

**BOARD OF DIRECTORS MINUTES
DECEMBER 8, 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, Langston, Mansoor, Morey, Thomas, and Lowe Lancaster. Administration present: Kortemeyer, Galbraith, Ramos, Wear, Christian, Faber, and Nelson.

200: ADOPTION OF AGENDA

– **Motion 86-12-08**

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

300: SPECIAL BOARD RECOGNITION

(BG #1.b-Visionary Team)

Superintendent Kortemeyer recognized the Linn-Mar Board of Directors as recipients of the Iowa Association of School Boards annual Individual Achievement and Team Achievement Awards.

400: AUDIENCE COMMUNICATIONS

(SPG #1-Community Engagement)

No audience communications were received.

500: INFORMATIONAL REPORTS**501: Indoor Activities Center & Associated Renovations Report – Exhibit 501.1**

Jon Galbraith, Chief Financial/Operating Officer, and representatives from OPN Architects reported on the new indoor activities center and associated renovations including a review of the planning process and timeline, schematic design, budget, and next steps.

(SPG #5-Resource Management)

502: IASB BoardCon & UEN Annual Meeting Report

(BG #1.b-Visionary Team)

President Lowe Lancaster reported that the full board appreciated the opportunity to attend the Iowa Association of School Boards' annual conference and the Urban Education Network's annual meeting and the learning opportunities offered.

503: Marion City Council Report

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

Director Morey reported that during the November 20th Marion City Council meeting the City's payment to the district for their partnership on the Taube Park/Wilkins playground project was approved. Morey also reported there were no items pertaining to the district presented during the December 4th meeting.

504: Career & Technical Education Advisory Report

Director Langston reported that during the December 3rd Career & Technical Education Advisory meeting the Perkins Grant funding was discussed, along with programming needs and opportunities to raise community awareness and partnerships.

(SPG #1-Community Engagement / BG #2.c-Student Learning)

505: Finance/Audit Committee Report

(SPG #5-Resource Management / BG #3.c-District Culture)

Director Morey reported that during the December 4th Finance/Audit Committee meeting the auditors shared an overview of FY25 audit; which will be presented to the full board in an upcoming meeting. The committee also reviewed the PPEL note timeline and discussed the need for an exempt board session focusing on negotiations.

506: Superintendent's Report – Exhibit 506.1

(SPG #1-Community Engagement)

Superintendent Kortemeyer shared several district honors and highlights, reviewed current facilities projects, highlighted upcoming events, shared an overview of her recent meeting/event attendance, and highlighted the recent articles focusing on the district that were included in the *Pride and Pack*; which is a communication partnership with the City and Marion Independent.

600: UNFINISHED BUSINESS

601: Acceptance of Substantial Completion – Exhibit 601.1 – *Motion 87-12-08*

MOTION by Buchholz to approve the substantial completion of the LM High School and Indian Creek Elementary roof replacement project and issue final payment to Dryspace, Inc., for a total of \$24,703.85. Second by Morey. Voice vote, all ayes. Motion carried.

700: NEW BUSINESS

701: Approval to Set Public Hearing

– *Motion 88-12-08*

MOTION by Mansoor to set a public hearing regarding the updated 2026-27 school year calendar and the proposed 2027-28 school year calendar for Monday, January 12, 2026, at 5:00 PM in the boardroom of the Educational Leadership Center. Second by Langston. Voice vote, all ayes. Motion carried.

702: Approval of Fundraising Requests – Exhibit 702.1 – **Motion 89-12-08**
MOTION by Thomas to approve the fundraising requests as presented in Exhibit 702.1.
Second by Mansoor. Voice vote, all ayes. Motion carried. (SPG #5-Resource Management)

703: Approval of SBRC Application-Open Enrollment – Exhibit 703.1
MOTION by Morey to approve the School Budget Review Committee application for a modified supplemental amount of \$1,629,379.00, for open enrolled out students not on the prior year headcount. Second by Thomas. Voice vote, all ayes. Motion carried.
(SPG #5-Resource Management) – **Motion 90-12-08**

704: Approval of SBRC Application-LEP - Refer to Exhibit 703.1
MOTION by Thomas to approve the School Budget Review Committee application for a modified supplemental amount of \$39,780.00, for Limited English Proficient instruction for English Language Learner students served beyond five years. Second by Morey.
Voice vote, all ayes. Motion carried. (SPG #5-Resource Management) – **Motion 91-12-08**

705: Recommendation of Cedar Rapids Examining Board Representative
MOTION by Morey to recommend Barry Buchholz to serve as the district's representative on the Cedar Rapids Examining Board for fiscal year 2025-26. Second by Mansoor. A clarification was shared that the same person cannot serve on the Cedar Rapids Examining Board and the Linn County Conference Board. Voice vote, all ayes.
Motion carried. (BG #3.d District Culture) – **Motion 92-12-08**

706: Approval of Acceptance of Gift – Exhibit 706.1 – **Motion 93-12-08**
MOTION by Thomas to approve the acceptance of \$1,500.00 donated by the City of Marion, per *Policy 802.7-Gifts, Grants, and Bequests*, in support of the Linn-Mar Food Pantry. Second by Morey. Director Morey thanked Director Thomas, the LM staff, and the City for working together to receive this generous donation to support the LM students and families. Voice vote, all ayes. Motion carried.
(SPG #1-Community Engagement / BG #3.d District Culture)

800: CONSENT AGENDA – **Motion 94-12-08**
MOTION by Mansoor to approve the consent agenda as presented. Second by Buchholz. Congratulations were shared with Ed Hurkett on his retirement. Director Buchholz clarified the Rathje Construction change order. Galbraith clarified the Terracon geotechnical engineering services agreement. Voice vote, all ayes. Motion carried.
(SPG #4-People/Culture & #5-Resource Mngmt / BG #3.a, c, d-District Culture)

801: Personnel

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Bolger, Mike	HP: Student Support Associate	12/10/25	LMSEAA A, Step 1
Chaudhari, Swapnali	HP: Student Support Associate	12/8/25	LMSEAA A, Step 1
Gunderson, Jenny	LMHS: Student Support Associate	1/5/26	LMSEAA A, Step 1
Helberg, Christine	WF: Student Support Assoc from 7 to 4 hours/day	11/17/25	Same
Johnson, Senica	LG: Student Support Associate	1/5/26	LMSEAA A, Step 1

Touhey, Lindsay	LMHS: Student Support Associate	11/24/25	LMSEAA A, Step 1
Ware, Jenna	NE: School Counselor Secretary	11/24/25	LMSEAA B, Step 1
Wood, James	TR: Regular Sub Bus Driver from 4 to 2 hours/day	11/1/25	Same
Woodward, Wren	O&M: LMHS Custodian	11/19/25	LMSA C, Step 1

Classified Staff: Resignations

Name	Assignment	Dept Action	Reason
Hurkett, Ed	HP: Student Support Associate	11/25/25	Retirement
Knoke, Rebecca	LMHS: Student Support Associate	12/5/25	Other employment
Lynch, Karla	LG: Student Support Associate	12/19/25	Personal
Waste, Kimberly	NS: OR General Help/Cashier	11/14/25	Personal
Williams, Callie	HP: Student Support Associate	12/19/25	Personal

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

Name	Assignment	Dept Action	Salary Placement
Finnerty, Mike	LMHS: Assistant Cross Country Coach	12/1/25	\$300
Frangella, Nate	LMHS: 9 th Gr Intramural Basketball Coach	12/1/25	\$2,740
Hachey, Carly	HP: Student Experience Coordinator	11/19/25	\$375
McConahay, Gina	BP: Choir Accompanist	11/17/25	\$600
Thompson, Jaxon	LMHS: Assistant Cross Country Coach	12/1/25	\$1,000

Co/Extra-Curricular Staff: Resignations

Name	Assignment	Dept Action	Reason
Von Lehmden, Ellie	LMHS: Head 10 th /Assistant Varsity Volleyball Coach	11/20/25	Personal

802: Approval of November 17th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-11

1. Rathje Construction: Change order for Indian Creek ADA improvements
2. Terracon: Geotechnical engineering services for LMHS indoor activity center
3. Marzano Resources: Level 3 HRS certification for Oak Ridge Middle School
4. Melanie Bell: Independent contractor agreement Excelsior band accompanist
5. Sharon Colton: Independent contractor agreement Excelsior band accompanist
6. Marlene Loftsgaarden: Independent contractor agreement EX band accompanist
7. Betsy McGlynn: Independent contractor agreement Excelsior band accompanist
8. Kathy McKee: Independent contractor agreement work with Venture biology
9. Chris Navarrete: Independent contractor agreement work with LMHS jazz bands
10. Rebecca Nickles: Independent contractor agreement Excelsior band accompanist
11. Terri Radig: Independent contractor agreement Excelsior band accompanist
12. Interagency agreements for special education programming with Cedar Falls (1), Cedar Rapids CSD (35), Central City CSD (2), Council Bluffs CSD (1), Davenport CSD (3), Des Moines CSD (4), Dubuque CSD (1) Lisbon CSD (1), Marion Independent (70), Mt Vernon CSD (1), PCM CSD (2), Springville CSD (2), TI State Paid (1), and Urbandale CSD (2). *For student confidentiality, exhibits are not provided.*

805: Informational Financial Reports – Exhibits 805.1-2

1. School Finances and Cash Balance Reports as of October 31, 2024
2. School Finances and Cash Balance Reports as of October 31, 2025

900: BOARD CALENDAR & COMMUNICATIONS

President Lowe Lancaster reviewed the board calendar and requested a volunteer for the January 8th Marion City Council Meeting.

901: Board Calendar & Communications

Date	Time	Event	Location
December 10	4:00 PM	LMHS School Counselors Advisory	LMHS College/Career Ctr
December 11	11:30 AM	Board Visit	Indian Creek
<i>December 12</i>	<i>9:00 AM</i>	<i>Legislators Visit</i>	<i>Hazel Point Intermediate</i>
December 18	5:30 PM	Marion City Council (<i>Thomas</i>)	City Hall
<i>December 19</i>	--	<i>2-Hour Early Dismissal</i>	--
<i>December 22-31</i>	--	<i>No School – Winter Break</i>	--
Date	Time	Event	Location
<i>January 1-2</i>	--	<i>No School – Winter Break</i>	--
January 8	5:30 PM	Marion City Council (<i>Morey</i>)	ELC Boardroom
<i>January 12</i>	--	<i>No School – Professional Day/Workday</i>	--
January 12	5:00 PM	LMCSD Board of Directors Meeting	ELC Boardroom
January 15	8:00 AM	Policy Committee	ELC Boardroom
<i>January 19</i>	--	<i>No School – Professional Day</i>	--
<i>January 19</i>	<i>8:00 AM</i>	<i>All Staff Gathering</i>	<i>New Performance Venue</i>
January 21	7:30 AM	Finance/Audit Committee (F/AC)	ELC Boardroom
January 22	5:30 PM	Marion City Council	ELC Boardroom
<i>January 26</i>	<i>9:30 AM</i>	<i>IASB Day on the Hill Event</i>	<i>Des Moines</i>
January 26	5:00 PM	LMCSD Board of Directors Meeting & Exempt Session	ELC Boardroom
January 29	8:30 AM	Board Visit	Wilkins Elementary

902: Board Committees/Advisories

Required Board Committees/Advisories

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

Additional District Committees/Advisories

Committee/Advisory	Board Representatives
Facilities Advisory Committee	Foss, Lowe Lancaster, Thomas
Venture Academics Advisory (VAA)	Langston, Mansoor, Morey
LMHS School Counselors Advisory	Lowe Lancaster, Mansoor
MEDCO Community Promise Advisory	Buchholz, Mansoor
Linn County Conference Board	Langston
Cedar Rapids Examining Board	Langston Buchholz
Legislative Liaisons	Morey, Thomas

1000: ADJOURNMENT

– **Motion 95-12-08**

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

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer

BOARD OF DIRECTORS WORK SESSION MINUTES DECEMBER 8, 2025

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 Educational Leadership Center (3556 Winslow Rd, Marion). Roll will be taken to determine a quorum. Present: Buchholz, Foss, Langston, Mansoor, Morey, Thomas, and Lowe Lancaster. Administration present: Kortemeyer and Galbraith.

200: ADOPTION OF AGENDA

– **Motion 96-12-08**

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

300: WORK SESSION

301: Review of Board Operations Manual – Exhibit 301.1

(BG #1a-Visionary Team)

President Lowe Lancaster and Vice President Foss facilitated a review and discussion of the Board Operations Manual.

400: ADJOURNMENT

– **Motion 97-12-08**

MOTION by Buchholz to adjourn the work session at 8:10 PM. Second by Morey. Voice vote, all ayes. Motion carried.

Katie Lowe Lancaster, Board President

Jonathan Galbraith, Board Secretary/Treasurer