

**School Board Meeting Minutes  
December 13, 2021**

**100: Call to Order and Determination of a Quorum**

The Linn-Mar School Board 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: Bisgard, Anderson, Christian, Ramos, Wear, Breitfelder, and Read.

**200: Adoption of the Agenda *Motion 096-12-13***

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

**300: Public Hearings**

**301: Public Hearing** – Refer to Exhibit 601.1

The board hosted a public hearing on the 2022 Bowman Woods Elementary roof project. No comments were received.

**302: Public Hearing** – Refer to Exhibit 602.1

The board hosted a public hearing on the 2022 Echo Hill Elementary roof project. No comments were received.

**303: Public Hearing** – Refer to Exhibit 602.1

The board hosted a public hearing on the 2022 Novak Elementary roof project. No comments were received.

**304: Public Hearing** – Refer to Exhibit 604.1

The board hosted a public hearing on the 2022 Learning Resource Center roof project. No comments were received.

**400: Audience Communications**

Dave Hockett, LM Resident, shared thoughts on the potential relocation of the high school tennis courts.

**500: Informational Reports, Discussions, and Presentations**

**501: Equity & Inclusion Statement** – Exhibit 501.1

Board President Morey read a district statement on equity and inclusion.

**502: Facilities Advisory Committee** – Exhibit 502.1

High School Associate Principal Kim Buelt, Linn-Mar Parent Morgan Yarker, and Linn-Mar Junior Jacqueline Anderson presented the recommendation from the Facilities Advisory Committee

regarding future facilities planning. The committee's recommendation included the construction of another performance venue at the high school, new tennis courts near the Oak Ridge softball facility, the construction of an indoor activity center behind the high school, the construction of a new Learning Resource Center/administration building near Excelsior Middle School, and the repurposing of the current Learning Resource Center into an extension of the high school. The board will review the financial impacts of the committee's recommendation during their January 10<sup>th</sup> meeting.

#### 503: Communications Update – Exhibit 503.1

Kevin Fry, Communications Coordinator, and Caitlin Wiedenheft, Communications Assistant, shared an overview of who they are, what they do, and where they are going. Their strategic plan will focus on improving awareness, strengthening support, and building confidence through the establishment and implementation of an effective external and internal communications plan. Linn-Mar Junior Jacqueline Anderson also shared highlights of the LMTV program.

#### 504: Finance/Audit Committee and FY21 Audit Review – Exhibits 504.1 and 605.1

Board members Buchholz, Morey, and Weaver reported that during the December 9<sup>th</sup> Finance/Audit meeting they reviewed the financial reports, bills, 2022 capital improvement projects, bus bids, and the FY21 Annual Comprehensive Financial Report (ACFR). Mia Frommelt, CPA with Bohnsack & Frommelt, LLP, reviewed the FY21 ACFR audit report sharing that no major issues were detected.

#### 505: Career & Technical Education Advisory Committee – Exhibit 505.1

Board members Nelson, Rollinger, and Walker reported that during the December 1<sup>st</sup> CTE meeting the group reviewed information on the Comprehensive Local Needs Assessment, heard from several CTE teachers and staff on various subjects and events, and examined the program performance relative to the Perkins Grant funding goals and priorities.

#### 506: Marion City Council

Board President Morey reported that during the November 18<sup>th</sup> Marion City Council meeting the extensions of Tower Terrace Road and C Avenue were approved; which will have a potential for increased enrollment in the future. Board Member Buchholz reported that the December 2<sup>nd</sup> meeting was the Council's organizational meeting, which had no items pertaining to the district reported.

#### 507: Iowa Association of School Boards Annual Conference

Board members Morey, Nelson, Rollinger, Walker, and Wall shared that they enjoyed this year's IASB conference, especially the keynote speakers. Based on some of the sessions they attended, Walker suggested adding a disclaimer to board emails to clarify that any individual communications from a board member only represent one voice and not the full board, Rollinger suggested that the Policy Committee review the district's Code of Conduct policy to make sure it addresses diversity and equity based on the stipulations in HF802, and Nelson shared ideas other districts have used to address teacher shortages. Morey reported that three of the district's four legislative priorities were adopted by the delegate assembly.

#### 508: Superintendent's Update – Exhibit 508.1

Superintendent Bisgard drew attention to the many highlights and honors listed in the Cabinet Update, reported that the focus of the November 30<sup>th</sup> Lion Learning sessions was on Venture Academics, and that he has met with all of the district's legislative representatives in preparation for the next legislative session that begins on January 10<sup>th</sup>. Bisgard also wished those present, in-person and electronically, a happy holiday season.

## **600: Unfinished Business**

601: Approval of Plans and Specifications – Exhibit 601.1 **Motion 097-12-13**

**MOTION** by Nelson to approve the plans and specifications for the 2022 Bowman Woods roof improvement project as presented. Second by Weaver. Anderson clarified that agenda items 601 thru 604 are due to the hailstorm in 2020 and that funding will be covered by insurance. Voice vote, all ayes. Motion carried.

602: Approval of Plans and Specifications – Exhibit 602.1 **Motion 098-12-13**

**MOTION** by Buchholz to approve the plans and specifications for the 2022 Echo Hill roof improvement project as presented. Second by Wall. Voice vote, all ayes. Motion carried.

603: Approval of Plans and Specifications – Refer to Exhibit 602.1 **Motion 099-12-13**

**MOTION** by Walker to approve the plans and specifications for the 2022 Novak roof improvement project as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

604: Approval of Plans and Specifications – Exhibit 604.1 **Motion 100-12-13**

**MOTION** by Wall to approve the plans and specifications for the 2022 Learning Resource Center roof improvement project as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

605: Approval of FY21 Annual Comprehensive Financial Report – Exhibit 605.1 **Motion 101-12-13**

**MOTION** by Weaver to approve the fiscal year 2021 Annual Comprehensive Financial Report as presented. Second by Buchholz. Voice vote, all ayes. Motion carried.

## **700: New Business**

701: Establishment of Public Hearing **Motion 102-12-13**

**MOTION** by Wall to approve setting a public hearing for 5:00 PM on January 10, 2022, for approval of the plans and specifications for the Excelsior parking lot project. Second by Nelson. Voice vote, all ayes. Motion carried.

702: Establishment of Public Hearing **Motion 103-12-13**

**MOTION** by Walker to approve setting a public hearing for 5:00 PM on January 10, 2022, for approval of the plans and specifications for the stadium turf replacement project. Second by Wall. Voice vote, all ayes. Motion carried.

703: Establishment of Public Hearing **Motion 104-12-13**

**MOTION** by Buchholz to approve setting a public hearing for 5:00 PM on January 10, 2022, for approval of the 2022-23 school year calendar. Second by Nelson. Voice vote, all ayes. Motion carried.

704: Approval of FY21 SBRC Allowable Growth Request for LEP Deficit – Exhibit 704.1 **Motion 105-12-13**

**MOTION** by Wall to approve the School Budget Review Committee fiscal year 2021 allowable growth request for the Limited English Proficiency deficit in the amount of \$334,038.18. Second by Walker. Anderson clarified this is an annual approval of an underfunded mandate. Voice vote, all ayes. Motion carried.

705: Approval of Letting of Bus Bids **Motion 106-12-13**

**MOTION** by Weaver to approve the letting of bus bids for a total cost not to exceed \$575,000.00. Second by Wall. Anderson clarified that this would cover the purchase of up to four replacement buses. Voice vote, all ayes. Motion carried.

706: Approval of Physical Education Standards Exemption **Motion 107-12-13**

**MOTION** by Buchholz to approve a Physical Education Standards Exemption for 2021-22, per CASA requirements, to teach high school physical education in a 90-minute, block, quarter format instead of the traditional semester format. Second by Walker. Bisgard clarified that this is an annual approval required by the State. Voice vote, all ayes. Motion carried.

707: Approval of High School 2022-23 Program of Studies – Exhibits 707.1-2 **Motion 108-12-13**

**MOTION** by Wall to approve the 2022-23 High School Program of Studies as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

708: Approval of Fundraiser Requests – Exhibit 708.1 **Motion 109-12-13**

**MOTION** by Buchholz to approve the requested fundraisers as presented in exhibit 708.1. Second by Weaver. Voice vote, all ayes. Motion carried.

709: Approval of Early Graduation Requests – Exhibit 709.1 **Motion 110-12-13**

**MOTION** by Weaver to approve the early graduation requests as presented. Second by Buchholz. Walker congratulated the graduates. Voice vote, all ayes. Motion carried.

Baumgartner, Brianna	Little, Corbin
Crilly, Addi	Ofuasia, Olivia
Francis, Eliana	Thompson, Teeghan
Hardt, Kora	Wren, Marrassa
Ihringer, Will	

710: Approval of Open Enrollment Requests **Motion 111-12-13**

**MOTION** by Walker to approve the open enrollment requests as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

**Approved IN**

Name	Grade	Resident District	Reason
Determan, Bryce	2 <sup>nd</sup>	Cedar Rapids CSD	Good cause
King, Cameron	9 <sup>th</sup>	Marion Independent	Good cause

**Approved OUT**

Name	Grade	Requested District	Reason
Delay, Cameron	9 <sup>th</sup>	Alburnett CSD	Good cause
Luedeman, Gavin	9 <sup>th</sup>	Alburnett CSD	Good cause
Schaul, Katelyn	8 <sup>th</sup>	Springville CSD	Good Cause

711: Review and Approval of Return-to-Learn Plan – Exhibit 711.1

Superintendent Bisgard reviewed the changes that were included in the board's vote on September 16<sup>th</sup> to remove the face mask mandate 60 days after the COVID vaccine was available for 5-11 year olds and that volunteers/visitors would also be allowed back into the elementary and intermediate buildings; both of which would occur beginning January 3, 2022.

**Motion 112-12-13**

**MOTION** by Buchholz to approve updating the Return-to-Learn Plan as previously reviewed. Second by Nelson. Bisgard shared a reminder that the district is required to review the RtL Plan every six months through September 2023. Voice vote, all ayes. Motion carried.

**712: Approval of the Board Operations Manual – Exhibit 712.1 Motion 113-12-13**

**MOTION** by Buchholz to approve the 2021-22 Board Operations Manual as presented in exhibit 712.1. Second by Weaver. Board President Morey led a review of the current manual. Board members shared several suggestions for changes.

**Motion 114-12-13**

**MOTION** by Buchholz to rescind his previous motion and table the approval of the Board Operations Manual due to additional discussion needed. Second by Nelson. Voice vote, all ayes. Motion carried.

**800: Consent Agenda Motion 115-12-13**

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

**801: Personnel**

**Certified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Lindsay, Camille	From .5 BW/.5 WF SS Teacher to .5 WF SS/.5 District ELL Teacher	12/6/21	Same

**Certified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Porter, Jennifer	NE: Student Support Services Teacher / LOA	11/30/21	Personal

**Classified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Abbott, Christina	BP: Student Support Associate	12/15/21	LMSEAA II, Step 1
Baker, Kaitlyn	O&M: NE Custodian from .75 to 1.0 FTE	1/3/22	Same
Colerick, Jennifer	BW: Student Support Associate	11/11/21	LMSEAA II, Step 1
Collins, Audrey	From HS General Help to WE Satellite Manager	11/8/21	PTNS, Step 2 +.75
Gerst, Brielle	BP: Student Support Associate	12/7/21	LMSEAA II, Step 1
Grant, Anna-Lisa	WE: From Health Assistant to Student Support Associate	12/13/21	Same
Hasan, Afraa	WF: Student Support Associate	11/7/21	LMSEAA II, Step 1
Hastings, Nikki	TR: From Bus Driver to Substitute Bus Driver	11/13/21	Same
Loeffler, Tara	NS: BW General help from 3.5 to 4 hours/day	11/4/21	Same
Marotz, Zachary	NS: HS General Help from 5.5 to 7.5 hours/day	11/16/21	SEIU A, Step 1
McCloy, Jenny	EH: Part-Time Student Support Associate	12/7/21	LMSEAA II, Step 5
Rauch, Mollie	NS: BW General Help from 3.5 to 4 hours/day	11/4/21	Same
Rudd, Telisha	NS: HS General Help	11/22/21	PTNS, Step 1
Schulte, Stephen	AC: Aquatic Instructor	11/29/21	\$13.00/hour
Szczesniak, Barb	WF: Student Support Associate	11/16/21	LMSEAA II, Step 1
Williams, Robin	TR: Bus Rider	11/22/21	Step 1

**Classified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Bixby, Buss	TR: Bus Rider Helper	11/2/21	Personal
Bryant, Glen	IC: Student Support Associate	12/17/21	Other Employment
Buchholz, Susan	HS: Health Assistant	11/23/21	Personal

Name	Assignment	Dept Action	Reason
Buol, Dawn	EH: Early Childhood Paraprofessional	12/22/21	Relocation
Eby, Kim	WE: Student Support Associate	12/10/21	Personal
Emery, Noreen	NS: WE General Help	11/12/21	Personal
Ihde, Courtney	EH: Part-Time Student Support Associate	11/17/21	Other Employment
Martin, Marcus	HS: Student Supervisor	11/23/21	Personal
Ocasio, Karla	LG: Student Support Associate	11/4/21	Personal
Schmitt, Julie	BP: Student Support Associate	12/22/21	Personal
Vorobtsov, Rebecca	BP: Media Assistant	11/23/21	Other Employment
Whitlock, Dori	HS: Student Support Associate	12/10/21	Personal
Woodwick, Jenna	EX: General Ed Assistant	11/19/21	Personal
Young, Annie	EX: Student Support Associate	12/22/21	Other Employment

