

SCHOOL BOARD MEETING MINUTES MAY 20, 2024

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100: CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Linn-Mar Board of Directors was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Foss, Lowe Lancaster, Morey, Thomas, Walker, Wall, and Buchholz. Administration present: Kortemeyer, Galbraith, Wear, Read, Christian, Ramos, Nelson, and Frick.

200: ADOPTION OF AGENDA – *Motion 190-05-20*

MOTION by Morey to approve the agenda with the walk-in personnel exhibit. Second by Walker. Voice vote, all ayes. Motion carried.

300: PUBLIC HEARINGS

301: Public Hearing on FY24 Amended Certified Budget – *Refer to Exhibit 601.1*

A public hearing was held on the amended certified budget for fiscal year 2023-24. No comments were received.

302: Public Hearing on Amended 2024-25 Calendar - *Refer to Exhibit 602.1*

A public hearing was held on the amended school calendar for 2024-25. No comments were received.

400: AUDIENCE COMMUNICATIONS

No comments were received.

500: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS

501: Board Visit

The board reported that they enjoyed the excitement of the students and staff as they engaged in learning during their May 9th visit to Novak Elementary. The board also commended the staff on their dedication to the PLC process and use of the data.

502: Marion City Council

Buchholz reported that during the May 9th Marion City Council meeting no topics pertaining to the district were discussed.

503: Diversity/Equity/Inclusion Committee

Lowe Lancaster and Thomas reported that during the May 13th DEI Committee meeting the purpose and strategic plan of the committee were reviewed, along with a discussion on their priorities and strategies for membership for 2024-25.

504: Linn-Mar High School Counselors Advisory

Lowe Lancaster and Walker reported that during the May 15th High School Counselors Advisory meeting topics discussed included data on services offered and students served, classroom lessons for 2024-25, and issues pertaining to student schedules.

505: Finance/Audit Committee

Buchholz, Foss, and Morey reported that during on the May 16th F/AC meeting topics included a review of district finances, discussion on the AEA funding impacts, updates on current construction projects, naming process for new buildings, and the 10-year facilities plan.

506: Superintendent's Update – Exhibit 506.1

Superintendent Kortemeyer shared several educator highlights and honors, information on the move of the current LRC staff to temporary locations at Hazel Point and Boulder Peak Intermediate Schools, a review of the various meetings and events she attended during April and May, highlights of several upcoming end-of-the-year events, and updates on the current construction projects.

600: UNFINISHED BUSINESS

601: Approval of FY24 Amended Certified Budget – *Motion 191-05-20*

MOTION by Walker to approve the amended certified budget for fiscal year 2023-24 as presented. Second by Foss. Galbraith clarified this is an annual process to update the previously estimated budget to reflect the actuals. Voice vote, all ayes. Motion carried. **Exhibit 601.1**

602: Approval of Amended 2024-25 Calendar – *Motion 192-05-20*

MOTION by Lowe Lancaster to approve the amended calendar for the 2024-25 school year as presented. Second by Wall. Board members expressed their agreement in having a non-student attendance day when school facilities are being utilized as voting locations. Voice vote, all ayes. Motion carried. **Exhibit 602.1**

603: Approval of Resolution Regarding Issuance of Bonds – Exhibit 603.1

MOTION by Morey to approve the resolution authorizing and providing for the terms of issuance and securing the payment of \$16,635,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds, Series 2024, of the Linn-Mar Community School District, State of Iowa, under the provisions of Chapter 423F of the Code of Iowa and providing for a method of payment of said bonds. Second by Walker. Roll call vote, all ayes. Motion carried. – ***Motion 193-05-20***

604: Approval of Paying Agent/Bond Registrar/Transfer Agent–Exhibit 604.1

MOTION by Wall to approve the agreement appointing UMB Bank, N.A., of West Des Moines, Iowa, to service 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 Morey. Roll call vote, all ayes. Motion carried.

