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**School Board Regular Meeting Minutes  
December 9, 2019**

**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 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: Buchholz, Isenberg, Morey, Nelson, Wall, and Weaver. Lausen arrived at 5:01 PM.

**200: Adoption of the Agenda *Motion 082-12-09***

**MOTION** by Weaver to adopt the agenda with the walk-in exhibit. Second by Morey. Voice vote, all ayes. Motion carried.

**300: Audience Communications**

No communications received.

**400: Informational Reports**

**401: FY19 Comprehensive Annual Finance Report – Refer to Exhibit 601.1**

Bohnsack and Frommelt, LLP, reported on the CAFR for fiscal year 2019. Regarding government auditing standards there were some significant deficiencies reported regarding internal controls, but no significant matters reported regarding compliance. Regarding office of management and budget there were no significant matters reported for Child Nutrition, internal controls, or compliance over major programs.

**402: Finance/Audit Committee**

Board members reported that during the December 5<sup>th</sup> Finance/Audit Committee meeting the discussion included a review of the FY19 CAFR, the 2019 certified enrollment numbers, the construction projects, and the structure and timeline of the 2020 SAVE revenue bond issuance.

**403: IASB Conference**

Board members reported that attendance at the Iowa Association of School Boards annual conference is a great investment and professional development opportunity for board members.

**404: Marion City Council**

It was reported that the recent Marion City Council meetings included information on additional housing planned in the Echo Hill/Oak Ridge area and that Grant Harper, former teacher, was named to the Planning & Zoning Board.

**405: Cabinet Update – Exhibit 405.1**

Superintendent Bisgard shared highlights from the Cabinet Update and district including information on the formation of the 2020-21 school calendar, hiring updates for the intermediate buildings, and that parent attendance at student conferences is up for the year.

## **500: Unfinished Business**

### **501: Second Reading of Policy Recommendations – Exhibit 501.1 *Motion 083-12-09***

**MOTION** by Lausen to approve the second reading of the policy recommendations, as presented. Second by Wall. Voice vote, all ayes. Motion carried.

1. 401.1 Code of Professional Conduct and Ethics
2. 701.9 School Bus Passenger Restraints
3. 701.10 School Bus Safety Instructions
4. 801.6 Inventory and Fixed Assets

### **502: Discussion on School Start Times for 2020-21**

Superintendent Bisgard facilitated a discussion on the proposed changes to school start times for the 2020-21 school year. Over 50 responses have been received from the feedback request on the website. Pros: following educational research regarding start times and easier drop-off times to relieve traffic/congestion. Cons: More missed class time for athletes attending games, additional daycare costs, and extra-curricular concerns.

### **503: Board Operations Manual – Exhibit 503.1**

Superintendent Bisgard facilitated a discussion on updates to the Board Operations Manual. A suggestion was shared to have the board attorney review all policy changes; which led to concerns about cost and duplication of effort since most changes go through IASB already. The board will approve and sign the updated Board Operations Manual during the January 13<sup>th</sup> meeting.

### **504: Attendance at NSBA Conference**

Superintendent Bisgard facilitated a discussion on the board's attendance at the National School Board Association's annual conference in Chicago, Illinois on April 3-6, 2020. It was agreed that board members would attend the general conference on Saturday, April 4<sup>th</sup> thru Monday, April 6<sup>th</sup>. The 5:00 PM work session on April 6<sup>th</sup> will be cancelled, but the board will be back in time for the 7:00 PM regular meeting.

## **600: New Business**

### **601: Approval of FY2019 CAFR – Exhibit 601.1 *Motion 084-12-09***

**MOTION** by Lausen to approve the Comprehensive Annual Finance Report for fiscal year 2019, as presented. Second by Morey. Voice vote, all ayes. Motion carried.

### **602: Approval of SBRC Application *Motion 085-12-09***

**MOTION** by Wall to approve the School Budget Review Committee (SBRC) application with the amounts of \$817,344 for one-time funding for increased enrollment, \$239,128 for open enrolled out students not on previous count, and \$19,677 for English Language Learner (ELL) students served beyond five years. Second by Lausen. Voice vote, all ayes. Motion carried.

### **603: Establishment of Public Hearing Date *Motion 086-12-09***

**MOTION** by Lausen to establish a public hearing date of Monday, January 13, 2020, at 7:00 PM for approval of the plans and specifications for the Oak Ridge Track Project. Second by Wall. Clarification shared that the recent article in *The Cedar Rapids Gazette* was not accurate nor was anyone from the district interviewed for the article. Voice vote, all ayes. Motion carried.

**604: Approval of Fundraisers – Exhibit 604.1 Motion 087-12-09**

**MOTION** by Wall to approve the list of fundraisers occurring between January 2<sup>nd</sup> and March 21<sup>st</sup>, 2020, as presented. Second by Lausen. Voice vote, all ayes. Motion carried.

**605: Approval of High School Program of Studies – Exhibit 605.1 Motion 088-12-09**

**MOTION** by Wall to approve the 2020-21 High School Program of Studies, as presented. Second by Lausen. Weaver shared his concerns about the physical education credits. Voice vote, all ayes except for Weaver who voted against the motion. Motion carried.

**606: Approval of 2020-21 Physical Education Standards Exemption Motion 089-12-09**

**MOTION** by Lausen to approve the 2020-21 Physical Education Standards Exemption, per CASA requirements, to teach high school physical education in a 90-minute block, quarter format instead of the traditional semester format. Second by Wall. Clarification shared that this is not a change, but a continued requirement. Voice vote, all ayes. Motion carried.

**607: Open Enrollment Requests Motion 090-12-09**

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

***Approved IN***

Name	Grade	Resident District	Reason
Bernard, Saber	7 <sup>th</sup>	Marion Independent	Good Cause

***Approved out***

Name	Grade	Requested District	Reason
Corio, Pedro	9 <sup>th</sup>	Cedar Rapids CSD	Good Cause

**700: Consent Agenda Motion 091-12-09**

**MOTION** by Weaver to approve the consent agenda with the walk-in exhibit. Second by Wall. Voice vote, all ayes. Motion carried.

**WALK-IN EXHIBIT:** Personnel listing for Caitlin Wiedenheft to the position of Social Media/Communications Assistant for \$48,000/year.

**701: Personnel**

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

Name	Assignment	Dept Action	Salary
Calcara, Sarah	LG: Student Support Associate	12/09/19	LMSEAA II, Step 6
Dee, Wendy	TR: From Regular Sub to Bus Driver	11/18/19	Step 1
Earles, Alex	NE: Student Support Associate	12/18/19	LMSEAA II, Step 9
Everson, Donald	TR: From Regular Sub to Bus Driver	11/19/19	Step 2
Ford, Karin	AC: Academic Aquatic Instructor	11/25/19	\$15.00/hour
Guido, Dena	TR: From Regular Sub to Bus Driver	11/18/19	Step 1
Houang, Amy	LG: Student Support Associate	01/02/20	LMSEAA II, Step 9
Jellison, Michelle	From NE to BW Student Support Associate	11/18/19	Same
Messenger, Kristina	BW: From Part-Time Ed Assistant to Building Secretary	12/02/19	LMSEAA IV, Step 12
Vande Lune, Mariah	NE: Student Support Associate	12/09/19	LMSEAA II, Step 6
Wiley, Misty	BW: Part-Time Student Support Associate	12/02/19	LMSEAA II, Step 11

**Classified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Cleveland, Stacy	WF: Part-Time General Ed Assistant	11/15/19	Personal
Fuller, Brent	LRC: Lead Custodian	12/06/19	Other Employment
Gustason, Sarah	WE: Student Support Associate	12/13/19	Other Employment
Harris, Erin	NE: Student Support Associate	11/25/19	Personal
Pratchett, Kat	HS: Student Supervisor	12/13/19	Other Employment
Riedel, Brianna	OR: Student Support Associate	12/02/19	Personal
Taylor, Brandy	OR: Student Support Associate	11/26/19	Personal

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

Name	Assignment	Dept Action	Salary
Beets, Kameron	HS: Boys' Assistant Varsity Track Coach	12/02/19	\$4,340

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

Name	Assignment	Dept Action	Reason
Bair, Teresa	HS: Head Varsity Volleyball Coach	11/18/19	Personal
Broadie, Haley	HS: Assistant Volleyball Coach	11/25/19	Personal
Mahmens, Mac	OR: Girls' Assistant 7 <sup>th</sup> /8 <sup>th</sup> Gr Track Coach	11/15/19	Personal
Sevening, Christy	HS: Assistant JV/Varsity Volleyball Coach	11/26/19	Personal

702: Approval of November 18<sup>th</sup> Minutes – Exhibit 702.1

703: Approval of Bills – Exhibits 703.1

704: Approval of Contracts – Exhibits 704.1-10

1. Change order #004 with Knutson Construction for the construction of Hazel Point Intermediate
2. Change order #005 with Larson Construction for the construction of Boulder Peak Intermediate
3. Subscription agreement with Apex Learning
4. Facility use agreement with American Red Cross in case of an emergency/disaster
5. Farm lease with John & Janet Airy
6. Commercial licensing agreement with Patrick Einarsen, President of Inventory Trading Co.
7. Independent contractor agreement with Mark Bauman
8. Independent contractor agreement with Austin Berry
9. Independent contractor agreement with Kent Keating
10. Independent contractor agreement with Linda Southard
11. Interagency agreements for special education with Alburnett CSD (1), Anamosa CSD (1), Cedar Rapids CSD (1), Marion Independent (1), Ottumwa CSD (1), South Tama (1), Springville CSD (1). *For student confidentiality, exhibits not provided.*

705: Overnight Excursion/Trip Request – Exhibit 705.1

Request from Sean Smith for students to attend the Special Olympics Winter Games January 13-15, 2021, at Sundown Mountain Resort in Dubuque, Iowa.

706: 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: team backpack vacuums.*

## **800: Board Calendar, Communications, and Committees**

### **801: Board Communications & Calendar**

A reminder was shared about the December 12<sup>th</sup> board visit to the high school and the rescheduling of Lion Learning to January 14<sup>th</sup>. A correction was also shared regarding the Soda/Try Officers Luncheon; start time will be 11:50 AM instead of 11:30 AM.

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
December 12	7:30 AM	Board Visit	High School
<i>December 13</i>	<i>11:30 AM</i>	<i>SODA/TRY Officers' Luncheon</i>	<i>HS Auxiliary Gym</i>
December 19	5:30 PM	Marion City Council (Nelson)	City Hall
<i>Dec 23- 31</i>		<i>Winter Break</i>	
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
<i>January 1</i>		<i>Winter Break</i>	
January 8	3:45 PM	Career & Technical Education Committee (CTE)	LRC Boardroom
January 9	11:30 AM	Board Visit	Wilkins Elementary
January 9	5:30 PM	Marion City Council (Morey)	City Hall
January 13	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
<i>January 14</i>	<i>Noon &amp; 5:30 PM</i>	<i>Lion Learning with Superintendent Bisgard</i>	<i>LRC Room 5</i>
January 23	7:30 AM	Finance/Audit Committee	LRC Room 203 Conference Room
January 23	5:30 PM	Marion City Council (Wall)	City Hall
January 27	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
<i>January 28</i>	<i>9:00 AM</i>	<i>IASB Day on the Hill</i>	<i>State Capitol &amp; Botanical Garden</i>
January 30	11:30 AM	Board Visit	Success Center

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

<b>Committees/Advisories</b>	<b>2019-20 Representatives</b>
Finance/Audit Committee	Lausen, Morey, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee (CTE)	Buchholz, Morey, and Nelson
School Improvement Advisory Committee (SIAC)	Isenberg and Morey
Facilities Advisory Committee	Nelson and Weaver
Iowa BIG Advisory Board	Lausen
Community Promise	Wall
Linn County Conference Board	Buchholz

### **900: Adjournment *Motion 092-12-09***

**MOTION** by Buchholz to adjourn the regular meeting at 6:25 PM. Second by Morey. Voice vote, all eyes. Motion carried.

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Sondra Nelson, Board President

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JT Anderson, Board Secretary/Treasurer