

**BOARD CLOSED SESSION MINUTES**  
**February 5, 2024**

**100: CALL TO ORDER & DETERMINATION OF A QUORUM**

A closed session of the Linn-Mar Board of Directors was called to order at 4:33 PM in room 6 of the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Morey, and Wall. Absent: Lowe Lancaster, Rollinger, and Walker. Administration present: Kortemeyer and Galbraith. Attorney Miriam VanHeukelem was also present electronically. *Walker arrived at 4:37 PM.*

**200: ADOPTION OF AGENDA – Motion 129-02-05**

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

**300: CLOSED SESSION**

**301: Move into Closed Session – Motion 130-02-05**

**MOTION** by Morey to move into closed session at 4:34 PM as provided by Iowa Code Section 21.5(1)(c) of the open meetings law, *"to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation"*. Second by Wall. Roll call vote, all ayes. Motion carried.

**302: Return to Open Session – Motion 131-02-05**

**MOTION** by Morey to return to open session at 4:55 PM. Second by Foss. Roll call vote, all ayes. Motion carried.

**400: ADJOURNMENT – Motion 132-02-05**

**MOTION** by Wall to adjourn the session at 4:55 PM. Second by Walker. Voice vote, all ayes. Motion carried

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Barry Buchholz, Board President

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Jon Galbraith, Board Secretary/Treasurer

## **SCHOOL BOARD MINUTES February 5, 2024**

### **100: CALL TO ORDER & DETERMINATION OF A QUORUM**

The Linn-Mar Board of Directors 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, Foss, Morey, Walker, and Wall. Absent: Lowe Lancaster and Rollinger. Administration present: Kortemeyer, Galbraith, Christian, Ramos, Frick, Read, and Wear.

### **200: ADOPTION OF AGENDA – *Motion 133-02-05***

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

### **300: SPECIAL RECOGNITION – Exhibit 300**

*(Strategic Plan Priority 4.0)*

President Buchholz read a proclamation in honor of National School Counseling Week (Feb 5-9, 2024).

### **400: AUDIENCE COMMUNICATIONS**

*(Strategic Plan Priorities 1.0)*

1. Iris Strong, resident, Marion Alliance for Racial Equity/Black History Month

### **500: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS**

#### **501: Teaching & Learning Report – Exhibit 501.1**

*(Strategic Plan Priority 2.0; Board Goal 2.b)*

Nathan Wear, Associate Superintendent/Chief Academic Officer, shared an overview of the five essential components of the District Career and Academic Plan (DCAP).

#### **502: Board Visit Report**

*(Board Goal 2.b)*

Buchholz reported that five board members were able to attend the visit to Echo Hill Elementary on January 25<sup>th</sup>. Morey shared she enjoyed participating in the kindergarten math lesson.

#### **503: Finance/Audit Committee Report**

*(Strategic Plan Priority 5.0; Board Goal 3.c)*

Buchholz reported that during the February 1<sup>st</sup> F/AC meeting topics discussed were the proposed activities center at the high school and budget items. Foss reported there is a plan in place pertaining to the budget, but that it is pending until additional information is received on the state-determined Supplemental State Aid (SSA) amount. Buchholz clarified that the new activities center at the high school is still an active project, but that the Facilities Advisory Committee is being reformed to reassess the intent of the project and current district needs.

### **504: Linn County Conference Board Report**

*(Strategic Plan Priority 1.0; Board Goal 3.d)*

Buchholz reported that during the February 1<sup>st</sup> Linn County Conference Board meeting topics discussed were budgetary items and hiring issues.

### **505: Legislative Update**

*(Board Goal 3.c)*

Morey reported on several educational bills currently being considered during the legislative session including information on the Governor's bill that would affect AEA funding.

### **506: Superintendent's Update – Exhibit 506.1**

Superintendent Kortemeyer recognized National School Counseling Week and shared congratulations to the various highlights and honors included in exhibit 506.1. Thanks were also shared to Representatives Golding, Gjerde, and Staed for visiting the PK classrooms at Linn Grove Elementary on February 2<sup>nd</sup>. Kortemeyer also shared information on a recent staff survey regarding budget cut brainstorming ideas, updates on current construction projects, and a reminder to vote on March 5<sup>th</sup> for PPEL.

## **600: UNFINISHED BUSINESS**

### **601: Approval of Bid – Exhibit 601.1 – *Motion 134-02-05***

**MOTION** by Wall to approve Dryspace, Inc., as the lowest, responsible bidder for the Linn-Mar High School/Indian Creek Elementary roof replacement project for a base bid of \$499,077.00. Second by Walker. Voice vote, all ayes. Motion carried.

### **602: Approval of Bid – Exhibit 602.1 – *Motion 135-02-05***

**MOTION** by Morey to approve McComas Lacina Construction as the lowest, responsible bidder for the new performance arts venue for a base bid of \$25,662,000.00. Second by Walker. Foss requested a definition of lowest, responsive, responsible bidder. Galbraith clarified responsive as meeting all the spec/requirements of the bid and responsible as the ability to supply the expertise and manpower necessary for the project. Voice vote, all ayes. Motion carried.

### **603: Second Reading of Policy Recommendations – *Motion 136-02-05***

**MOTION** by Walker to approve the second reading of the policy recommendations as presented in Exhibit 603.1. Second by Wall. Morey suggested that the words "or changed" be removed from paragraph three of Policy 203.2 since the policy was being rewritten to address the adoption of new policy.

**Exhibit 603.1** *(Board Goal 1.c)*

**AMENDED MOTION** by Walker to approve the second reading of the policy recommendations with the suggested change to Policy 203.2, as discussed. Second by Wall. Voice vote, all ayes. Motion carried.

<b>Policy #</b>	<b>Title</b>
203.2	Adoption of Board Policy
400.1	Educational and Employment Equity
401.10	Licensed Personnel Early Separation <i>(Reflects updates from 1/22 first reading)</i>
502.1	Student Conduct
502.1-R	Regulations Regarding Student Conduct Procedures and Due Process

<b>Policy #</b>	<b>Title</b>
502.2	Expulsion
502.15-R	New – Student Threats of Violence and Incidents of Violence Regulation
801.4	General Fund Reserves and Fund Balance Reporting
600.2	Objectives of the Education Program <i>(Reflects updates from 1/22 first reading)</i>
601.1	School Organization
602.2	Competent Private Instruction
602.3	Dual Enrollment
602.4	Summer School Programming
602.10	Curriculum Development
602.12	Curriculum Evaluation
602.17	Career Education
602.18	Instruction at a Post-Secondary Educational Institution
602.23	Open Enrollment-Procedures as a Receiving District
602.24	Open Enrollment-Procedures as a Sending District
602.29-R	Objection to Instructional and Library Materials Regulation <i>(Reflects updates from 1/22 first reading)</i>
603.2	Class Size-Class Grouping
603.6	School Ceremonies and Observances <i>(Reflects updates from 1/22 first reading)</i>
603.7	Homework
603.9	Religion in Schools
603.9-R	Regulations Regarding Religion in Schools
603.13	Digital Communication
603.13-R	Regulations Regarding Digital Communication/Web Page Development
603.14	Copyright Compliance
603.14-R	Regulations Regarding Copyright Compliance
604.4	Talented and Gifted Program
604.5	Program for Students At-Risk
605.1	Student Progress Reports and Conferences
605.2	Testing Program
605.3	Graduation Requirements
605.5	Student Promotion and Retention
605.7	Multicultural/Gender-Fair Education
701.1	Local and State Transportation Regulations
701.2	Student Conduct on School Transportation
701.2-R	Regulations Regarding Student Conduct on School Transportation
701.3	Transportation of Non-School Groups <i>(Reflects updates from 1/22 first reading)</i>
701.12	Use of District Vehicles and Fuel

## **700: NEW BUSINESS**

### **701: Open Enrollment Requests – Motion 137-02-05**

**MOTION** by Wall to approve the open enrollment request as presented. Second by More. Voice vote, all eyes. Motion carried.

<b>Approved IN</b>	<b>Student Name</b>	<b>Grade</b>	<b>Resident District</b>
	Venturo, Anderson	1 <sup>st</sup>	Cedar Rapids CSD

### **800: CONSENT AGENDA – Motion 138-02-05**

**MOTION** by Morey to approve the consent agenda as presented. Second by Walker. Buchholz and Foss congratulated the two retirees. Voice vote, all eyes. Motion carried.

## **801: Personnel**

### **Certified Staff: Resignation**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Koch, Jeff	HS: Design Engineering Teacher	6/3/24	Retirement

### **Classified Staff: Assignments/Reassignments/Transfers**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Copeland, Nicole	HS: Student Support Associate	1/29/24	LMSEAA II, Step 1
Lantermans, Jill	NE: From JK Program Associate to Counselor's Secretary	1/18/24	LMSEAA IV, Step 11
Martin, Joseph	EX: Custodian	1/30/24	SEIU C, Step 1
Nelson, Renee	LRC: Executive Director of Communications	2/29/24	\$120,000/year
Nolte, Catherine	NS: BP from PT Cashier to Lead Baker	1/29/24	SEIU A+.25, Step 1
Taylor, Erica	LRC: Temporary Payroll Assistant	1/16/24	\$19.00/hour
Tiernan, Carmen	NS: NE General Help/Lead Baker	2/1/24	SEIU A+.25, Step 1

### **Classified Staff: Resignation**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Bideaux, Mike	EH: Part-Time Custodian	2/2/24	Retirement
Davis, Kaylee	NS: BP Lead Cook	1/25/24	Personal
Ellis, Megan	NS: HP Lead Baker	1/19/24	Personal
Henderson, Crystal	WF: Student Support Associate	1/17/24	Personal
Kuempel, Jeanne	HS: Copy Center Technician	2/2/24	Other employment/ relocation
Martin, Marcus	EX: Custodian	1/22/24	Other employment
McLaughlin, Gail	BW: Student Support Associate	2/9/24	Personal
Teff, Kendra	BW: Student Support Associate	2/2/24	Other employment
Zach, Sue	NS: NE General Help/Lead Baker	1/26/24	Other employment

### **Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Becker, Kristin	OR: Assistant Girls Tennis Coach	1/19/24	\$3,083
Chamberlain, Marshall	OR: From Asst to Head Girls Tennis Coach	1/18/24	\$3,468
Kilburg, Hannah	EX: Head 8 <sup>th</sup> Gr Volleyball Coach	8/21/24	\$3,468
Murphy, Mark	EX: From Head to Asst Girls Tennis Coach	3/18/24	\$3,083
Novak, Jennifer	EX: Head Girls Tennis Coach	3/18/24	\$3,468

## **802: Approval of January 22<sup>nd</sup> Board Minutes – Exhibit 802.1**

## **803: Approval of Bills/Warrants – Exhibit 803.1**

## **804: Approval of Contracts/Agreements – Exhibits 804.1-5**

1. Epic Event Center rental agreement for LMHS Java & Jazz event
2. Ohiopyle Prints commercial licensing agreement to print/sell items with LM logo
3. Sprinturf change order #1 for LMHS stadium synthetic turf replacement project
4. Madison DeJong independent contractor agreement for choreography work with LMHS drama department
5. Edmentum for EdOptions Academy students, second semester

### **805: Fundraising Requests – Exhibit 805.1-2**

1. 5<sup>th</sup>-12<sup>th</sup> Gr Band website sales for repair and replacement of instruments
2. LMHS Student Council spring fling dance to fund mission-focused activities

### **806: 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 are:

- Light fixtures – LED High Bay luminaries H1 Series 8,000 lumens – Quantity: 20

## **900: BOARD CALENDAR/COMMUNICATIONS/COMMITTEES**

### **901: Board Calendar & Communications**

Buchholz read a letter of resignation from Director Rollinger and shared the vacant seat would be filled by appointment and the process. Buchholz, Kortemeyer, and Morey thanked Rollinger for his service. Morey congratulated the LM POMs on their recent success and Buchholz congratulated the swim team for winning substate.

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Feb 7	4:15 PM	Career & Technical Education Advisory (CTE)	LRC Room 304/305
Feb 8	8:40 AM	Board Visit	Linn Grove Elementary
Feb 8	5:30 PM	Marion City Council ( <i>Buchholz</i> )	City Hall
Feb 12	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
<i>Feb 12-13</i>	--	<i>IASB Day on the Hill</i>	<i>Des Moines</i>
Feb 19	11:00 AM	Finance/Audit Committee (F/AC)	LRC Room 6
Feb 22	9:00 AM	Board Visit	Novak Elementary
Feb 22	5:30 PM	Marion City Council ( <i>Walker</i> )	City Hall
Feb 26	5:00 PM	Board Meeting	Boardroom
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
<i>Mar 5</i>	--	<i>Special Election – PPEL Vote</i>	--
Mar 5	7:30 AM	Finance/Audit Committee (F/AC)	Boardroom
<i>Mar 5</i>	<i>11:30 AM</i>	<i>Marion State of the City Address</i>	<i>Radisson Hotel</i>
Mar 7	Noon	Linn County Conference Board	City of CR Admin Bldg
Mar 7	5:30 PM	Marion City Council ( <i>Morey</i> )	City Hall
<i>Mar 11-15</i>	--	<i>Spring Break</i>	<i>Districtwide</i>
Mar 18	5:00 PM	Board Meeting	Boardroom
Mar 21	8:30 AM	Finance/Audit Committee (F/AC)	Boardroom
Mar 21	5:30 PM	Marion City Council ( <i>Wall</i> )	City Hall
Mar 25	5:00 PM	Special Board Meeting	Boardroom
Mar 28	11:00 AM	Board Visit	Wilkins Elementary

### **902: Required Board Committees/Advisories**

<b>Committee/Advisory</b>	<b>Board Representatives</b>
Finance/Audit Committee (F/AC)	Buchholz, Foss, Morey
Policy Committee	Buchholz, Walker, Wall
Career & Technical Education Advisory (CTE)	Foss, Lowe Lancaster
School Improvement Advisory Committee (SIAC)	Lowe Lancaster, Morey, Wall

**903: Additional District Committees/Advisories**

<b>Committee/Advisory</b>	<b>Board Representatives</b>
Diversity/Equity/Inclusion Committee (DEI)	Lowe Lancaster
Venture Academics Advisory (VAA)	Morey, Walker
LMHS School Counselors Advisory	Lowe Lancaster
MEDCO Community Promise Advisory	Wall
Linn County Conference Board	Buchholz
Legislative Liaisons	Morey, Walker

**1000: ADJOURNMENT – Motion 139-02-05**

**MOTION** by Morey to adjourn the meeting at 6:16 PM. Second by Wall. Voice vote, all ayes. Motion carried.

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Barry Buchholz, Board President

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Jon Galbraith, Board Secretary/Treasurer