

**BOARD OF DIRECTORS MINUTES
DECEMBER 9, 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 district administration building (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Lowe Lancaster, Mansoor, Morey, and Thoms. Absent: Walker. Administration present: Kortemeyer, Galbraith, Wear, Ramos, Nelson, and Frick. Absent: Christian.

200: ADOPTION OF AGENDA – Motion 67-12-09

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

300: AUDIENCE COMMUNICATIONS (SPG #1-Community Engagement)

No audience communications received.

400: MISSION MOMENT (SPG #1-Community Engagement / BG #2.e-Student Learning)

Board members highlighted the generosity of district staff and families in hosting “giving trees” to collect holiday gifts and food items for families in need, the excitement of parents of the LM Bowling teams, and the success of the eSports teams.

500: INFORMATIONAL REPORTS

501: LM High School Program of Studies Report – Exhibits 501.1 and 701.1

(SPG #2-Learning Excellence / BG #2.b-Student Learning)

Mark Hutcheson, Director of High School Teaching & Learning, reported on the 2025-26 Linn-Mar High School Program of Studies including information on new courses, reactivated courses, and dropped/deactivated courses.

502: Diversity/Equity/Inclusion Committee Report

(SPG #1-Community Engagement / BG #3.d-District Culture)

Director Thomas reported that during the November 18th DEI Committee meeting topics included an introduction of new members, small group discussions with administrators and leaders from around the district, brainstorming of ideas for professional development opportunities, and information on the Iowa School Report Card performance profiles.

503: IASB & UEN Annual Meetings Report (BG #1.b-Visionary Team)

Director Buchholz reported on the Iowa Association of School Boards annual convention delegate assembly. Board members also shared they were grateful for the opportunity to attend the convention and learned a lot from the various educational sessions.

504: Marion City Council Report (SPG #1-Community Engagement / BG #3.d-District Culture)

Directors Morey and Thomas reported that during the November 21st and December 5th Marion City Council meetings there were no items pertaining to the district.

505: Career & Technical Education Advisory Report

(SPG #1-Community Engagement / BG #3.d-District Culture)

Director Mansoor reported that during the December 4th CTE Advisory meeting topics included preparation for the February 5th meeting that will focus on workforce needs and workplace learning, the Iowa School Report Card performance profiles, state funding, enrollment data, and outreach opportunities.

506: Finance/Audit Committee Report (SPG #5-Resource Management / BG #3.c-District Culture)

Director Foss reported that during the December 5th Finance/Audit Committee meeting topics included a review of the current and upcoming year budgets, performance bonds, reconvening of the Facilities Advisory Committee, a continued review of the new activities center, student support associate needs, and security upgrades.

507: Superintendent’s Report – Exhibit 507.1 (SPG #1-Community Engagement)

Superintendent Kortemeyer shared several district honors and highlights, extended thanks for everyone’s support of the recent construction projects, certified enrollment data including information on school vouchers, first quarter chronic absenteeism data, her recent meeting participation, and updates on the current construction projects. Thanks were also shared with the high school staff on their work in hosting the recent student conferences and to the parents for their attendance.

600: UNFINISHED BUSINESS

700: NEW BUSINESS (SPG #5-Resource Management / BG #1.c-Visionary Team & #3.c-District Culture)

701: Approval of LM High School 2025-26 Program of Studies – Exhibit 701.1

MOTION by Buchholz to approve the Linn-Mar High School Program of Studies for 2025-26 as presented in Exhibit 701.1. Second by Mansoor. The board asked for clarification on the blended learning program offerings and Mark Hutcheson, Director of High School Teaching & Learning, shared an overview of the program. Voice vote, all ayes. Motion carried. – **Motion 68-12-09**

702: Approval of Early Graduation Requests – Exhibit 702.1 – Motion 69-12-09

MOTION by Morey to approve the early graduation requests as presented. Second by Thomas. Congrats were extended to the students. Voice vote, all ayes. Motion carried.

Belekevich, Dylan	Knudson, Logan	Norris, John	Voyek, Toby
Christenson, Katherine	Millhollin, Macklane	Tindoc, Thurenzo	

703: Approval to Set Public Hearing – Motion 70-12-09

MOTION by Thomas to set a public hearing for 5:00 PM on Monday, January 13, 2025, in the boardroom of the district administration building regarding recommended changes to the 2025-26 school year calendar and the proposed 2026-27 school year calendar. Second by Morey. Voice vote, all ayes. Motion carried.

704: Approval of Fundraising Requests – Exhibit 704.1 – Motion 71-12-09

MOTION by Thomas to approve the fundraising requests as presented in Exhibit 704.1. Second by Buchholz. Voice vote, all ayes. Motion carried.

705: Approval of SBRC Application-Open Enrollment – Exhibit 705.1

MOTION by Morey to approve the School Budget Review Committee application for a modified supplemental amount of \$1,334,658.00, for open enrolled out students not on the prior year headcount. Second by Thomas. Galbraith clarified that SBRC is a state-level spending authority and that the request is for the authority to spend additional funds, not to receive additional funds. Galbraith also clarified that the amount is lower than the previous year. Voice vote, all ayes. Motion carried. – **Motion 72-12-09**

706: Approval of SBRC Application-LEP – Refer to Exhibit 705.1

MOTION by Buchholz to approve the School Budget Review Committee application for a modified supplemental amount of \$43,903.00, for Limited English Proficient instruction for English Language Learner students served beyond five years. Second by Morey. Galbraith clarified that this is for students served past four years in grades K-12. Voice vote, all ayes. Motion carried. – **Motion 73-12-09**

707: Approval of Education Support Personnel Salary Supplement

MOTION by Buchholz to approve the distribution of the Education Support Personnel Salary Supplement appropriated by the Iowa General Assembly to the Iowa Department of Education to regular and part-time employees of the school district who are not salaried, per House File 2612, Division III, Section 52. Second by Thomas. Foss clarified that these are funds from the State to the specified employees. Voice vote, all ayes. Motion carried. – **Motion 74-12-09**

800: CONSENT AGENDA (SPG #4-People/Culture & #5-Resource Mngmt / BG #3.a, c, d-District Culture)

MOTION by Morey to approve the consent agenda as presented. Second by Thomas. President Lowe Lancaster read the following statement, "After our last board meeting we received concerns from the community that the hand tally prior to the roll call vote for board president was not made public. Thus, in the interest of full transparency, we are including the full results of the hand tally in our November 11th minutes so members of the public can see how each board member initially cast their support for our candidates for board president." Congratulations were shared with the retirees. Voice vote, all ayes. Motion carried. – **Motion 75-12-09**

801: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Kretschmar, Kelly	IC: Principal	3/31/25	Retirement

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Akili, Nadine	From EX to IC Student Support Assoc	11/14/24	Same
Caryl, Rachael	EH: Student Support Associate	1/6/25	LMSEAA A, Step 1
Eiben, Melody	LMHS: Student Support Associate	12/2/24	LMSEAA A, Step 1
Epps, Abrianna	LMHS: Student Support Associate	12/16/24	LMSEAA A, Step 1
Greiner, Barbara	EH: Student Support Associate	12/3/24	LMSEAA A, Step 1
Kauffman, Sheila	NS: From Sub to HP Cashier/General Help	11/11/24	PTNS+.25, Step 1
Luckman, Jazlynn	WF: Student Support Associate	12/16/24	LMSEAA A, Step 1
Martinez, Hugo	O&M: Custodian from .6 to 1.0 FTE	11/11/24	Same
McPhee, Micail	WF: Student Support Associate	11/19/24	LMSEAA A, Step 1
Mukundan, Jayashree	EH: Student Support Associate	11/6/24	LMSEAA A, Step 1
Pietropinto, Andrew	O&M: Custodian from .75 to 1.0 FTE	11/11/24	Same
Scherbaum, Nate	O&M: BP from Custodian to Lead Custodian	11/25/24	LMSA C, Step 2 +.75
Welsh, Mikayla	BW: Student Support Associate	11/25/24	LMSEAA A, Step 1
White, Timothy	BP: Student Support Associate	11/18/24	LMSEAA A, Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Clabough, Sandy	Admin Bldg: Accounts Payable	1/31/25	Retirement
Harger, Austin	NE: Custodian	11/19/24	Terminated
Hedlund, Amy	NE: Student Support Associate	11/21/24	Other employment
Hennings, Kelly	District Nurse	1/6/25	Personal
Herdlicka, Peggy	NS: NE General Help	11/25/24	Personal
Koch, Carley	LG: Health Assistant	11/27/24	Personal
Lloyd, Lisa	LMHS: Student Support Associate	1/8/25	Retirement
Matthews, Ann	BW: School Counselor's Secretary	1/10/25	Retirement
Mays, Arianna	EH: Student Support Associate	11/21/24	Personal
Nevitt, Myrnae	EH: Student Support Associate	12/20/24	Personal

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

Name	Assignment	Dept Action	Salary Placement
Callahan, Megan	LMHS: Choreography Assistant	11/26/24	\$500.00
McConahay, Gina	BP: Choir Accompanist	9/9/24	\$600.00
Tedrow, Rene	LMHS: LM Buddies Sponsor	8/23/24	\$850.00

Co/Extra-Curricular Staff: Resignation

Name	Assignment	Dept Action	Reason
McDermott, Charlotte	LMHS: Head JV/Asst Varsity Volleyball Coach	11/5/24	Personal

802: Approval of November 11th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-7

1. NextGrad partnership agreement with LM High School for digital info kiosk
2. Kirkwood Community College student teaching agreement
3. Piper Sandler amendment to agreement to serve as dissemination agent for secondary market disclosure
4. Dryspace Inc., change order #1 regarding Linn-Mar High School and Indian Creek Elementary roof replacement project
5. Peak Construction change order #16 regarding new administration building
6. Kevin Duggan independent contractor agreement for work with music/show choir
7. Adam Miller independent contractor agreement for work with LMHS show choir
8. Interagency agreements for Special Education instructional programming with College CSD (2) and Goodwill of the Heartland Career Connections (1). *For student confidentiality exhibits are not provided.*

805: Informational Financial Reports – Exhibits 805.1-2

1. School Finance and Cash Balance Reports as of 10/31/23
2. School Finance and Cash Balance Reports as of 10/31/24

900: BOARD CALENDAR & COMMUNICATIONS

901: Board Calendar & Communications

President Lowe Lancaster reviewed the board calendar.

Date	Time	Event	Location
December 12	9:00 AM	Policy Committee Meeting	Boardroom
<i>December 13</i>	<i>9:00 AM</i>	<i>Legislators Visit</i>	<i>Boardroom</i>
December 16	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
December 19	5:30 PM	Marion City Council (<i>Morey</i>)	City Hall
<i>December 20</i>	--	<i>Two-Hour Early Dismissal (All Grades)</i>	--
<i>December 23-29</i>	--	<i>No School – Winter Break</i>	--
Date	Time	Event	Location
<i>January 1-3</i>	--	<i>No School – Winter Break</i>	--
January 9	8:30 AM	Finance/Audit Committee	Boardroom
January 9	5:30 PM	Marion City Council	City Hall
<i>January 10</i>	--	<i>End of Second Quarter</i>	--
<i>January 13</i>	--	<i>No School – Professional/Workday</i>	--
January 13	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
<i>January 20</i>	--	<i>No School – Professional Day</i>	--
January 20	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
January 23	5:30 PM	Marion City Council	City Hall
January 27	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
<i>January 28</i>	<i>9:00 AM</i>	<i>IASB Day on the Hill</i>	<i>Des Moines</i>

902: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

Committee/Advisory	Board Representatives
Diversity/Equity/Inclusion Committee (DEI)	Lowe Lancaster, Thomas
Facilities Advisory Committee	Foss, Mansoor, Morey
Venture Academics Advisory (VAA)	Morey, Walker
LMHS School Counselors Advisory	Mansoor, Walker
MEDCO Community Promise Advisory	Buchholz
Linn County Conference Board	Buchholz
Legislative Liaisons	Foss, Thomas

1000: ADJOURNMENT – *Motion 76-12-09*

MOTION by Buchholz to adjourn the meeting at 6:14 PM. Second by Mansoor. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer

BOARD OF DIRECTORS WORK SESSION MINUTES DECEMBER 9, 2024

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The work session of the Linn-Mar Board of Directors was called to order at 6:25 PM in the boardroom of the district administration building (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Lowe Lancaster, Mansoor, Morey, and Thomas. Walker attended electronically. Administration present: Kortemeyer, Galbraith, Nelson, and Ramos.

200: ADOPTION OF AGENDA – Motion 77-12-09

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

300: WORK SESSION *(BG #1.b-Visionary Team)*

Siobhan Schneider, Iowa Association of School Boards Associate Executive Director of Board Leadership and Legal Services, facilitated a board development workshop that included information on the board's role in policy making, understanding policy revisions, and a review of Policy 205.5 (Board Member Social Media Engagement) and the Board Operations Manual.

400: ADJOURNMENT – Motion 78-12-09

MOTION by Buchholz to adjourn the work session at 8:06 PM. Second by Foss. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer