

**BOARD OF DIRECTORS MINUTES  
JANUARY 13, 2025**

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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. Present: Buchholz, Foss, Mansoor, Morey, Thomas, Walker, and Lowe Lancaster. Administration present: Kortemeyer, Galbraith, Wear, Nelson, Frick, Ramos, and Christian.

**200: ADOPTION OF AGENDA – Motion 79-01-13**

**MOTION** by Buchholz to approve the agenda with the removal of Danielle Patterson from *Item 901-Personnel* on the Consent Agenda. Second by Morey. Voice vote, all ayes. Motion carried.

**300: PUBLIC HEARING – Refer to Exhibits 801.1-2** (SPG #1-Community Engagement)

A public hearing was held on the proposed 2026-2027 school year calendar and updates to the 2025-2026 school year calendar that was previously approved by the Board of Directors on December 11, 2023. Ben Pease, parent, shared suggestions regarding the 2026-27 calendar. The public hearing was closed at 5:04 PM.

**400: AUDIENCE COMMUNICATIONS** (SPG #1-Community Engagement)

Anna Clymer, parent, spoke on equity in supporting immigrant families/communities

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

The Board of Directors shared the following district highlights: 1) LMHS Visual Arts class educational journey artwork project, 2) Show Choir "Get in the Spirit" event, 3) Recognition of student golfer during Rotary, and 4) thanks were extended to all of the district volunteers for their time and dedication to the district.

**600: INFORMATIONAL REPORTS**

**601: Policy Committee Report– Refer to Exhibit 808.1** (BG #1.c-Visionary Team)

Director Walker reported that during the December 12<sup>th</sup> Policy Committee meeting the board social media policy, the Board Operations Manual, several IASB Primer recommendations, the district's naming rights policy, and the first half of the 800 policy series were reviewed.

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

Director Morey reported that during the December 19<sup>th</sup> Marion City Council meeting no items were discussed that pertained to the district. Director Buchholz reported that during the January 9<sup>th</sup> meeting the formation of a committee was discussed regarding the City's proposed new aquatic center near Highway 100.

**603: Superintendent's Report – Exhibit 603.1** (SPG #1-Community Engagement)

Superintendent Kortemeyer shared several district honors and highlights, thanked Representatives Golding and Gjerde and Senator Donahue for their recent visits to the district, gave a brief overview of the recent PowerSchool cyberattack, thanked the area media partners for their recent stories on LM, offered a brief reminder of a recent survey that opened on a potential preschool wraparound care program being offered at Linn Grove Elementary next year, reported on her recent meeting participation, announced that the Venture Academics students will be presenting during the IASB Day on the Hill event, shared that the interview process for the Indian Creek principal position is in progress, and gave an update on current construction projects.

**700: UNFINISHED BUSINESS**

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

**801: Approval of Calendars – Exhibits 801.1-2 – Motion 80-01-13**

**MOTION** by Buchholz to approve the recommended changes to the 2025-26 school year calendar and the proposed calendar for 2026-27 as presented in Exhibits 801.1-2. Second by Walker. Nathan Wear, Associate Superintendent, clarified some items regarding the scheduling of spring break, the state-required August 23<sup>rd</sup> start date, and the balancing of quarter days. Voice vote, all ayes. Motion carried.

**802: Approval of At-Risk/Dropout Prevention MSA Application – Exhibit 802.1**

**MOTION** by Morey to approve the 2025-26 At-Risk/Dropout Prevention Modified Supplemental Amount application in the amount of \$1,466,142.00, and for this amount to be submitted to the School Budget Review Committee for consideration of increased spending authority. Second by Mansoor. Jon Galbraith, Chief Financial/Operating Officer, clarified that this is a request for increased spending authority. Voice vote, all ayes. Motion carried. – **Motion 81-01-13**

**803: Approval of Bus Purchases – Exhibit 803.1 – Motion 82-01-13**

**MOTION** by Walker to approve the purchase of three Bluebird gasoline, 60-passenger buses and one Bluebird gasoline LIFT bus from School Bus Sales for a total of \$578,011.00. Second by Thomas. Jon Galbraith, Chief Financial/Operating Officer, shared information on propane vs. gasoline engines and the delay time in getting new buses. Voice vote, all ayes. Motion carried.

**804: Approval of SUV Purchases – Exhibit 804.1 – Motion 83-01-13**

**MOTION** by Thomas to approve the purchase of two Chevy Suburban LS SUVs from Lynch Chevrolet for a total of \$124,449.00. Second by Morey. Director Foss clarified

that this is a request due to the State’s regulations on the types of vehicles public school districts can purchase. Voice vote, all ayes. Motion carried.

**805: Acceptance of Completion & Final Payment – Exhibit 805.1 – Motion 84-01-13**

**MOTION** by Walker to approve the acceptance of completion and issue final payment of \$6,237.60, to For Sure Roofing for the Westfield Elementary roof replacement project. Second by Thomas. Voice vote, all ayes. Motion carried.

**806: Approval to Set Public Hearing – Motion 85-01-13**

**MOTION** by Thomas to set a public hearing for 5:00 PM on Monday, January 27, 2025, in the boardroom of the Linn-Mar administration building regarding the plans and specifications for the Excelsior Middle School roof replacement project. Second by Buchholz. Voice vote, all ayes. Motion carried.

**807: Approval of Open Enrollment Requests – Motion 86-01-13**

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

Approved IN	Student Name	Grade	Resident District
	Owens, Felicity	4 <sup>th</sup>	Marion Independent
	Owens, Gracyn	1 <sup>st</sup>	Marion Independent
	Solano Valerio, Wanda	6 <sup>th</sup>	Cedar Rapids CSD
	Valerio, Wendy	3 <sup>rd</sup>	Cedar Rapids CSD

Approved OUT	Student Name	Grade	Requested District	Reason
	Gasper, Cooper	10 <sup>th</sup>	Cedar Rapids CSD	Good cause

Denied OUT	Student Name	Grade	Requested District	Reason
	Roberts, Kayel	10 <sup>th</sup>	College CSD	Late-no good cause

**808: First Reading of Policy Recommendations – Exhibit 808.1 – Motion 87-01-13**

**MOTION** by Buchholz to approve the first reading of the policy recommendations as presented in Exhibit 808.1. Second by Walker. Director Morey clarified that the changes to Policy 602.1 were required by law and do not affect LM course offerings and Director Foss requested the word “school” be included before the word “district” in Policy 801.6 and all LM policies for cohesiveness. The Board agreed to remove the word “school” from Policy 801.6 for presentation during the second reading on January 27th and reconsider updates to all other district policies at a later date. Voice vote, all ayes. Motion carried.

**809: Approval of Board Operations Manual – Exhibit 809.1 – Motion 88-01-13**

President Lowe Lancaster facilitated a review of the proposed changes to the Board Operations Manual. **MOTION** by Foss to approve the Board Operations Manual as discussed. Second by Walker. Voice vote, all ayes. Motion carried.

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

**MOTION** by Morey to approve the consent agenda with the removal of Danielle Patterson from *Item 901-Personnel-Co/Extra-Curricular Resignations*. Second by Mansoor. Congratulations were shared with Rebecca Blocker on her retirement. Voice vote, all ayes. Motion carried. – **Motion 89-01-13**

**901: Personnel****Classified Staff: Assignments/Reassignments/Transfers**

Name	Assignment	Dept Action	Salary Placement
Burton, Wilson	AC: Aquatic Instructor	12/16/24	\$12.00/hour
Copeland, Nicole	LMHS: SSA From 7 to 6.5/hours/day	12/13/24	Same
Dobos, Michael	TR: From Sub to Regular Bus Driver	12/19/24	Same
Eciba, Angela	BW: Student Support Associate	1/6/25	LMSEAA A, Step 1
Fann, Rachael	LG: Health Assistant	12/16/24	LMSEAA A, Step 1
Gengler, Piyakit	BW: School Counselor's Secretary	1/9/25	LMSEAA B, Step 1
Hosakoppadavaramane, Roja	NS: BW General Help from 4 to 6.5 hours/day	12/9/24	Same
Kinley, Brianna	EX: Student Support Associate	1/6/25	LMSEAA A, Step 1
Kirchner, Danean	NS: BW General Help	12/16/24	PTNS, Step 1
Leipold, Rebekah	LMHS: Student Support Associate	12/9/24	LMSEAA A, Step 1
Madlon, George	TR: Bus Rider	12/10/24	Step 1
Miller, Laura	TR: Bus Rider	12/16/24	Step 1
Rudd, Alisha	LMHS: Student Support Associate	12/18/24	LMSEAA A, Step 1
Schaldecker, Ashley	LMHS: Student Support Associate	1/14/25	LMSEAA A, Step 1
Wullner, Amber	From NS General Help to LG SSA	12/16/24	LMSEAA A, Step 1

**Classified Staff: Resignations**

Name	Assignment	Dept Action	Reason
Cortez, Jessica	District: Student Services Admin Asst	1/10/25	Other employment
Dighton, Lisa	BP: Student Support Associate	1/6/25	Personal
Groth, Cindy	TR: Bus Rider	12/13/24	Personal
Kirchner, Danean	NS: BW General Help	12/20/24	Personal
Miller, Sara	EH: Custodian	1/6/25	Other employment
Whitham, Ella	NE: Student Support Associate	12/18/24	Termination

**Certified Staff: Resignations**

Name	Assignment	Dept Action	Reason
Blocker, Rebecca	LMHS: Social Studies Teacher	6/5/25	Retirement

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

Name	Assignment	Dept Action	Salary Placement
Frangella, Nate	LMHS: Freshman Basketball Coach	12/6/24	\$2,733
Kratzer, Jon	LMHS: Auditorium Tech Director	12/27/24	\$3,513

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

Name	Assignment	Dept Action	Reason
Bugenhagen, Mark	LMHS: Auditorium Tech Director	12/13/24	Personal
<del>Patterson, Danielle</del>	<del>LMHS: Honor Society Sponsor</del>	<del>12/2/24</del>	<del>Personal</del>
Shiple Jr., Michael	LMHS: Head 9 <sup>th</sup> Gr/Asst Varsity Baseball Coach	12/5/24	Personal

**902: Approval of December 9<sup>th</sup> Board Minutes – Exhibit 902.1**

**903: Approval of Bills/Warrants – Exhibit 903.1**

**904: Approval of Contracts/Agreements – Exhibits 904.1-8**

1. RJ Carson & Picket Fence Family Farms farm cash lease for 15 acres
2. RJ Carson & Picket Fence Family Farms farm cash lease for 19.57 acres
3. For Sure Roofing & Sheet Metal change order #1 for Westfield roof replacement
4. Unzeitag Construction change order #2 for the LMHS extension renovation
5. EideBailly CPA & Business Advisors tax consulting services agreement
6. Des Moines Metro Opera/Opera Iowa for performances in elementary buildings
7. Troy Cummings independent contractor agreement for Stories Alive event
8. Lily Jausel independent contractor agreement for work with LMHS JV Color Guard
9. Inter-agency agreements for Special Education instructional services with Alburnett CSD (7), Anamosa CSD (3), Ankeny CSD (1), Cedar Rapids CSD (45), Central City CSD (1), Davenport CSD (1), Dubuque CSD (2), Iowa City CSD (1), Lisbon CSD (1), Marion Independent (76), Mt Vernon CSD (1), Waterloo CSD (1), Waukee CSD (2), and West Delaware CSD (1). *For student confidentiality, exhibits are not provided.*

**905: Approval of Overnight Trip Requests – Exhibits 905.1-2**

1. Model United Nations to attend Future Leaders Summit in Muscatine, Iowa January 29-30, 2025.
2. Varsity Baseball to attend game against North Polk HS and the College World Series in Omaha, NE June 17-18, 2025.

**906: Fundraising Request – Exhibit 906.1**

1. Boys Tennis: summer camp to raise funds for warmups and equipment.

**907: Disposition of Obsolete Equipment**

Per Iowa Code (§§ 297.22-25) and Board Policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. Item for sale: MSR90 USB swipe magnetic credit card readers 3-tracks mini smart card reader MSR605 and MSR606 Deftun (Qty: 12) and Epson receipt printers type TM-T88V, Model CA850840430 (Qty: 5).

**1000: BOARD CALENDAR & COMMUNICATIONS**

**1001: Board Calendar & Communications**

Director Thomas shared a reminder that the State legislative session opened today and that her and Director Foss serve as the Legislative Liaisons.

Date	Time	Event	Location
January 20	--	No School – Professional Day	--
January 20	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
January 22	8:30 AM	Finance/Audit Committee (F/AC)	Boardroom
January 23	5:30 PM	Marion City Council (Thomas)	City Hall

January 27	5:00 PM	LMCSD Board of Directors Meeting & Closed Session	Boardroom
<i>January 28</i>	<i>9:00 AM</i>	<i>IASB Day on the Hill</i>	<i>Des Moines</i>
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
February 3	1:00 PM	Policy Committee	Boardroom
February 5	4:15 PM	Career & Technical Education Advisory (CTE)	LMHS Room E-130
February 6	8:30 AM	Finance/Audit Committee (F/AC)	Boardroom
February 6	12:00 PM	Linn County Conference Board	City of CR Admin Bldg
February 6	5:30 PM	Marion City Council ( <i>Mansoor</i> )	City Hall
February 10	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
February 13	8:30 AM	Board Visit	Westfield Elementary
February 17	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
February 20	5:30 PM	Marion City Council ( <i>Thomas</i> )	City Hall
February 24	5:00 PM	LMCSD Board of Directors Meeting	Boardroom
<i>February 25</i>	--	<i>2-Hour Early Dismissal (Grades JrK-12)</i>	<i>Elem/Int/MS Conferences</i>
February 27	8:30 AM	Finance/Audit Committee	Boardroom
<i>February 27</i>	--	<i>2-Hour Early Dismissal (Grades JrK-12)</i>	<i>Elem/Int/MS Conferences</i>
<i>February 28</i>	--	<i>No School - Professional Day</i>	--

## **1002: Board Committees/Advisories**

### **Required Board Committees/Advisories**

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

### **Additional District Committees/Advisories**

<b>Committee/Advisory</b>	<b>Board Representatives</b>
Diversity/Equity/Inclusion Committee (DEI)	Lowé 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

## **1100: ADJOURNMENT – Motion 90-01-13**

**MOTION** by Buchholz to adjourn the meeting at 5:53 PM. Second by Mansoor. Voice vote, all eyes. Motion carried.

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Katie Lowé Lancaster, Board President

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Jonathan Galbraith, Board Secretary/Treasurer

**EXEMPT MEETING OF THE BOARD OF DIRECTORS  
JANUARY 13, 2025**

The LMCSB Board of Directors entered into exempt session immediately following the regular meeting as provided for in Chapter 20.17(3) of the Code of Iowa and Policy 204.5, “for negotiating sessions, strategy meetings of public employers or employee organizations, mediations and the deliberative process of arbitrators” and shall be exempt from the provisions of Chapter 21. The meeting will be closed to the public.