required that representative from your firm in charge of the project, and any subcontractors, attend this meeting. We will discuss the administrative details of the project and answer any questions you may have relative to the project at that time. Sets of the Project Manual and Drawings will be available to you at this conference.

	LINN-MAR COMMUNITY SCHOOL DISTRICT
	Owner
Ву:	
•	Authorized Signature
	Title
AC	CEPTANCE OF AWARD
	FOR SURE ROOFING AND SHEET METAL, LLC
	Contractor
Ву:	Kate Cobine
	Authorized Signature
	Project Manager
	Title
	02/10/2023
	Date

END OF DOCUMENT 00 0510



NOTICE TO PROCEED

February 16, 2023

TO: For Sure Roofing & Sheet Metal, LLC

ADDRESS: 6545 NE 14th Street

Des Moines, IA 50313

PROJECT: 2112208510

CONTRACT FOR: 2023 Oak Ridge Middle School Roof Replacement

Linn-Mar Community School District

You are notified that the Contract Times under the above contract commenced on February 9, 2023. By that date, you were to start performing your obligations under the Contract Documents. In accordance with Article 3 of the Agreement the date of Substantial Completion is August 11, 2023.

Before you may start any Work at the site, paragraph 11.1 (AIA) of the Supplementary Conditions provides that you must deliver to Shive-Hattery Inc. a certificate of insurance which you are required to purchase and maintain in accordance with the Contract Documents. You have complied with this requirement.

Also, before you may start any Work at the site, you must provide a Schedule of Values, Construction Schedule, Subcontractor and Supplier list and Product List.

	Linn-Mar Community School District
	Owner
Ву:	
,	Authorized Signature
	Title

END OF DOCUMENT 00 0550



Marzano Resources Purchase Agreement

Effective February 16, 2023, Marzano Resources, LLC ("Marzano Resources") located at 555 N. Morton St., Bloomington, IN 47404 and Linn-Mar Community Schools - Westfield Elementary ("Customer") located at 2999 N. Tenth Street, Marion, Iowa 52302 agree as follows:

1. Summary of Products and Services: Customer will purchase the following Marzano Resources products and services ("Products"). Additional Products may be added by mutual written Agreement.

Products and Services	Total
Virtual Professional Development	\$1,650.00
Total	\$1,650.00

2. Payment Terms: Customer will provide Marzano Resources with a purchase order made out to Marzano Resources, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the Professional Development amount will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Marzano Resources. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Marzano Resources will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$330.00	Upon execution of Agreement
Professional Development	\$1,320.00	February 23, 2023

3. Professional Development

- **3.1. Description of Services:** Marzano Resources agrees to provide a speaker, Joseph Miniscalco ("Associate"), to disseminate information for Customer on the topic of *HRS Level 2 Data Coaching* on February 23, 2023.
- **3.2. Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. Venue and Audio/Visual Equipment: Customer will provide a venue, audio/video equipment, and technical support for all sessions in accordance with the technology requirements described in Exhibit A. Marzano Resources may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.

4. General Terms

4.1. Intellectual Property: Customer acknowledges that Marzano Resources or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be

v20.1.1 Page **1** of **3**



developed specifically for Customer. Marzano Resources will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Marzano Resources. All audio, video, and digital recording of the services by Customer is prohibited.

- **4.2. Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:
 - **a.** If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
 - **b.** If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
 - **c.** If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
 - **d.** All obligations unaffected by a Force Majeure Event will remain in place.
- **4.3. Termination:** Marzano Resources may terminate this Agreement if Marzano Resources has not received a purchase order by the Purchase Order Due Date.
 - a. Professional Development: If Customer cancels any Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Marzano Resources for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will make a good faith effort to reschedule the Professional Development Services.
 - **b. Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at https://www.marzanoresources.com/customer-service/product-orders.
- 4.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

J	J	, ,		
Board President		 Date	Kate Weber	 Date
Linn-Mar Community S	chools - West	tfield	Director of Professional Dominion Marzano Resources, LLC	•
Elementary				

This Agreement is acknowledged and accepted by Customer and Marzano Resources:

Please email this Agreement to Kate at <u>Kate.Eastman@marzanoresources.com</u> or fax to 866.868.5478. v20.1.1 Page **2** of **3**



Exhibit A

Technical Requirements for an Interactive Web Conference (IWC)

If any of the requirements below are not available, please contact your PD Representative immediately.

	PC/Windows	Macintosh		
	Windows 2003 Server, Windows XP,	Mac OS X 10.6 or above		
SYSTEM REQUIREMENTS	 Windows Vista, Windows 7 or above Internet Explorer 8 or above, OR Firefox 4 or above, OR Chrome 5 or above Intel or AMD processor (2.4 GHz or More) At least 2 GB RAM 700 Kbps or more for simultaneous screen sharing, video, and audio conferencing 	 Safari 3 or above, OR Firefox 4 or above, OR Chrome 5 or above 2.4 GHz Intel processor (Core 2 Duo) At least 1 GB RAM 700 Kbps or more for simultaneous screen sharing, video and audio conferencing 		
	A sound card installed in your computer			
VIDEO/AUDIO REQUIREMENTS	 Microphone and speakers connected to your computer or a telephone with conference-call capabilities 			
	Web camera at one viewing site			
SITE REQUIREMENTS	 Hard line Internet connection Projector, monitor, or whiteboard to view the IWC session Suggested: Tech contact in attendance and available for troubleshooting at time of web conference 			

v20.1.1 Page **3** of **3**

AGREEMENT FOR THE PROVISION OF PRIVATE DUTY NURSING SERVICES TO A PUBLIC SCHOOL STUDENT AT SCHOOL

Recover Health of Iowa, Inc. d/b/a Aveanna Healthcare, (hereinafter referred to as "Aveanna"), and Bowman Woods Elementary/Linn-Mar Community School District ("School"), each a "Party" and collectively, the "Parties," hereby agree, by signing of this agreement ("Agreement"), to work cooperatively in the delivery of nursing services to Prince Makor, a student ("Student") at School enrolled in the special education program of School.

The parent/guardian of Student has initiated a request for private duty nursing services. Student does not qualify under District criteria for on-site nursing services. As this Agreement is implemented per the request of the parent/guardian for Student, provision of nursing services is not a requirement under the student's Individualized Education Plan (IEP).

Inasmuch as it is the School's ultimate responsibility to provide the Student with a free and appropriate public education (FAPE), it is necessary to ensure the proper fulfillment of activities and duties under the Student's individualized education program (IEP) and individualized healthcare plan (IHP). This document details the understanding and agreement among the Parties with respect to the healthcare needs for the Student.

- 1. Aveanna agrees to assign a licensed nurse (or a substitute) ("Aveanna Nurse") to accompany the Student while on School property on those dates and at those times as identified by the Student's IEP.
- 2. Aveanna agrees to provide evidence of the following to School upon request:
 - a. Copy of Aveanna Nurse's current license/registration and/or certification
 - b. Confirmation of completion of criminal background investigation
- 3. The School will not reimburse Aveanna for services rendered. Aveanna may continue to bill Medicaid and/or any other applicable payor for nursing services Aveanna provides to Student at School.
- 4. Aveanna is the employer of the Aveanna Nurse and any substitute thereof and is responsible for payment of the salary, wages, and other employment benefits of the Aveanna Nurse and any substitute. As the employer of Aveanna Nurse, Aveanna will maintain all required employment-related documentation under applicable state and federal law and will comply with all applicable state and federal laws and regulations governing employment, including but not limited to the payment of and

withholding from wages of state and federal income taxes and any other employment-related taxes, the provision of unemployment compensation insurance, and the provision of worker's compensation insurance.

- 5. It is essential for the provision of a FAPE to the Student that Aveanna and School personnel serving the Student be able to communicate freely regarding the Student's healthcare and educational needs. Accordingly, the Student's parent or legal guardian will be required to execute a valid consent form authorizing the mutual release of information between Aveanna personnel delivering the medical services to the Student on School property, including any physician issuing orders and School personnel responsible for the implementation of the Student's IEP. The Parties will ensure that a copy of the signed consent form is provided to School administration prior to the Aveanna Nurse providing services to the Student on School property.
- 6. The School has an obligation to ensure that the Student's IEP and IHP are implemented. Thus, when in the school setting, the Aveanna Nurse will communicate with School administration regarding any issues that arise concerning implementation of the IEP or IHP. School personnel will ensure that the Aveanna Nurse is familiar with the Student's IEP and IHP and any required accommodations and modifications.
- 7. Orientation to the School, and its policies, will be provided to the Aveanna Nurse by School personnel.
- 8. The Aveanna Nurse and any substitute will comply with all School policies and guidelines, including policies regarding tobacco, alcohol or drug use, discrimination, harassment, abuse and weapons. The Aveanna Nurse and any substitute will follow proper documentation procedures and protocols required by the School.
- 9. Nursing care will be supervised and provided under the IHP in conjunction with the Aveanna Medical Plan of Care (POC). Any differences that pertain to the educational setting will be reviewed with the School Nurse. Care provided by Aveanna Nurses shall be in accordance with the treating physician orders obtained by Aveanna and signed by the physician. Aveanna will provide nursing supervision in accordance with its nursing policies.
- 10. The Aveanna Nurse will monitor the Student's medical condition and will provide appropriate nursing care. In the event the Student becomes ill while at School, the Aveanna Nurse will notify the School nurse.
- 11. The Aveanna Nurse and any substitute will abide by all applicable federal and state laws, rules, regulations, professional codes, standards and guidelines.

- 12. All parties to this Agreement will have appropriate access to the Student so as to deliver services in accordance with their respective roles during the school day.
- 13. The Aveanna Nurse will respect and maintain confidentiality of all students and student-related information and records and shall agree to adhere to the regulations implementing the Family Educational Rights and Privacy Act, 34 CFR Part 99, regarding the confidentiality of all personally identifiable student information.
- 14. The Aveanna Nurse will refrain from engaging in Student-related duties or responsibilities outside those outlined in the Student's IHP. The Parties agree and acknowledge that the Aveanna Nurse is not permitted to offer assistance to the Student outside the scope of the Student's medical needs. Further, the Parties agree and acknowledge that the Aveanna Nurse will not be involved with other students at the school in any capacity; other than as needed to assist the Student to participate in team or group activities at the School.
- 15. School staff will communicate with the Aveanna Nurse and the Student's parents/ guardian and will work cooperatively with Aveanna staff as needed to provide an optimal educational experience for the Student.
- 16. Aveanna agrees to indemnify and hold harmless the School, and its officers, directors, employees, agents, successors and assigns from and against any and all liability, loss, expense, including reasonable attorney's fees actually incurred, or claims for injury or damages arising out of nursing services rendered by Aveanna in performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of Aveanna..
- 17. School agrees to indemnify and hold harmless Aveanna, and its officers, directors, employees, agents, successors and assigns from and against any and all liability, loss, expense, including reasonable attorney's fees actually incurred, or claims for injury or damages arising out of School's performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of School.
- 18. As applicable and permissible by State Law, each party agrees to maintain the following insurance covering its activities performed pursuant to this Agreement;
 - (i) Comprehensive General Liability, including malpractice liability, product liability and contractual liability, in an amount not less than One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage.

- (ii) Worker's Compensation in accordance with applicable statutory requirements.
- (iii) Each party agrees to ensure that any licensed professional who performs any activity pursuant to this Agreement on its behalf and is not an employee of such party is covered by professional liability insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage.
- (iv) Each party shall make a good faith effort to assure that its insurance policy shall be endorsed to provide for written notification to the other party by the insurer not less than 30 days prior to cancellation, expiration or material change in insurance coverage. Certificates of insurance relevant to this Agreement shall be furnished upon reasonable request. AVEANNA may maintain its insurance coverage through a combination of commercially-placed insurance and self-insurance.
- (v) In the event that FACILITY requires AVEANNA to accompany patient during transport to and from FACILITY or to and from alternate sites, FACILITY shall maintain coverage for automobile/relevant vehicle liability with limits not less than \$1,000,000.00 combined single limit or \$1,000,000.00 per person/ \$1,000,000.00 per accident bodily injury.
- 19. This Agreement shall be effective as of the date of the last Party's signature and shall continue indefinitely. Either party may terminate this Agreement at any time upon thirty (30) days written notice to the other party.
- 20. No amendment, modification or discharge of this Agreement, and no waiver hereunder shall be valid or binding unless set forth in writing and duly executed by the party against whom enforcement of the amendment, modification, discharge or waiver is sought.
- 21. The parties agree that any action or proceeding arising out of or relating to this Agreement shall be commenced in the State of Iowa, and each party submits to the jurisdiction of the State of Iowa. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Iowa without regard to its conflicts of law doctrine.
- 22. Any notice, demand or other communication required or permitted hereunder shall be given in writing at the address set forth on the signature page and will become effective if mailed, by certified mail, postage prepaid and return receipt requested, five days after deposit in the US mail, one day after deposit with a nationally recognized overnight courier, freight prepaid, when confirmation of transmission is received or the date of personal delivery. Any address or name specified above may be changed by a notice given by the addressee to the other party in accordance with this Section.

School Name Bowman Woods Elementary/Linn-Mar Community School District School Address 151 Boyson Rd. NE Cedar Rapids, IA 52402
By:
Print Name:
Title:
Date:
Recover Healthcare of Iowa, Inc. dba Aveanna Healthcare Address 700 1st Ave NE, Ste 200 Cedar Rapids, IA 52401 (319) 373-6294
By:
Print Name: Roni Benson, RN, CPHQ
Title: Area Vice President Clinical Operations
Date:

The authorized representatives of the parties have signed this Agreement.

Independent Contractor Agreement

Please provide all information requested and sign page two.



WHEREAS, Linn-Mar Community School District ("District"), a scho	ool corporation, intends to contract with
Amanda Denny	, Independent Contractor ("IC"), for the
performance of certain services,	
THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMIS	SES AND REPRESENTATIONS SET

FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1.	SERVICES TO BE PERFORMED: Chamber cello sectionals
2.	GROUP/DEPARTMENT WORKING WITH: Linn-Mar Orchestra
3.	AMOUNT OF PAYMENT: \$80

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on March 31st, 2023 which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.

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

7. INSURANCE: No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment. 8. INDEMNIFICATION: The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal. 9. **TERM:** This agreement shall begin on February 28th shall continue in effect until March 30th 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 6th ____ day of February

Linn-Mar CSD Representative Signature:

Title: School Board President

Independent Contractor Signature:

Title:



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: _	1.14.23(50)
-------------------------------------	-------------

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

Group:	HOSA	Submitted by: Chad	Lechner
	(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. <i>Reference Board Policy 603.3.</i>	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary Recommended		This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval		Date Date	12-15-22
Chief Financial/Operating Officer Approval		Date Date	2/8/22
Board of Directors Approval		Date	

HOSA State Leadership Excursion Request Form 2023

Purpose and Objective

Attend the lowa HOSA (Future Health Professionals) State Leadership conference which is attended by multiple students from various schools around the state. Each year, lowa HOSA holds an annual statewide conference which brings student members together with industry, post-secondary, and community leaders in a competitive showcase that recognizes both technical skill and leadership development. The conference includes competitive events, election of officers, and a recognition ceremony. This year's State Leadership Conference will be held March 5-6, 2023.

March 5-6, 2023

Drake University in Des Moines, IA

Hotel Home2 Suites Des Moines at Drake University 2650 University Ave. Des Moines, IA 50311 (515) 264-7960

Pre-Qualifying

Students attending: Sanya Oli, Melissa Wang, Shafin Wasimi, Jahita Inturi, Amy Miller, Diya Patel, Alex Tran, Ananya Oli, Riya Anand, Hasini Vaddi, Lily Heuer-Caton, Elizabeth Schulte

Detailed plans of Supervision

Sanya Oli, Melissa Wang and Shafin Wasimi are state HOSA officers and are required to arrive a day early to prepare for the conference. Iowa HOSA will cover the cost of state officer hotel fees. State officers will provide their own transportation to Des Moines and will travel back with Linn-Mar HOSA club at the conclusion of the conference. Kent Seuferer, Iowa HOSA state supervisor will supervise state officers through duration of their officer meetings on Friday and Friday evening. 515-523-0514. director@iowahosa.org

<u>Supervision of members will be provided by</u>: Chad Lechner, HOSA club advisor. Debra Lechner will meet the club in Des Moines on Sunday, March 5th and help provide overnight supervision.

<u>Transportation of members to the conference will be provided by</u>: The hotel is across the street from Drake, so within walking distance. A bus for transportation to and from Des Moines has been approved. Trip numbers are 14702 and 14991.

State officers will be traveling a day in advance. State officer parents will provide transportation to Des Moines. State officers will ride back on the bus with the rest of the club at the conclusion of the conference.

Itinerary

Sunday, March 5 2023

7 AM Depart Linn-Mar H.S. (door #13):

9:30 AM Registration

10 AM Opening Session

11 AM Competitive Events – Health Professions & Emergency Preparedness

11 AM Member workshops

1 PM Lunch

2 PM Competitive Events – Leadership

2 PM Member workshops

3PM Advisor meeting and professional learning

5 PM HOSA Bowl

6 PM Explore Des Moines – Chapter Time (Meal)

11 PM Curfew

Monday, March 6 2023

9 AM Competitive Events and Member Workshops

9 AM Member Workshops

11 AM College and Career Fair

12 PM Lunch

2 PM Closing Awards Ceremony

3 PM Chapter time, waiting for bus pick up (walk to restaurant, or explore Drake University)

6 PM or sooner? Bus pick us up for return trip from Home2 Suites hotel, 2650 University Ave, Des Moines, IA 50311

8 PM Arrive back at Linn-Mar H.S.

Follow-up

This will be a team building experience for our local chapter. Individual students competing in events may advance to national and international events.

Assessment

Participants will be complete several competitive events related to health care professions and leadership skills.

Funding

lowa HOSA will pay for the lodging and all of meals for state officers (Sanya, Melissa, and Shafin).

Room costs for chaperones will be covered by fundraising the club has completed.

Cost for students to attend: \$100 registration fee and \$40 for hotel room (\$160 / 4 per room = \$40) for a total of \$140. Prior fundraising by the club will be used to reduce this cost per student. Prior fundraising will be used to cover cost of hotel rooms (4 total) and to help lower cost of registration fees down to \$50 per student.

Common Experience

For students interested in health care professions and leadership experiences. Team building for our local chapter of HOSA.

Multi-disciplinary

The leadership skills they learn are transferrable to many facets of their life.



ADMINISTRATIVE REGULATIONS REGARDING FIELDTRIPS AND EXCURSIONS – **REQUEST FORM**

RECEIVED

By: 50 Date: 21 23

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

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

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

Fieldtrip Criteria:

The following checklist <u>must be</u> submitted for overnight trips along with the required documentation:

Fieldtrip Group: HS Pobotics Submitted by: Dan Niemitalo (Name)

Criteria		Description	Yes	No
Purpose	Required	The purpose of the fieldtrip/work site visit is clearly defined and " is a vital part of the curriculum or current activity." Reference: Board Policy 603.3		
Pre-Planning Required There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience. There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience.				
learning experiences of students on this fieldtrip/work excursion.				
Assessment Required		There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.		
Funding Required		A source of funding has been determined that meets Department of Education and District guidelines. Reference: Board Policy 603.3		
Common Experience	Recommended	This fieldtrip/work site visit is a common experience that all students at this grade level or activity group should have.		
Multi- disciplinary	Recommended	This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		
School Administrator Approval		Date	2/8	1202
District Administrator Approval		Date Date	2/8/	202
Board Approval		Date		

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

Adopted 2/1/77 Reviewed 7/06, 7/11, 7/12, 7/13, 2/13 Revised 10/06, 1/16, 6/16	Adopted	2/1/99	Reviewed	9/08; 7/11; 9/12; 9/13; 2/15	Revised 10/08; 1/10; 8/16
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Overnight Field Irip Request - Linn-Mar Robotics

2023 St. Louis FRC Regional Competition, St. Louis, MO Submitted: 02/07/23

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

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

Trip Date: 03/08/23-03/11/23

Our team's activities flow from our mission statement. This competition trip meets our goals in a variety of ways.

- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting
 effort, leading the drive team, organization the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Attempt to advance to the FIRST World Championship in April in Houston. Attending this event would be a very inspiring opportunity for all students involved.
- Learn best practices from other teams. Some of the teams that will be in attendance at this event are world class teams with really well organized, highly respected, and historically successful programs.

Overnight Field Trip Request - Linn-Mar Robotics

2023 St. Louis FRC Regional Competition, St. Louis, MO

Trip Date: 03/08/23-03/11/23 Submitted: 02/07/23

Pre-Planning and Follow-Up

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

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches.

Assessment

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

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

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

Overnight Field Trip Request - Linn-IVIar Robotics

2023 St. Louis FRC Regional Competition, St. Louis, MO

Trip Date: 03/08/23-03/11/23 Submitted: 02/07/23

Funding - Travel

Travel expenses (\$280 per students) are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms: \$145 x 6 rooms x 3 nights	\$2610
Van rentals (3 vans x 4 days):	\$960
Van gas:	\$350
Truck gas (haul robot + tools + supplies):	\$100
Group lunch / breakfast food (2 meals provided)	\$150
Parking:	\$50
Approximate Total:	\$4050

With adult mentors paying their hotels separately and approximately 12 students attending, this puts the cost per student at \$280 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for four supper meals on the road and a breakfast meal (concessions) at the competition venue: (approximately \$60).

Funding – Other Expenses

The registration fees and parts/tools costs for this event are covered by the LM Robotics general budget.

The robot is already built, but we continue to work on upgraded mechanisms to improve our performance at the event.

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

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

Overnight Field Trip Request - Linn-IVIar Robotics

Trip Date: 03/08/23-03/11/23 Submitted: 02/07/23 2023 St. Louis FRC Regional Competition, St. Louis, MO

Common Experience

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

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

Multi-Disciplinary:

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

2023 St. Louis Regional Trip Itinerary FIRST Robotics Regional Competition St. Louis, MO

Wednesday, (03/08/23	Friday, 03/1	10/23
12:00 AM	Eat lunch at LMHS	6:45 AM	Breakfast at hotel
12:25 PM	Meet in shop; load up vans	7:30 AM	Leave hotel
12:45 PM	Depart from LMHS	8:00 AM	Arrive at Arena
5:30 PM	Lunch on the road		Pits Open
6:00 PM	Arrive at venue	8:30 AM	Opening Ceremonies
6 PM - 8 PM	Load-in at venue (5 reps)	9:00 AM	Qualifier Matches begin
7:00 PM	Check into hotel	12:00 PM	Lunch in arena
8:00 PM	Swim / prepare scouting / etc	5:45 PM	Awards ceremony, Pits Close
10:30 PM	In rooms	6:15 PM	Leave arena
11:00 PM	Lights out	7:00 PM	Pizza at hotel
	2	8:00 PM	Scouting meetings
Thursday, 03	/09/23	10:30 PM	In rooms
		11:00 PM	Lights out
7:30 AM	Breakfast at Hotel		8
8:00 AM	Leave Hotel	Saturday, 03	3/11/23
8:30 AM	Arrive at Arena		
	Registration	6:45 AM	Check Out + Breakfast at hotel
	Maintenance Pits open	7:15 AM	Leave hotel
	Robot Inspection	7:45 AM	Arrive at arena
9:00 AM	Driver's Meeting	8:30 AM	Opening Ceremonies
11:00 AM	Lunch at arena	9:00 AM	Qualifier Matches Resume
12:00 PM	Practice Matches Begin	12:15 AM	Alliance Selections for Finals
6:30 PM	Practice Matches End	12:30 PM	Lunch in arena
7:00 PM	Supper near hotel (tentatively)	1:30 PM	Playoff Matches & Awards Begin
8:00 PM	Pits close (we may leave earlier)	4:30 PM	Approximate end of event, pack up
9:00 PM	Team meeting	5:00 PM	Pits close
10:30 PM	In rooms		Depart for home
11:00 PM	Lights Out	6:00 PM	Supper on the road
		11:00 PM	Arrive back at LMHS
		SACIONIMATE IO WASHINGTON	
Hotel		Arena	
Comfort Inn		Chaifetz Aren	
8 Commerce D)rive	1 S. Compton	and the second s
		St. Louis, MO	
Collinsville, II			
(618) 477-894	6		
Transportatio		Coach Cont	
Travel via rent	al vans	Dan Niemita	lo: 319-400-2730



2023 REGIONAL SCHEDULE ST. LOUIS REGIONAL

Competition Schedule

Wednesday, March 8 th , 2023	
6:00PM-8:00PM	5 Team Reps to Load In and Set Up Pits

Thursday, March 9 th , 2023			
7:45AM	5 Team Reps to Load In		
8:30AM	Pits, Machine Shop, Registration and Inspection Open		
9:00AM	Load-in Ends		
9:00AM-11:00AM	Driver's Meeting, Field Open for Measurement and Calibration		
11:00AM-12:00PM	Lunch		
12:00PM-6:30PM	Practice Matches		
8:00PM	Pits and Machine Shop Close		

Friday, March 10 th , 2023		
8:00AM	Pits and Machine Shop Open	
8:30AM-9:00AM	Opening Ceremonies	
9:00AM-12:00PM	Qualification Matches	
10:00AM-4:00PM	STEM Pathways Showcase	
10:00AM-4:00PM	Student Ambassador Tours	
12:00PM-1:00PM	Lunch	
1:00PM-5:45PM	Qualification Matches	
5:45PM-6:15PM	Awards Ceremony	
~6:30PM**	Pits and Machine Shop Close immediately following Awards Ceremony	

Saturday, March 11 th , 2023			
8:00AM	Pits and Machine Shop Open		
8:30AM-9:00AM	Opening Ceremonies		
9:00AM-12:15PM	Qualification Matches		
10:00AM-2:00PM	STEM Pathways Showcase		
10:00AM-4:00PM	Student Ambassador Tours		
12:15PM-12:30PM	Alliance Selections		
12:30PM-1:30PM	Lunch		
1:30PM-4:30PM	Playoff Matches & Awards Ceremony		
~5:00PM**	Pits close 30 minutes following the close of the Closing Ceremony		

**Schedule subject to change. All times are estimated based on flow of rounds.

See Pit Administration table for updated times.

Tentative Va	an & Roon	n Lists	1	
Van 1			Room 1	
Driver	Dan	Niemitalo	Hana	Mohammed
1	Kian	Carter	Layla	Simmons
2	Sam	Clore	Maddy	Baley
3	Beck	Daly		
4	Cole	Daly	Room 2	
			Jafar	Hussein
Van 2			Kian	Carter
Driver	Carla	Lansing	Sam	Clore
	Hana	Mohammed		
	Layla	Simmons	Room 3	9
	Jafar	Hussein	Beck	Daly
	Maddy	Baley	Cole	Daly
			Isaac	Stark
Van 3				
Driver	Kira	Lansing	Room 4	
	Isaac	Stark	Jacob	Yearous
	Jacob	Yearous	Gabriel	Marsh
	Gabriel	Marsh	Sam	Schafer
	Sam	Schafer		
			Room 5	0
Equipment '	Truck		Dan	Niemitalo
Driver	Carl	Gloe	Carl	Gloe
	***************************************		Room 6	
			Carla	Lansing
			Kira	Lansing

Tentative F	Roles	
First	Last	Roles
Hana	Mohammed	Impact Aware Presenter / Pit Representative, Scout
Maddy	Baley	Pit Crew, Scout
Layla	Simmons	Programmer, Impact Aware Presenter / Pit Representative
Gabriel	Marsh	Programmer, Pit Crew
Sam	Clore	Pit Crew
Isaac	Stark	Pit Crew
Cole	Daly	Pit Crew
Jacob	Yearous	Pit Crew
Jafar	Hussein	Impact Aware Presenter / Pit Representative, Scout
Kian	Carter	Scout
Beck	Daly	Programmer, Scout
Sam	Schafer	Scout
Other roles	to be determined p	prior to event:

Drive Team Roles (Coach, Driver 1, Driver 2, Human Player, Technician)

Lead Scouting Representative for Alliance Selection



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 116.23 (SD

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

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

The request will include:

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

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

Group:	HOSA	Submitted by:	Charles Lechner
	(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. <i>Reference Board Policy 603.3</i> .	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval		Oether M. That	1-13-23
Chief Financial/Operating Officer Approval		Date Date	1-17-23
Board of Directors Approval		Date	

HOSA National CTSO Excursion Request Form

Purpose and Objective

Sanya Oli, local Linn-Mar and state HOSA President is invited to attend the 2023 Association for Career and Technical Education's national policy seminar in Washington D.C March 19-22, 2023. Sanya will represent Iowa HOSA CTSO.

March 19-22

National Policy Seminar

Crystal Gateway Marriott 1700 Richmond Hwy Arlington, VA 22202 703-920-3230

Pre-Qualifying

Detailed plans of Supervision

Kent Storm, Iowa HOSA state supervisor will supervise and travel with Sonya for the duration of this event. 515-523-0514. director@iowahosa.org.

Sanya's parent, Noopur Oli (319-651-3590) has given permission for Kent Storm to be Sanya's chaperon for this event.

Itinerary

NPS Agenda Draft (Updated December15, 2022 – all times Eastern)

Pre-event orientation Webinar: February 20, 2023, 2:00 p.m.

Sunday, March 20, 2023

5:00 p.m.-6:00 p.m.

First Timer's Q and A

Monday, March 20, 2023

8:00 a.m.-9:00 a.m.

Continental Breakfast and Networking

9:00 a.m.-10:00 a.m.

Opening General Session with Keynote Speaker

10:15 a.m.-11:15 a.m. General Session: Upcoming Reauthorization Legislation

11:30 a.m.-12:15 p.m. Breakout Sessions: Advocacy Strategies

12:15 p.m.-1:45 p.m. Lunch on Your Own

1:45 p.m.-2:45 p.m.

General Session: Administration's Priorities and Initiatives

3:00 p.m.-4:00 p.m.

General Session: Federal Efforts to Address the Educator Pipline

4:15 p.m.-5:00 p.m.

ACTE Legislative Agenda Overview/Hill Visit Overview

5:00 p.m.-5:30 p.m.

State Planning Roundtables

Tuesday, March 21,2023

8:00 a.m.-5:00 p.m.

Capitol Hill Visits

9:30 a.m.-10:30 a.m.

Congressional Staff Panel on Capitol Hill (pending space approval)

5:00 p.m.-7:00 p.m.

Capitol Hill Reception (pending space approval)

Wednesday, March 22, 2023

8:00 a.m.-8:30 a.m.

Continental Breakfast

8:30 a.m.-4:15 p.m.

Innovation Summit

Follow-up

Sonya will be engaged on key federal education policy priorities, influence federal policies related to CTE advocacy and messaging, and participate in Capitol Hill visits.

Assessment

Sanya will have the opportunity to use skills learned by interacting with congressional members.

Funding

A majority of the cost is covered for the student including \$1,000 from Iowa ACTE and \$250 from Iowa HOSA.

Common Experience

Multi-disciplinary

The leadership skills learned are transferrable to many facets of her life.