– **Motion 194-05-20**

605: Approval of Tax Exemption Certificate – Motion 195-05-20

MOTION by Foss to approve the form of tax exemption certificate regarding the issuance of \$16,635,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds, Series 2024, of the Linn-Mar Community School District, State of Iowa. Second by Morey. Roll call vote, all ayes. Motion carried. **Exhibit 605.1**

606: Approval of Continuing Disclosure Certificate – Motion 196-05-20

MOTION by Wall to approve the continuing disclosure certificate regarding the issuance of \$16,635,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds, Series 2024, of the Linn-Mar Community School District, State of Iowa. Second by Lowe Lancaster. Roll call vote, all ayes. Motion carried. **Exhibit 606.1**

700: NEW BUSINESS

701: Approval of Bullying/Harassment Brochures – Motion 197-05-20

MOTION by Morey to approve the bullying/harassment brochures for 2024-25 as presented in Exhibits 701.1-2. Second by Lowe Lancaster. Voice vote, all ayes. Motion carried. **Exhibits 701.1-2**

702: Approval of Student Fees for 2024-25 – Exhibit 702.1 - Motion 198-05-20

MOTION by Walker to approve the student fee schedule for the 2024-25 school year as presented in Exhibit 702.1. Second by Morey. Clarification was shared that families needing assistance that are approved for free/reduced meals qualify for reduced student fees as well. Voice vote, all ayes. Motion carried.

703: First Reading of Policy Recommendations – Motion 199-05-20 Exhibit 703.1

MOTION by Walker to approve the first reading of the policy recommendations for Series 803.1 [Purchasing/Bidding Goods and Services] as presented in Exhibit 703.1. Second by Wall. Galbraith clarified that the recommended updates were required as part of the school safety grant award. Voice vote, all ayes. Motion carried.

704: Approval of School Safety Grant Award – Exhibit 704.1

Jon Galbraith, CFO/COO; Melissa Frick, Executive Director of Student Services; and Jeri Ramos, Chief Technology Officer; shared and overview of the school safety grant that was awarded to support school safety improvements including categories of eligible improvements, restrictions and guidelines, district-approved projects, status and timeline for improvements.

MOTION by Morey to approve the school safety grant award with the Iowa Department of Homeland Security and Emergency Management. Second by Thomas. Voice vote, all ayes. Motion carried. – **Motion 200-05-20**

705: Approval of FY25 LMEA Agreement – Motion 201-05-20

MOTION by Walker to approve a 3.00% total package increase for the Linn-Mar Education Association for fiscal year 2024-25. Second by Wall. Voice vote, all ayes. Motion carried.

706: Approval of FY25 LMSEAA Agreement – Motion 202-05-20

MOTION by Morey to approve a 3.85% total package increase for the Linn-Mar Secretarial and Educational Assistant Association for fiscal year 2024-25. Second by Walker. Galbraith clarified that with this adjustment, the starting salary for this group will now be at \$15/hour. Voice vote, all ayes. Motion carried.

707: Approval of FY25 LMSA Agreement – Motion 203-05-20

MOTION by Thomas to approve a 3.00% total package increase for the Linn-Mar Service Association for fiscal year 2024-25. Second by Morey. Voice vote, all ayes. Motion carried.

708: Approval of FY25 PTNS Agreement – Motion 204-05-20

MOTION by Wall to approve a 4.69% total package increase for the Part-Time Nutrition Services staff for fiscal year 2024-25. Second by Morey. Galbraith clarified that with this adjustment, the starting salary for this group will now be at \$15/hour. Voice vote, all ayes Motion carried.

709: Approval of FY25 Administrators/Managers/Exempt/Non-Exempt Agreement

MOTION by Walker to approve a 3.00% total package increase for the administrators, managers, exempt, and non-exempt staff for fiscal year 2024-25. Second by Morey. Buchholz abstained. Voice vote, all ayes. Motion carried. – **Motion 205-05-20**

710: Open Enrollment Requests – Motion 206-05-20

MOTION by Wall to approve the open enrollment requests as presented. Second by Morey. Voice vote, all ayes. Motion carried.

Approved IN	Student Name	Grade	Resident District
	Horman, Holland	Jr K	Cedar Rapids
	Thompson, Margaux	3	Cedar Rapids

800: CONSENT AGENDA – Motion 207-05-20

MOTION by Morey to approve the consent agenda with the walk-in personnel exhibit. Second by Thomas. Voice vote, all ayes. Motion carried.

801: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Becker, Kristin	From Instructional Coach to OR Math Teacher	8/16/24	Same
Boyd, Cheyenne	ESY Teacher	6/17/24	Per diem
Dirks, Jessica	From Instructional Coach to EX 8 th Gr LA Teacher	8/16/24	Same

Name	Assignment	Dept Action	Salary Placement
Drinkall, Lisa	From Instructional Coach to BP 6 th Gr Teacher	8/16/24	Same
Dykes, Sam	From Instructional Coach to IC 1 st Gr Teacher	8/16/24	Same
East, Courtney	From GW Induction Coach to EH 1 st Gr Teacher	8/15/24	Same
Goldberg, Beth	From GW Induction Coach to HP 6 th Gr Teacher	8/16/24	Same
Harris, Brittany	ESY Teacher	6/17/24	Per diem
Hazen, Jill	From GW Induction Coach to HP 5 th Gr Teacher	8/16/24	Same
Helmke, Shanna	From Instructional Coach to BP 5 th Gr Teacher	8/16/24	Same
Hill, Austin	LMHS: School Counselor	8/13/24	MA, Step 3
Hiscock, Gina	IC: Student Support Services Teacher	8/13/24	MA, Step 5
Klostermann, Emily	Recall from RIF – HP 6 th Gr Teacher	8/16/24	Same
Lappe, Shannon	Recall from RIF – EH 2 nd Gr Teacher	8/16/24	Same
Oberbroeckling, Tina	LMHS: From Instructional Coach to Math Teacher	8/16/24	Same
Pederson, Leah	From GW Induction Coach to IC 3 rd Gr Teacher	8/16/24	Same
Price, Michelle	From GW Induction Coach to HP 5 th Gr Teacher	8/16/24	Same
Redington, Brian	ESY Teacher	6/17/24	Per diem
Steva, Ashley	From LG 2 nd Gr to EH 1 st Gr Teacher	8/16/24	Same
Suther, Kelsey	ESY Teacher	6/17/24	Per diem
Thompson, Haley	From BW Kindergarten to WF 1 st Gr Teacher	8/16/24	Same

Certified Staff: Resignations

Name	Assignment	Dept Action	Reason
Barnhart, Carl	HS: English Teacher	5/31/24	Personal
Bryant, Judy	WE: Reading Teacher	5/31/24	Personal
Kash, Katy	EH: Student Support Services Teacher	5/31/24	Other employment
Melo, Lauren	HS: Spanish Teacher	5/31/24	Other employment
Steenblock, Maria	BW: Instructional Coach	5/31/24	Retirement

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Blazek, Ann	ESY Health Assistant	6/17/24	Same
Brenes, Daysi	From LMHS NS General Help to EH Custodian	5/6/24	SEIU C, Step 7
Crawford, Amy	ESY Support Associate	6/17/24	Same
Garcia, Joanna	ESY Support Associate	6/17/24	Same
Greene, Melinda	ESY Support Associate	6/17/24	Same
Gustafson, Lisa	ESY Support Associate	6/17/24	Same
Keating-Vraspier, Jane	ESY Support Associate	6/17/24	Same
Meis, Isabelle	WF: Student Support Associate	5/3/24	LMSEAA II, Step 1
Oberbroeckling, Andrea	OR: Student Support Associate	8/19/24	LMSEAA II, Step 1
Simpson, Bre	NS: From PTNS General Help to Cashier	5/9/24	SEIU A +.25, Step 1
Troyna, Krista	ESY Support Associate	6/17/24	Same
Wilson, Nathan	O&M: Seasonal Help	5/13/24	\$15.00/hour
Young, Haley	ESY Support Associate	6/17/24	Same

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason
Bear, Bethany	WE: Student Support Associate	5/31/24	Personal
Dotson, Rebecca	TR: Bus Rider	5/31/24	Retirement
Leonardson, Tracy	NS: HP Cashier/General Help	5/2/24	Personal
Pandian, Anitha	BW: Student Support Associate	5/10/24	Personal

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

Name	Assignment	Dept Action	Salary Placement
Baker, Tasia	LMHS: Head Girls Bowling Coach	11/11/24	\$4,624

Name	Assignment	Dept Action	Salary Placement
Berger, Scott	LMHS: From Head 9 th Gr to Asst 10 th Gr Boys Basketball Coach	8/16/24	\$3,468
Callahan, Megan	OR: Show Choir Choreography	5/31/24	\$3,000
Clark, Hannah	LMHS: Soccer Clinic Instructor	4/27/24	\$500
Gorman, Erin	EX: ALO Coordinator	5/13/24	\$1,000
Merritt, Stephanie	LMHS: Head JV2 Girls Basketball Coach	8/12/24	\$4,624
Seery, Kelly	LMHS: From Asst to Head Girls Wrestling Coach	8/16/24	\$5,780
Steffen, Jayden	LMHS: Asst Varsity Girls Swim Coach	8/16/24	\$3,468

Walk-In Personnel Exhibit

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Phillips, Ryan	NE: School Facilitator	7/31/24	Personal

802: Approval of May 6th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-9

1. Edmentum for EdOptions Academy for 2024-25 school year
2. EdPuzzle renewal quote for 2024-2027 school years
3. Kirkwood Community College teacher/paraeducator apprenticeship program MOU
4. Mt Mercy University teacher/paraeducator apprenticeship program MOU
5. Four Oaks Family and Children's Services bus supervision agreement
6. SAI Administrator Mentoring and Induction Program agreement
7. AgVantage FS Energy propane heating price contract
8. Grant Wood AEA subcentral agreement
9. City of Marion School Resource Officer agreement for 2024-27

805: Approval of Fundraising Requests – Exhibits 805.1-5

1. Varsity Poms poster sponsors to cover travel and choreographer fees
2. Varsity Poms kids dance clinics to cover costumes and travel to nationals
3. Varsity Poms dance competition to cover registration/travel to nationals
4. LMHS Orchestra driven coffee online/virtual sales for clinicians/equipment
5. 5-8 Grade Band summer band programs to purchase instruments and supplies

806: Approval of Overnight Trip Requests – Exhibits 806.1-2

1. HOSA to attend state officer training in Des Moines (June 10-11)
2. HOSA to attend leadership conference in Houston, TX (June 26-29)

807: Informational Financial Reports – Exhibits 807.1-2

1. School Finance and Cash Balance Reports as of April 30, 2023
2. School Finance and Cash Balance Reports as of April 30, 2024

900: BOARD CALENDAR & COMMUNICATIONS

901: Board Calendar & Communications

Buchholz reviewed the board calendar. Morey highlighted that tonight's meeting is the last board meeting to be held in the current LRC. Morey commended the students who recently participated in the Engineering & Design Senior Capstone Project on their incredible achievements.

Date	Time	Event	Location
<i>May 21</i>	<i>Noon</i>	<i>100-Hour Volunteer Luncheon</i>	<i>Hills Bank, Marion</i>
<i>May 21</i>	<i>3:00 PM</i>	<i>Compass Graduation Celebration</i>	<i>LRC Gym</i>
May 23	5:30 PM	Marion City Council (<i>Thomas</i>)	City Hall
May 26	1:00 PM	LMHS Commencement	Alliant Energy Powerhouse
<i>May 30</i>	--	<i>Last Day of School with 2-Hour Early Dismissal</i>	<i>Districtwide</i>
Date	Time	Event	Location
June 6	5:30 PM	Marion City Council (<i>Wall</i>)	City Hall
June 10	5:00 PM	Board Meeting	TBD
<i>June 19</i>	--	<i>District Closed – Juneteenth Holiday</i>	<i>Districtwide</i>
June 20	5:30 PM	Marion City Council (<i>Morey</i>)	City Hall
Date	Time	Event	Location
<i>July 4</i>	--	<i>District Closed – 4th of July Holiday</i>	<i>Districtwide</i>
July 8	5:00 PM	Board Meeting	TBD
<i>July 11</i>	<i>9:30 AM</i>	<i>LIONS Open Golf Outing</i>	<i>Hunters Ridge</i>
July 18	5:30 PM	Marion City Council (<i>Wall</i>)	City Hall

902: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

Committee/Advisory	Board Representatives
Diversity/Equity/Inclusion Committee (DEI)	Lowe Lancaster, Thomas
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 208-05-20

MOTION by Wall to adjourn the meeting at 6:13 PM. Second by Thomas. Voice vote, all ayes. Motion carried.

Barry Buchholz, Board President

Jon Galbraith, Board Secretary/Treasurer

**SCHOOL BOARD CLOSED SESSION MINUTES
MAY 20, 2024**

100: CALL TO ORDER & DETERMINATION OF A QUORUM

This closed session of the Linn-Mar Board of Directors was called to order at 6:21 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Foss, Lowe Lancaster, Morey, Thomas, Walker, Wall, and Buchholz. Administration present: Kortemeyer.

200: ADOPTION OF AGENDA – Motion 209-05-20

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

300: CLOSED SESSION

301: Move into Closed Session – Motion 210-05-20

MOTION by Morey to move into closed session at 6:22 PM per Iowa Code 21.5(1)(i), "*to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.*" Second by Wall. Roll call vote, all ayes. Motion carried.

302: Return to Open Session – Motion 211-05-20

MOTION by Morey to return to open session at 7:03 PM. Second by Lowe Lancaster. Roll call vote, all ayes. Motion carried.

400: ADJOURNMENT – Motion 212-05-20

MOTION by Morey to adjourn the meeting at 7:04 PM. Second by Lowe Lancaster. Voice vote, all ayes. Motion carried.

Barry Buchholz, Board President

Jon Galbraith, Board Secretary/Treasurer