

**School Board Regular Meeting Minutes
December 10, 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 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Mehaffey, Nelson, Wall, and Weaver.

200: Adoption of the Agenda *Motion 083-12-10*

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

300: Audience Communications: No comments received.

400: Informational Reports

401: Iowa BIG Policy Recommendation – Exhibit 401.1

Students from the Iowa BIG program presented recommendations for potential improvements to the district's policies on consent/sexual assault. The students shared the following recommendations: 1) Categorizing the policy (define acts, notification, prevention and education, complaint and recording system, and discipline), 2) Stress the importance and seriousness of the situation, and 3) Clarify and provide a safe place/system for victims to come forward. The students also shared their goal of hosting a Consent Week during April (Sexual Assault Awareness Month) that would include daily project/themes that shed light on victims and reinforce district policies for the students.

402: FY2018 Comprehensive Annual Finance Report – Exhibits 402.1-2

Sarah Bohnsack, with Bohnsack and Frommelt, LLP, reviewed the Comprehensive Annual Finance Report for fiscal year 2018. There were no instances of noncompliance reported. There were three internal control deficiencies reported (*Refer to pages 120-122 of CAFR*): 1) Insufficient segregation of duties over the payroll process, 2) Insufficient segregation of duties over the disbursement process, and 3) Inadequate internal control system in place to comply with the new procurement requirements of the Office of Management and Budget and Iowa Department of Education. All internal control deficiencies are currently being reviewed.

403: Indian Creek Trail Project – Exhibit 403.1

Superintendent Shannon Bisgard reviewed the Indian Creek Trail Project being proposed by the City of Marion. The multi-use, unpaved trail would extend from 10th Street to Tower Terrace Road and would cross district property between Indian Creek and Armstrong Field. If approved, the City would replace the bridge over Indian Creek. Additional consideration and planning between the City and district is needed before a final recommendation will be presented to the board.

404: Facilities Advisory Committee Update – Exhibit 404.1

Superintendent Shannon Bisgard, Board President Sondra Nelson, and Board Vice President George AbouAssaly reviewed drafts of the initial building floor plans and site layouts for the two, new 5th/6th grade intermediate buildings which were discussed during the December 4th Facilities Advisory Committee meeting. Next steps were also reviewed which include: two Steering Committee meetings to focus on classroom/space design, meetings with the City of Marion, finalization of building layouts with additional input from focus groups, transition planning focus toward curriculum and instruction, school start times, hiring process/timeline, and alignment with current elementary and middle schools.

405: Board Reports

405.1: Policy Committee – Nov 28th – Refer to Exhibit 605.1

The committee reviewed the 800 policy series (Business Procedures) with recommendations on wording to meet Iowa Code and two new policy recommendations from the Iowa Association of School Boards pertaining to technology and data security. Policy 401.10, regarding early separation, was also discussed during the November 28th meeting.

405.2: Board Visit to High School – Nov 30th

Board members commended the staff and students on their preparedness for the visit as well as the respectfulness of the students. Those who stayed after the visit to participate in a Blended Learning classroom enjoyed the experience, as well as the students' level of engagement in learning.

405.3: Finance/Audit Committee – Dec 6th

The committee reviewed the monthly financial reports, farm lease agreements, fundraisers, the budget for the two, new 5th/6th grade intermediate buildings, 2019 summer projects, the Oak Ridge track project, the City's Indian Creek Trail project, and the CAFR audit. It was also reported that the Transportation Department received \$20,000 in funding under the EPA's 2018 School Bus Rebate Program.

405.4: Marion City Council – Dec 6th: No report given.

405.5: Cabinet Update – Exhibit 405.5

Superintendent Bisgard highlighted the three student services projects and commended the students for their community outreach.

500: Unfinished Business

501: Digital Learning – Exhibit 501.1 ***Motion 084-12-10***

Jeri Ramos, Executive Director of Technology, and Bob Read, Director of Innovations, facilitated a continued discussion on digital learning that included a four-year plan for rollout of one-to-one student devices.

After some discussion, Isenberg moved to vote on the 1:1 initiative as presented, second by AbouAssaly. Voice vote. Ayes: AbouAssaly, Lausen, Mehaffey, Nelson, Wall, and Weaver. Nay: Isenberg. Motion carried.

502: Approval of FY2018 Comprehensive Annual Finance Report ***Motion 085-12-10***

Motion by Lausen to approve the Comprehensive Annual Finance Report for fiscal year 2018, as presented, for submission to the Association of School Business Officials, second by Weaver. Voice vote, all ayes. Motion carried.

503: Resolution Appointing Bankers Trust – Exhibits 503.1-2 ***Motion 086-12-10***

Motion by Lausen 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 execution of same, second by Wall. Roll call vote, all ayes. Motion carried.

504: Approval of Tax Exemption Certificate – Exhibit 504.1 ***Motion 087-12-10***

Motion by Lausen to approve and place on file the form of tax exemption certificate as presented, second by Wall. Roll call vote, all ayes. Motion carried.

505: Approval of Continuing Disclosure Certificate – Exhibit 505.1 ***Motion 088-12-10***

Motion by Lausen to approve and place on file the form of continuing disclosure certificate as presented, second by Wall. Roll call vote, all ayes. Motion carried.

506: Resolution Authorizing Issuance of Bonds – Refer to Exhibit 503.1 *Motion 089-12-10*

Motion by Lausen to approve the resolution authorizing the issuance of general obligation school bonds, Series 2018, of the Linn-Mar Community School District, State of Iowa, in the amount of \$10,000,000, and levying a tax for the payment thereof, second by Weaver. Roll call vote, all ayes. Motion carried.

600: New Business

601: Approval of At-Risk/Dropout Prevention Application – Exhibit 601.1 *Motion 090-12-10*

Motion by AbouAssaly to approve the 2019-20 At-Risk/Dropout Prevention modified, supplemental application in the amount of \$1,272,548, and for this amount to be submitted to the School Budget Review Committee for consideration of increased spending authority, second by Lausen. Voice vote, all ayes. Motion carried.

602: Approval of High School Program of Studies – Exhibits 602.1-2 *Motion 091-12-10*

Motion by Lausen to approve the 2019-20 High School Program of Studies as presented, second by AbouAssaly. Weaver shared his concern that Physical Education, which is a graduation requirement, only receives pass/fail instead of a letter grade. Voice vote. Ayes: AbouAssaly, Isenberg, Lausen, Mehaffey, Nelson, and Wall. Nay: Weaver. Motion carried.

603: 2019-20 Physical Education Standards Exemption *Motion 092-12-10*

Motion by Lausen to approve the 2019-20 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 AbouAssaly. Voice vote, all ayes. Motion carried.

604: Approval of 2019-20 District Calendar – Exhibit 604.1 *Motion 093-12-10*

Motion by AbouAssaly to approve the 2019-20 district calendar as presented, second by Lausen. Voice vote, all ayes. Motion carried.

605: First Reading of Policy Recommendations – Exhibit 605.1 *Motion 094-12-10*

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

- 703.1 – New Policy – Technology and Data Security
- 703.1-R – New Policy – Admin Regulations Regarding Technology & Data Security Requirements for 3rd-Party Vendors

- The full 800 Series – *Business Procedures* – was reviewed with wording changes recommended for:
 - 801.1 Planning, Preparation, Requirements, and Publication of Budget
 - 801.2 Budget Implementation
 - 803.2 Bids and Awards for Construction Contracts
 - 803.2-R Admin Regulations Regarding Bids and Awards for Construction Contracts
 - 803.3-R Admin Regulations Regarding District Credit Card Use
 - 803.9 Payroll Deductions
 - 803.10-R Admin Regulations Regarding Travel Allowances

700: Consent Agenda *Motion 095-12-10*

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

701: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Brewer, Marcie	OR: Student Support Associate	11/26/18	LMSEAA II, Step 10
Jellison, Michelle	NE: Student Support Associate	11/26/18	LMSEAA II, Step 6
Livingston, Courtney	HS: Student Support Associate	12/6/18	LMSEAA II, Step 6
Randall, Michael	AC: Academic Aquatic Instructor	11/15/18	\$15.00/Hour
Taylor, Maria	OR: From Health Asst to School Counselor Secretary	11/26/18	LMSEAA IV, Step 13
Vorobtsov, Rebecca	OR: From Media Assistant to Health Assistant	11/26/18	LMSEAA II, Step 10

Name	Assignment	Dept Action	Salary Placement
Yorgey, Marissa	AC: Academic Aquatic Instructor	12/5/18	\$15.00/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Del Toro, Martha	LG: Student Support Associate	12/4/18	Personal
Merrill, Gail	TR: Bus Rider Helper	11/16/18	Personal

Extra/Co-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Matus, Sarah	HS: Assistant Girls' Varsity Basketball Coach	11/26/18	Personal

702: Approval of November 19th Minutes – Exhibit 702.1

703: Approval of December 3rd Special Session Minutes – Exhibit 703.1

704: Approval of Bills – Exhibit 704.1

705: Approval of Contracts – Exhibits 705.1-11

1. Agreement with OPN Architects for the 5th-6th grade intermediate buildings
2. Student teaching letter of agreement with Western Governors University
3. Clinical practicum and school counseling intern agreement with Loras College
4. Agreement for field experience with Morningside College
5. Iowa cash rent farm lease with RJ Carson
6. Reservation agreement with Marion Columbus Club for AP testing location
7. Independent contractor agreement with Ann Brunson
8. Independent contractor agreement with Emma Erner
9. Independent contractor agreement with Jennifer Petsche
10. Independent contractor agreement with Alexandria Rozeboom
11. Independent contractor agreement with Carol Tralau
12. Interagency agreements for special education with Cedar Rapids CSD (1), Clear Creek Amana CSD (1), Dubuque CSD (1), Grant Wood AEA (1), Iowa City CSD (1), and Marion Independent (29). *For student confidentiality, exhibits not provided.*

706: Approval of Fundraisers – Exhibit 706.1

707: 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: Hydraulic plow pump, kitchen mixers, and push salt spreaders.*

708: Informational Reports – Exhibits 708.1-2

1. Financials and Cash Balance Reports as of 10/31/17
2. Financials and Cash Balance Reports as of 10/31/18

709: Overnight Excursion/Trip – Exhibit 709.1

- Special Olympics Winter Games in Dubuque, Iowa – January 14-16, 2019

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications

- IASB Day on the Hill: Tues, Feb 5th – 9:00 AM to 4:30 PM @ Des Moines
- Best wishes shared with Liz Sheka, Iowa BIG Teacher, as her last day is January 4th
- Sympathy shared for family of former Linn-Mar Student, Ryan Driscoll, who recently passed away

802: Board Calendar

Date	Time	Event	Location
December 20	5:00 PM	Marion City Council	City Hall
Date	Time	Event	Location
January 3	5:30 PM	Marion City Council	City Hall
January 9	3:45 PM	Career & Technical Education Advisory (CTE)	LRC Boardroom
January 9	5:30 PM	Iowa BIG Advisory Board	BIG on Boyson
January 11	7:00 AM	Board Visit (<i>RSVPs Rcvd: Nelson and Weaver</i>)	Wilkins Elementary
January 14	5:00 PM	Board Work Session	LRC Boardroom
	7:00 PM	Board Regular Meeting	
January 17	5:30 PM	Marion City Council	City Hall
January 23	11:30 AM	Board Visit (<i>RSVPs Rcvd: Nelson and Weaver</i>)	Success Center
January 24	7:30 AM	Finance/Audit Committee	LRC Room 203
January 28	5:00 PM	Board Work Session	LRC Boardroom
	7:00 PM	Board Regular Meeting	
January 31	11:30 AM	Marion State of the City Luncheon	Cedar Rapids Marriott

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 (CTE)	Mehaffey, Nelson
School Improvement Advisory Committee (SIAC)	AbouAssaly, Mehaffey
Iowa BIG Advisory Board	Isenberg
Facilities Advisory Committee	Nelson and AbouAssaly

900: Adjournment Motion 096-12-10

Motion by Isenberg to adjourn the regular meeting at 7:27 PM, second by Wall. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary