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**Linn-Mar Community School District Board of Education
Work Session Minutes
February 20, 2017**

100: Call to Order and Determination of a Quorum

President Isenberg called the meeting to order at 5:00 PM. Roll was taken. Present: Isenberg, Nelson, Abouassaly, Patterson, Weaver, Green, and Gadelha.

200: Adoption of Agenda *Motion 144-02-20*

Motion Green, second Patterson to approve the agenda. Voice vote. All ayes.

300: Work Session

301: District Restructure Update and Reflections

Dr. Shepherd updated the Board on the Steering Committee meetings with OPN. He reviewed the restructure and planning process to date. He stated that once OPN started researching the plan and putting estimated costs on paper, it was determined that there was a need to pause and explore all options so that the best plan is brought forward to the voters. Making Excelsior an 8/9 center is not feasible due to cost and footprint of the building. The committee along with OPN are looking at other options. The Board and community will be continually updated as the process continues. September is still a "soft" target for the bond vote.

302: Board Operations Manual and Committee Charge

The edited version of the manual was reviewed with very minor changes suggested. Dr. Shepherd presented the Committee Charge document and explained that he would like all board committees to complete this document. After discussion it was determined that Policy, Finance/Audit, SIAC and possibly CTE will need to perform this task. The rest of the committees will remain as superintendent or administrative committees. The Board will be kept informed through the Board Book or they may also attend meetings if they wish.

303: PBIS Update and Reflections

Each board member was assigned a building to "champion" in regards to PBIS at the beginning of the year. Board members shared some of their experiences in the buildings. Many board members stated that they would like to see the buildings share with each other as well since there are some great ideas being used.

400: Adjournment *Motion 145-02-20*

Motion Patterson, second Abouassaly to adjourn at 6:22 PM. Voice vote. All ayes.

Tim Isenberg, Board President

Angie Morrison, Board Secretary



Linn-Mar Community School District Board Meeting Regular Meeting Minutes February 20, 2017

100: Call to Order and Determination of a Quorum

President Isenberg called the meeting to order at 7:00 PM. Roll was taken. Present: Isenberg, Green, Nelson, Patterson, AbouAssaly, Weaver and Gadelha.

200: Adoption of the Agenda *Motion 146-02-20*

Motion Patterson, second Weaver to approve the agenda with the walk-in exhibit. Voice Vote. Motion carried.

300: Recognitions/Proclamations

301: Project Lead the Way

Chris Patterson, High School Industrial Technology Teacher, and student coordinators of the Project Lead the Way Night hosted at the High School were recognized. Patterson reported that the event was very successful and they plan to continue on an annual basis.

400: Audience Communications

500: Resolutions/Opening of Bids/Public Hearings

600: Informational Reports

601: YMCA and City of Marion Update:

Exhibit 601.1

Members of the YMCA gave the Board an update on the new Marion YMCA building. The project is scheduled to begin this summer and open the fall of 2018.

602: Policy Committee (Feb 9th):

The report is on page 9 of the Board Book. The committee reviewed the Board Operations Manual along with a Policy Primer and Policies 403.1-403.16-R.

603: Marion City Council (Feb 9th):

Gadelha reported that there were no topics discussed related to Linn-Mar. The City will approve their budget in March.

604: Board Visit to Westfield Elementary (Feb 10th)

The Board shared highlights from the visit. They commented that much of the presentation was connected back to the strategic plan. They also enjoyed seeing the new addition. The report is on page 14 of the Board Book.

605: Coffee Conversation at Oak Ridge

This report is on page 14 of the Board Book. Some of the topics of discussion included supplemental state aid, collective bargaining and other legislative issues.

606: Finance/Audit Committee (Feb 16th)

This report is on page 16 of the Board Book. Chapter 20 changes were discussed as well as the Certified Budget process.

607: Health and Human Development (Feb 16th)

The committee continued work on the State Wellness Policy. The report is on page 5 of the Board Book.

608: Board Book

Exhibit 608.1

Dr. Shepherd highlighted page 10 in regard to Teacher Leadership and also the achievements on pages 17-18.

700: Unfinished Business

701: Resolution Appointing Paying Agent, Bond Registrar, and Transfer Agent; Approving Paying Agent, Bond Registrar, and Transfer Agent Agreement; and Authorizing Execution of Same **Motion 147-02-20**

Exhibit 701.1

Motion Patterson, second Nelson to approve the resolution appointing Bankers Trust Company of Des Moines, Iowa, to serve as paying agent, bond registrar, and transfer agent; approving the paying agent, bond registrar, and transfer agent agreement; and authorizing the executive of same for the issuance of \$14,125,000 General Obligation School Refunding Bonds, Series 2017. Roll call Vote. All ayes. Motion carried.

702: Approve General Obligation School Refunding Bonds, Series 2017, Form of Tax Exemption Certificate **Motion 148-02-20**

Exhibit 702.1

Motion Abouassaly, second Green to approve and place on file the form of Tax Exemption Certificate for the issuance of \$14,125,000 General Obligation School Refunding Bonds, Series 2017. Roll call vote. All ayes. Motion carried.

703: Approve General Obligation School Refunding Bonds, Series 2017, Continuing Disclosure Certificate **Motion 149-02-20**

Exhibit 703.1

Motion Patterson, second Abouassaly to approve and place on file the form of Continuing Disclosure Certificate for the issuance of \$14,125,000 General Obligation School Refunding Bonds, Series 2017. Roll call vote. All ayes. Motion carried.

704: Approve Resolution Authorizing Issuance of General Obligation School Refunding Bonds, Series 2017 **Motion 150-02-20**

Refer to Exhibit 701.1

Motion Abouassaly, second Nelson to approve the resolution authorizing the issuance of General Obligation School Refunding Bonds, Series 2017, in the amount of \$14,125,000, and levying a tax for the payment thereof. Roll call vote. All ayes. Motion carried.

800: New Business

801: First Reading of IASB Policy Recommendations and Policies 403.1 thru 403.16-R

Motion 151-02-20

Exhibit 801.1

Motion Patterson, second Abouassaly to approve the first reading of the Iowa Association of School Boards policy recommendations and the recommended changes to policies 403.1 through 403.16-R as presented by the Board Policy Committee. Green suggested one addition to policy 204.4 before the second reading. Voice Vote. All ayes. Motion Carried.

IASB Policy Recommendations:

- Revised 204.1: Meetings of the Board
- Revised 204.4: Meetings of the Board – Annual and Organizational Meetings
- New 801.8: Fiscal Management – Financial Records

Policies 403.1 through 403.16-R:

- **Revised** **403.1: Physical Examination/Fitness for Duty**
- Reviewed 403.2: Employee Recognition
- Reviewed 403.3: Violence in the Workplace
- Reviewed 403.4: Substance-Free Workplace
- Reviewed 403.4-E: Notice to Employees Regarding Substance-Free Workplace
- Reviewed 403.5: Tobacco-Free/Nicotine-Free Environment
- Reviewed 403.5-R: Administrative Regulations for Tobacco/Nicotine-Free Environment
- Reviewed 403.6: Exit Comment
- Reviewed 403.7: Family and Medical Leave
- **Revised** **403.7-R1: Administrative Regulations Regarding Employee FMLA**
- Reviewed 403.7-R2: Regulations Regarding Licensed Employee FMLA Definitions
- Reviewed 403.7-E1: FMLA Leave Request and Employee Obligation/Requirement Form
- Reviewed 403.7-E2: FMLA Notice of Eligibility
- Reviewed 403.7-E3: FMLA Designation Notice
- Reviewed 403.7-E4: FMLA Certification of Health Care Provider for Employee
- Reviewed 403.7-E5: FMLA Certification of Health Care Provider for Family Member
- Reviewed 403.7-E6: FMLA Certification of Qualifying Exigency for Military Family Leave
- Reviewed 403.7-E7: FMLA Certification for Covered Service member Injury/Illness
- Reviewed 403.7-E8: Medical Documentation of Absence
- Reviewed 403.7-E9: Notice to Employees of Rights Under FMLA
- Reviewed 403.8: Professional Organizations
- Reviewed 403.9: Participation in Community Activities
- Reviewed 403.10: Religious Observance
- Reviewed 403.11: Hazardous Chemical Disclosure
- Reviewed 403.12: Communicable Diseases which are Reportable
- Reviewed 403.13: Harassment/Workplace Bullying
- Reviewed 403.14: Sexual Harassment
- **Revised** **403.15: Procedures for Allegations of Abuse**
- Reviewed 403.15-E: Student Abuse Report Form
- Reviewed 403.16: Employee Records
- Reviewed 403.16-R: Administrative Regulations Regarding Employee Records

900: Consent Agenda

901: Personnel

As presented including the walk-in exhibit and the correction of the retirement date for Cindy Olachnovitch from March 31, 2017 to May 31, 2017.

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Bonazza, Stormie	HS: Student Support Associate	2/15/17	LMSEAA II, Step 8
Brough, Meredith	From EX to LG Student Support Associate	2/7/17	Same
Haldeman, Dawn	WE: Student Support Associate	2/13/17	LMSEAA II, Step 10
Mattes, Belamarcia	NS: HS General Help	2/2/17	PTNS, Step 2
Prado, Tori	HS: Student Support Associate	2/20/17	LMSEAA II, Step 6
Vilardo, Christine	EX: Student Support Associate	2/13/17	LMSEAA II, Step 10
Wilson, Heather	WE: Student Support Associate	2/27/17	LMSEAA II, Step 8

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Hilim, Alexa	NE: Student Support Associate	2/13/17	Personal
Mahmens, Mitch	HS: Student Support Associate	2/17/17	Termination
Olachnovitch, Cindy	EX: Media Assistant	5 /31/17	Retirement
Verry, John	HS: Student Support Associate	1/24/17	Termination

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Mahmens, Mitch	HS: Head 9 th Gr Baseball Coach, Asst Varsity Football Coach, Asst Boys' Varsity Tennis Coach	2/17/17	Termination
Mohling, Annette	HS: Assistant Girls' Swim Coach	2/9/17	Personal
Casebolt, Matt	HS: Assistant Varsity Football Coach	2/10/17	Personal (<i>Walk-In Exhibit</i>)

902: Approval of February 6th Minutes

Exhibit 902.1

903 Approval of February 14th Special Session Minutes

Exhibit 903.1

904: Approval of Bills

Exhibit 904.1

905: Approval of Contracts

Exhibits 905.1-6

1. Facility reservation agreement with Marion Parks and Recreation-Lowe Park for the annual volunteer recognition for \$25.00.
2. Memorandum of agreement with Junior Achievement of Eastern Iowa for the 2017-18 school year for a rate of \$11.38 per student participating in grades 1-3.
3. Commercial licensing agreements with Fred Wright, President of OhioPyle Prints, Inc., and Stacy Wolrab, Owner of Scrapmania, LLC, for the use of the Linn-Mar logo.
4. Agreement for provision of daycare services with Hand in Hand at Indian Creek, Bowman Woods, Linn Grove, Novak, Wilkins, and Westfield for the 2017-2020 school years including the summer months of June, July, and August.
5. Agreement for provision of daycare services with Lynelle Henricksen, d/b/a YMCA, at Echo Hill for the 2017-2020 school years including the summer months of June, July, and August.
6. Agreement for practicums and internship field experiences with Morningside College Graduate Program.
7. Interagency agreements for special education instructional services with Cedar Rapids CSD (2), Dubuque CSD (2), and Muscatine CSD (1). (*For student confidentiality, no exhibits provided.*)

906: Informational Reports

Exhibits 906.1-2

1. Financials and cash balances as of 1/31/2016.
2. Financials and cash balances as of 1/31/2017.

907: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and board policy 902.6, the district will list for sale obsolete equipment/furnishings on the [Linn-Mar website>Quick Links>GovDeals](#) *No items for sale at this time.*

908: Items Removed from the Consent Agenda for Separate Action

909: Approval of the Consent Agenda ***Motion 152-02-20***

Motion Patterson, second Abouassaly to approve the consent agenda as presented with the personnel walk-in exhibit. Voice vote. Ayes: Patterson, Abouassaly, Isenberg, Green, Weaver, Nelson, Gadelha (abstained from items 902 and 903). Motion carried.

1000: Communications, Announcements, and Transmittals

1001: Board Communications

Green shared some discussion items from the Grant Wood AEA legislative meeting. AbouAssaly and Isenberg discussed the UEN Day on the Hill. Gadelha congratulated the staff and students on the FAST results.

1002: Calendar

Calendar items were reviewed.

Date	Time	Event	Location
February 21 st	5:30 PM	Technology Committee	Boardroom
February 22 nd	7:30 AM	Board Visit	Compass
February 23 rd	5:30 PM	Marion City Council	City Hall
February 24 th	7:00 AM	Board Visit	Wilkins Elementary
Date	Time	Event	Location
March 6 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
March 7 th	6:00 PM	Special Education Advisory Parent Night	High School
March 8 th	11:30 AM	MEDCO Annual Business Luncheon	CR Marriott
March 8th	4:30 PM	Special Education Advisory Cancelled	Boardroom
March 9 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
March 9 th	5:30 PM	Marion City Council	City Hall
March 13 th -17 th	All Day	Spring Break	Districtwide
March 23 rd	5:30 PM	Marion City Council	City Hall
March 24 th	6:00 PM	LM Foundation MANE Event	CR Marriott

1003: Committees/Advisories

Committees/Advisories	Board/Administrative Participants
Finance/Audit Committee	Anderson, Shepherd, Morrison, Abouassaly, Green, Weaver
Policy Committee	Shepherd, Morrison, Gadelha, Nelson, Patterson
Technology Committee	Ramos, Isenberg
Career & Technical Education	Bisgard, Nelson
Equity Advisory	Bisgard, Christian, Ramos, Patterson
School Improvement Advisory	Bisgard, Gadelha
Health & Human Development	Breitfelder, AbouAssaly
Special Education Advisory	Breitfelder, Nelson

1100: Adjournment 153-02-20

Motion AbouAssaly, second Weaver to adjourn at 7:50 PM. Voice vote. All ayes. Motion carried.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

Minutes submitted by Angie Morrison.