

**BOARD OF DIRECTORS MINUTES
OCTOBER 27, 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 Educational Leadership Center (3556 Winslow Rd, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Lowe Lancaster, Mansoor, Morey, Thomas, and Walker. Administration present: Kortemeyer, Galbraith, Ramos, Wear, Faber, and Nelson. Absent: Christian.

200: ADOPTION OF AGENDA

– ***Motion 56.10.27***

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

300: AUDIENCE COMMUNICATIONS

1. NellMari Barrios, LM alumni, protections for immigrant students
2. Annya Mari, resident, protections for immigrant students
3. Kat Power, teacher, LGBTQIA+ support
4. Iris Strong, resident, LGBTQIA+ support
5. Elizabeth Estling, parent, LGBTQIA+ support
6. Briana Clymer, LM alumni, LGBTQIA+ support
7. Angie Weiland, resident, LGBTQIA+ support and gun safety

400: INFORMATIONAL REPORTS**401: Review of the Fiscal Year25 Certified Annual Report** – Exhibits 401.1 & 601.1

Jon Galbraith, Chief Financial/Operating Officer, reviewed the Certified Annual Report for fiscal year 2025. Information included an overview of the various funding buckets; an overview of the general fund, student activity fund, management fund, debt service fund, and the enterprise fund; information on the Public Education & Recreation Levy (PERL), Secure an Advanced Vision for Education (SAVE), and the Physical Plant & Equipment Levy (PPEL); and a review of the various capital projects, Special Education Supplement (SES); and the annual transportation data.

402: Linn County Conference Board Report

Vice President Buchholz reported that the September 19th and 25th meetings of the Linn County Conference Board included a discussion of the 44 large corporations that are appealing their tax rates, which will affect the County budget.

403: Board Visit Report

Board members shared that during their visit to Boulder Peak on September 25th they enjoyed the excitement of the student guides. The Board also loved being part of America Reads Day on October 10th and expressed thanks to the America Reads volunteers and guest readers.

404: School Improvement Advisory Committee Report

Directors Mansoor and Morey reported that during the October 9th School Improvement Advisory Committee meeting the committee reviewed the student assessment data and Conditions for Learning survey results.

405: Marion City Council Report

Director Mansoor reported that during the October 9th Marion City Council meeting several new stop signs were approved and a resolution was approved regarding a preliminary site development plan for the Linn County Rural Electric Cooperative Pole Year Expansion Project. Vice President Buchholz reported there were no topics related to the district discussed at the October 23rd Marion City Council meeting.

406: Finance/Audit Committee Report

Vice President Buchholz and Director Morey reported that during the October 17th Finance/Audit Committee meeting topics included a review of the district's bills, issuing an RFP for a demographer, certified enrollment data, the orchestra performance shell, playground assessments, and the facilities needs assessment study.

407: Policy Committee Report – Exhibit 605.1

Director Walker reported that during the October 20th Policy Committee meeting six policies from the 100 and 200 series were reviewed, along with policies 603.11 and 1001.4-R.

408: Marion Chamber Annual Meeting Report

Directors Morey, Mansoor, and Walker reported that it was great to hear how engaged the district's students are with community partnerships during the October 22nd Marion Chamber Annual Meeting.

409: Superintendent's Report – Exhibit 409.1

Superintendent Kortemeyer shared several district honors and highlights; reported on current facilities projects, reviewed her recent meeting/event participation, and thanked the guest readers, volunteer coordinators, and Angela Burke, Community Services Coordinator, for ensuring America Reads Day was a success. A reminder was also shared that school is not in session on November 3-4.

500: UNFINISHED BUSINESS

501: Second Reading of Policy Recommendations – **Motion 57.10.27**

MOTION by Walker to approve the second reading of the 100 and 200 policy series and Policy 1001.4-R, as presented in Exhibit 501.1. Second by Thomas. Director Morey thanked the committee for their work. Voice vote, all ayes. Motion carried.

502: Acceptance of Substantial Completion – **Motion 58.10.27**

MOTION by Buchholz to approve the substantial completion of the Linn-Mar Administration Building Project and issue final payment to Peak Construction for a total of \$168,858.40. (Exhibit 502.1) Second by Foss. Director Foss thanked the facilities team for their work. Voice vote, all ayes. Motion carried.

600: NEW BUSINESS

601: Approval of Fiscal Year 2025 Certified Annual Report – **Motion 59.10.27**

MOTION by Morey to approve the Certified Annual Report for fiscal year 2025 as presented in Exhibit 601.1. Second by Buchholz. Director Foss congratulated the Board on moving in a positive trajectory. Voice vote, all ayes. Motion carried.

602: Approval of Anti-Bullying/Harassment Brochures – **Motion 60.10.27**

MOTION by Walker to approve the anti-bullying/harassment brochures for FY26 as presented in Exhibits 602.1-2. Second by Buchholz. Director Morey requested there be a communication strategy put into place to share the brochures with parents. Director Thomas observed the difference in the level of behaviors included in both brochures and requested they be given additional consideration in the future. Voice vote, all ayes. Motion carried.

603: Approval of Open Enrollment Requests – **Motion 61.10.27**

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

Denied OUT	Student Name	Grade	District Requested	Reason
	Paulsen, Carter	2 nd	Cedar Rapids CSD	Late, no good cause
	Ross, Grady	11 th	Marion Independent	Late, no good cause
	Ross, Mackinnley	9 th	Marion Independent	Late, not good cause

604: Approval of Early Graduation Requests – **Motion 62.10.27**

MOTION by Thomas to approve the early graduation requests as presented. (Exhibit 604.1) Second by Walker. Director Thomas congratulated the students. Voice vote, all ayes. Motion carried.

Jax Jackson	Macy Millhollin	Zavier Walker
Emily Ketcham	Ange Pierson	

605: First Reading of Policy Recommendations – **Motion 63.10.27**

MOTION by Thomas to approve the first reading of policies 104.1, 104.2, 104.3, and 202.1, as presented in Exhibit 605.1. Second by Walker. Voice vote, all ayes. Motion carried.

606: Approval of Architect for Facilities Assessment Study – Exhibits 606.1a-b

Chief Financial/Operating Officer Jonathan Galbraith and members of the Selection Committee shared an overview of the facilities assessment request for proposal process.

MOTION by Foss to approve OPN Architects as the selected firm to conduct a district-wide facilities assessment study for a lump sum of \$280,000. Second by Buchholz. Directors Morey and Thomas shared concerns. Director Walker stated she trusted the district process. Director Foss thanked the Selection Committee for their efforts. Voice vote. Ayes: Buchholz, Foss, Mansoor, Walker, Thomas, and Lowe Lancaster. Nay: Morey. Motion carried.

– **Motion 64.10.27**

607: Approval of Demographer for Demographic Study – **Motion 65.10.27**

MOTION by Morey to approve RSP & Associates to conduct a district-wide enrollment projection analysis for a fee of \$27,000. (Exhibit 607.1) Second by Mansoor. Directors Foss and Morey shared words of support. Director Thomas shared concerns about the generality of the deliverables. Voice vote, all ayes. Motion carried.

608: Approval of Orchestra Shell Bid – Exhibit 608.1

Jonathan Galbraith, Chief Financial/Operating Officer, provided an overview of the bids received for the orchestra shell for the new performance venue, clarified that the motion tonight was for approval of the bid only, that the contract would be approved at the next board meeting, and the lead time for the project is approximately six months.

MOTION by Buchholz to approve the bid from Wenger Corporation for the orchestra shell for the new performance venue for a base bid of \$581,494.86. Second by Walker. Director Foss thanked Jon Galbraith, CFO/COO, for his work on this project. Voice vote, all ayes. Motion carried.

– **Motion 66.10.27**

700: CONSENT AGENDA – **Motion 67.10.27**

MOTION by Walker to approve the consent agenda as presented. Second by Thomas. Voice vote, all ayes. Motion carried.

701: Personnel

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Feldkamp, Judith	TR: Bus Rider	10/27/25	Step 1
Fogle, Natalie	BW: Student Support Associate	9/21/25	LMSEAA A, Step 1
Kirby-Creveling, Becky	BP: Student Support Associate	10/19/25	LMSEAA A, Step 1
Kruger, Nicholas	O&M: Certified Maintenance	10/5/25	LMSA F+4.00, Step 1
Kuennen, Liebana	BW: Student Support Associate	10/1/25	LMSEAA A, Step 1

Name	Assignment	Dept Action	Salary Placement
Lantermans, Jill	NE: From Counselor Secretary to Bldg Secretary	10/20/25	LMSEAA C, Step 14
Leigh-Williams, April	WE: Student Support Associate	10/5/25	LMSEAA A, Step 1
Limkemann, Margaret	NS: HS General Help from 4.5 to 5.5 hrs/day	9/21/25	Same
Miller, James	EX: Student Support Associate	9/21/25	LMSEAA A, Step 1
Northland Garay, Melanie	HS: Bookkeeper	11/3/25	\$21.00/hour
Parke, Bryce	O&M: Athletic Grounds/Facilities Specialist	10/5/25	\$24.00/hour
Wenger, Sara	TR: Regular Sub Bus Driver	10/5/25	Step 1

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason
Carpenter, Dan	TR: Bus Driver	9/25/25	Terminated
Hoyer, Sharon	NS: OR Cashier/General Help	9/30/25	Personal
Johnson, Meredith	NE: Building Secretary	10/17/25	Personal
Leason, Julie	NS: BW General Help	10/30/25	Personal
Meis, Olivia	WF: Student Support Associate	10/1/25	Personal
Mims, Tammy	NS: HP General Help/Cashier	10/6/25	Terminated
Noya, Rhiana	TR: Bus Rider	9/18/25	Personal
White, Timothy	BP: Student Support Associate	10/8/25	Terminated

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

Name	Assignment	Dept Action	Salary Placement
Handke, Josh	LMHS: Head 10 th Gr Boys Basketball Coach	11/16/25	\$4,698
Hester, Kathryn	LMHS: VOICE Sponsor	8/25/25	\$1,957
Rickels, Jennie	OR: Assistant Girls Swim Coach	10/14/25	\$3,132
Steffen, Jayden	LMHS: From Asst to Head Varsity Girls Swim Coach	9/8/25	\$4,369.86
Streff, Anna	LMHS: From Asst to Head JV1 Softball Coach	5/3/26	\$4,698
Warren, Brenda	LMHS: 9 th Gr Speech Coach	9/30/25	\$2,740
Williams, Melissa	LMHS: Assistant Girls Varsity Swim Coach	9/9/25	\$2,280.76

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason
D'Camp, Sarah	LMHS: VOICE Sponsor	8/24/25	Personal
Gangestad, Sam	LMHS: Head 9 th /10 th Gr Softball Coach	10/2/25	Personal

702: Approval of September 22nd Board Minutes – Exhibit 702.1

703: Approval of Bills/Warrants – Exhibit 703.1

704: Approval of Contracts/Agreements – Exhibits 704.1-11

1. McComas-Lacina Construction change order #12 for LMHS performance venue
2. TotalScapes, Inc., estimate for Wilkins playground retaining wall
3. Pitney Bowes lease renewal for district postage meter
4. CrisisGo three-year renewal for crisis preparation/response platform
5. Edmentum renewal for Apex Learning courses and Clever SIS integration
6. Northwestern College student teaching agreement for LM High School
7. Northwestern College student teaching agreement for Boulder Peak Intermediate
8. Midwest Designs (Paige Eby) commercial licensing agreement
9. Operation Imprint (Kaitlin Hankins) commercial licensing agreement

10. Jennifer Loeb independent contractor agreement-guest speaker for Venture
11. Orchestra Iowa Ensembles & Visiting Artists in the Schools agreement

705: Overnight Trip Requests – Exhibits 705.1-3

1. FBLA to attend fall leadership conference in Des Moines (10/26-27/25)
2. Wrestling to attend tournament in Ankeny (1/16-17/26)
3. Swim Team to visit US Olympic Training Center in Colorado Springs (6/15-22/26)

706: Fundraising Requests – Exhibits 706.1-4

1. LMHS Softball to host youth camps to raise funds for nets and equipment
2. FCCLA to host glitter hair strands sales to support student-led outreach events
3. FCCLA to host gelato/ice cream sales to support student-led outreach events
4. FCCLA to host coffee/baked goods sales to support student-led outreach events

707: Informational Financial Reports – Exhibits 707.1-2

1. School Finance and Cash Balance Reports for July 2024
2. School Finance and Cash Balance Reports for July 2025

800: BOARD CALENDAR & COMMUNICATIONS

President Lowe Lancaster reviewed the calendar, requested volunteers for the November Marion City Council meetings, and shared a reminder of the school board elections on November 4th.

801: Board Calendar & Communications

Date	Time	Event	Location
October 30	8:45 AM	Board Visit	LM High School
Date	Time	Event	Location
<i>November 3</i>	--	<i>No School (Professional Day)</i>	--
<i>November 4</i>	--	<i>No School (Professional Day)</i>	--
<i>November 4</i>	--	<i>City/School Election Day</i>	--
November 6	5:30 PM	Marion City Council (<i>Buchholz</i>)	City Hall
November 13	8:30 AM	Finance/Audit Committee (F/AC)	Boardroom
November 13	4:00 PM	Venture Academics Advisory	EEC Room 104/105
November 17	5:00 PM	LMCSD Board of Directors Annual & Organizational Meetings	Boardroom
<i>November 19-21</i>	--	<i>IASB BoardCon Annual Convention</i>	<i>Des Moines</i>
<i>November 19</i>	<i>6:00 PM</i>	<i>UEN Annual Dinner</i>	<i>Des Moines</i>
November 20	5:30 PM	Marion City Council (<i>Lowe Lancaster</i>)	City Hall
<i>November 26</i>	--	<i>No School (Teacher Comp Day)</i>	--
<i>November 27-28</i>	--	<i>No School (Thanksgiving Break)</i>	--

802: 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
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

900: ADJOURNMENT**– Motion 68.10.27**

MOTION by Buchholz to adjourn the meeting at 7:06 PM. Second by Morey. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer