

**School Board Work Session Minutes
September 24, 2018**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Nelson, Wall, and Weaver. Absent: Anderson.

200: Adoption of the Agenda *Motion 29-09-24*

Motion by Weaver to adopt the agenda as presented, second by Lausen. Voice vote, all ayes. Motion carried.

300: Work Session

301: Student Achievement 2017-18 – Exhibit 301.1

Associate Superintendent Nathan Wear reported on the 2017-18 student achievement data including information on the FAST Assessment, Iowa Assessments, and NWEA Assessments. Teaching & Learning is currently working with Technology Services to develop data tools to assist teachers in determining the best action to take on data to ensure all students continue to grow.

302: FY18 Financial Review – Exhibit 302.1

Chief Financial/Operating Officer JT Anderson reviewed the fiscal year 2018 financials including an overview of district funds and the metrics the district is required to meet, fund balances versus spending authority, the Certified Annual Report, Special Education Supplement, and Limited English Proficiency allowable costs.

303: Bond Campaign – Exhibit 303.1

Board Secretary JT Anderson presented information from the Linn County Board of Supervisors regarding the canvass of votes for the bond campaign. There were 5,470 votes in favor of the bond, 2,777 votes against the bond, and one undervote; for a total of 8,248 votes. Superintendent Bisgard shared an overview of the timeline and next steps regarding the design and construction of two, 5th-6th grade intermediate buildings that will be funded by the recent bond vote.

400: Adjournment *Motion 30-09-24*

Motion by Isenberg to adjourn the work session at 6:49 PM, second by Lausen. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education annual meeting was called to order at 7:02 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: Isenberg, Lausen, Nelson, Wall, Weaver, and AbouAssaly. Absent: Anderson.

200: Adoption of the Agenda *Motion 31-09-24*

Motion by Weaver to adopt the agenda as presented, second by Wall. Voice votes, all ayes. Motion carried.

300: Audience Communications

400: Informational Reports

401: Iowa Big Advisory Board – September 19th

No report shared.

402: Finance/Audit Committee – September 20th

The meeting focused on a review of the fiscal year 2018 financials.

403: Marion City Council – September 20th

No items were discussed that related to the district.

404: Cabinet Updates – Exhibit 404.1

Superintendent Bisgard highlighted the KHAK Teacher of the Week, Molly Wickham, the seven 2019 National Merit Scholarship semifinalists, and the invitation to the LM Orchestra Homecoming Showcase on Thursday, September 27th.

500: Unfinished Business

501: Approval of 2017-18 Certified Annual Report – Exhibit 501.1 *Motion 32-09-24*

Motion by AbouAssaly to approve the 2017-18 certified annual report as presented, second by Weaver. Voice vote, all ayes. Motion carried.

502: Approval of 2017-18 Depository Banks Affidavit Reports – Exhibit 502.1 *Motion 33-09-24*

Motion by Wall to approve the 2017-18 depository banks' affidavit reports as presented, second by Lausen. Voice vote, all ayes. Motion carried.

503: Approval of FY18 SBRC Allowable Growth Request – Special Ed Deficit *Motion 34-09-24*

Motion by Lausen to approve the FY18 SBRC allowable growth request for the Special Education deficit in the amount of \$2,728,720.52, second by AbouAssaly. Voice vote, all ayes. Motion carried.

504: Approval of FY18 SBRC Allowable Groth Request – LEP Deficit *Motion 35-09-24*

Motion by Lausen to approve the FY18 SBRC allowable growth request for Limited English Proficiency deficit in the amount of \$219,465.82, second by Wall. Voice vote, all ayes. Motion carried.

600: New Business

601: Appointment of Board Secretary/Treasurer *Motion 36-09-24*

Motion by Weaver to approve JT Anderson, Chief Financial/Operating Officer, as board secretary/treasurer, second by Lausen. Voice vote, all ayes. Motion carried. *Nelson administered the oath of office.*

602: Election of Board President *Motion 37-09-24*

Motion by Lausen to approve Sondra Nelson as board president to serve a one-year term, second by Weaver. Voice vote, all ayes. Motion carried. *Anderson administered the oath of office.*

603: Election of Board Vice President *Motion 38-09-24*

Motion by Wall to approve George AbouAssaly as board vice president to serve a one-year term, second by Weaver. Voice vote, all ayes. Motion carried. *Nelson administered the oath of office.*

604: Approval of Board Operations Manual – Exhibit 604.1 *Motion 39-09-24*

Motion by Lausen to approve the 2018-19 *Board Operations Manual* as presented, second by AbouAssaly. Nelson clarified that the only change was the removal of *Appendix E – Community Collaboration Advisory Commission*. Voice vote, all ayes. Motion carried.

605: Approval of 2018-19 Board Meeting Dates *Motion 40-09-24*

Motion by AbouAssaly to approve the 2018-19 board meeting dates as presented, second by Lausen. Bisgard shared that due to a change in state law, school board elections will be held the first Tuesday after the first Monday in November of odd-numbered years. This clarified why the board dates were being approved through November instead of September. Voice vote, all ayes. Motion carried.

October 8 & 22	March 11	August 12 & 26
November 5 & 19	April 8 & 22	September 9 & 23
December 10	May 6 & 20	October 14 & 28
January 14 & 28	June 10	November 11 & 25
February 11 & 25	July 8	

606: Designation of Board Representatives to District Committees/Advisories *Motion 41-09-24*

Motion by Wall to approve the designated board committee/advisory reps for the 2018-19 school year as discussed, second by AbouAssaly. Voice vote, all ayes. Motion carried.

Committees/Advisories	2017-18 Representatives	2018-19 Representatives
Finance/Audit Committee	AbouAssaly, Lausen, Wall	AbouAssaly, Lausen, Nelson
Policy/Governance Committee	Anderson, Isenberg, Weaver	Isenberg, Wall, Weaver
Career & Technical Education Advisory Committee	Wall	Nelson
School Improvement Advisory Committee	AbouAssaly	AbouAssaly
Iowa BIG Advisory Board	Isenberg	Isenberg
Facilities Advisory Committee	Nelson, AbouAssaly	AbouAssaly, Nelson

607: Appointment of Board Legal Counsel *Motion 42-09-24*

Motion by AbouAssaly to appoint the law firm of Pickens, Barnes & Abernathy for general counsel and Terry Abernathy as attorney; Simmons, Perrine, Moyer & Bergman for real estate and copyright matters; Ahlers & Cooney for Special Education, personnel, negotiations, construction, real estate, and bonding matters; and Lynch Dallas for general counsel for the 2018-19 school year, second by Lausen. Voice vote, all ayes. Motion carried.

608: Designation of Depository Banks for FY19 Motion 43-09-24

Motion by AbouAssaly to designate Farmer’s State Bank with an authorized limit of \$30,000,000; Hills Bank with an authorized limit of \$30,000,000; and Kerndt Brothers Bank with an authorized limit of \$2,000,000; as depositories of the district for the 2018-19 school year effective October 1, 2018, second by Lausen. Voice vote, all ayes. Motion carried.

609: Appointment of Metro Interagency Insurance Program Representatives Motion 44-09-24

Motion by Lausen to appoint Karla Christian, Chief Officer of Human Resources/Executive Director of Public Relations, as the 2018-19 MIIP representative and JT Anderson, Chief Financial/Operating Officer, as the alternate representative, second by AbouAssaly. Voice vote, all ayes. Motion carried.

610: Approval of Architect Motion 45-09-24

Motion by AbouAssaly to approve OPN Architects as the architect for the 5th-6th grade intermediate buildings project, second by Lausen. Discussion included a request that RFPs for future construction projects ensure timelines allow for fiscal responsibility and transparency. Voice vote, all ayes. Motion carried.

611: Open Enrollment Requests Motion 46-09-24

Motion by Lausen to approve the open enrollment requests as presented, second by Weaver. Voice vote, all ayes. Motion carried.

Approved Out

Name	Grade	Requested District	Reason
Dixon, Traevon	2 nd	Marion Independent	Good cause
Gerard, Madison	11 th	Marion Independent	Good cause
McGee, Jalen	8 th	Marion Independent	Good cause
McGee, Talaya	5 th	Marion Independent	Good cause

Denied Out

Name	Grade	Requested District	Reason
Rance, Shaylee	9 th	Marion Independent	Late, no good cause

700: Consent Agenda

701: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Salary Placement
Sheka, Elizabeth	Iowa BIG Teacher	1/4/2019	Other employment

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Armstrong, Deanna	Success Center: Student Support Associate	9/10/18	LMSEAA II, Step 10
Beets, Kameron	HS: Student Support Associate	9/17/18	LMSEAA II, Step 10
Costello, John	TR: From Substitute to Bus Driver	8/30/18	Same
Edwards-Thomas, Cedric	HS: From Student Support Assoc to Student Supervisor	9/24/18	\$15.00/hour
Hartman, Emma	NS: Excelsior General Help	9/10/18	Step 1
Hatcher, Angela	NS: High School General Help	9/17/18	Step 1
Hoyer, Sharon	NS: High School General Help	9/11/18	Step 1
McGill, Jade	EH: Student Support Assoc from 4 to 5.25/hours day	9/5/18	Same
Miller, Stephanie	EH: Student Support Assoc from 3.5 to 4.25/hours day	8/23/18	Same
Mourning, Kiara	Success Center: Student Support Associate	9/10/18	LMSEAA II, Step 6
Richardson, Kim	From Success Center Student Support Assoc to HS Custodian	10/1/18	SEIU C, Step 1
Ruh, John	TR: From Regular Sub to Bus Driver	8/30/18	Same

Name	Assignment	Dept Action	Salary Placement
Stewart, Mallory	EH: Student Support Associate	9/10/18	LMSEAA II, Step 10
Woods, James	TR: From Regular Sub to Bus Driver	8/30/18	Same

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Charles, Ashley	NS: High School General Help	9/11/18	Termination
Diaz, Adam	LRC: District Custodian	8/31/18	Other employment
Horak, Jeffrey	O&M: Athletic Grounds/Facilities Coordinator	9/21/18	Other employment
Miles, Ed	HS: Student Supervisor	9/21/18	Other employment
Stewart, Mallory	EH: Student Support Associate	9/28/18	Other employment

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Murray, Lindsey	HS: Head Softball Coach	9/10/18	\$5,356

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Duffy, Chandran	HS: Assistant Varsity Softball Coach	9/10/18	Personal

702: Approval of September 10th Minutes – Exhibit 702.1

703: Approval of Bills – Exhibit 703.1

704: Approval of Contracts – Exhibits 704.1-7

1. BSN preceptor agreement with Allen College
2. Grant agreement with the Department of Natural Resources
3. Chemical water treatment contract with Brecke Mechanical Contractors
4. Non-commercial licensing agreement with Matt Casebolt, head coach of LM Black 7th grade girls basketball team
5. Non-commercial licensing agreement with Jim Erickson, head coach of LM Legends 4th grade boys basketball team
6. Non-commercial licensing agreement with Autumn Plummer, Swamp Fox Float Coordinator
7. Independent contractor agreement with Heath Weber
8. Interagency agreements for special education with Alburnett CSD (1), Anamosa CSD (1), Cedar Rapids CSD (42), Central City CSD (3), Colfax-Mingo CSD (1), College CSD (5), East Buchanan CSD (2), Highland CSD (1), Maquoketa Valley CSD (1), Marion Independent SD (23), Marshalltown CSD (1), North Linn CSD (1), Oskaloosa CSD (1), Ottumwa CSD (2), Sioux City CSD (1) and Springville CSD (2). *For student confidentiality, exhibits not provided.*

705: Overnight Excursion/Trip Requests– Exhibits 705.1-2

1. FBLA to attend fall leadership conference in Des Moines on October 21-22, 2018
2. HOSA to attend fall leadership conference in Ankeny on October 14-15, 2018

706: Informational Reports – Exhibit 706.1-2

1. Financial and cash balance reports as of 8/31/17
2. Financial and cash balance reports as of 8/31/18

707: Approval of the Consent Agenda **Motion 47-09-24**

Motion by Lausen to approve the consent agenda as presented, second by Wall. Voice vote, all ayes. Motion carried.

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications

Nelson read a letter of resignation submitted by Board Member Bob Anderson and Superintendent Bisgard outlined the next steps for filling the vacant board seat. Deadline for applications is October 12th at 4:00 PM. Information on applying will be posted on the district and school board websites, as well as published in *The Marion Times*. Board members shared words of thanks to Bob Anderson for his service to the district as well as to Mrs. Liz Sheka, Iowa BIG Teacher, and wished them well in their new endeavors. Reminders were shared about the homecoming parade and events. Weaver thanked the district's custodians for their hard work in keeping our facilities clean.

802: Board Calendar

Date	Time	Event	Location
September 26	11:30 AM	Policy/Governance Committee	Superintendent's Conf Rm
September 28	7:00 AM	Board Visit	Novak Elementary
Date	Time	Event	Location
October 4	5:30 PM	Marion City Council (<i>Weaver</i>)	City Hall
October 8	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
October 10	3:45 PM	Career & Technical Education Advisory	LRC Boardroom
October 12	11:30 AM	Board Visit	Indian Creek Elementary
October 13	8:30 AM	Coffee & Conversation (<i>Isenberg/Lausen</i>)	Oak Ridge Middle School
October 18	7:30 AM	Finance/Audit Committee	LRC Room 203
October 18	5:30 PM	Marion City Council (<i>Nelson</i>)	City Hall
October 22	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
October 24	11:30 AM	Marion Chamber of Commerce Annual Meeting	CR Marriott
October 25	All Day	America Reads Day	District-wide

900: Adjournment *Motion 48-09-24*

Motion by AbouAssaly to adjourn the regular meeting at 7:53 PM, second by Isenberg. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer