



# OUR MISSION:

To ensure success for all learners

Exhibit 401.1

## OUR CORE VALUES



## OUR GOALS

<p><b>GOAL 1</b></p> <p>Increase the academic performance of all students through innovative practices and equitable use of resources.</p> <p><b>PRIORITY AREAS</b> All third graders will be proficient in reading All third graders will be proficient in math The learning gaps in reading and math between students with IEPs and those without IEPs will be reduced</p>	<p><b>GOAL 2</b></p> <p>Increase the social emotional, mental health and behavioral well-being of all stakeholders through an integrated system of support.</p> <p><b>PRIORITY AREAS</b> Increase students' sense of physical and emotional safety in school Increase student access to mental health supports in school Increase the number of adults who are equipped to support the well-being of students in school</p>	<p><b>GOAL 3</b></p> <p>Increase educator capacity to improve student engagement, equity and accessibility to learning.</p> <p><b>PRIORITY AREAS</b> Increase the level of student engagement in Grant Wood AEA Increase the implementation of authentic learning in Grant Wood AEA</p>
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### Who to call for Grant Wood AEA services

Grant Wood AEA main number  
319-399-6700 or 800-332-8488  
www.gwaea.org

### Stay Informed

Newsletter: [gwaea.org/subscribe](http://gwaea.org/subscribe)



# An Introduction to GRANT WOOD AEA



**Grant Wood AEA Sixth St. Facility**  
4401 Sixth Street SW  
Cedar Rapids, Iowa 52404  
319-399-6700  
800-332-8488  
Fax 319-399-6457

**Grant Wood AEA Coralville Facility**  
2301 Oakdale Blvd.  
Coralville, Iowa 52241  
319-626-1100  
800-854-0446  
Fax 319-626-6201

**Grant Wood AEA 33rd Avenue Facility**  
1120 33rd Avenue SW  
Cedar Rapids, Iowa 52404  
319-399-6700  
Fax 319-399-6474

### Grant Wood AEA Administration

**Chief Administrator**

John Speer

**Associate Chief Administrator/  
Executive Director of Special Education**

Maria Cashman

**Directors of Teaching and Learning**

Bill Pock

Tracy Liebermann

John Zimmerman

**Director of Business Services**

Barbara Harms

**Director of Communications  
and Creative Services**

Renee Nelson

**Director of Human Resources**

Jackie Schreder

**Board President**

Randy Bauer

Grant Wood Area Education Agency is one of nine Iowa area education agencies (AEAs) established by the Iowa Legislature in 1975 to provide equity in educational programs across the state.

Iowa's AEAs work as educational partners with local public and accredited private schools to help assure that all children reach their potential. Iowa AEAs are widely regarded as one of the foremost regional service systems in the country, offering programs equitably, efficiently, and economically on a regional or cooperative basis among school districts.



Grant Wood Area Education Agency extends equal opportunities in its employment practices, educational programs and services, and does not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, marital status, disability, veteran status or as otherwise prohibited by law. If you believe you or your child has been discriminated against or treated unjustly, please contact the Agency's Equity Coordinator, Maria Cashman, at 319-399-6847 or 800-332-8488, Grant Wood AEA, 4401 Sixth St SW, Cedar Rapids, IA 52404.

Produced by the Communications Office, Grant Wood AEA, 4401 Sixth St. SW, Cedar Rapids, Iowa 52404. 319-399-6700, 800-332-8488. For tours of the agency, more information, or to arrange for a presentation about Grant Wood AEA for your organization, contact the Grant Wood AEA Communications Office at 319-399-6714, 800-332-8488, ext. 6714, or visit our website at [www.gwaea.org](http://www.gwaea.org)

July 2022

[www.gwaea.org](http://www.gwaea.org)





AEAs provide access to resources for both large and small school districts. Services are provided in the following areas.

### Special Education Support

Providing specialized services for children and students birth to age 21 with diverse learning needs, including students with disabilities.

### Instructional Media

Providing instructional books, kits, and online resources to support K-12 classroom instruction and teacher training. Printing, graphics, and Teacher Work Center services are also available.

### School Technology

Providing assistance with technology planning and integration, training, cooperative purchasing, networking, printing, and distance learning.

### Instructional Services

Offering support and expertise on best practices in skill areas for children birth to age five and in content areas for K-12 teachers.

Visit [gwaea.org](http://gwaea.org) to access the Grant Wood AEA directory of programs and services under "About Grant Wood AEA".

### Regional Administrators

A Grant Wood AEA regional administrator (RA) is your district contact for questions about agency services and solutions. Call the Grant Wood AEA switchboard at 319-399-6700 to connect with the RA assigned to your district.

### Special Teams and Services

The agency offers many, one-of-a-kind or limited member teams available to your district, and your RA can help connect you with these individuals. Some of these services include:

- Adaptive Physical Education
- Assistive Technology
- Curriculum Consultants
- Behavior Consultants
- Brain Injury Resource Team
- Communications and Survey Support
- Creative Services (Graphic/Web Design, Printing, etc.)
- Critical Incident Stress Management
- Early ACCESS Services (Children ages birth to three)
- English Language Learners

### Board of Directors

A nine-member board of directors elected by area school boards governs Grant Wood AEA. Board members represent designated segments of the agency's service area called director districts. They are elected for four-year rotating terms by the school district board members in their director districts.

### Professional Development

Coordinating workshops, courses, materials, and ongoing consultation for area educators and support staff.

### Leadership

Providing leadership services that assist with the recruitment, induction, retention, and professional development of educational leaders.

### School-Community Planning

Providing support for school improvement processes and communication with families and communities.

### Multicultural, Gender-Fair

Providing services that assist schools and school districts to ensure supportive learning environments for all students.

- Family-Educator Partnership
- Finance, Payroll, Infinite Campus and PowerSchool Services
- Home School Assistance
- Learning Supports
- Mentoring and Induction
- Off-site Programs
- PBIS (Positive Behavioral Interventions and Supports)
- Talented & Gifted
- Technology

### Professional Learning

Grant Wood AEA Professional Learning offers information in the following areas:

- Grant Wood AEA and statewide professional learning opportunities
- Online registration and transcripts
- Licensure
- Paraeducator certification
- Substitute authorization

Contact Grant Wood AEA Professional Learning at 319-399-6771 or visit [gwaea.org](http://gwaea.org), Professional Learning, to access the current list of courses.

The Grant Wood AEA Board of Director meetings are normally held on the second Wednesday of each month at 5:00 p.m. in the Grant Wood Room of the Sixth St. Facility in Cedar Rapids.

## Grant Wood AEA Service Area

Grant Wood AEA provides support to more than 73,000 students and approximately 5,800 teachers, administrators, media specialists, nurses, and paraeducators in 32 public school districts, 15 state accredited non-public schools and nine independent accredited non-public schools, preschools and daycare centers. The Grant Wood AEA service area, includes Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington counties in east central Iowa.

Staff services and materials from the agency are available without charge, except for services such as printing, data-processing, special events with outside speakers, or individualized requests.

The agency operates three centers, two in Cedar Rapids and one in Coralville. However, nearly 60 percent of agency staff is assigned to specific schools as part of a regional team. They work directly with

children and educators as an integral part of the local school staff. Others serve schools in a consultant or itinerant basis, offer courses or workshops, or link schools with other persons, agencies or materials that meet their needs.

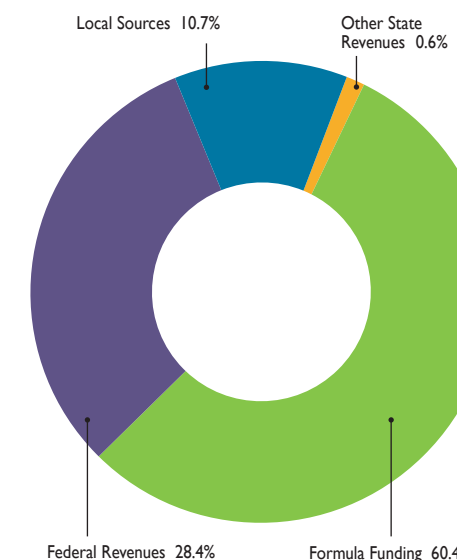
Approximately 80,000 Iowa students ages birth to 21 have been identified as having some type of disability. This means about one in eight students in K-12 classrooms need some form of special assistance. Virtually all students with disabilities receive support services from the AEAs.

As educational partners, Grant Wood AEA helps students, local district staff, families, and communities meet the growing challenge of accountability and student achievement.

### Funding

Unlike local school districts, the AEA system has no taxing authority. The agency is funded by a per-pupil assessment designated by the legislature, by federal funds, various grants, and sale of services. Grant Wood AEA invests approximately 75 percent of its funding in serving children with disabilities. The remainder of the agency's budget provides a variety of educational and media/technology services to schools and communities.

### 2021-2022 BUDGETED REVENUES



Formula Funding.....	\$33,351,968
Federal Revenues.....	\$21,222,863
Local Sources.....	\$6,456,771
Other State Revenues.....	\$558,261
<b>Total .....</b>	<b>\$61,589,863</b>

### School Districts and Counties in the Grant Wood AEA Service Area



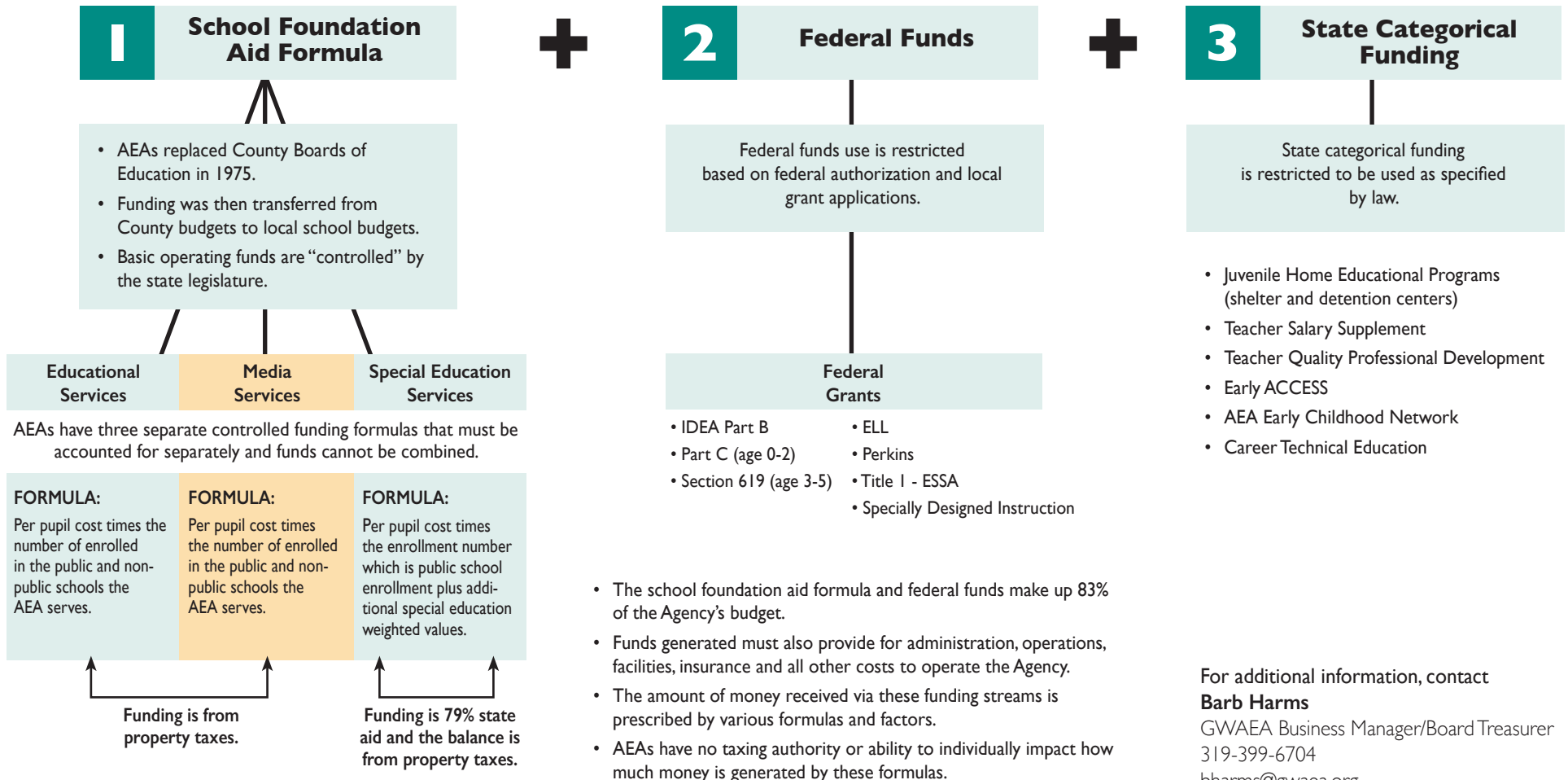
### The Grant Wood AEA service area includes...

- 32 public school districts<sup>1</sup>
- 15 state accredited non-public schools<sup>1</sup>
- Nine independent accredited non-public schools<sup>1</sup>
- Approximately 250 school administrators
- Approximately 5,800 teachers, counselors, teacher librarians, nurses, and paraeducators
- 73,649 students<sup>2</sup>
- 7,883 children ages 3-21 who receive special education services<sup>3</sup>
- Nine GWAEA board members
- Seven counties (Benton, Cedar, Iowa, Johnson, Jones, Linn, Washington)
- 4,900 square miles
- 487,652 population<sup>4</sup>

Sources:  
<sup>1</sup> Iowa Department of Education, 2020-21 Iowa Educational Directory  
<sup>2</sup> Certified Enrollment, public + non-public, October 2021  
<sup>3</sup> Grant Wood AEA Certified Count, October 2021  
<sup>4</sup> U.S. Census Bureau, 2021 Population Estimates, Online: [census.gov](http://census.gov)

The ultimate goal of our work is that every child will receive a quality education.

# A Quick Reference on How AEAs Are Funded



For additional information, contact  
**Barb Harms**  
 GWAEA Business Manager/Board Treasurer  
 319-399-6704  
 bharms@gwaea.org

## Spending Restrictions for Services

- Special Education funding can only be used for expenditures directly related to children identified through an Individualized Education Plan (IEP), Individualized Family Service Plan (IFSP) or to support Early ACCESS or Child Find services.
- Media and Educational Services funds can only be used for services to the Agency’s public and accredited non-public schools.

**How Schools and AEAs Differ**  
 AEAs have no bonding or tax levy authority for facility acquisition, operations or upkeep; insurance or early retirement programs; cash flow or additional allowable growth.



Grant Wood Area Education Agency  
 4401 Sixth Street S.W.  
 Cedar Rapids, Iowa 52404  
 319-399-6700 • 800-332-8488  
 Fax 319-399-6457  
 www.gwaea.org

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# Agency Staff Members Assigned to the Linn-Mar Community School District for 2023–2024 include:

Assignment of agency staff to the district is based on an equity formula along with a district service plan, which is prepared following discussion between agency staff and district leadership. The service plan outlines assistance the district needs. It serves as a working document to guide the agency in providing people and services to meet those needs.

## Regional Administrator

**Melissa Ford**  
mford@gwaea.org • 319-399-6464

## Administrative Assistant

**Nicole Cerio**  
ncerio@gwaea.org • 319-399-6757

Anthony, Stephanie	School Psychologist	santhony@gwaea.org	319-731-4616
Arnold, Margaret	School Social Worker - SEBH Coach	marnold@gwaea.org	319-399-6750
Bear, Austin	School Psychologist	abeer@gwaea.org	319-399-6828
Boller, Nickole	Audiologist	nboller@gwaea.org	319-399-6865
Boyd, Jen	Curriculum Consultant - Future Ready	jboyd@gwaea.org	319-731-4664
Brokaw, Debra	School Counselor Consultant	dbrokaw@gwaea.org	319-399-6790
Collins, Samantha	Early Education Consultant	scollins@gwaea.org	319-399-6595
Colony, Sarah	Special Education Consultant	scolony@gwaea.org	319-399-6808
Conrad, Brooke	Itinerant Teacher of the Deaf/Hard of Hearing	bconrad@gwaea.org	319-731-4604
Cook, Gail	Early Childhood PBIS Consultant	gcook@gwaea.org	319-399-6480
Crock, Molly	Curriculum Consultant - Future Ready	mcrock@gwaea.org	319-399-6764
Dechant, Andrea	Speech-Language Pathologist	adechant@gwaea.org	319-399-6042
Duncan, Lindsey	Speech-Language Pathologist	lduncan@gwaea.org	319-399-6534
Erritt, Alysia	School Social Worker	aerritt@gwaea.org	319-731-4679
Fleming, Shannan	Autism Consultant - Early Childhood	sfleming@gwaea.org	319-399-6561
Frye, Jen	Curriculum Consultant - Math	jfrye@gwaea.org	319-399-6752
Hartwig, Rhyanne	Adapted PE Consultant	rhartwig@gwaea.org	319-626-1177
Helenthal, Jacey	Speech Language Pathologist	jhelenthal@gwaea.org	319-399-6494
Herman, Rachel	Early ACCESS Educator	rherman@gwaea.org	319-399-6572
Hopp, Molly	School Psychologist	mhopp@gwaea.org	319-399-6781
Hospodarsky, Aimee	School Counselor Consultant	ahospodarsky@gwaea.org	319-399-6816
Junk, Megan	Autism Consultant - Early Childhood	mjetter@gwaea.org	319-399-6446
Klein Girard, Victoria	Speech-Language Pathologist	vkleingirard@gwaea.org	319-399-6576
Klein, Lisa	Curriculum Consultant - ELL	lklein@gwaea.org	319-731-4657
Kleinmeyer, Lynn	Digital Learning Consultant	lkleinmeyer@gwaea.org	319-731-4662
Kleitsch, Karly	School Social Worker	kkleitsch@gwaea.org	319-731-4645
Klostermann, Christopher	Curriculum Consultant - Literacy	cklostermann@gwaea.org	319-626-1260
Knipper, Colleen	Physical Therapist	cknipper@gwaea.org	319-399-6597
Kuethe, Cassie	Speech-Language Pathologist	ckuethe@gwaea.org	319-731-4638
Larson, Jamie	School Improvement Consultant	jl Larson@gwaea.org	319-731-4665
Logan, Emily	Curriculum Consultant - Math	elogan@gwaea.org	319-731-4647
Lyman, Stephanie	Occupational Therapist	slyman@gwaea.org	319-399-6709
Manternach, Carrie	Special Education Curriculum Specialist - Literacy	cmanternach@gwaea.org	319-399-6412
Manternach, Rachel	School Social Worker	rmanternach@gwaea.org	319-731-4648
Martin, Carole	Occupational Therapist	cmartin@gwaea.org	319-399-6456
Matthews, Donna	Early ACCESS Educator	dmatthews@gwaea.org	319-399-6559
Miller, Wendy	Teacher of the Visually Impaired	wendy.miller@iaedb.org	319-540-7315
Musser, Laura	Curriculum Consultant - Science	lmusser@gwaea.org	319-399-6833
Ohl, Tabatha	COTA	tohl@gwaea.org	319-399-6428
Post, Laura	Speech-Language Pathologist	lpost@gwaea.org	319-399-6462
Prall, Hillary	School Psychologist	hprall@gwaea.org	319-399-6509
Rambo, Megan	Teacher of the Visually Impaired / Orientation and Mobility Specialist	megan.rambo@iaedb.org	515-490-3129
Robinson, Hilary	CART Early Care Specialist	hrobinson@gwaea.org	319-399-6475
Rozek, Ann	Special Education Consultant - Early Childhood	arozek@gwaea.org	319-399-6503
Rummells, Laurie	Speech-Language Pathologist	lrummells@gwaea.org	319-626-1218
Schuster, Bridget	Special Education Consultant	bschuster@gwaea.org	319-399-6734
Sheets, Sara	Curriculum Consultant - Literacy	ssheets@gwaea.org	319-399-6755
Siebenga, Deb	Curriculum Consultant - Talented & Gifted	dsiebenga@gwaea.org	319-399-6829
Slaymaker, Maggie	Speech-Language Pathologist - AAC	mslaymaker@gwaea.org	319-399-6526
Sunner, Michelle	Autism Consultant	msunner@gwaea.org	319-399-6420
Thompson Thye, Amy	School Social Worker	athompson@gwaea.org	319-399-6476
Warrington, Julie	Speech-Language Pathologist	juwarrington@gwaea.org	319-399-6453
Waskow, Sarah	Physical Therapist - Early Childhood	swaskow@gwaea.org	319-399-6549
Welsh, Erin	School Psychologist - PBIS Coordinator	ewelsh@gwaea.org	319-399-6598
White, Audrey	Occupational Therapist	awhite@gwaea.org	319-399-6511
Williams, Melissa	CART Early Care Specialist	mewilliams@gwaea.org	319-399-6722
Wolfe, Joan	Paraeducator	jwolfe@gwaea.org	319-731-4624
Zumbach, Dianna	Special Education Consultant	dzumbach@gwaea.org	319-399-6417

Approximately 75 percent of the agency's funding goes to support various aspects of special education. All districts have access to the agency's special education services, which include speech and language pathologists, occupational and physical therapists, school psychologists, social workers and special education consultants. Services are provided depending on student needs.

Nearly 30 percent of the agency's staff members are assigned to specific school districts and work directly with children as an integral part of the local school staff. Other staff serve schools on a consultant or itinerant basis, offer professional development, or put schools in touch with other persons, agencies or materials that meet the schools' needs.

Aug, 2023



## Grant Wood AEA Regional Administrator



Melissa Ford

## Grant Wood AEA Board Member



James Green

## Grant Wood AEA Administration

**Board President**  
Randy Bauer

**Chief Administrator**  
Dr. John Speer

**Associate Chief Administrator/  
Executive Director of Special Education**  
Dr. Maria Cashman

**Director of Teaching and Learning**  
Tracy Liebermann  
Dr. William Pook  
John Zimmerman

**Board Secretary**  
Melissa Sadilek

**Director of Communications and Creative Services**  
Renee Nelson

**Director of Business Services**  
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## Profile of Services and Support for

# Linn-Mar Community School District 2022-2023



OUR MISSION: TO ENSURE SUCCESS FOR ALL LEARNERS.

# LINN-MAR COMMUNITY SCHOOL DISTRICT

Grant Wood AEA provides many services to local school districts. State law requires the AEA to provide the following nine key areas of service.

## 2022-2023

	Grant Wood AEA Total	Linn-Mar CSD	
Student Enrollment (Certified Enrollment)	73,692.60	7,685.50	10.4%
Special Education Students (Ages 3 to 21, Including Instructional and Support Services)	9,568	924	9.7%

## FISCAL RECAP

	Grant Wood AEA Total	Linn-Mar CSD	
2022-23 School Year Dollars Allocated to AEA 10 by the State and Federal Government for Support Services to the District for Special Education, Media, Technology, and Educational Services	\$63,768,672.00	\$3,756,855.00	5.9%

## CURRICULUM, INSTRUCTION AND ASSESSMENT/ PROFESSIONAL DEVELOPMENT

	GWAEA Total	Linn-Mar CSD
District Received Support for ESSA Regional Sessions	1	No
At Least 1 Building in District Received Support for ESSA Related Processes	23	Yes
District Received Support for Special Education Literacy	48	Yes
District Received Support for Reading/ Language Arts Professional Development Services	49	Yes
Reading Recovery Number of Continuing Contact Teachers Trained	10	0
Reading Recovery Number of Students Served	71	0
Math Project: Number Talks	9	No
Math Project: Learning Progressions	6	Yes
Math Project: 5 Practices/Problem Solving	2	No
Support for District Math Work	36	Yes
District Received Support for District Science Professional Development	13	Yes
Number of V.A.S.T. Center Science Curriculum Modules Circulated	4,322	527
Number of Teachers Using Science Curriculum Modules in Their Classroom	1,439	153
Number of V.A.S.T. Center Teacher Leaders: Science Curriculum Module Facilitators	0	0
Number of District Staff Participating in Mentoring and Induction Program	283	26
Number of District Staff Participating in Professional Development through GWAEA	2,427	153

## INSTRUCTIONAL MEDIA

	GWAEA Total	Linn-Mar CSD
Number of Professional Collection Items Circulated Last Year	1,425	83
Number of Classroom Collection Items Circulated Last Year	2,620	294
Number of Boxed Book Sets Circulated Last Year	917	19
District Utilized Iowa AEA Online Resources/Databases/eBooks	4	Yes

## LEADERSHIP

	GWAEA Total	Linn-Mar CSD
Superintendent Participated in Superintendent Learning	20	Yes
District Leadership Participates in Induction Consortium Networks	15	Yes
District Participated in Curriculum Directors' Meetings	22	No
District Participated in Principal Leadership Program 21-22	5	No
District Participated in Special Education Director Meetings	20	Yes
District Participated in Technology Director Meetings	21	Yes

Offering support and expertise on best practices in both content and skill areas to improve learning and achievement for children from birth to age five and for students in K-12.

Print and nonprint instructional materials for classrooms and school media centers, and assist teachers with developing their own materials. Consultants from the GWAEA Media and Technology Center support media center management through workshops and consultation.

Providing leadership services that assist with the recruitment, induction, retention, and professional development of educational leaders.

## MULTICULTURAL, GENDER-FAIR

	GWAEA Total	Linn-Mar CSD
Learning Supports and Special Ed Behavior Training & Consultation	29	Yes
District Received English Language Learner (ELL) Consultation and Support	44	Yes

## SCHOOL-COMMUNITY PLANNING

	GWAEA Total	Linn-Mar CSD
District Consultation and/or Services to School District's Board	10	Yes
District Received Agency Assistance in School Improvement Advisory Committee	10	Yes
District Received Agency Assistance in Its CSIP Planning Process	14	Yes
High School Redesign	3	No
Elementary Reading Pilot Project	3	No
Mental Health Pilot Initiatives (ISF, J-FAST and Site Based Counseling Services)	28	Yes
Blended Learning Project	2	No

## SCHOOL MANAGEMENT

	GWAEA Total	Linn-Mar CSD
District Contracted for Technology Support Through Managed Services Program	13	No
Attended Budget Workshop	23	No
District Participated in eRate Program	34	Yes
Used PowerSchool and Other Student Systems Supported by Grant Wood AEA	27	Yes
Used Services of the CISM (Critical Incident Stress Management) Team	11	Yes
Number of Creative Services orders	5,502	235

## SCHOOL TECHNOLOGY

	GWAEA Total	Linn-Mar CSD
Received Digital Learning Support and Training	48	Yes

## SERVICES FOR DIVERSE LEARNERS

	GWAEA Total	Linn-Mar CSD
Number of Children Receiving Hearing Screenings (K-12)	46,644	2,264
Number of Children Receiving Diagnostic Hearing Tests (K-12)	8,827	365
Number of Children Receiving Medical Referrals on Hearing (K-12)	2,562	102
Number of Full and Individual Evaluations Completed	1,769	214

## SERVICES FOR HIGH NEED/UNIQUE NEEDS CHILDREN

	GWAEA Total	Linn-Mar CSD
District Utilized GWAEA Offsite Programs	7	Yes
Juvenile Homes Classrooms (Foundation II, Linn County Detention, Youth Emergency Shelter)	10	Yes

Totals may include both public and non-public schools in the GWAEA service area. Data for professional learning may reflect educator who participated in multiple classes.

Services that assist schools and school districts by ensuring supportive learning environments for all students.

Support to public and nonpublic schools to strengthen their school improvement processes and plans, to communicate with families and communities, and to partner with others for the sake of children and the community.

Support and interim management of school administrative functions, particularly with school planning, legal issues, recruitment, communication, and business operations.

Assistance with technology planning and training, cooperative purchasing of equipment and software, networking, integration with curriculum and instruction, duplication services, distance learning, and technology funding.

Specialized services for children and students with diverse learning needs, including identification, diagnosis, planning and therapies for those with disabilities. Children from birth to 21 are included. Whenever feasible, schools are encouraged and assisted with including all children in their neighborhood school and regular education classrooms.



**How to contact us:**  
Website: [www.gwaea.org](http://www.gwaea.org)  
Phone: 319-399-6700 or 1-800-332-8488

**Like us on Facebook:**  
<http://tinyurl.com/GWAEAFacebook>

**Follow us on X (Twitter):**  
<http://twitter.com/GrantWoodAEA>

# Financial Review

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Fiscal Year 2023

# Presentation Overview

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

# OVERVIEW OF FUNDS

**FUND:**

**General Fund**

**Management Fund**

**PERL Fund**

**PPEL Fund**

**Debt Service Fund**

**SAVE/Capital Projects**

**Student Activity Fund**

**Nutrition Fund**

**Other Enterprise**

**REVENUES:**

-Property Taxes  
-State Aid  
-Misc. Income

-Property Taxes

-Property Taxes

-Property Taxes

-Property Taxes  
-Transfers

-Sales Tax  
-Bond Proceeds

-Admissions  
-Fundraising  
-Student Dues

-Meal Sales  
-Fed./State Reimburse

-School Store  
-Community Pool

**EXPENSES:**

-Salaries  
-Benefits  
-Materials  
-Utilities

-Liability Ins.  
-Property Ins.  
-Early Retirement

-Playgrounds  
-Rec. Spaces

-Building Construct.  
-Vehicles  
-Equip > \$500

-Debt Principal & Interest

-Capital Projects  
-Technology

-Support Co-Curricular Activities

-Food Services

-Enterprise Costs

**PROPERTY TAX LEVYING FUNDS**

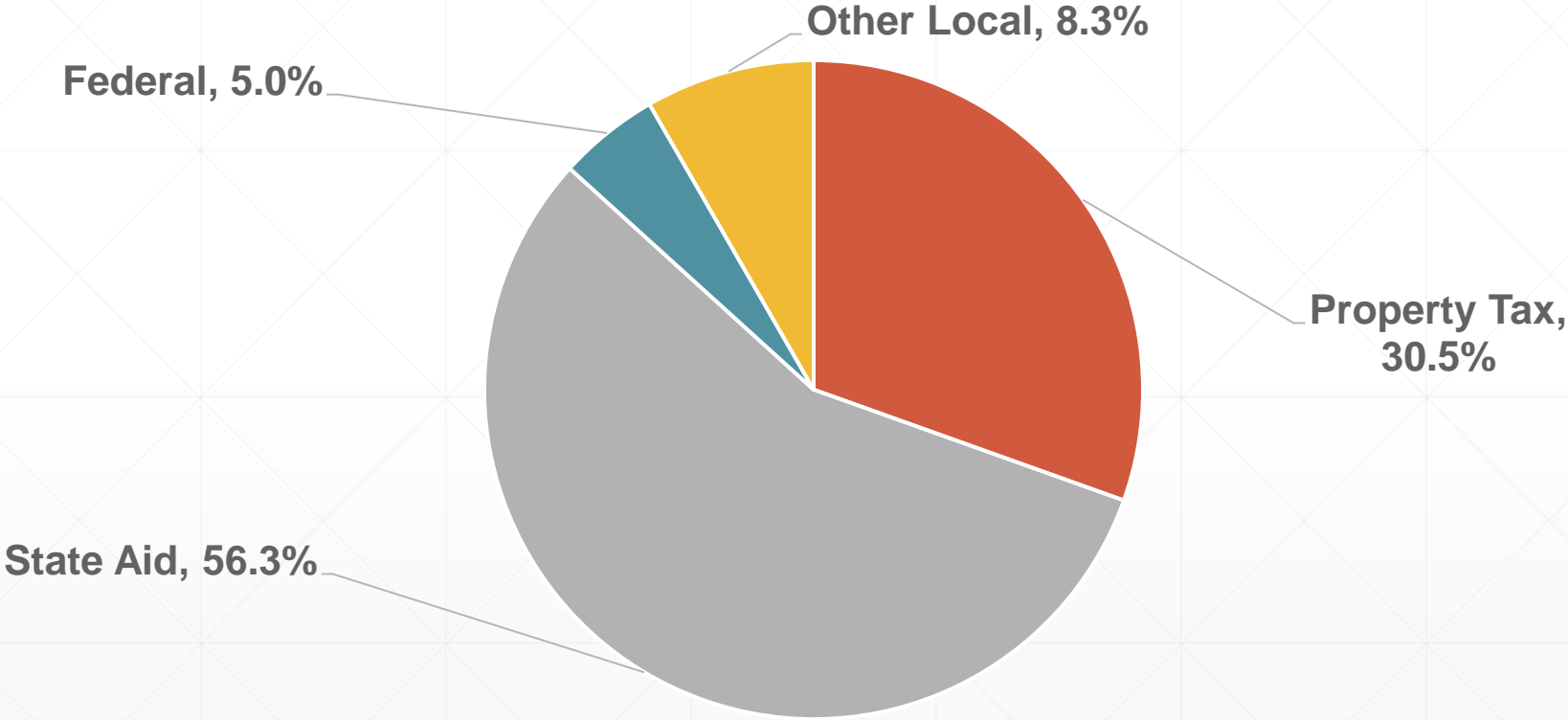


# NOTE

***The following financial numbers are unaudited***



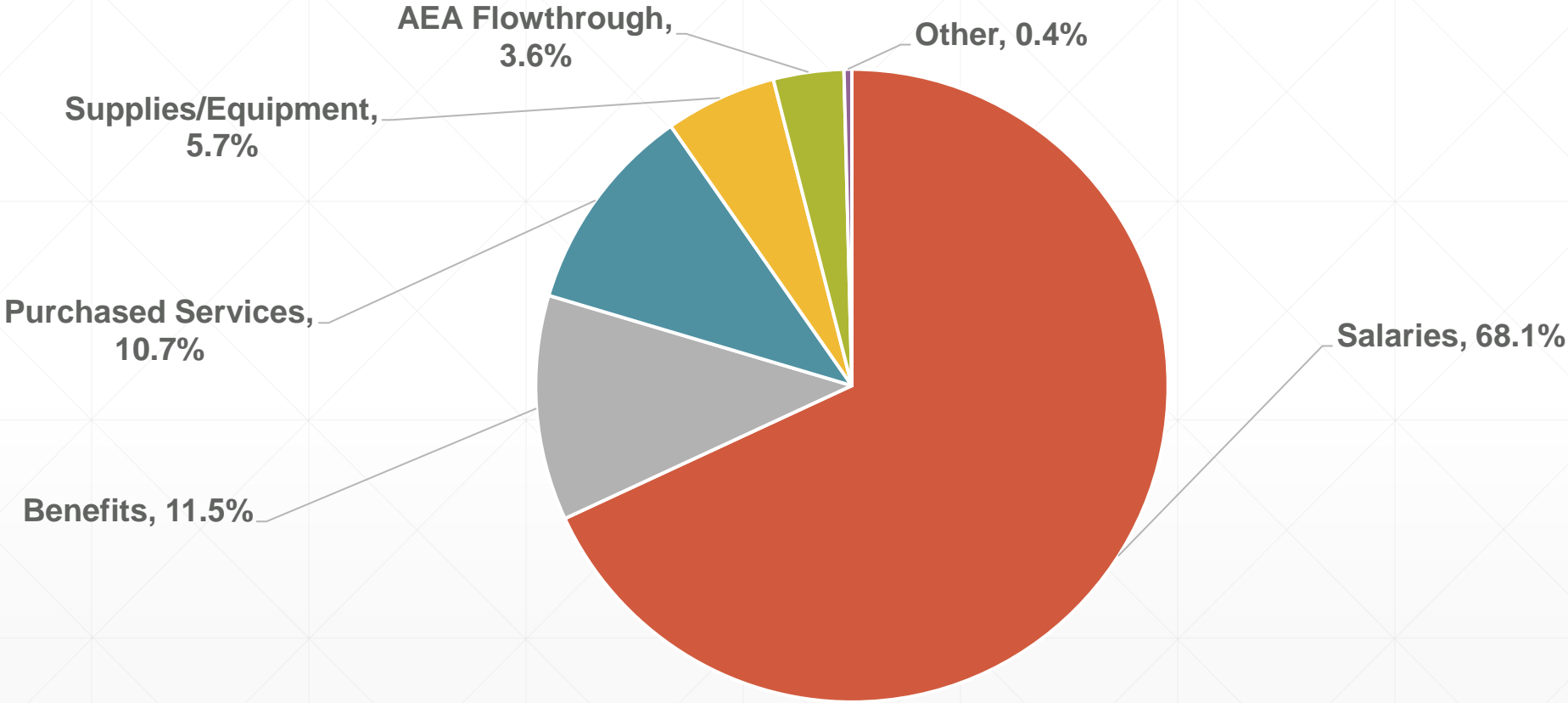
# General Fund: Revenues



**Total Revenues = \$99,953,620**

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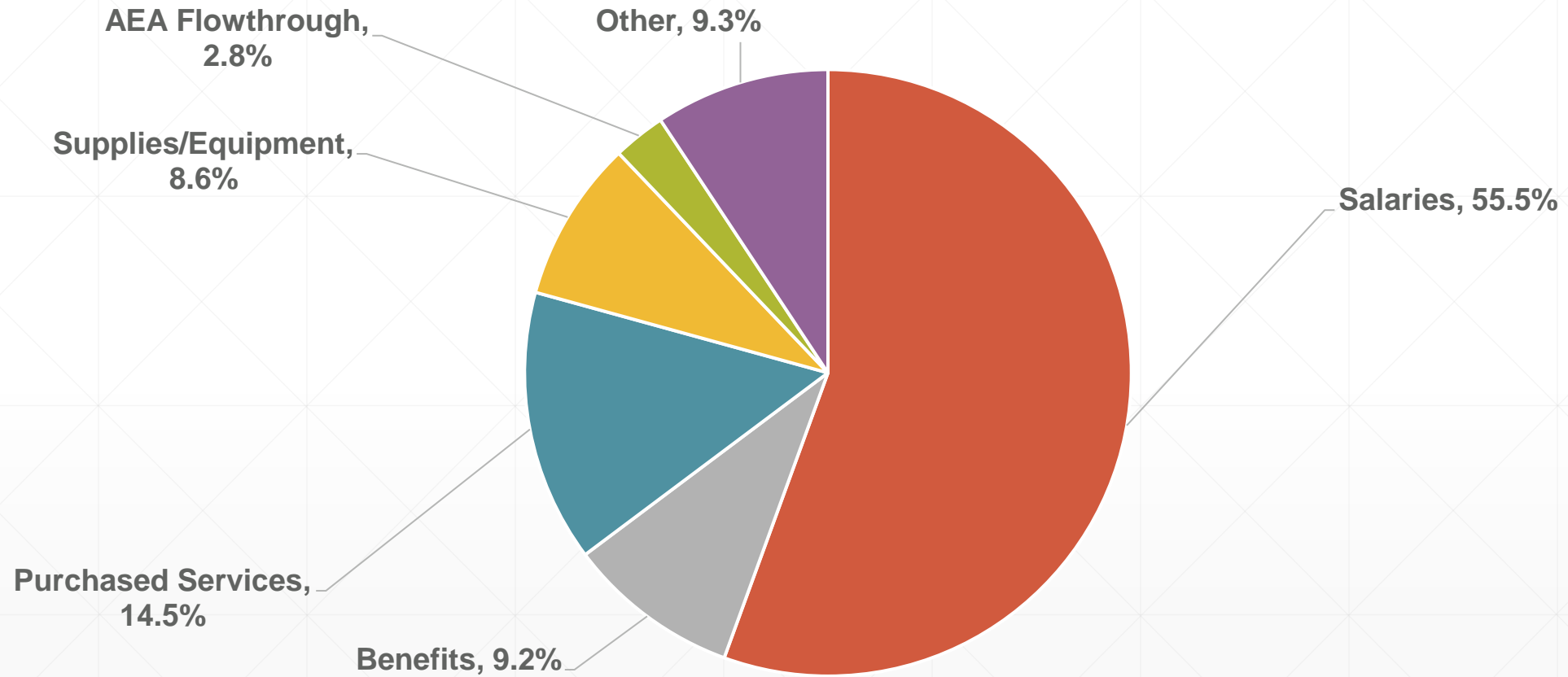
# General Fund: Expenditures



**Total Expenditures = \$105,197,159**

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# All Funds: Expenditures



**Total Expenditures = \$133,148,063**

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# General Fund Revenue & Expenditures Comparison

	FY23	FY22	\$ Change	% Change
<b>Revenues:</b>				
Property Taxes	\$30,447,363	\$31,915,239	(\$1,467,876)	-4.6%
State Sources	\$56,237,600	\$54,075,671	\$2,161,929	4.0%
Federal Sources	\$4,965,445	\$5,643,184	(\$677,739)	-12.0%
Other Local Sources	\$8,303,212	\$7,963,020	\$340,192	4.3%
<b>Total Revenues</b>	<b>\$99,953,620</b>	<b>\$99,597,114</b>	<b>\$356,506</b>	<b>0.4%</b>
<b>Expenditures:</b>				
Salaries	\$71,669,694	\$69,701,102	\$1,968,593	2.8%
Benefits	\$12,116,159	\$11,712,016	\$404,143	3.5%
Purchased Services	\$11,227,313	\$9,678,833	\$1,548,480	16.0%
Supplies/Equipment	\$6,021,033	\$6,328,095	(\$307,062)	-4.9%
AEA Flowthrough	\$3,756,855	\$3,676,429	\$80,426	2.2%
Other	\$406,105	\$142,708	\$263,397	184.6%
<b>Total Expenditures</b>	<b>\$105,197,159</b>	<b>\$101,239,182</b>	<b>\$3,957,978</b>	<b>3.9%</b>
<b>Change in Fund Balance</b>	<b>(\$5,243,539)</b>	<b>(\$1,642,068)</b>		
<b>Begin Year Fund Balance</b>	<b>\$12,313,088</b>	<b>\$13,955,156</b>		
<b>EOY Fund Balance</b>	<b>\$7,069,549</b>	<b>\$12,313,088</b>		



# General Fund Narrative

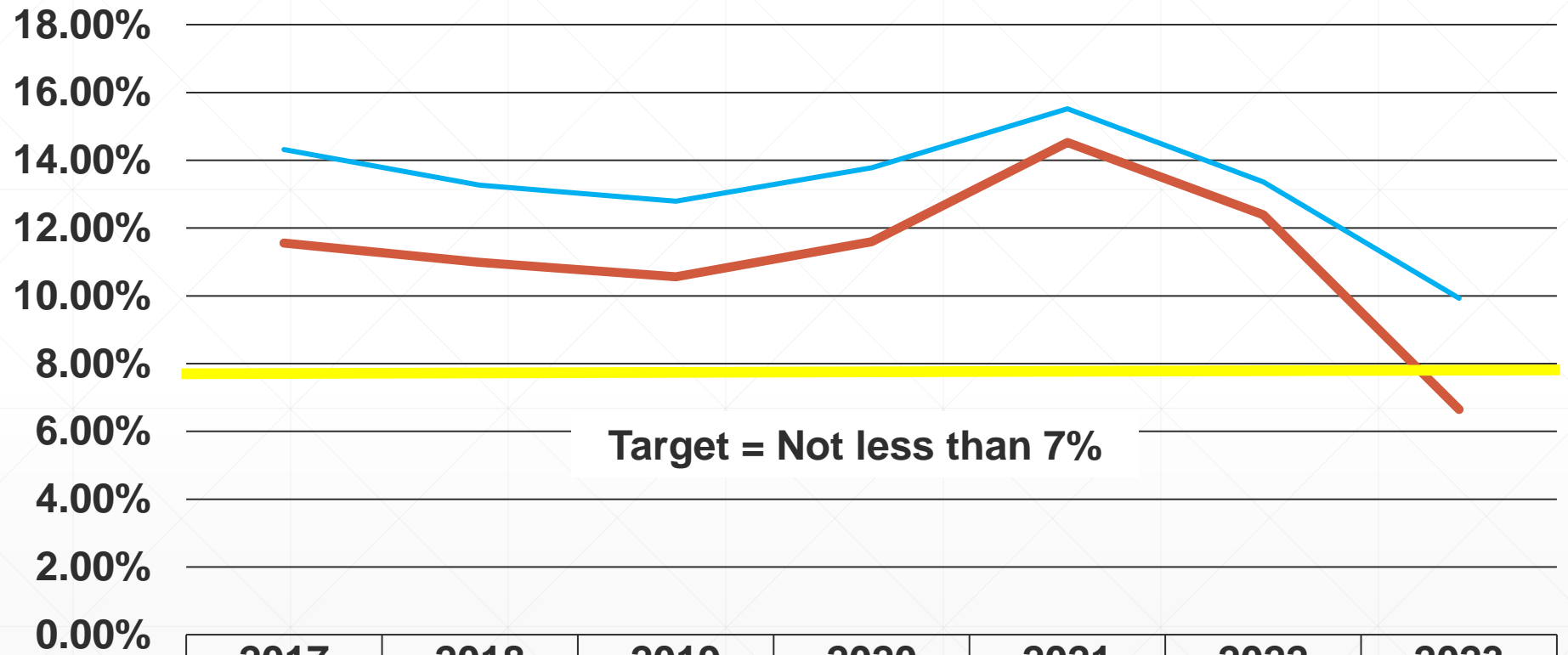
## Revenues up 0.4%

- Property Taxes and State Aid primarily driven by school formula--- enrollment (-119.39) and SSA (+ 3.00%). Cash reserve levy also increased with addition of two new buildings and increase in Special Ed Deficit.
- Federal Sources decreased by 12% due to ESSER funding.

## Expenditures up 3.9%

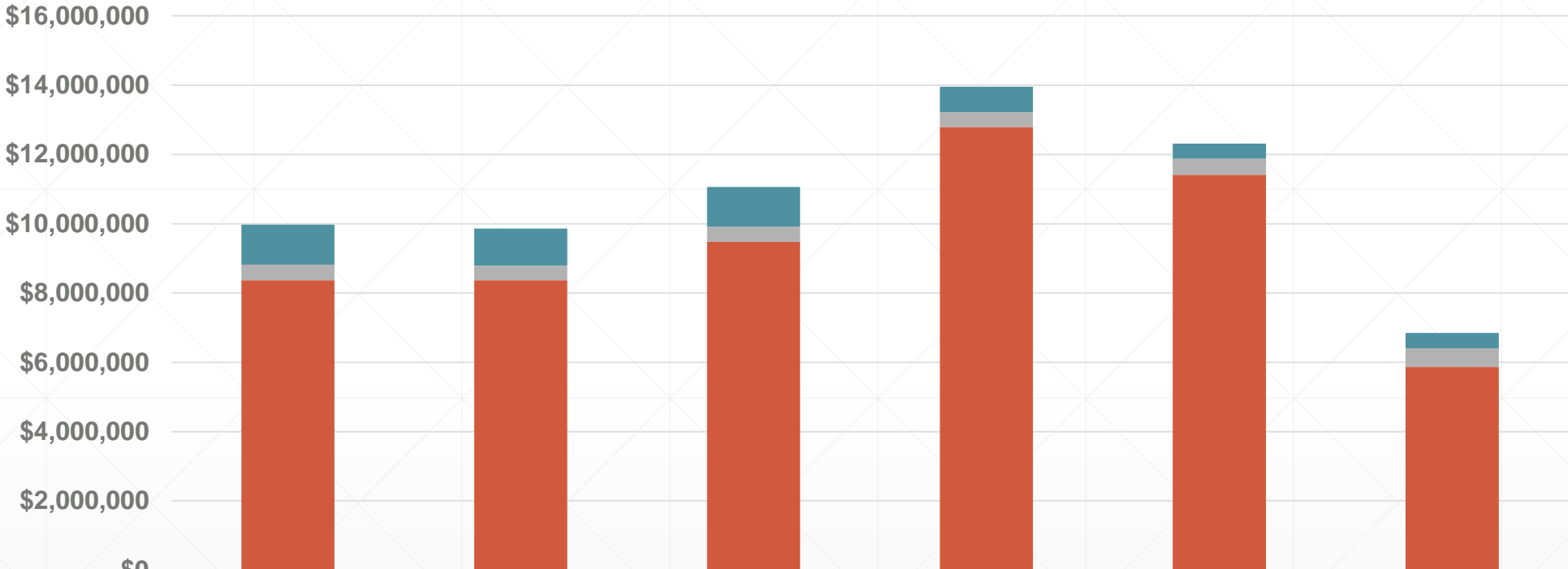
- Salaries & benefits increased primarily due to additional staffing costs related learning recovery support and negotiated increases.
-

# General Fund Financial Metrics (Policy 801.4)



	2017	2018	2019	2020	2021	2022	2023
— Solvency Ratio	11.56%	10.99%	10.56%	11.60%	14.53%	12.39%	6.65%
— UAB Ratio	14.32%	13.27%	12.79%	13.78%	15.52%	13.36%	9.93%

# General Fund Balance Breakdown



	2018	2019	2020	2021	2022	2023
Restricted	\$1,153,042	\$1,067,117	\$1,142,202	\$734,927	\$431,575	446,034.00
Assigned	\$446,136	\$421,121	\$435,330	\$424,306	\$464,960	535,797.00
Unassigned	\$8,372,478	\$8,371,899	\$9,481,861	\$12,795,923	\$11,416,553	5,866,073.00



# Student Activity Fund

	FY23	FY22	\$ Change	% Change
Total Revenues	\$1,270,696	\$1,008,497	\$262,199	26.0%
Total Expenditures	\$1,221,394	\$931,470	\$289,924	31.1%
Change in Fund Balance	\$49,302	\$77,027		
Begin Year Fund Balance	\$804,717	\$727,690		
EOY Fund Balance	\$854,019	\$804,717		

- The activity fund is comprised of various athletic, club, and other activities accounts. Each of these individual accounts is required to maintain a positive balance, which all do as of June 30, 2023.
- Large increase in revenues and expenditures is primarily due to activities being fully resumed (COVID Restrictions lifted).

# Management Fund

	FY23	FY22	\$ Change	% Change
Total Revenues	\$2,301,112	\$1,118,335	\$1,182,777	105.8%
Total Expenditures	\$1,435,621	\$1,256,256	\$179,366	14.3%
Change in Fund Balance	\$865,491	(\$137,920)		
Begin Year Fund Balance	\$1,443,078	\$1,580,999		
EOY Fund Balance	\$2,308,570	\$1,443,078		

- Expenditures are up slightly due to premium cost increases. Our property and causality premiums are up over 13%.

# Public Education and Recreation Levy (PERL)

	FY23	FY22	\$ Change	% Change
Total Revenues	\$346,938	\$329,826	\$17,112	5.2%
Total Expenditures	\$659,294	\$173,861	\$485,433	279.2%
Change in Fund Balance	(\$312,356)	\$155,965		
Begin Year Fund Balance	\$435,095	\$279,130		
EOY Fund Balance	\$122,738	\$435,095		

- Revenue generated through \$0.135 tax levy
- Expenditure increase is due to Tennis Court project work during 2022-2023.

# SAVE Statewide Sales and Services Tax Fund

	FY23	FY22	\$ Change	% Change
Total Revenues	\$25,631,448	\$9,174,810	\$16,456,638	179.4%
Total Expenditures	\$23,641,488	\$11,917,971	\$11,723,517	98.4%
Change in Fund Balance	\$1,989,961	(\$2,743,160)		
Begin Year Fund Balance	\$3,752,185	\$6,495,345		
EOY Fund Balance	\$5,742,146	\$3,752,185		

- Sales tax dollars are collected at the state level and then distributed to districts based on the certified enrollment count (approximately \$1,000 per student). Revenues will fluctuate year-to-year based on state sales tax collections and statewide school enrollment.
- Revenues and Expenditures increase is due to a SAVE bond issuance occurring this year.
- Expenditures include:
  - Technology \$1.54 million
  - Principal/Interest \$4.98 million
- \$50.73 million of SAVE debt outstanding as of June 30, 2023.

# Physical Plant and Equipment Levy (PPEL)

	FY23	FY22	\$ Change	% Change
Total Revenues	\$5,258,684	\$4,419,061	\$839,623	19.0%
Total Expenditures	\$4,625,868	\$5,529,717	(\$903,849)	-16.3%
Change in Fund Balance	\$632,816	(\$1,110,656)		
Begin Year Fund Balance	\$3,926,863	\$5,037,518		
EOY Fund Balance	\$4,559,679	\$3,926,863		

- PPEL is a \$1.67 tax levying fund and its revenues are primarily dictated by the fluctuations in property valuations.
- \$2.40 million of PPEL debt outstanding as of June 30, 2023.

# Other Capital Projects

	FY23	FY22	\$ Change	% Change
Total Revenues	\$15,191,822	\$1,434	\$15,190,387	1059131.9%
Total Expenditures	\$1,821,072	\$1,072,261	\$748,811	69.8%
Change in Fund Balance	\$13,370,749	(\$1,070,827)		
Begin Year Fund Balance	\$1,035,304	\$2,106,131		
EOY Fund Balance	\$14,406,054	\$1,035,304		

- Expenditures include:
  - Tennis Courts = \$25K
  - Excelsior Parking Lot = \$1.11M
  - Design Fees = \$488K
  - Bond Issuance = \$145K

# Debt Service Fund

	FY23	FY22	\$ Change	% Change
Total Revenues	\$12,019,134	\$60,814,104	(\$48,794,970)	-80.2%
Total Expenditures	\$12,017,276	\$61,326,184	(\$49,308,908)	-80.4%
Change in Fund Balance	\$1,858	(\$512,080)		
Begin Year Fund Balance	\$346,133	\$858,214		
EOY Fund Balance	\$347,991	\$346,133		

- Debt principal and interest payments are expended from the fund.
- \$63.8 million of GO debt outstanding as of June 30, 2023.

# Enterprise Fund: Nutrition Services

	FY23	FY22	\$ Change	% Change
Total Revenues	\$4,505,238	\$5,067,770	(\$562,533)	-11.1%
Total Expenditures	\$3,998,360	\$3,909,932	\$88,428	2.3%
Change in Fund Balance	\$506,877	\$1,157,838		
Begin Year Fund Balance	\$2,614,981	\$1,457,143		
EOY Fund Balance	\$3,121,859	\$2,614,981		

- Participation decreased due to returning to non fully funded meals.
- Expenditures increased due to cost of goods and increases in salaries and benefits.



# Enterprise Fund: Aquatic Center

	FY23	FY22	\$ Change	% Change
Total Revenues	\$415,817	\$396,823	\$18,994	4.8%
Total Expenditures	\$376,451	\$322,591	\$53,860	16.7%
Change in Fund Balance	\$39,366	\$74,233		
Begin Year Fund Balance	\$234,938	\$160,705		
EOY Fund Balance	\$274,304	\$234,938		

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

# Enterprise Fund: ROAR Store

	FY23	FY22	\$ Change	% Change
Total Revenues	\$38,542	\$46,355	(\$7,813)	-16.9%
Total Expenditures	\$35,497	\$48,787	(\$13,289)	-27.2%
Change in Fund Balance	\$3,045	(\$2,432)		
Begin Year Fund Balance	\$26,779	\$29,211		
EOY Fund Balance	\$29,824	\$26,779		

- ROAR Store is an enterprise fund and therefore must maintain a positive balance, which it does as of June 30, 2023.

# Special Education Supplement (SES)

- An annual report whereby district Special Education expenditures are reconciled against Special Education revenues.
- Growing number of Special Education students and associated needs, coupled with limited revenues, Special Education has become the largest, underfunded mandate within most school districts across the State.
- Linn-Mar Special Education Data:

	2020	2021	2022	2023
Revenues	\$13,010,862	\$14,216,691	\$14,427,825	\$15,063,459
Expenditures	\$16,729,878	\$17,266,266	\$18,606,503	\$20,073,951
Deficit	(\$3,719,016)	(\$3,049,575)	(\$4,178,678)	(\$5,010,492)

# Annual Transportation Report Summary Data

LINN-MAR CSD			
ANNUAL TRANSPORTATION DATA			
	FY2021	FY2022	FY2023
Average Number of Students Transported	3,050.38	3,235.58	3,475.52
Total Miles Traveled	438,166.00	490,168.00	502,795.00
Net Transportation Costs	\$ 2,862,990.24	\$ 3,248,031.23	\$ 3,691,658.83
Average Cost Per Mile Traveled	\$6.53	\$6.63	\$7.34
Average Cost Per Pupil Transported	\$723.67	\$716.70	\$762.39

# QUESTIONS

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*Cabinet Members: Assoc. Superintendents Nathan Wear and Bob Read, Jonathan Galbraith, (CFO/COO), Karla Christian (Human Resources), Melissa Frick (Student Services), and Jeri Ramos (Technology)*

## District Honors & Highlights

**Marching Band Honors:** Congratulations to the Marching Lions for earning a Division I Superior Rating at the IHSMA State Marching Band Festival on October 7th! Congrats also go out to the Marching Lions for placing third in their class and second in the Iowa 4A high schools during the ValleyFest Showdown that was also held on October 7th.



**Chamber Singers Honor:** Congratulations to the LMHS Chamber Singers for being selected to perform at the 2023 Midwestern Region American Choral Directors Association Conference in Omaha, Nebraska on February 9th. They are one of 15 choirs selected to perform during the conference.

**Custodian Honors:** National Custodian Day was October 2nd! A huge thank you goes out to the entire Linn-Mar custodial staff for all they do behind the scenes to keep the facilities looking top notch. #WeareLinmar

**School Lunch Honors:** National School Lunch Week was October 9th thru 13th. Thank you to all of the Nutrition Services staff members for their hard work in ensuring the students and staff are fed a nutritional breakfast and lunch every day!



**Student Honor:** Congratulations to Linn-Mar Graduate Aster Kmetz for being hired by the University of Northern Iowa as a Social Media Specialist utilizing graphic design skills. Kmetz attributes her pursuit of a Graphic Design degree at UNI to her tenure in Venture Academics with Mr. Thilges.

**Thespian Honors:** Congratulations to Thespian Troupe 680 for a successful presentation of *Murder in the Wings*. The students did a great job presenting this mystery comedy.

**Community Thank You:** Thank you to Summit Pointe Senior Living Community for providing a space for the ninth grade football team dinner after weather forced a change of plans at the last minute.





IOWA DEPARTMENT OF EDUCATION  
 LINN-MAR COMMUNITY SCHOOL DISTRICT  
 FY 2023 - Balance Sheet by Fund



Exhibit 501.1

Linn-Mar FY 2023 Balance Sheet By Fund

	General Fund	Student Activity Fund	Management Levy Fund	PERL Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Enterprise Funds	Total
CURRENT ASSETS										
1 Cash & Investments	15,863,721.49	871,996.65	2,302,092.46	165,083.84	5,134,851.29	4,974,699.14	14,596,014.12	330,487.30	3,620,292.88	47,859,239.17
2 Taxes Receivable	34,086,213.89		1,507,127.04	341,193.97		4,398,980.38		5,446,895.83		45,780,411.11
3 Interfund Receivables	3,034.85									3,034.85
4 Intergovernmental Receivables	5,889,513.55	850			730,518.51				411.88	6,621,293.94
5 Other Receivables	178,689.23	2,880.59							360	181,929.82
6 Inventories									19,010.72	19,010.72
7 Prepaid Expenses	221,644.80	1,243.36				25,000.00				247,888.16
8 Other Current Assets										
9 TOTAL CURRENT ASSETS	56,242,817.81	876,970.60	3,809,219.50	506,277.81	5,865,369.80	9,398,679.52	14,596,014.12	5,777,383.13	3,640,075.48	100,712,807.77
10 Long-Term Assets									816,051.27	816,051.27
11 Total Assets	56,242,817.81	876,970.60	3,809,219.50	506,277.81	5,865,369.80	9,398,679.52	14,596,014.12	5,777,383.13	4,456,126.75	101,528,859.04
DEFERRED OUTFLOWS OF RESOURCES										
12 Deferred Outflows of Resources										
Deferred Outflows of Resources related to										
13 Pensions and OPEB									1,103,304.00	1,103,304.00
14 Total Deferred Outflows of Resources									1,103,304.00	1,103,304.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES										
15 RESOURCES	56,242,817.81	876,970.60	3,809,219.50	506,277.81	5,865,369.80	9,398,679.52	14,596,014.12	5,777,383.13	5,559,430.75	102,632,163.04
CURRENT LIABILITIES										
16 Interfund Payables		3,000.00							34.85	3,034.85
17 Intergovernmental Payables	241.59									241.59
18 Other Payables	4,360,591.70	7,323.67	653	12,966.66	4,310.77	425,450.07	34,789.10		2,825.75	4,848,910.72
19 Contracts Payable				25,800.63	118,913.33	27,998.43	30,245.41			202,957.80
20 Bonds Payable										
21 Loans Payable										
22 Accrued Expenses									1,048.55	1,048.55
23 Payroll Deductions & Withholdings Payable	9,953,555.90	12,627.48		4,602.09					76,774.66	10,047,560.13
Advances of Federal Grants/Unearned										
24 Revenues									116,037.32	116,037.32
25 Other Current Liabilities										
26 TOTAL CURRENT LIABILITIES	14,314,389.19	22,951.15	653	43,369.38	123,224.10	453,448.50	65,034.51		196,721.13	15,219,790.96
27 Net Pension Liabilities									934,659.00	934,659.00
28 Long-Term Liabilities									120,029.00	120,029.00
29 Total Liabilities	14,314,389.19	22,951.15	653	43,369.38	123,224.10	453,448.50	65,034.51		1,251,409.13	16,274,478.96
DEFERRED INFLOWS OF RESOURCES										
Deferred Inflows for Succeeding Year										
30 Property Taxes Receivable	33,991,203.00		1,499,997.00	340,170.00		4,385,552.00		5,429,392.00		45,646,314.00
31 Deferred Inflows for Income Surtax Receivable										
32 Deferred Inflows for Miscellaneous Receivables not Received Within 60 Days	867,676.78									867,676.78
Deferred Inflows of Resources related to										
33 Pensions and OPEB									882,035.00	882,035.00
34 Deferred Inflows of Resources	34,858,879.78		1,499,997.00	340,170.00		4,385,552.00		5,429,392.00	882,035.00	47,396,025.78
EQUITY										
35 Net Investment in Capital Assets									816,051.27	816,051.27
36 Nonspendable Fund Balance	221,644.80	1,243.36				25,000.00				247,888.16
Restricted Fund Balance / Restricted Net										
37 Position	446,034.25	852,776.09	2,308,569.50	122,738.43	5,742,145.70	4,534,679.02	14,530,979.61	347,991.13		28,885,913.73
38 Committed Fund Balance										
39 Assigned Fund Balance	535,796.50									535,796.50
Unassigned Fund Balance / Unrestricted Net										
40 Position	5,866,073.29								2,609,935.35	8,476,008.64
41 TOTAL FUND EQUITY	7,069,548.84	854,019.45	2,308,569.50	122,738.43	5,742,145.70	4,559,679.02	14,530,979.61	347,991.13	3,425,986.62	38,961,658.30
42 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY	56,242,817.81	876,970.60	3,809,219.50	506,277.81	5,865,369.80	9,398,679.52	14,596,014.12	5,777,383.13	5,559,430.75	102,632,163.04



IOWA DEPARTMENT OF EDUCATION  
 LINN-MAR COMMUNITY SCHOOL DISTRICT  
 FY 2023 - Budget Crosswalk



Linn-Mar FY 2023 - Budget Crosswalk

		General Fund	Student Activity Fund	Management Levy Fund	PERL Fund	Sales Tax Fund	PPEL Fund	OtherCapitalProjectFunds	Debt Service Fund	Nutrition Fund	Other Enterprise Funds	Total
1	Taxes Levied on Property	30,270,181.55		2,270,215.18	326,031.09		4,270,100.12		5,566,037.09			42,702,565.03
2	Utility Replacement Excise Tax	112,351.35		9,642.80	1,384.80		17,824.43		22,329.78			163,533.16
3	Income Surtaxes											
4	Tuition/Transportation Received	5,707,790.45										5,707,790.45
5	Earnings on Investments	327,436.45	14,828.26	15,285.76	11,349.72	123,947.03	121,797.22	191,821.71	77,237.39	35,590.30		919,293.84
6	Nutrition Program Sales									2,116,023.28		2,116,023.28
7	Student Activities and Sales	194,557.86	1,232,273.15								415,817.40	1,842,648.41
8	Other Revenues from Local Sources	1,987,365.07		5,471.94	8,100.56	128,491.61	19,860.17		12,671.28	2,874.06	35,667.75	2,200,502.44
9	Revenue from Intermediary Sources											
10	State Foundation Aid, AEA Flowthrough, State Aid Categoricals	55,940,116.00										55,940,116.00
11	Instructional Support State Aid											
12	Other State Sources	297,484.26		496.6	71.33	10,379,009.52	134,864.24		1,149.99	24,793.70		10,837,869.64
13	Commercial and Industrial State Replacement											
14	Title I Grants	590,233.26										590,233.26
15	IDEA and Other Federal Sources	4,375,211.67								2,328,830.50		6,704,042.17
16	Total Revenues (Sum of rows 1 to 15)	99,802,727.92	1,247,101.41	2,301,112.28	346,937.50	10,631,448.16	4,564,446.18	191,821.71	5,679,425.53	4,508,111.84	451,485.15	129,724,617.68
17	General Long-Term Debt Proceeds					15,000,000.00						15,000,000.00
18	Operating Transfers In & Other Financing Sources		23,594.90					15,000,000.00	6,339,708.50			21,363,303.40
19	Proceeds of Fixed Asset Dispositions	150,892.14					694,237.77					845,129.91
20	Total Revenues and Other Sources (Sum rows 16 to 19)	99,953,620.06	1,270,696.31	2,301,112.28	346,937.50	25,631,448.16	5,258,683.95	15,191,821.71	12,019,134.03	4,508,111.84	451,485.15	166,933,050.99
21	Beginning Fund Balance	12,313,088.23	804,717.09	1,443,078.47	435,094.86	3,752,185.18	3,926,862.86	1,160,230.32	346,133.43	2,614,981.30	261,717.06	27,058,088.80
22	Total Resources (Sum rows 20 & 21)	112,266,708.29	2,075,413.40	3,744,190.75	782,032.36	29,383,633.34	9,185,546.81	16,352,052.03	12,365,267.46	7,123,093.14	713,202.21	193,991,139.79
0	Budget Requirement Categories											
23	Instruction	69,631,697.25	1,221,393.95	170,346.54		979,604.36	2,658.00					72,005,700.10
24	Student Support Services	4,535,607.27		10,751.51								4,546,358.78
25	Instructional Staff Support Services	7,167,444.54		18,849.34		58,176.71						7,244,470.59
26	General Administration	1,103,550.30		23,822.72								1,127,373.02
27	Building Administration	5,536,526.89		15,999.88								5,552,526.77
28	Business and Central Administration	2,228,817.42		4,135.10			103,953.81				297.75	2,337,204.08
29	Plant Operation and Maintenance	7,865,348.67		947,940.31	47,059.48	6,832.00	94,672.39			1,974.53		8,963,827.38
30	Student Transportation	3,347,717.21		182,189.56			996,926.00					4,526,832.77
31	Noninstructional Programs			61,586.29	37,024.53					3,998,360.40	391,560.91	4,488,532.13
32	Facilities Acquisition and Construction				575,209.92	2,618,449.57	2,064,874.09	1,676,130.16				6,934,663.74
33	Debt Service					1,500.00		144,942.26	12,017,276.33			12,163,718.59
34	AEA Support - Direct to AEA	3,756,855.00										3,756,855.00
35	Total Expenditures (Sum rows 23 to 34)	105,173,564.55	1,221,393.95	1,435,621.25	659,293.93	3,664,562.64	3,263,084.29	1,821,072.42	12,017,276.33	4,008,334.93	391,858.66	133,648,062.95
36	Other Financing Uses: Operating Transfer out, Residual Equity Transfers, and Downward Adjustments	23,594.90				19,976,925.00	1,362,783.50			18,115.14		21,381,418.54
37	Total Expenditures and Other Uses (Sum rows 35 & 36)	105,197,159.45	1,221,393.95	1,435,621.25	659,293.93	23,641,487.64	4,625,867.79	1,821,072.42	12,017,276.33	4,018,450.07	391,858.66	155,029,481.49
38	Ending Fund Balance	7,069,548.84	854,019.45	2,308,569.50	122,738.43	5,742,145.70	4,559,679.02	14,530,979.61	347,991.13	3,104,643.07	321,343.55	38,961,658.30
39	Total Requirements (Sum rows 38 & 39)	112,266,708.29	2,075,413.40	3,744,190.75	782,032.36	29,383,633.34	9,185,546.81	16,352,052.03	12,365,267.46	7,123,093.14	713,202.21	193,991,139.79





IOWA DEPARTMENT OF EDUCATION  
 LINN-MAR COMMUNITY SCHOOL DISTRICT  
 FY 2023 - Transportation Report



**Linn-Mar Comm School District                      FY 2023 Transportation Report**

	<b>TRANSPORTATION COSTS FROM CHART OF ACCOUNTS</b>	<b>Total</b>
	TRANSPORTATION COSTS FROM CHART OF ACCOUNTS	
0	TRANSPORTATION COSTS FROM CHART OF ACCOUNTS	
1	Total cost of fuel	317,920.54
2	Other Equipment, including fuel tank spill-monitoring devices/systems	
3	Two-way radio communications equipment	
4	Video monitoring system equipment	
5	Rental of equipment and vehicles	12,497.27
6	School bus driver, mechanic, supervisor, aide, washer salaries	1,880,933.80
7	Benefits	375,948.42
8	Transportation supplies and parts	222,579.09
9	Repairs, maintenance and inspection fees	196,610.38
10	Vehicle insurance costs	125,588.20
11	Drug/Alcohol Testing	5,635.20
12	Transportation provided by non-district personnel	203,974.17
13	Other expenditures	38,927.79
14	Total Operating Costs from Chart of Account	3,380,614.86
	TRANSPORTATION REVENUES FROM CHART OF ACCOUNTS	
0	TRANSPORTATION REVENUES FROM CHART OF ACCOUNTS	
15	Transportation assistance received (SBRC)	
16	Clean School Bus Program CFDA 66.034	
17	Total Transportation Revenues from Chart of Account	
0	Adjustments	
18	Fuel tax refund, prior year	



October 16, 2023

Linn-Mar Community School District  
Brittania Morey, President, Board of Directors  
2999 N 10<sup>th</sup> Street  
Marion IA 52302

Dear President Morey,

Pursuant to Section 273 of the *Code of Iowa*, enclosed is the official ballot(s) for the election of a Grant Wood AEA 10 board member. The candidate(s) listed on the ballot(s) filed the *Statement(s) of Candidacy* by the October 15<sup>th</sup> deadline for election to the office.

Please complete the ballot(s) by **checking the box for the candidate for whom your board casts its vote**, filling in your name, school district, candidate's name, weighted vote (*percentage vote for your district listed on the enclosed insert*), and dating it.

The ballot(s) must be completed and returned to me, Melissa Sadilek, Board Secretary, **by the end of the normal business day on November 30**, or be clearly postmarked by an officially authorized postal service not later than November 29, 2023, and received not later than noon on the first Monday following November 30. A school district's weighted vote must be cast for one candidate and may not be divided among several candidates. The weighted votes, as determined by the Department of Education, are listed on the enclosed insert. A self-addressed stamped envelope is also enclosed for your convenience.

Board members will be sworn in on December 13, 2023, at the regularly scheduled Grant Wood AEA 10 Board of Directors meeting.

If you have questions, please call me at 319-399-6710.

Sincerely,

A handwritten signature in black ink that reads 'Melissa M. Sadilek'.

Melissa Sadilek  
Grant Wood AEA 10 Board Secretary

cc: Superintendents (via email)  
Board Secretary (via email)

encl: Ballot(s)  
Population and voting data  
Return envelope



**GRANT WOOD**  
**AREA EDUCATION AGENCY**

**--- BALLOT ---**

Grant Wood Area Education Agency 10  
Board of Directors Election

**Director District Number 7**

**CANDIDATE FOR ELECTION**

**James C. Green**

I, \_\_\_\_\_, being a member of the board of directors and  
*(Name)*

being duly authorized by the Linn-Mar Community School Board of  
*(Local School District)*

Directors, hereby cast the weighted vote of that Board for \_\_\_\_\_  
*(Candidate's Name)*

as Director of District Number 7 for the Grant Wood Area Education Agency Board of  
Directors.

Date: \_\_\_\_\_, 20 \_\_\_\_

Weighted Vote 0.767

A school district's weighted vote must be cast for one (1) candidate, and may not be divided among several candidates. The weighted votes, as determined by the Department of Education, are listed on the enclosed *Population and Voting Data* document.

To be counted, this Ballot must be received by the end of the normal business day on November 30 or be clearly postmarked by an officially authorized postal service not later than November 29 and received not later than noon on the first Monday following November 30, by: Melissa Sadilek, Board Secretary, Grant Wood AEA 10, 4401 6th St SW, Cedar Rapids, IA 52404.



**Population and Voting Data 2023**

**District 3:**

Coralville 1, 2/9, 3, 4, 5, 6, 7, 8, Iowa City 2, 3, 4, 5, 7, 8, 9, 22/East Lucas North, 23, 26 and the portions of Madison, Newport, Penn/Coralville Anx and University Heights Precincts within Iowa City CSD.

**Director District 3**

Voting Data	School District	Percentage Vote
52,879	Iowa City CSD	1.000
<b>52,879</b>	<b>Total</b>	<b>100%</b>

**District 5**

Cedar Rapids 7, 8, 9, 10, 11, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 30, 31, 32, 33, 34 Precincts within Cedar Rapids CSD.

**Director District 5**

Voting Data	School District	Percentage Vote
55,283	Cedar Rapids CSD	1.000
<b>55,283</b>	<b>Total</b>	<b>100%</b>

**District 6**

All of Belle Plaine CSD, Benton CSD, English Valleys CSD, Highland CSD, HLV CSD, Iowa Valley CSD, Lone Tree CSD, Mid-Prairie CSD, Washington CSD and Williamsburg CSD.

**Director District 6**

Voting Data	School District	Percentage Vote
10,327	Washington CSD	0.191
9,585	Mid-Prairie CSD	0.178
9,284	Benton CSD	0.172
6,633	Williamsburg CSD	0.123
3,947	Highland CSD	0.073
3,555	Iowa Valley CSD	0.066
3,303	Belle Plaine CSD	0.061
2,987	English Valleys CSD	0.055
2,326	Lone Tree CSD	0.043
2,052	HLV CSD	0.038
<b>53,999</b>	<b>Total</b>	<b>100%</b>



**District 7**

All of Linn-Mar CSD and Marion Independent.

**Director District 7**

Voting Data	School District	Percentage Vote
42,733	Linn-Mar CSD	0.767
12,985	Marion Independent	0.233
<b>55,718</b>	<b>Total</b>	<b>100%</b>

**District 9**

Cedar Rapids 12, 17, 24, 25, 26, 27, 28, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 48, 51, Marion 15, Marion Township 2 and the portions of Bertram Township, Putnam Township Precincts within Cedar Rapids CSD and Cedar Rapids 37, 39, 40, 42, 44, 45, 46, 47 Precincts within College CSD.

**Director District 9**

Voting Data	School District	Percentage Vote
46,631	Cedar Rapids CSD	0.871
6,885	College CSD	0.129
<b>53,516</b>	<b>Total</b>	<b>100%</b>

**ITEMS TO INCLUDE ON AGENDA**

**LINN-MAR COMMUNITY SCHOOL DISTRICT**

Approximately \$33,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds

- Resolution Fixing Date for a Hearing on the Proposed Issuance of Approximately \$33,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds

**NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE CHAPTER 21  
AND THE LOCAL RULES OF THE SCHOOL DISTRICT.**

October 23, 2023

The Board of Directors of the Linn-Mar Community School District, State of Iowa, met in \_\_\_\_\_ session, in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, at 5:00 P.M., on the above date. There were present President \_\_\_\_\_, in the chair, and the following named Board Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

The President of the Board of Directors of the Linn-Mar Community School District (the "School District") called up for consideration the Resolution Fixing the Date for a Public Hearing on the Proposed Issuance of Approximately \$33,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds, which requires that a public hearing be held on this proposal.

Director \_\_\_\_\_ introduced the following Resolution and moved its adoption. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

The President declared the Resolution adopted as follows:

**RESOLUTION FIXING THE DATE FOR A PUBLIC HEARING  
ON THE PROPOSED ISSUANCE OF APPROXIMATELY  
\$33,000,000 SCHOOL INFRASTRUCTURE SALES, SERVICES  
AND USE TAX REVENUE BONDS**

WHEREAS, the School District receives revenue from the State of Iowa Secure an Advanced Vision for Education Fund ("SAVE Revenue") pursuant to Iowa Code Section 423F.2; and

WHEREAS, pursuant to Iowa Code Chapter 423F and an election duly held in accordance therewith on November 5, 2019 approving a revenue purpose statement (the "Revenue Purpose Statement"), the Board of Directors is currently entitled to spend SAVE Revenue for school infrastructure purposes; and

WHEREAS, the Board of Directors is in need of funds for the following school infrastructure projects: to construct, build, furnish, and equip a performance arts center, including costs of issuance and a debt service reserve fund if required by the purchaser; and

WHEREAS, the Board of Directors has deemed it necessary and advisable that the District issue School Infrastructure Sales, Services and Use Tax Revenue Bonds, which may be issued in one or more series over multiple fiscal years pursuant to Iowa Code Sections 423F.2 and 423F.4, in the approximate amount of \$33,000,000 for the purpose of providing funds to construct, build, furnish, and equip a performance arts center, including costs of issuance and a debt service reserve fund if required by the purchaser. Any bond proceeds remaining after completion of this project will be used for other school infrastructure projects as authorized by the School District's Revenue Purpose Statement; and



WHEREAS, before said Bonds may be issued, it is necessary to comply with the provisions of Iowa Code Section 423F.4, and to publish a notice of the time and place of the public hearing on the proposal to issue such Bonds; and

WHEREAS, notice of the time and place of a public hearing must be published not less than ten nor more than twenty days before the public hearing in a newspaper having general circulation in the District:

NOW, THEREFORE, it is resolved:

1. A public hearing will be held in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, on November 20, 2023, at 5:00 P.M., on the proposal to issue approximately \$33,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds, which may be issued in one or more series over multiple fiscal years pursuant to Iowa Code Sections 423F.2 and 423F.4, for the purpose of providing funds to construct, build, furnish, and equip a performance arts center, including costs of issuance and a debt service reserve fund if required by the purchaser. Any bond proceeds remaining after completion of this project will be used for other school infrastructure projects as authorized by the School District's Revenue Purpose Statement.

2. The Secretary is authorized and directed to publish notice of this public hearing in a newspaper having general circulation in the School District. Such publication will be made not less than ten nor more than twenty days ahead of the hearing date, and be in substantially the following form:

NOTICE OF PUBLIC HEARING ON THE PROPOSED  
ISSUANCE OF APPROXIMATELY \$33,000,000 SCHOOL  
INFRASTRUCTURE SALES, SERVICES AND USE TAX  
REVENUE BONDS

Notice is hereby given that the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, will hold a public hearing upon its proposed issuance of approximately \$33,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds, which may be issued in one or more series over multiple fiscal years, pursuant to Iowa Code Sections 423F.2 and 423F.4, for the purpose of providing funds to construct, build, furnish, and equip a performance arts center, including costs of issuance and a debt service reserve fund if required by the purchaser. Any bond proceeds remaining after completion of this project will be used for other school infrastructure projects as authorized by the School District's Revenue Purpose Statement.

The hearing will be held in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, on November 20, 2023, at 5:00 P.M.

PASSED AND APPROVED this 23rd day of October, 2023.

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President of the Board of Directors

ATTEST:

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Secretary of the Board of Directors



***NEWSPAPER COPY TO BE PUBLISHED AFTER OCTOBER 31, 2023 AND BEFORE NOVEMBER 10, 2023***

**NOTICE OF PUBLIC HEARING ON THE PROPOSED  
ISSUANCE OF APPROXIMATELY \$33,000,000 SCHOOL  
INFRASTRUCTURE SALES, SERVICES AND USE TAX  
REVENUE BONDS**

Notice is hereby given that the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, will hold a public hearing upon its proposed issuance of approximately \$33,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds, which may be issued in one or more series over multiple fiscal years, pursuant to Iowa Code Sections 423F.2 and 423F.4, for the purpose of providing funds to construct, build, furnish, and equip a performance arts center, including costs of issuance and a debt service reserve fund if required by the purchaser. Any bond proceeds remaining after completion of this project will be used for other school infrastructure projects as authorized by the School District's Revenue Purpose Statement.

The hearing will be held in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, on November 20, 2023, at 5:00 P.M.

LINN-MAR COMMUNITY SCHOOL  
DISTRICT

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Secretary of the Board of Directors

STATE OF IOWA

)

) SS PUBLICATION CERTIFICATE

COUNTY OF LINN

)

I certify that I am now the elected and acting Secretary of the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, and that as Secretary of the Board of Directors and by full authority from the Board of Directors, I caused a

NOTICE OF PUBLIC HEARING ON THE PROPOSED  
ISSUANCE OF APPROXIMATELY \$33,000,000 SCHOOL  
INFRASTRUCTURE SALES, SERVICES AND USE TAX  
REVENUE BONDS

of which the clipping annexed to the publisher's affidavit attached is a complete copy published at least once, not less than ten clear days nor more than twenty days prior to the date of the public hearing, in the *Cedar Rapids Gazette*, a newspaper having general circulation within the District, and that the Notice was published in the newspaper in all of the issues published and circulated on the following date:

\_\_\_\_\_, 2023

which was at least ten (10) but not more than twenty (20) days before the hearing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary, Linn-Mar Community School District

ATTACH AFFIDAVIT OF PUBLICATION



## Policy 205.5 Board Member Social Media Engagement (New Policy)

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The board sees the value in promoting the excellent work and accomplishments of the district's students and staff. Social media is one of many effective communication tools that the district may utilize. Board members have been publicly elected to govern the district and accept a fiduciary responsibility. That responsibility means board members agree to always act in the best interest of the district. For this reason, the board shall expect that individual communications and social media posts made by board members will reflect the values and decorum expected of elected officials in the school community.

All board members enjoy rights to freedom of speech under both the US and Iowa constitutions. As such, the district will not limit protected speech of any board member. Certain categories of speech are not protected and may be subject to regulation. Additionally, board members should be aware that protected speech can still subject individuals to legal liability. If using social media to discuss district-related matters, board members should be aware that they may be prohibited from blocking individual communications and posters based upon the content of their posts. This may constitute viewpoint discrimination, which is when a governmental actor treats speech differently based on the opinion or perspective of the speech or speaker, which is prohibited by the US and Iowa constitutions.

The board as a whole and individual board members in their governance role have legal obligations to safeguard the privacy of information related to student and employee matters. Board members will refrain from posting or communicating on social media in a way that violates the district's obligation to protect the privacy of its students and employees.

Board members are uniquely positioned in the school community to be both accessible and responsive to community concerns about the effective governance of the district. As a result, the board will remember their obligation to safeguard student and employee privacy when responding to any social media posts of communications, even if the response is intended to correct information for the rest of the school community. Board members will direct concerned individuals to the appropriate district staff to address their inquiry or complaint in accordance with board policy.

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Adopted:

Related Policy: 403.35

Legal Reference (Code of Iowa): §§ 21; 22

IASB Reference: 200.04

## Policy 502.4-R Administrative Regulations Regarding Search and Seizure

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### I. SEARCHES IN GENERAL

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations **affecting school order**.

Reasonable suspicion may be formed by considering factors such as the following:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or
4. The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. Age of the student;
2. ~~Gender~~ **Sex** of the student;
3. Nature of the infraction; and
4. The ~~urgency~~ **emergency** requiring the ~~immediate~~ search without delay.

### II. TYPES OF SEARCHES

- A. Personal Searches:

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policy, rules, regulations, or the law **affecting school order**.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - a. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same ~~gender~~ **sex** as the student and with another adult witness of the same ~~gender~~ **sex** present, when feasible.
  - b. A more intrusive search, short of a strip search, of the student's person, ~~or personal effects~~ **handbags, book bags, etc.**, is permissible in emergency situations when the health or safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school

official of the same ~~gender~~ **sex** as the student, with an adult of the same ~~gender~~ **sex** present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections:

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches:

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable **and articulable** suspicion to believe that illegal, unauthorized, or contraband items are contained inside.



## Policy 502.15 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence (New Policy)

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### INTRODUCTION

The 2023 Iowa Acts, Chapter 96 (House File 604), signed by Governor Reynolds on May 26, 2023, requires the Iowa Department of Education to develop and distribute a model policy for school districts and charter schools that, if adopted, satisfies a school district's or charter school's responsibilities under Iowa Code 279.79 established by the Act. These model policies are intended to support a school district and charter school in meeting the requirements of new Iowa Code section 279.79 and in developing policies for different grade levels that describe how a school district or charter school may discipline a student for making a threat of violence or causing an incident of violence that results in injury or property damage or assault.

Districts are required to:

- Publish the district policy on the district website (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).
- Provide each parent or guardian with a copy of the policy and require the parent or guardian acknowledge receipt of the policy in writing or electronically (2023 Iowa Acts, Chapter 96 [House File 604], section 8).

### DISCIPLINE POLICY

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 3).

### DISTRICT RESPONSE TO A THREAT OR INCIDENT OF VIOLENCE BY A STUDENT

#### REPORTING A THREAT OF VIOLENCE OR INCIDENT OF VIOLENCE

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the

student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, Chapter 96 [House File 604], section. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 5).

### **THREAT OF VIOLENCE**

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

### **INCIDENT OF VIOLENCE**

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

### **INJURY**

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

### **PROPERTY DAMAGE**

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

### **ASSAULT**

Assault means when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

# ESCALATING RESPONSES BY GRADE BAND

## Grades PK-4

Level	Escalating Response
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses <u>may</u> include any of the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> <li>• Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to the incident <u>may</u> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, when appropriate.</li> </ul> </li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident <u>may</u> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s).</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## Grades 5-6

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident <i>may</i> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that may include the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> <li>• Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident <i>may</i> include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident <i>may</i> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## Grades 7-8

Level	Escalating Response
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident <u>may</u> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that may include the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident <u>may</u> include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, when appropriate.</li> </ul> </li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident <u>may</u> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that may include the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## Grades 9-12

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident <u>may</u> include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary removal from extracurricular activities;</li> <li>○ Temporary removal from class;</li> <li>○ In-school suspension; and/or</li> <li>○ Suspension of transportation, if misconduct occurred in a school vehicle.</li> </ul> </li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident <u>may</u> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• <b>Requires</b> parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• <b>Requires</b> individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident <u>may</u> include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## **DEFENITIONS** *(Consistent with the Iowa Department of Education's Data Dictionary 2022-23)*

**DETENTION** means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

**EXPULSION** means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

**IN-SCHOOL SUSPENSION** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

**OUT-OF-SCHOOL SUSPENSION** means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

**PLACEMENT IN AN ALTERNATIVE LEARNING ENVIRONMENT** means placement of a student in an environment established apart from the regular educational program that includes rules, staff, and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

**REMOVAL FROM THE CLASSROOM** means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

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Adopted:

Reviewed:

Revised:

Legal Reference (Code of Iowa): §§ 279.79; 2023 Iowa Acts, Ch 96; HF604

IASB Reference: 503.08

## Policy 602.29 Objection to Instructional and Library Materials

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~~Residents~~ **Members** of the school district community may object to instructional and library materials utilized in the district and ask for their use to be reconsidered.

It is the responsibility of the superintendent [or designee], in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Information related to the process for reconsideration of instructional and library materials will be made available on the district's website ([www.Linnmar.k12.ia.us](http://www.Linnmar.k12.ia.us)).

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to access certain instructional materials or check out certain library materials. For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the student's classes by the teacher of record. Instructional materials does not include lesson plans.

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Adopted: 2/08

Reviewed: 6/11; 6/12; 9/13; 4/15; 1/18; 2/21

Revised: 3/23

Related Policy: 602.28; 602.29-R; 602.29-E

Legal Reference (Code of Iowa): §§ 279.8, .74, .77; 280.3, .14; 301; 281 IAC 12.3(12)

IASB Reference: 605.03

*Mandatory Policy*



## Policy 602.29-R Administrative Regulations Regarding Objection to Instructional and Library Materials

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A ~~resident~~ member of the school district community may raise an objection to instructional and library materials used in the district's education program despite the fact that the individuals selecting such materials were duly qualified to make the selection, followed proper procedure, and observed the criteria for selecting such materials.

### **Procedures Prior to Filing a Request for Reconsideration of Instructional and Library Materials**

The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.

- a. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedures, criteria to be met by the instructional or library materials, and qualifications of those persons selecting the materials.
- b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the materials.

The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal will inform employees of their obligation to report complaints.

In the event the individual making an objection to the instructional or library materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If after consultation with the principal or teacher-librarian the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration of Instructional and Library Materials Request Form ([Refer to Policy 602.29-E](#)) in full and file it with the superintendent. If a complainant refuses to complete the form, the complaint will be deemed invalid, and no further action will be taken.

## REQUEST FOR RECONSIDERATION

1. A ~~resident~~ member of the school district community may formally challenge instructional and library materials on the basis of appropriateness used in the district's education program. This procedure is for the purpose of considering the opinions of those persons in the district and community who are not directly involved in the selection process.
2. Each attendance center and the district's central administrative office will keep on hand and make available the Reconsideration of Instructional and Library Materials Request Form ([Refer to Policy 602.29-E](#)). Formal objections to instructional and library materials must be made using this form.
3. The individual will state the specific reason the instructional or library material is being challenged. The Reconsideration of Instructional and Library Materials Request Form ([Refer to Policy 602.29-E](#)) is signed by the individual and filed with the superintendent.
4. The superintendent will promptly file the objection with the Reconsideration Committee for re-evaluation.

Generally, access to challenged instructional or library materials will not be restricted during the reconsideration process. However, in unusual circumstances the instructional or library materials may be removed temporarily by following Item D under "The Reconsideration Committee" below.

## THE RECONSIDERATION COMMITTEE

- A) The reconsideration committee is made up of seven members:
- One licensed employee designated, as needed, by the superintendent;
  - One teacher-librarian designated, as needed, by the superintendent;
  - One member of the administrative team designated, as needed, by the superintendent;
  - Three members of the community appointed annually, as needed, by the superintendent; and
  - The superintendent [or designee].
- B) The committee will select their chairperson and secretary.
- C) The committee will meet at the request of the superintendent.
- D) Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
- E) Notice of the committee meeting is made public through appropriate communication methods as required by law.

- F) The committee will receive the completed Reconsideration of Instructional and Library Materials Request Form ([Refer to Policy 602.29-E](#)) from the superintendent [or designee].
- G) The committee will determine its agenda for the first meeting, which may include the following:
1. Distribution of copies of the completed reconsideration request form;
  2. An opportunity for the individual or a group spokesperson to talk about or expand on the reconsideration request form;
  3. Distribution of reputable, professionally prepared reviews of the challenged instructional or library materials, if available; and
  4. Distribution of copies of the challenged instructional or library materials, if available.
- H) The committee may review the selection process for the challenged instructional or library materials and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
- I) At a subsequent meeting, if held, interested persons including the individual filing the challenge may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- J) The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the reconsideration request throughout the process. The individual filing the request and known interested parties are given appropriate notice of meetings.
- K) At the second, or subsequent meeting, the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged materials from the school environment, or to limit the educational use of the challenged materials. The sole criterion for the final recommendation is the appropriateness of the materials for its intended educational use. The written, final recommendation and its justification are forwarded to the superintendent, the individual, and the appropriate attendance centers. The superintendent may also make a recommendation but, if so, it should be independent from the committee's recommendation.
- L) Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the school board for review. Such appeals must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The school board will promptly determine whether to hear the appeal.

- M) A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the materials.
- N) Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- O) If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or non-members to consolidate challenges and to make recommendations to the full committee. The composition of the subcommittee will approximate the representation of the full committee. The committee may decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.
- P) Committee members directly associated with the selection, use, or challenge of the materials are excused from the committee during the deliberation of the challenged instructional or library materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- Q) Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education.



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## SCHOOL BOARD MINUTES October 9, 2023

### **100: CALL TO ORDER & DETERMINATION OF A QUORUM**

The Linn-Mar Board of Directors meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration present: Kortemeyer, Galbraith, Ramos, Frick, and Read. Absent: Christian and Wear.

### **200: ADOPTION OF AGENDA – *Motion 046-10-09***

**MOTION** by Walker to adopt the agenda as presented. Second by Rollinger. Voice vote, all ayes. Motion carried.

### **300: SPECIAL RECOGNITION– Exhibit 300.1**

President Morey read a proclamation in recognition of National Principals Month and recognized National Custodians Day and World Teacher Day.

### **400: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS**

#### **401: Board Visit Report** *(Board Goal 1.c)*

Board members reported that they enjoyed the enthusiasm of the students and staff during their September 28<sup>th</sup> visit to Boulder Peak. The board also reported the information shared by the staff was valuable and great to see growth each year.

#### **402: School Improvement Advisory Committee Report** *(Strategic Plan 1.3; Board Goal 1.c)*

Rollinger, Walker, and Wall reported that during the September 28<sup>th</sup> SIAC meeting the committee reviewed the FAST data.

#### **403: Finance/Audit Committee Report** *(Strategic Plan 5.4; Board Goal 3.c)*

Buchholz, Morey, and Weaver reported that during the October 5<sup>th</sup> F/AC meeting the committee reviewed the district's various funding accounts, construction projects, and bills.

#### **404: Marion City Council Report** *(Strategic Plan 1.2)*

Wall reported that during the October 5<sup>th</sup> Marion City Council meeting a traffic advisory report regarding the addition of a rapid flashing beacon at the intersection of McGowan and 35<sup>th</sup> Street was filed. A motion was also approved to move the 30 MPH sign on 35<sup>th</sup> Street for southbound traffic (from Parkcrest Court to McGowan Blvd); as well as to deploy an automatic traffic enforcement vehicle on 35<sup>th</sup> Street to monitor the intersection. The Council also approved the rezoning of property from AG to planned unit development located south of Fernow Road and east of Bluegrass Street (Rookwood Estates) and the rezoning of property from AG to urban service area/suburban residential estate along East Robins Road between Meadowknolls Road and Mulberry Drive.

## **405: Superintendent's Update – Exhibit 405.1**

Superintendent Kortemeyer congratulated Corey Brinkmeyer for receiving the Jacobson Institute K-12 Innovator Award, highlighted the Senior Sunrise and Orchestra All-State Clinic stories found on the district's website, congratulated the LM Marching Lions for their recent successes, shared information on the many meetings she attended over the last few weeks including meeting with several school board candidates, shared an update on the construction projects, and reminded the board of upcoming events.

## **500: UNFINISHED BUSINESS**

### **501: Second Reading of Policy Recommendations – Exhibit 501.1**

#### **Motion 047-10-09**

**MOTION** by Wall to approve the second reading of the policy recommendations as presented in exhibit 501.1. Second by Buchholz. Rollinger thanked the superintendent for taking the time to answer his clarifying questions and shared a few comments on policies 504.11-R, 505.63, and 505.7. Voice vote. Ayes: Buchholz, Morey, Nelson, Walker, Wall, and Weaver. Nays: Rollinger. Motion carried.

*The full 500 series was reviewed with recommended changes to the following policies:*

- \*501.1 – Compulsory Attendance
- \*501.7 – Foreign Exchange Students
- \*501.12 – Student Absences Truancy/Unexcused
- \*501.15-R – Administrative Regulations Regarding Homeless Children and Youth
- \*502.4-E – Search and Seizure Checklist
- \*502.12 – Student Complaints and Grievances
- \*502.14-R – Admin Regulations Regarding Use of Physical Restraint and/or Seclusion of Students
- \*503.10 – Student Travel
- \*504.2-E1 – Communicable Disease Chart
- \*504.8 – (Delete) Student Insurance
- \*504.9 – (Delete) Student Insurance for Interscholastic Athletics
- \*504.11-R – Admin Regulations Regarding Student Special Health Services *(With additional edits)*
- \*504.12 - Wellness
- \*504.12-R (New) – Administrative Regulations Regarding Wellness
- \*505.3-E – Standard Fee Waiver Application
- \*505.52 – Child/Dependent Adult Abuse Reporting by Licensed Personnel
- \*505.52-R – Admin Regs Regarding Child/Dependent Adult Abuse Reporting by Licensed Personnel
- \*505.6 – Education Records Access
- \*505.63 – Family and Educational Rights and Privacy Act Student Education Records Annual Notice
- \*505.7 – Parent and Family Engagement

*The following are due to IASB recommendations, title changes, and/or changes in point of contact:*

- \*103.1-R – Administrative Regulations Regarding Anti-Bullying and Anti-Harassment Investigation Procedures
- \*103.1-E1 – Anti-Bullying and Anti-Harassment Complaint Form
- 103.1-E2 – Anti-Bullying and Anti-Harassment Witness Disclosure Form
- \*104.1 – Equal Educational Opportunity
- \*104.1-R – Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures
- \*104.1-E1 – Annual Notice of Non-Discrimination
- \*104.1-E2 – Continuous Notice of Non-Discrimination
- \*104.1-E3 – Discrimination Complaint Form
- \*104.1-E4 – Discrimination Witness Disclosure Form
- \*104.2 – Section 504 Compliance
- \*104.2-E – Notice of Section 504 Student/Parental Rights
- \*104.3 – Prohibition of Discrimination and/or Harassment Based on Sex Per Title IX
- \*105.1 – Procedures for Charging/Investigating Allegations of Injury/Abuse of Student by School Employees
- \*105.1-E – Student Injury/Abuse by School Employee Reporting Form

- \*400.1 – Educational and Employment Equity
- \*401.7 – Licensed Personnel Resignation/Contract Release
- \*403.33 – Affirmative Action
- \*504.32-E (New) – Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life-Threatening Incidents
- \*602.18 – Instruction at a Post-Secondary Educational Institution
- \*602.27-R – Administrative Regulations Regarding Selection of Instructional Materials
- \*603.13-R – Administrative Regulations Regarding Digital Communication/Web Page Development
- \*604.2 – Guidelines for Use of Professional Therapy Dogs
- \*604.3 – Assistance Animals

**600: NEW BUSINESS**

**601: FY23 SBRC Allowable Growth Request for LEP Deficit – Exhibit 601.1**  
**Motion 048-10-09**

**MOTION** by Buchholz to authorize district administration to submit a request to the School Budget Review Committee for a modified supplemental amount of \$517,053.55, relating to the fiscal year 2023 Limited English Proficiency deficit. Second by Walker. Galbraith stated the deficit increased by \$75,000 due to the addition of needed staff and the purchase of necessary curriculum materials. Voice vote, all ayes. Motion carried.

**700: CONSENT AGENDA – Motion 049-10-09**

**MOTION** by Nelson to approve the consent agenda as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

**701: Personnel**

**Certified Staff: Resignation**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Youngkent, Rebecca	HS: Science Teacher	9/22/23	Personal

**Classified Staff: Assignments/Reassignments/Transfers**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Barr, Kelsey	TPRA Student Support Associate	9/26/23	\$12.00/hour
Carolin, Chisa	BW: From General Ed Assistant to Building Secretary	9/25/23	LMSEAA IV+.50, Step 12
Claney, Bailey	TPRA Student Support Associate	9/26/23	\$12.00/hour
Kelley, Robert	AC: Academic Aquatic Instructor	9/25/23	Step 10
Murphy, Brian	TR: From Regular Sub to Bus Driver	9/26/23	Same
O'Geary-Smith, Linda	HS: Student Support Associate	10/4/23	LMSEAA II, Step 1
Olson, Thomas	AC: Academic Aquatic Instructor	10/2/23	Step 1
Phelps, Melissa	NS: BP from 5.75 to 5.5 hours/day	9/27/23	Same
Rose, Sydney	TPRA Student Support Associate	9/26/23	\$12.00/hour
Tharp, Madison	NE: Student Support Associate	9/25/23	LMSEAA II, Step 1

**Classified Staff: Resignation**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Anderson, Holly	HS: Student Support Associate	9/25/23	Personal
Cloyd, Emilee	EH: Student Support Associate	9/29/23	Personal
Guido, Dena	TR: Sub Bus Driver	9/21/23	Personal
Hugo, Mariah	EH: Early Childhood Paraprofessional	9/27/23	Personal
Langguth, Sydney	HS: Student Support Associate	10/13/23	Personal
Safavi, Michele	NE: Student Support Associate	9/26/23	Personal
Stephen, Lauren	EX: Custodian	9/25/23	Personal
Walker, Dondrea	TR: Sub Bus Driver	9/26/23	Personal
Wright, Keith	TR: Sub Bus Driver	9/26/23	Personal

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

Name	Assignment	Dept Action	Salary Placement
Berns, Gerald	HS: From .5 to 1.0 Robotics Sponsor	9/28/23	\$4,624
D'Camp, Sarah	HS: VOICE Sponsor	9/28/23	\$1,927
Safavi, Michele	NE: Choir Accompanist	9/28/23	\$400

**Co/Extra-Curricular Staff: Resignation**

Name	Assignment	Dept Action	Reason
Griggs, Trevor	HS: Robotics Sponsor	8/23/23	Personal
Patterson, Danielle	HS: VOICE Sponsor	8/23/23	Personal
Youngkent, Rebecca	HS: Cheerleading Coach	9/22/23	Personal
Youngkent, Rebecca	HS: Prom Sponsor	9/22/23	Personal

**702: Approval of September 25<sup>th</sup> Board Minutes – Exhibit 702.1****703: Approval of Bills/Warrants – Exhibit 703.1****704: Approval of Contracts/Agreements – Exhibits 704.1-6**

1. Peak Construction: Change order for work on new administration building
2. NWEA: Student license for MAP Growth K-12
3. Edmentum: EdOptions Academy license
4. Edmentum: Apex Learning license
5. Navigate360: PBIS Rewards subscription services for Oak Ridge Middle School
6. Four Oaks Family and Children Services: bus supervision services
7. Inter-agency agreements for Special Education instructional services and/or transitional services with College CSD (1). *For student confidentiality, exhibits are not provided.*

**705: Fundraising Request – Exhibit 705.1**

Bowman Woods Artsonia artwork sales

**706: Overnight Trip Request – Exhibit 706.1**

FBLA to attend State Leadership Conference in Des Moines on Oct 29-30.

**707: Financial Reports – Exhibits 707.1-2**

1. School Finance and Cash Balance Reports as of 6/30/22
2. School Finance and Cash Balance Reports as of 6/30/23

**800: BOARD CALENDAR/COMMUNICATIONS/COMMITTEES****801: Board Calendar & Communications**

Buchholz talked about parameters of board visits to the buildings and asked that all board members try to attend every visit if possible. Weaver congratulated one of the LMHS freshman students for raising donations to support Maui.

Buchholz shared that the Venture Academics Advisory meeting was postponed until November 30<sup>th</sup> at 4:05 PM in the boardroom. Morey shared that an additional Policy Committee meeting would be held on October 18<sup>th</sup> at 1:45 AM in room 6 of the LRC.

Date	Time	Event	Location
Oct 12	8:30 AM	Board Visit	Oak Ridge
Oct 12	4:00 PM	Marion Chamber of Commerce Annual Meeting	Epic Event Center
Oct 16	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom



<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
<i>Oct 17</i>	<i>5:30 PM</i>	<i>League of Women Voters Candidate Forum</i>	<i>Marion Public Library</i>
Oct 18	6:00 PM	Lion Learning ( <i>Morey, Weaver, Buchholz</i> )	Boardroom
Oct 19	5:30 PM	Marion City Council ( <i>Rollinger</i> )	City Hall
Oct 23	5:00 PM	Board Meeting	Boardroom
<i>Oct 25</i>	<i>5:00 PM</i>	<i>MEDCO Board/City Candidate Forum</i>	<i>Lowe Park</i>
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Nov 9	7:30 AM	Finance/Audit Committee	LRC Room 203
Nov 9	5:30 PM	Marion City Council ( <i>Walker</i> )	City Hall
Nov 13	5:00 PM	Diversity/Equity/Inclusion Committee	Boardroom
<i>Nov 15-16</i>	--	<i>IASB Annual Conference</i>	<i>Des Moines</i>
<i>Nov 15</i>	<i>6:00 PM</i>	<i>UEN Annual Dinner</i>	<i>Des Moines</i>
Nov 20	5:00 PM	Board Meeting	Boardroom
<i>Nov 22-24</i>	--	<i>No School – Thanksgiving Break</i>	--
Nov 30	8:45 AM	Board Visit	LM High School

### **802: Board Committees/Advisories**

<b>Committee/Advisory</b>	<b>Board Representatives</b>
Finance/Audit Committee (F/AC)	Buchholz, Morey, Weaver
Policy Committee	Morey, Nelson, Wall
Career & Technical Education Advisory (CTE)	Nelson, Rollinger, Walker
School Improvement Advisory Committee (SIAC)	Rollinger, Walker, Wall

### **900: AUDIENCE COMMUNICATIONS**

1. James Thatcher, resident, board actions
2. Ralph Kendrick, parent, budget
3. Chelsea Newton, parent, policy violations
4. Kristi Kasper, parent, sex offender policies
5. Scott Foens, parent, historical accuracy
6. Barb Johnson, parent, members
7. Geralyn Jones, resident, district issues
8. Jason Rogers, resident, upcoming board elections

### **1000: ADJOURNMENT – Motion 050-10-09**

**MOTION** by Walker to adjourn the meeting at 6:00 PM. Second by Wall. Voice vote, all ayes. Motion carried.

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Brittania Morey, Board President

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Jonathan Galbraith, Board Secretary/Treasurer

**SCHOOL BOARD WORK SESSION MINUTES**  
**October 9, 2023 @ LRC Gym**

**100: CALL TO ORDER & DETERMINATION OF A QUORUM**

The Linn-Mar Board of Directors work session was called to order at 6:09 PM in the gym of the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration present: Kortemeyer, Galbraith, Ramos, Frick, and Read. Absent: Christian and Wear.

**200: ADOPTION OF AGENDA – Motion 051-10-09**

**MOTION** by Weaver to adopt the agenda as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

**300: WORK SESSION**

**301: Building Goals**

Superintendent Kortemeyer and President Morey facilitated a round-robin information session with the building principals regarding alignment of their building goals with the goals of the district's new Strategic Plan.

*{Board Goal Standard #2 Student Learning 2b. Engage in learning and district leadership discussions surrounding academic targets for student learning goals and strategies. (Competencies 21.-3-4)}*

**400: ADJOURNMENT – Motion 052-10-09**

**MOTION** by Buchholz to adjourn the work session at 7:10 PM. Second by Walker. Voice vote, all ayes. Motion carried.

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Brittania Morey, Board President

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Jonathan Galbraith, Board Secretary/Treasurer

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
COE COLLEGE	DUES AND FEES	\$2,650.00
DUBUQUE AREA SWIMMIN' HURRICANES	DUES AND FEES	\$2,897.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,151.92
HASTY AWARDS	GENERAL SUPPLIES	\$1,547.56
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$36.59
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$156.48
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$36.59
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$156.48
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$32.84
IOWA SWIMMING, INC (DES MOINES)	DUES AND FEES	\$150.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$2.14
UNIVERSITY OF IA	DUES AND FEES	\$663.00
Fund Total:		\$10,480.60
Fund: GENERAL		
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL SERVICES	\$3,833.33
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$198.00
ACUTRANS	Professional Educational Services	\$245.70
ADVANTAGE RECORDS MANAGEMENT	GENERAL SUPPLIES	\$112.81
AGVANTAGE FS	PROPANE	\$5,208.15
AIRGAS NORTH CENTRAL	GENERAL SUPPLIES	\$187.57
ALLARD CHAD	PROF SERV: EDUCATION	\$100.00
ALLIANT ENERGY	ELECTRICITY	\$10,550.65
AMERICAN FIDELITY ASSURANCE COMPANY	EE LIAB-AMERICAN FIDELITY INS	\$1,673.17
ANDERSON LOU ANN	STAFF TRAVEL	\$13.00
ARNOLD BRIANNE	STAFF TRAVEL	\$25.30
AT & T MOBILTY	INTERNET	\$1,254.87
BARNARD INSTRUMENT REPAIR, INC	INSTRUCTIONAL SUPPLIES	\$514.00
BEST GREGORY	OFFICIAL/JUDGE	\$70.00
BOZEMAN JAMES	OFFICIAL/JUDGE	\$65.00
BRAY MELISSA	STAFF TRAVEL	\$52.00
BRIGHT ALEXA	OFFICIAL/JUDGE	\$65.00
BRINK EJ	OFFICIAL/JUDGE	\$85.00
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$49.98
BURGESS GAYLA	STAFF TRAVEL	\$18.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$90.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$3,836.16
CARSON WILLIAM	PROF SERV: EDUCATION	\$100.00
CEDAR RAPIDS METRO ECONOMIC ALLIANCE	DUES AND FEES	\$500.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,241.63
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$540.03
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$733.97
CENTURYLINK	TELEPHONE	\$357.86
CHMILL ADRIENNE	STAFF TRAVEL	\$20.00
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$308.80

## Linn-Mar Community School District

### IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
CITY OF MARION	OTHER PROFESSIONAL SERVICES	\$10,940.00
CITY OF MARION.	OTHER PROFESSIONAL SERVICES	\$306.00
CMS COMMUNICATIONS	COMP/TECH HARDWARE	\$1,558.30
COLLECTION	EE LIAB-GARNISHMENTS	\$314.90
CORRIN CALVIN	OFFICIAL/JUDGE	\$65.00
CRESCENT PARTS & EQUIPMENT CO., INC	ELECTRICAL SUPPLY	\$273.11
CROWBAR'S	GENERAL SUPPLIES	\$43.04
CROWBAR'S	TRANSP. PARTS	\$3.36
D & K PRODUCTS	GROUNDS UPKEEP	\$1,506.00
DAKTRONICS, INC	GENERAL SUPPLIES	\$5,680.00
DECKER EQUIPMENT	INSTRUCTIONAL SUPPLIES	\$4,853.29
EDMENTUM, INC	COMPUTER SOFTWARE	\$76,940.00
ELECTRICAL ENGINEERING & EQUIPMENT CO.	MAINTENANCE SUPPLIES	\$1,320.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$8.50
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$120.00
F & B CAB CO., INC	TRANSP PRIVATE CONT	\$30.00
FARLEY AMY	PROF SERV: EDUCATION	\$150.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$493,788.56
FEDERER MICHAEL	OFFICIAL/JUDGE	\$65.00
FRIDAY MATT	OFFICIAL/JUDGE	\$130.00
GALBRAITH JON	STAFF TRAVEL	\$98.00
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$514.21
GENTZSCH ANDREW	Professional Educational Services	\$500.00
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$1,550.43
GRAINGER	GENERAL SUPPLIES	\$1,670.34
GREAT MINDS PBC	INSTRUCTIONAL SUPPLIES	\$1,606.77
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$15,051.50
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$29,137.22
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$66.00
HAYES BETH	STAFF TRAVEL	\$31.95
HAZIM AL-YASIRI	OFFICIAL/JUDGE	\$70.00
HEMESATH CORTNEE	STAFF TRAVEL	\$106.00
HENNINGS KELLY	STAFF TRAVEL	\$29.00
HICKS JESSIE	STAFF TRAVEL	\$15.60
IMON COMMUNICATIONS LLC	TELEPHONE	\$1,697.87
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$9,297.94
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$39,756.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$9,297.94
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$39,756.87
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$29,946.01
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$964.70
INTERSTATE BILLING SERVICE	REPAIR/MAINT SERVICE	\$6,557.08
IOWA COMMUNICATIONS NETWORK	COMPUTER SOFTWARE	\$11.08
IOWA ONE CALL	OTHER TECH SER	\$24.30
ISFIS	OTHER PROFESSIONAL SERVICES	\$834.00

## Linn-Mar Community School District

### IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
JASPERS JACK	OFFICIAL/JUDGE	\$85.00
JOHNSON BRADLEY DAVID	OFFICIAL/JUDGE	\$65.00
JONES ANTOINE	OFFICIAL/JUDGE	\$65.00
JONES JUSTIN	OFFICIAL/JUDGE	\$130.00
KAMINSKI JULIE	STAFF TRAVEL	\$3.00
KEEL JOHN W	OFFICIAL/JUDGE	\$65.00
KIRKWOOD COMM COLLEGE	OTHER TECH SER	\$100.00
KNOBLOCH ASHLEY	PROF SERV: EDUCATION	\$100.00
KOENEN KARLA	STAFF TRAVEL	\$32.90
KORTEMAYER AMY	STAFF TRAVEL	\$290.00
KREITZER GERRALD	PROF SERV: EDUCATION	\$450.00
KUCERA MEGAN	STAFF TRAVEL	\$24.05
LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	\$1,685.40
LINN CO-OP OIL	DIESEL	\$15,076.00
LINN CO-OP OIL	GASOLINE	\$7,358.40
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$409.15
LINN COUNTY REC	ELECTRICITY	\$39,723.08
LOVEGOOD LUCAS	PROF SERV: EDUCATION	\$150.00
LYNCH FORD	REPAIR/MAINT SERVICE	\$1,346.43
LYNCH FORD	VEHICLE REPAIR	\$159.96
MANSKE RAYMOND	OFFICIAL/JUDGE	\$65.00
MARSKE SUSAN	STAFF TRAVEL	\$48.70
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$333.49
MEDCO SUPPLY	GENERAL SUPPLIES	\$26.15
MENARDS -13127	GENERAL SUPPLIES	\$78.55
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$767.50
MERCYCARE BUSINESS HEALTH SOLUTIONS	OTHER PROFESSIONAL SERVICES	\$105.00
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$560.32
MID AMERICAN ENERGY	NATURAL GAS	\$221.64
MIDWEST ALARM SERVICES	REPAIR/MAINT SERVICE	\$165.00
MIDWEST WHEEL	MAINTENANCE SUPPLIES	\$337.79
MIDWEST WHEEL	TRANSP. PARTS	\$198.72
MIELL BRET	OFFICIAL/JUDGE	\$65.00
MOHWINKLE BRAD	OFFICIAL/JUDGE	\$70.00
MOUNT MERCY UNIVERSITY.	TUITION COLLEGE/UNIV	\$71,168.00
NAPA AUTO PARTS	TRANSP. PARTS	\$274.95
NESS CHRISTY	STAFF TRAVEL	\$31.00
NICHOLSON AMY	STAFF TRAVEL	\$66.60
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$1,735.00
PACKINGHAM JIM	OFFICIAL/JUDGE	\$85.00
PARTS TOWN, LLC	GENERAL SUPPLIES	\$9,761.30
PEEPLER JAMAAL	OFFICIAL/JUDGE	\$65.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$473.99
PFEIL ANGELA	STAFF TRAVEL	\$19.60
PFEIL REBEKAH	STAFF TRAVEL	\$7.95

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$2,257.04
POINTCORE GRAPHIC SOLUTIONS	GENERAL SUPPLIES	\$33.35
POWER LIFT	INSTRUCTIONAL SUPPLIES	\$214.00
RAMOS JERI	STAFF TRAVEL	\$140.00
RAUSCH ERICA	STAFF TRAVEL	\$158.05
REAMS SPRINKLER SUPPLY	GROUPS UPKEEP	\$776.32
RITCHIE PHIL	OFFICIAL/JUDGE	\$130.00
RIVERSIDE TECHNOLOGIES, INC	COMP/TECH HARDWARE	\$170.00
ROBERTSHAW KIRSTEN	STAFF TRAVEL	\$19.00
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$1,096.68
ROUNDS TRACY	STAFF TRAVEL	\$37.05
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$322.90
SADLER POWER TRAIN	TRANSP. PARTS	\$107.51
SCHAUB STEVE	OFFICIAL/JUDGE	\$85.00
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$127.49
SCHULTZ STRINGS INC	Professional Educational Services	\$300.00
SESKER KENT	OFFICIAL/JUDGE	\$85.00
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$362.50
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$14.50
STREFF ELECTRIC INC	REPAIR/MAINT SERVICE	\$466.00
SYNOVIA SOLUTIONS, LLC	OTHER TECH SER	\$323.35
THE PAPER CORPORATION	MAINTENANCE SUPPLIES	\$87.12
THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$417.00
THINK SAFE INC	GENERAL SUPPLIES	\$1,141.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$310.85
TO THE RESCUE	PROF SERV: EDUCATION	\$750.00
TOWNS KATHRYN	STAFF TRAVEL	\$57.50
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$12,473.09
TRI-CITY ELECTRIC COMPANY OF IOWA	OTHER TECH SER	\$2,425.01
TYLER TECHNOLOGIES INC	DATA PROCESSING AND	\$680.00
U.S. CELLULAR	TELEPHONE	\$204.50
UNITED REFRIGERATION	HEAT/PLUMBING SUPPLY	\$37.98
VAN HOECK RON	OFFICIAL/JUDGE	\$85.00
VAN METER CO	ELECTRICAL SUPPLY	\$478.75
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$12,962.25
WINDSTAR LINES	TRANSP PRIVATE CONT	\$9,381.00
YUSKA BRANDON	OFFICIAL/JUDGE	\$85.00
		<b>Fund Total: \$1,021,588.13</b>
Fund: MANAGEMENT LEVY		
EMC INSURANCE	Vehicle Insurance	\$1,424.44
		<b>Fund Total: \$1,424.44</b>
Fund: NUTRITION SERVICES		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$25,203.68
CITY LAUNDERING COMPANY	PROFESSIONAL	\$3,690.35
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$7,907.09

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$62,756.05
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,191.19
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$5,093.39
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,191.19
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$5,093.39
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,010.44
MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$46,461.08
OFFICE EXPRESS	GENERAL SUPPLIES	\$134.21
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	GENERAL SUPPLIES	\$9,055.66
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	PURCHASE FOOD	\$62,230.23
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,401.08
<b>Fund Total:</b>		<b>\$234,419.03</b>
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$2,375.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$5,194.70
DRYSPACE INC	CONSTRUCTION SERV	\$2,344.43
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,500.00
HENNICK TREE SERVICE LLC	OTHER PURCH PROP SER	\$2,400.00
HUPP ELECTRIC MOTORS	BLDG. CONST SUPPLIES	\$1,076.92
SETPOINT MECHANICAL SERVICES	BLDG. CONST SUPPLIES	\$890.00
<b>Fund Total:</b>		<b>\$17,781.05</b>
<b>Fund: PUB ED &amp; REC LEVY</b>		
DECKER EQUIPMENT	GROUNDS UPKEEP	\$459.20
<b>Fund Total:</b>		<b>\$459.20</b>
<b>Fund: SALES TAX REVENUE BOND CAP PROJECT</b>		
TERRACON CONSULTANTS INC	ARCHITECT	\$4,036.25
<b>Fund Total:</b>		<b>\$4,036.25</b>
<b>Fund: STUDENT ACTIVITY</b>		
AKERS ROBERT	OFFICIAL/JUDGE	\$71.90
AMSLER RAY	OFFICIAL/JUDGE	\$150.00
APRIL JAMES	PROF SERV: EDUCATION	\$7,500.00
BANACOM SIGNS LLC	GENERAL SUPPLIES	\$195.00
BSN SPORTS	GENERAL SUPPLIES	\$762.20
BUTSCHI BRIAN	OFFICIAL/JUDGE	\$81.10
CEDAR VALLEY WORLD TRAVEL	STAFF TRAVEL	\$3,420.00
COLE RILEY	OFFICIAL/JUDGE	\$60.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$25.00
COPYWORKS	GENERAL SUPPLIES	\$68.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$487.50
DANCE TEAM UNION, LLC	DUES AND FEES	\$1,356.00
DIVIS ETHAN	OFFICIAL/JUDGE	\$65.00
DVORAK JOHN	OFFICIAL/JUDGE	\$150.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$440.86

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
GARDNER DOUG	OFFICIAL/JUDGE	\$150.00
GOERDT ROB	OFFICIAL/JUDGE	\$65.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$75.00
HANSEN SCOTT	OFFICIAL/JUDGE	\$158.28
HARTWIG RON	OFFICIAL/JUDGE	\$150.00
HOSA-FUTURE HEALTH PROFESSIONALS	DUES AND FEES	\$768.00
HUNTERS RIDGE GOLF COURSE	GENERAL SUPPLIES	\$484.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$28.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$28.87
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$11.08
IOWA ASSOC.OF TRACK COACHES	DUES AND FEES	\$290.00
IOWA FBLA-9388	DUES AND FEES	\$10.00
IOWA HOSA	DUES AND FEES	\$1,275.00
IRONSIDE RANDY	OFFICIAL/JUDGE	\$65.00
JEFFERSON HIGH SCHOOL	DUES AND FEES	\$160.00
JEFFRY DOWNING	OFFICIAL/JUDGE	\$65.00
KEEL JOHN W	OFFICIAL/JUDGE	\$65.00
KENNEDY HIGH SCHOOL	DUES AND FEES	\$100.00
LEHMAN JAY	STAFF TRAVEL	\$62.00
LIBERTY HIGH SCHOOL	DUES AND FEES	\$940.00
MAJOR RONALD	OFFICIAL/JUDGE	\$65.00
MARSHALLTOWN HIGH SCHOOL	DUES AND FEES	\$60.00
MENARDS -13127	GENERAL SUPPLIES	\$180.90
MILLER JASON	OFFICIAL/JUDGE	\$65.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$1,112.00
NATIONAL FFA ORGANIZATION	GENERAL SUPPLIES	\$15.00
NORRIS CAL	OFFICIAL/JUDGE	\$65.00
OLBERDING NANCY	OFFICIAL/JUDGE	\$150.00
PACKINGHAM JIM	OFFICIAL/JUDGE	\$65.00
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$300.00
ROGERS ATHLETIC	GENERAL SUPPLIES	\$2,957.00
STUDIO U PHOTOGRAPHY, LLC	GENERAL SUPPLIES	\$631.00
SUSAN FREESE	OFFICIAL/JUDGE	\$75.00
THOMA DAVID	OFFICIAL/JUDGE	\$110.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1.55
WILSON WILLIAM	OFFICIAL/JUDGE	\$65.00
		Fund Total: \$25,714.61
Fund: STUDENT STORE		
BRANDED APPAREL	GENERAL SUPPLIES	\$120.00
		Fund Total: \$120.00



Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 10/05/2023 - 10/18/2023

Fiscal Year: 2023-2024

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Vendor Name	Description	Check Total
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Grand Total: \$1,316,023.31

End of Report

# AIA Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
22213000 Linn-Mar Tennis Courts  
Oak Ridge Middle School  
4901 Alburnett Rd  
Marion, IA 52302

**CONTRACT INFORMATION:**  
Contract For: Linn-Mar CSD  
Date: December 12, 2022

**CHANGE ORDER INFORMATION:**  
Change Order Number: 003  
Date: October 03, 2023

**OWNER:** *(Name and address)*  
Linn-Mar Community School District  
2999 North Tenth Street  
Marion, Iowa  
52302

**ARCHITECT:** *(Name and address)*  
OPN Architects  
200 5<sup>th</sup> Ave. SE, Suite 201  
Cedar Rapids, Iowa  
52401

**CONTRACTOR:** *(Name and address)*  
B&M Construction  
107 West Tidewater Dr.  
West Branch, Iowa  
52358

**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.)*

CAR 004 add logos to four windscreen panels \$6,292

The original Contract Sum was	\$ 1,574,900.00
The net change by previously authorized Change Orders	\$ 53,174.00
The Contract Sum prior to this Change Order was	\$ 1,628,074.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,292.00
The new Contract Sum including this Change Order will be	\$ 1,634,366.00

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be August 19, 2023

**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.**

OPN Architects  
ARCHITECT *(Firm name)*

Elisha Horsfall  
SIGNATURE

Elisha Horsfall  
PRINTED NAME AND TITLE

DATE

B&M Construction  
CONTRACTOR *(Firm name)*

  
SIGNATURE

Brian Brannaman, President  
PRINTED NAME AND TITLE

10/3/23  
DATE

Linn-Mar Community School District  
OWNER *(Firm name)*

  
SIGNATURE

Brittanica Morey, Board President  
PRINTED NAME AND TITLE

DATE



**Marzano Resources  
Purchase Agreement**

Effective October 24, 2023, Marzano Resources, LLC (“Marzano Resources”) located at 555 N. Morton St., Bloomington, IN 47404 and Linn-Mar Community School District (“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
Professional Development	\$10,200.00
<b>Total</b>	<b>\$10,200.00</b>

- 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)	\$2,040.00	Upon execution of Agreement
Professional Development	\$8,160.00	August 19, 2024

**3. Professional Development**

- 3.1. Description of Services:** Marzano Resources agrees to provide a speaker, Tina Boogren (“Associate”), to disseminate information for Customer on the topic of *Take Time For You* on August 19, 2024.
- 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.

**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 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.

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

\_\_\_\_\_  
Print Name: **Brittania Morey**  
Board President  
Linn-Mar Community School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Kate Weber**  
Director of Professional Development  
Marzano Resources, LLC

\_\_\_\_\_  
Date

Please email this Agreement to Kate Eastman at [Kate.Eastman@marzanoresources.com](mailto:Kate.Eastman@marzanoresources.com) or fax to 866.868.5478.

LICENSE AGREEMENT  
NON-COMMERCIAL

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

## 1. DEFINITIONS

1.1 “Trademarks” means the word and logo marks depicted in Exhibit A.

1.2 “Licensed Product” means the products bearing the Trademarks.

1.3 “Royalty Rate” means the percentage defined in Exhibit B.

1.4 “Net Sales” means Licensee’s gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.

1.5 “Licensed Market” means the types of products that may be marked with the Trademarks, as defined in Exhibit B.

1.6 “Customers” means the people to whom Licensed Products may be sold, as defined in Exhibit B.

1.7 “Term” means the period of time, as defined in Exhibit B, starting from the Effective Date.

## 2. LICENSE

2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.

2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.

2.3 Code of Conduct. The 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.

RECEIVED

By: So Date: 10/16/23

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

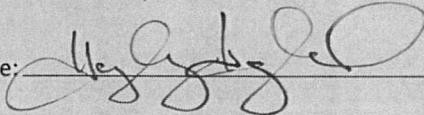
Please print (except for your signature) and provide all the information requested.

**Licensee: (Non-Commercial)**

Full Name of Group: Echo Hill Parent Teacher Organisation (PTO)  
(Example: LM Red 3<sup>rd</sup> grade basketball)

Contact's Title/Position: PTO President  
(Example: Head Coach)

Contact's Name (print): Hayley Hegland

Contact's Signature:  Date Signed: 8/1/23

Contact Information: Phone: 319-775-3614  
Email: EchoHillPTO@yahoo.com  
Full Address: 2405 Victoria St  
Marion IA 52302

**Licensor:**

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
District Contact: Kevin Fry, Communications/Media Coordinator  
Email: [kfry@linnmar.k12.ia.us](mailto:kfry@linnmar.k12.ia.us)  
Phone: (319) 730-3530

Board President's Name (printed): Brittania Morey

Board President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On Monday, July 24, 2023 at 09:41:48 AM CDT, Sarah Offerman <sofferman@linnmar.k12.ia.us> wrote:

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions



Exhibit B

Non-Commercial

Royalty Rate: 0%

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

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

CODE OF CONDUCT  
COMMERCIAL

**Prohibited Items.** Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs.

**Supplier Performance.** Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

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

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

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

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

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



# Excursions and Trips Request Form

Exhibit 705.1

Code 603.3-R2

Date Request Received by CFO/COO: 10/10/23 SD

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: HOSA Fall State Leadership Conference Submitted by: Chad Lechner  
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	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	<b>Required</b>	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	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	<b>Required</b>	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 Mischke</u>	Date <u>10/2/23</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>10/10/23</u>
Board of Directors Approval			Date

## HOSA State Officer Fall Leadership Overnight Request

### **Purpose and Objective**

Attend the Iowa HOSA (Future Health Professionals) State Officer meeting to prepare for the Iowa HOSA State Leadership conference which is attended by multiple students from various schools around the state. Four Linn-Mar students are serving as state officers for Iowa HOSA in the 2023-2024 school year, Melissa Wang, Amy Miller, Riya Anand, and Diya Patel. It is required for state officers to attend state officer meetings one day prior to the conference in order to plan and prepare to lead the conference on the following day.

October 29<sup>th</sup> 2023

Hotel

Drury Inn & Suites

5505 Mills Civic Parkway

West Des Moines, IA 50266

515-457-9500

### **Pre-Qualifying**

To be eligible to run for HOSA state office, students first had to complete the state officer application and have the approval of both their parents and adviser, Chad Lechner. Students had to pass the State Officer Test with a 75% or higher and record a campaign message for all state members to view and vote on.

### **Detailed plans of Supervision**

State officer parents are responsible for transporting them to Des Moines on Sunday, October 29<sup>th</sup>. State officer parents will sign a paper stating they give permission to ride with the parent volunteer or they may drive their child individually to Des Moines.

Kent Storm (Iowa HOSA state supervisor) will supervise state officers through duration of their officer meetings on Sunday and Sunday evening. 515-523-0514. [director@iowahosa.org](mailto:director@iowahosa.org)

Chad Lechner, HOSA club advisor, and two other adult volunteers will be driving 16 other club members, via three school vans, to the conference in Des Moines on Monday, October 30<sup>th</sup> and meeting the four officers there. All club members, including the four officers will ride home together via school van at the conclusion of the conference on Monday afternoon at 3:00 pm.

## **Itinerary**

### **Sunday, October 29**

Noon depart Marion (parent transportation)  
2:30 pm arrive at Drury Inn & Suites, West Des Moines  
3:00 pm Iowa HOSA State Officer meetings at hotel  
4:00 pm Preparations for the Iowa Fall State Leadership conference  
5:00-7:00 Dinner as an officer team (paid for by Iowa HOSA)  
7:00-8:30 Conference preparations  
8:30- 10:00 pm State officer bonding/free time  
11:00 pm Curfew

### **Monday, October 30**

8:30 am-3:00 pm Iowa HOSA State Leadership Conference at Drury Inn & Suites, West Des Moines  
3:00 pm depart Des Moines  
5:45 pm arrive back at Linn-Mar, door #4

## **Follow-up**

State officers follow up will be the work they do with the state officer team. They will meet monthly via video conference, face to face at the State Fall Leadership Conference, Regional Leadership Conference, National Fall Leadership Conference, and State Leadership Conference.

## **Assessment**

They will not be taking a test per say but will have to follow through with duties of the State Officer position.

## **Funding**

Iowa HOSA will pay for the lodging and all of meals for Students.

## **Common Experience**

No. It is for elected officers only.

## **Multi-disciplinary**

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



# Excursions and Trips Request Form

Exhibit 705.2

Code 603.3-R2

Date Request Received by CFO/COO: 10/12/23

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

1. Within three weeks of the completion of the excursion/trip the sponsor will 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: Boys Swimming Submitted by: Jan Hoover - Grinde <sup>Jag</sup>  
(Examples: Robotics, FBLA, etc.) (Name) Johnson

Criteria		Description	Provided
Purpose	<b>Required</b>	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	<b>Required</b>	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	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<b>Recommended</b>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<b>Recommended</b>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval		<u>Jeffrey M. Mustasa</u>	Date <u>10/12/23</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>10/12/23</u>
Board of Directors Approval			Date

## Trip Request for Boys Swimming

To Whom It May Concern:

The Varsity Boys Swimming team from Linn-Mar High School will participating in a Swimming Invitation at Sun Prairie, Wisconsin on Saturday, December 2<sup>nd</sup>, 2023. The coaches and team will be spending the night at the Hilton Garden Inn (1220 South Grand Avenue – Sun Prairie, WI 53590) on December 2<sup>nd</sup>, 2023, following the competition. On Sunday morning, the coaches and team will be traveling back to Linn-Mar High School. There will be four coaches and sixteen swimmers that will be going.

**Purpose:** The purpose of this trip is to compete at a higher level with various schools of competition that we do not get in meets in Iowa. We have been attending the Sun Prairie Invitational for numerous years and want to continue that for 2023. Along with creating higher levels of competition, this trip is a team bonding experience. Coaches have team building activities in the hotel, to help create a better culture within the program.

### **Itinerary:**

December 2<sup>nd</sup>, 2023

Leave from Linn-Mar Aquatic Center with four school vans on Saturday, December 2<sup>nd</sup> at 6:00 a.m. Travel to Sun Prairie in the morning and compete. After the competition, around 3:00 p.m., go to the hotel, Hilton Garden Inn and check in/assign rooms/expectations. The swimmers will sleep four to a room. One room for Head and Assistant Coach. 1 Room for Female volunteer coach, and one room for male volunteer coach. Seven rooms total. The three male coaches will perform bed checks at 10:00 p.m. Dinner will be ordered in by the coaches, and team building activities after dinner: 6:30 p.m.

December 3<sup>rd</sup>, 2023

Wake up and eat breakfast at the hotel. Check out. 10:00 a.m. Depart in vans from the hotel to the Linn-Mar Aquatic Center

### **Cost:**

We will be paying for this trip out of the Boys Swimming Coaches account.

Total cost of hotels: \$1,113.00

Total cost of dinner: \$250.00

Total cost of trip: \$1,363.00

### **Number of Students:**

- 16 Swimmers
- 4 Coaches



RECEIVED

# 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 <sup>st</sup> thru December 31 <sup>st</sup>	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 <sup>st</sup> thru March 31 <sup>st</sup>	December meeting	
By February 15 <sup>th</sup> for fundraisers occurring from April 1 <sup>st</sup> thru May 31 <sup>st</sup>	March meeting	
By April 15 <sup>th</sup> for fundraisers occurring from June 1 <sup>st</sup> thru September 30 <sup>th</sup>	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: Boulder Peak Sponsoring Group: Art  
 Contact Name: Kelly Bailey Contact Phone: 319-730-3602  
 Contact Email: kebailey@linnmar.k12.ia.us District Account Code: 10.6472.1013.102.8039.001999

Description of Fundraising Activity (All information is required for the request to be considered)  
 Fundraising Activity: Artsonia 10/24-10/5  
 Activity Start/End Dates: Oct 2023 - June 2024 Estimated Proceeds: \$500.00  
 Purpose/Use of Funds Raised (Must be specific): Buying drawing books and shelf space for the books to create a "how to draw" library. Additional supplies for "Stained Glass Window" project and a new paper cutter if money allows.

Administrator Approval:  
 I approve that this request is necessary to provide funds for the purposes described above.  
 Building Administrator's Signature: [Signature] Date: 10-9-23

Business Office and Board Review/Approval:  
 Business Office Review/Approval: [Signature] Date: 10/12/23  
 Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: July 17, 2024