

**School Board Work Session Minutes
November 5, 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: Lausen, Mehaffey, Nelson, Wall, Weaver, and AbouAssaly. Absent: Isenberg.

200: Adoption of the Agenda *Motion 063-11-05*

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

300: Work Session

301: Board Learning

Joe Crozier, former Grant Wood Area Education Agency Chief Administrator, facilitated a learning session on what it means to be an effective board. Discussion topics included the roles of board members (vision, structure, accountability, and advocacy); the differences between operational and strategic activities; honoring one another as team members; establishing and abiding by operating principles and norms; utilizing appropriate processes to resolve conflicts, make decisions, establish priorities, and gather stakeholder input; open communication with the superintendent; understanding the difference between public meetings and doing business in the public; establishing consistent procedures to address public concerns/suggestions; understanding that official business is conducted by the full board and not individual members; asking for and utilizing data; establishing board goals; continued education on boardsmanship, emerging trends, and practices; and understanding symbolic nature of the leadership role.

400: Adjournment *Motion 064-11-05*

Motion by AbouAssaly to adjourn the work session at 6:24 PM, second by Wall. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary

**School Board Regular Meeting Minutes
November 5, 2018**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education regular meeting was called to order at 7:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: Mehaffey, Nelson, Wall, Weaver, AbouAssaly, and Lausen. Absent: Isenberg.

200: Adoption of the Agenda *Motion 065-11-05*

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

300: Audience Communications

400: Informational Reports

401: Policy Committee – Oct 23rd (Refer to exhibit 601.1)

The committee reviewed the 700 series, various IASB policy suggestions, and policies regarding meal charges due to changes in Iowa Code. The committee discussed the enforcement of no negative balances for adults, including teachers and staff. Changes to Iowa Code now allows districts to set up funds for donations that can be used for assisting students in need.

402: Cabinet Updates – Exhibit 402.1

Superintendent Bisgard highlighted the professional learning day agendas and Parent University.

500: Unfinished Business

501: Bond Sale Update – Exhibit 501.1

JT Anderson, Chief Financial/Operating Officer, shared a handout regarding the bid process for the issuance of general obligation school bonds, series 2018, for the construction of the two 5th-6th grade intermediate buildings. The board will review the document with a motion to approve during the November 19th meeting. There will be a special board meeting on December 3rd to approve the bid.

502: Early Separation Update

Superintendent Shannon Bisgard recommended the board approve the 22 early separation requests received and shared that the policy on early separation will be reviewed to ensure budgeting consistency for future years.

600: New Business

601: First Reading of Policy Recommendations – Exhibit 601.1 *Motion 066-11-05*

Motion by Wall to approve the first reading of the policy recommendations as presented, second by Weaver. Voice vote, all ayes. Motion carried.

- 105.1 Equal Educational Opportunity
- 105.1-R Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures
- 105.1-E1 Annual Notice of Non-Discrimination
- 105.1-E2 Continuous Notice of Non-Discrimination
- 105.1-E3 Notice of 504 Student/Parental Rights
- 201.4 Board of Directors Elections
- 201.7 Board of Directors Term of Office
- 400.1 Educational and Employment Equity
- 400.2 Equal Employment Opportunity
- 403.13 Harassment/Workplace Bullying
- 403.14 Sexual Harassment
- 403.15 Procedures for Charging/Investigating Allegations of Abuse of Students by School Employees
- 500.1 Objectives for Equal Educational Opportunities for Students
- 602.18 Instruction at a Post-Secondary Educational Institution
- 605.3 Graduation Requirements
- *The full 700 series was reviewed with changes recommended for:*
 - 702.1 Nutrition Services Program
 - 702.1-R Administrative Regulations Regarding Meal Charges
 - 702.4 Eligibility for Free or Reduced Cost Meals
- 802.6 Investments
- 803.1 Purchasing – Bidding
- 807.1 Radiological Emergency
- 1004.1-R1 Administrative Regulations Regarding Community Use of Buildings/Sites/Equipment
- 1004.1-E2 Rental Fees
- 1004.2-E1 Stadium Fees
- 1004.8-E1 Aquatic Center Fees

602: Open Enrollment Requests Motion 067-11-05

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

Approved OUT

Name	Grade	Requested District	Reason
Kelly, Anna	11 th	CAM	Good cause

700: Consent Agenda Motion 068-11-05

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

701: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Boddicker, Katie	NE: Student Support Assoc - from 7 to 7.25 hours/day	11/19/18	Same
Cochet, Sandrine	HS/LG: ELL Associate	11/8/18	LMSEAA II, Step 10
Lorenz, Leslie	WF: ELL Associate	11/1/18	LMSEAA II, Step 10
Name	Assignment	Dept Action	Salary Placement
Meyer, Brian	EX: Custodian	11/7/18	SEIU C, Step 1
Releford, Shakira	NE: Part-time Student Support Associate	11/19/18	LMSEAA II, Step 6
Sterns, Kenni	AC: Swim Lesson Coordinator	10/26/18	\$15.00/hour
Van Maanen, Morgan	Four Oaks: Student Supervisor	10/29/18	\$15.00/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Avila, Michaela	EH: Student Support Associate	11/1/18	Personal
Caicedo, Ana	AC: Aquatic Instructor	10/25/18	Personal
Costache, Abigail	AC: Aquatic Instructor	10/25/18	Personal
Culver, Katie	AC: Aquatic Instructor	10/25/18	Personal
Ford, Karin	AC: Aquatic Instructor	10/25/18	Personal
Gabriel, Cuyler	AC: Aquatic Instructor	10/25/18	Personal
Jackson, Markea	AC: Aquatic Instructor	10/25/18	Personal
Lawson, Louanne	LRC: Administrative Assistant	11/30/18	Retirement
Pajunen, Taylor	AC: Aquatic Instructor	10/25/18	Personal
Peng, Matt	AC: Aquatic Instructor	10/25/18	Personal
Sanchez Portillo, Ivan	AC: Aquatic Instructor	10/25/18	Personal
Shepherd, Vivian	AC: Aquatic Instructor	6/1/18	Relocation
Vana, Zachary	AC: Aquatic Instructor	10/25/18	Personal
Walters, Luke	HS: Student Support Associate	11/2/18	Personal

Co-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Derlein, Chad	HS: Assistant Boys Varsity Swim Coach	10/23/18	\$3,213
Ryan, Madison	HS: From Assistant 9/10 to Assistant Varsity Softball Coach	10/30/18	\$4,285

Co-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Takaoka, Sho	HS: Assistant Boys Soccer Coach	11/1/18	Personal

702: Approval of October 22nd Minutes – Exhibit 702.1

703: Approval of Bills – Exhibit 703.1

704: Approval of Contracts – Exhibits 704.1-7

1. Bond counsel and disclosure counsel engagement agreement with Ahlers Cooney
2. Host contract with Marzano Research for guest speaker Tammy Heflebower
3. Agreement addendum with Recover Health of Iowa for nursing services for three students
4. Independent contractor agreement with Carey Bostian
5. Independent contractor agreement with Mic Evans
6. Independent contractor agreement with Miera Kim
7. Independent contractor agreement with Michelle Blair
8. Interagency agreements for special education with Cedar Rapids CSD (2), Center Point-Urbana CSD (1), Central City CSD (1), East Buchanan CSD (1), and North-Linn CSD (1). *For student confidentiality, exhibits not provided.*

705: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. *Items for sale: mop buckets, bubble bead filters, and a van.*

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications

Congratulations were extended to all co/extra-curricular teams for their successes this year.

802: Board Calendar

Date	Time	Event	Location
November 7	4:00 PM	School Improvement Advisory Committee	LRC Room 6
November 8	5:30 PM	Marion City Council	City Hall
November 9	7:45 AM	Board Visit (<i>RSVPs Rcvd: Nelson and Weaver</i>)	Echo Hill Elementary
November 14-15	All Day	IASB Conference	Des Moines
November 19	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	Linn-Mar High School
November 28	11:30 AM	Policy/Governance Committee	Superintendent's Conference Rm
November 30	Noon	Board Visit (<i>RSVPs Rcvd: Nelson and Weaver</i>)	High School
Date	Time	Event	Location
December 6	7:30 AM	Finance/Audit Committee	LRC Room 203
December 6	5:30 PM	Marion City Council	City Hall
December 10	5:00 PM	Board Regular Meeting Only	LRC Boardroom
December 20	5:00 PM	Marion City Council	City Hall

803: Committees/Advisories

Committees/Advisories	Board Representatives
Finance/Audit Committee	AbouAssaly, Lausen, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee	Nelson
School Improvement Advisory Committee	AbouAssaly
Iowa BIG Advisory Board	Isenberg
Facilities Advisory Committee	Nelson and AbouAssaly

900: Adjournment Motion 069-11-05

Motion by Lausen to adjourn the regular meeting at 7:34 PM, second by AbouAssaly. Voice vote, all eyes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary