

**LINN-MAR COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
NOVEMBER 19, 2007  
5:00 P. M.  
ESC BOARD ROOM, LOWER LEVEL  
WORK SESSION AGENDA**

**100    Call to Order and Determination of a Quorum**

**200    Revision and/or Adoption of the Agenda**

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**300    Work Session Discussion/Information**

301    Athletic Department Report Exhibit 301.1  
Athletic Director Scott Mahmens will update the Board on the accomplishments of 2006-07 High School Athletics and highlight Student Athletes for the 2007-08 school year.

302    Construction Update  
Associate Superintendent Rick Ironside and Owner's Representative Steve Emerson will update the Board on construction projects in the district.

303    Report from IASB Conference  
School Board members and Superintendent Katie Mulholland will report on the IASB Convention activities which they attended November 14-16, 2007.

304    TYPI Committee Proposal Discussion  
The Board will discuss the Ten Year Plan Implementation Committee's recommended proposal on buildings, facilities and land acquisition for the next 10 years.

**400    Adjournment**

The Board moves to adjourn the work session at \_\_\_\_\_ p.m.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**LINN-MAR COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
NOVEMBER 19, 2007  
7:00 P.M.  
ESC BOARD ROOM, LOWER LEVEL**

**100 Call to Order and Determination of a Quorum**

**200 Revision and/or Adoption of the Agenda**

**300 Audience Communications**

**400 Board Announcements**

**500 Opening of Bids, Public Hearings, and Resolutions**

**600 Recognition/Proclamation**

**700 Informational Reports**

- 701 Foundation Report
- 702 Tax Abatements
- 703 Market Factor Update

**800 Superintendent's Report**

- 801 Superintendent's Update

**900 Old Business**

- 901 Policies for Second Reading

**1000 New Business**

- 1001 Policies for First Reading
- 1002 Excelsior Kitchen Air Conditioning
- 1003 RFP for HVAC/Electrical Study at Buildings
- 1004 Contract with West Plains Engineering, Inc. for HVAC at Novak
- 1005 Supplemental Resolution for ISCAP Authorization, Series B

**1100 Consent Agenda**

- 1101 Personnel
- 1102 Minutes
- 1103 Bills
- 1104 Financial Reports
- 1105 Contracts

**1200 Communications, Announcements, and Transmittals**

- 1201 Communications
- 1202 Board Calendar
- 1203 Committee Reports

**1300 Adjournment**

**LINN-MAR COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
NOVEMBER 19, 2007  
7:00 P.M.  
ESC BOARD ROOM, LOWER LEVEL**

**100    CALL TO ORDER AND DETERMINATION OF A QUORUM**

**200    REVISION AND/OR ADOPTION OF THE AGENDA**

After any revisions (if necessary) are presented, the Superintendent recommends the Board adopt the agenda.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**300    AUDIENCE COMMUNICATIONS**

The Board invites the public to have input regarding the items on the agenda or items of interest to its patrons. Patrons should limit their remarks to no more than three minutes. The Board, at its discretion, may choose to place the items on a future agenda for consideration.

**301    Overview of Tonight's Board Meeting**

The Board of Education will hear reports on the following items:

1. Foundation Report
2. Tax Abatements
3. Market Factor Update
4. Superintendent's Update

The Board of Education will be making decisions about the following items:

1. Policies for Second Reading
2. Policies for First Reading
3. Excelsior Kitchen Air Conditioning
4. RFP for HVAC/Electrical Study at Buildings
5. Contract with West Plains Engineering, Inc. for HVAC at Novak
6. Supplemental Resolution for ISCAP Authorization, Series B
7. Consent Agenda

**400    BOARD ANNOUNCEMENTS**

**500    RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS**

**600    RECOGNITION/PROCLAMATION**

**700    INFORMATIONAL REPORTS**

**701    Foundation Report**

Foundation Director Tina Patterson will present a report to the Board on Foundation activities.

**702    Tax Abatements**

Exhibit 702.1

Business Administrator Dave Nicholson will update the Board on recent tax abatement requests and the total impact of all requests on District revenue as the requests affect the FY08 certified budget.

703     Market Factor Update  
Executive Director of Human Resources Karla Christian will update the Board on the 2006-07 Market Factor pay.

**800     SUPERINTENDENT’S REPORT**

801     Superintendent’s Update  
Superintendent Katie Mulholland will report on District activities related to student achievement and the Strategic Plan.

**900     OLD BUSINESS**

901     Policies for Second Reading Exhibit 901.1  
It is recommended that the Board approve the following policies for second reading.

- 504.1     Student Health and Immunization Certificates
- 504.1-E     Immunization Requirements
- 600     Goals of the Education Program
- 601.1     Type of School Organization
- 601.2     School Calendar
- 601.3     School Day
- 602.8     Time Release
- 602.8-R     Administrative Regulations Regarding Time Release Program
- 602.9     Co-Curricular Activities
- 602.10     Curriculum Development
- 602.11     Curriculum Implementation
- 602.15     Assessment of Student Achievement
- 602.17     Career Education
- 602.23     Open Enrollment Transfers – Procedures as a Receiving District
- 602.24     Open Enrollment Transfers – Procedures as a Sending District
- 602.26     In-District Transfer Requests
- 603.7     Homework
- 603.7-R     Administrative Regulations Regarding Homework Guidelines
- 603.12     Technology and Instructional Materials
- 603.12-R1     Administrative Regulations Regarding the Internet
- 603.12-R2     Administrative Regulations Regarding the Internet – Appropriate Use
- 603.12-E2     Internet Use Agreement, Staff
- 603.13     School District Web Page
- 603.13-R     Administrative Regulations Regarding Web Page Development
- 604.5     Program for Students At Risk
- 605.1     Student Progress Reports and Conferences
- 605.2     Testing Program
- 605.3     Graduation Requirements

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**1000     NEW BUSINESS**

1001     Policies for First Reading     Exhibit 1001.1  
 It is recommended that the Board approve the following policies for first reading

- 802.6     Investments
- 603.2     Class Grouping – Class Size
- 603.4     Outside Resource People
- 603.5     Teaching Controversial Issues
- 603.6     School Ceremonies and Observances
- 604.1     Guidance and Counseling
- 604.2     Health Services – DELETE
- 604.2-R   Admin. Regulations Regarding Health Services Procedures – DELETE
- 604.6     Media Centers
- 605.31    Early Graduation
- 605.31-R   Admin. Regulations Regarding Early Graduation Application
- 605.31-E1   Early Graduation Application
- 605.31-E2   Parental Permission for Early Graduation
- 605.32    Participation in Graduation Ceremonies
- 605.5     Student Promotion and Retention
- 605.6     Student Performance Testing for Classroom Credit

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

1002     Excelsior Kitchen Air Conditioning     Exhibit 1002.1  
 The administration recommends that the Board approve proposed plans, specifications and form of contract by Shive-Hattery in the amount of \$6,000 for a kitchen air conditioning system at Excelsior Middle School.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

1003     RFP for HVAC/Electrical Study at Buildings     1003.1  
 The administration recommends that the Board approve a Request for Proposal to assess and create specifications to evaluate select mechanical and electrical systems at Wilkins, Indian Creek, Westfield, Bowman Woods and the High School by Shive-Hattery in the amount of \$19,000.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

1004     Contract with West Plains Engineering, Inc. for HVAC at Novak     Exhibit 1004.1  
 The administration recommends that the Board approve the proposed plans, specifications and form of contract for electrical upgrade and new HVAC system at Novak in the amount of \$22,000. This amount includes post bid services.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

1005     Supplemental Resolution for ISCAP Authorization, Series B     Exhibit 1005.1  
 The administration recommends that the Board issue and complete a Supplemental Resolution for ISCAP authorization to participate in 2007-08 Series B to assist with cash flow.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

1006     Fund Raising Request  
 The administration recommends that the Board approve the fund raising request from the Oak Ridge PE Department for fitness equipment in the amount of \$5,000-\$10,000.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**1100**    **CONSENT AGENDA**

The following information is contained in the consent agenda:

- Personnel
- Minutes
- Bills
- Financial Reports
- Contracts

**1101**    **PERSONNEL**

Classified Staff  
Assignment – Reassignment

| Name           | Assignment                      | Dept. Action      | Salary Placement     |
|----------------|---------------------------------|-------------------|----------------------|
| Homsey, Paul   | O&M PT Temporary Grounds Worker | November 6, 2007  | \$6.20/hour          |
| Olson, Leonard | TR AM & PM Bus Driver           | October 1, 2007   | Per Route            |
| Voss, Ann      | Wf 1-on-1 Ed. Assistant         | November 12, 2007 | III-10; \$11.61/hour |

Classified Staff  
Resignation

| Name            | Assignment               | Dept. Action      | Reason           |
|-----------------|--------------------------|-------------------|------------------|
| Davis, Kara     | Ex/FS General Help       | November 16, 2007 | Other Employment |
| Dexter, Linda   | HS Ed. Assistant         | November 9, 2007  | Relocation       |
| Lacey, Jean     | Wf Swing Shift Custodian | December 28, 2007 | Retirement       |
| Lemkee, Danette | LG Interpreter           | October 18, 2007  | Student left     |
| Sandvig, Stacie | IC 1-on-1 Ed. Assistant  | November 9, 2007  | Personal         |

Co-Curricular Positions  
Assignment – Reassignment

| Name          | Assignment                             | Dept. Action   | Salary Placement       |
|---------------|--|----------------|------------------------|
| Hoffman, Kyle | Head 7 <sup>th</sup> Girls Track Coach | March 12, 2008 | Schedule H, Category D |
| Lane, Todd    | Asst. Varsity Baseball Coach           | April 28, 2008 | Schedule H, Category C |

**1102**    **Approval of Minutes of Previous Meeting**

Exhibit 1102.1

**1103**    **Approval of Bills**  
Special Revenue, General, and Nutrition Fund Bills

Exhibit 1103.1

1104 Approval of Financial Reports

Exhibit 1104.1

1105 Approval of Contracts

The administration recommends the Board approve the following contracts as presented:

1106 Items removed from the consent agenda for separate action:

\_\_\_\_\_

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

1107 Approval of the Consent Agenda

It is the recommendation of the superintendent that the consent agenda be approved as presented.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**1200 COMMUNICATIONS, ANNOUNCEMENTS AND TRANSMITTALS**

1201 Communications

1202 Board Calendar

| <b>November</b> |                        |                                       |                |
|-----------------|------------------------|---------------------------------------|----------------|
| November 19     | 5:00 p.m.<br>7:00 p.m. | Work Session<br>Regular Board Meeting | ESC Board Room |
| Nov. 21-23      |                        | Thanksgiving Break-No School          |                |
| November 26     | 7:30 a.m.              | Agenda Planning                       | ESC            |
| November 26     | 5:00 p.m.              | Board Retreat: Administration         | ESC Board Room |
| <b>December</b> |                        |                                       |                |
| December 3      | 4:00 p.m.              | Budget/Audit Meeting                  | ESC            |
| December 3      | 5:00 p.m.<br>7:00 p.m. | Work Session<br>Regular Board Meeting | ESC Board Room |
| December 7      | 7:30 a.m.              | Board visit: COMPASS                  |                |
| December 10     | 7:30 a.m.              | Agenda Planning                       | ESC            |
| December 10     | 5:00 p.m.              | Policy Committee                      | ESC            |
| December 17     | 5:00 p.m.<br>7:00 p.m. | Work Session<br>Regular Board Meeting | ESC Board Room |
| Dec. 24-Jan.2   |                        | Winter Break – No School              |                |

Information

1203 Committee Reports

Budget/Audit..... Ann Stark, Jim Green, Dave Nicholson  
 Career & Technical Education..... Erik Miles, Dirk Halupnik  
 Comprehensive School Improvement..... Bob Gilchrist, Dirk Halupnik  
 Construction Advisory Council ..... Ann Stark, Rick Ironside

Energy Efficiency ..... Erik Miles, Rick Ironside  
Equity Advisory ..... Bob Gilchrist, Dirk Halupnik  
Executive Committee..... Bob Crawford, Ann Stark, Katie Mulholland  
Health & Human Development..... Barry Buchholz, Julie Jensen  
Linn-Mar Foundation..... Barry Buchholz, Katie Mulholland  
Policy ..... Helen Romanowsky, Jim Green, Katie Mulholland  
VOICE-HS Diversity .....  
Legislative Action Network.....

**1300** **ADJOURNMENT**

The Board moves to adjourn the meeting at \_\_\_\_\_ p.m.

Action

Motion: \_\_\_\_\_ Second: \_\_\_\_\_