**Co/Extra-Curricular Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Jochimsen, Mel	HS: Assistant Varsity Girls Track Coach	12/7/21	\$4,423
McConahay, Gina	EX: Choir Accompanist	11/17/21	\$2,653.80
Meehan, Abby	HS: Assistant Varsity/Head JV2 Girls Soccer Coach	3/14/22	\$3,317
Torres, Malory	HS: .5 Assistant 9 <sup>th</sup> Gr Boys Basketball Coach	11/15/21	\$1,290
Weber, Megan	HS: Assistant Varsity/Head JV Softball Coach	5/2/22	\$4,423

**802: Approval of November 10<sup>th</sup> Minutes – Exhibit 802.1**

**803: Approval of Bills – Exhibit 803.1**

**804: Approval of Contracts – Exhibits 804.1-17**

1. Farm lease with RJ Carson and Picket Fence Family Farms for 15 acres
2. Farm lease with RJ Carson and Picket Fence Family Farms for 16.57 acres
3. Farm lease with RJ Carson and Picket Fence Family Farms for 19.57 acres
4. Rental service agreement with City Laundering
5. Extended service agreement with Daktronics, Inc.
6. Agreement with Tri-City Electric for the Excelsior intercom replacement project
7. Agreement with Alliant Energy PowerHouse for graduation ceremonies 2023-2025
8. Corrected agreement with Edmentum for EdOptions Academy subscription
9. Purchase agreement with Marzano Resources for High Reliability Schools certification for Novak Elementary and Indian Creek Elementary
10. Purchase agreement with Marzano Resources for High Reliability Schools Institute for administrators in June 2022
11. Partnership agreement with Linn County Fair Association, Iowa State University Extension and Outreach, and the Linn County Agricultural Extension Council for the Linn-Mar FFA
12. Independent contractor agreement with Derek Anderson for Stories Alive
13. Independent contractor agreement with Mark Baumann for work with Wilkins choir
14. Independent contractor agreement with Ann Osborne for work with LM Orchestra
15. Independent contractor agreement with Elite Physical Therapy
16. Independent contractor agreement with Jordan Webster-Moore for work with OR show choir
17. Commercial licensing agreement with MH Advertising
18. Interagency agreements for Special Education services with Alburnett CSD (4), CAM CSD (2), Cedar Rapids CSD (2), Dubuque CSD (1), Grant Wood AEA (3), Iowa City CSD (1), North-Linn CSD (1), and Springville CSD (1). For student confidentiality, exhibits not provided.

**805: Disposition of Obsolete Equipment**

Per Iowa Code (§§ 297.22-25) and school board policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. Items for sale: Toro 722E electric start 9.00 gross torque, 205cc 22” two-stage snowblower.

**806: Informational Financial Reports – Exhibits 806.1-4**

1. School Finances and Cash Balance Reports as of October 31, 2020
2. School Finances and Cash Balance Reports as of October 31, 2021
3. School Finances and Cash Balance Reports as of November 30, 2020
4. School Finances and Cash Balance Reports as of November 30, 2021

**900: Board Communications, Calendar, and Committees**

**901: Board Communications**

Morey shared that there will be a work session immediately following the regular meeting on January 10<sup>th</sup> for a board learning session that will utilize a board self-evaluation tool provided by the Iowa Association of School Boards. Morey also shared that it is time to review the district’s Strategic Plan; which will occur during a work session in February. Wall shared information on a free college/career assessment for students and asked that consideration be given to utilizing it for students.

**902: Board Calendar**

Date	Time	Event	Location
Dec 15	11:30 AM	Policy Committee	LRC Room 5
Dec 16	5:30 PM	Marion City Council ( <i>Nelson</i> )	City Hall/Virtual
Date	Time	Event	Location
Jan 6	5:30 PM	Marion City Council ( <i>Weaver</i> )	City Hall/Virtual
Jan 10	5:00 PM	Board Meeting	LRC Boardroom/YouTube
Jan 20	7:30 AM	Finance/Audit Committee	LRC Conference Room 203
Jan 20	5:30 PM	Marion City Council ( <i>Wall</i> )	City Hall/Virtual
Jan 24	5:00 PM	Board Meeting	LRC Boardroom/YouTube
Jan 27	11:30 AM	Board Visit	Wilkins Elementary

**903: Committees and Advisories**

Committee	2021-22 Representatives
Finance/Audit Committee	Buchholz, Morey, and Weaver
Policy/Governance Committee	Morey, Nelson, and Wall
Career & Technical Education Advisory (CTE)	Nelson, Rollinger, and Walker
School Improvement Advisory Committee (SIAC)	Rollinger, Walker, and Wall

**1000: Adjournment *Motion 116-12-13***

**MOTION** by Buchholz to adjourn the meeting at 8:16 PM. Second by Wall. Voice vote, all ayes. Motion carried.

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Brittania Morey, Board President

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JT Anderson, Board Secretary/Treasurer