

IASB District Director Statement of Candidacy

Candidates for the position of District Director of the Iowa Association of School Boards should possess, at a minimum, the following qualifications:

- Demonstrated leadership and involvement on a local board of education.
- Demonstrated participation in IASB activities.
- Strong supporter of public education in Iowa.

Please supply information requested in all categories and return to: Stephanie Rousseau, Executive Assistant, Iowa Association of School Boards, 6000 Grand Avenue, Des Moines, IA 50312-1417 or by email at srousseau@ia-sb.org.

-- Must be in IASB office no later than Wednesday, October 29, 2025 --

(Please feel free to supply additional information)

Name: Ruthina A Malone

Address (Home): 2638 Catskill Court, Iowa City, IA 52245 **Telephone:** 319-621-3821

Address (Office): Ulowa, 340 Iowa Ave-G60 PBSB, Iowa City, IA 52242 **Telephone:** 319-335-2407

Email: ruthina.malone@iowacityschools.org

Occupation: Department Administrator

School Board(s): Iowa City Community School District

Years Service as Board Member: 8

Present Term of Office Expires: 11/2025

School Board Activities (Local Level):

- President 9/22-Present
- Vice President 7/20-9/22
- Committee Chair, Policy and Governance 9/2017-7/2020

School Board Activities (State Level, including IASB Activities:

- IASB Delegate 2017, 2023, 2024, 2025
- IASB Annual Convention Presenter 2023, 2024, 2025
- Appointed District 6 Director as of 03/2025

School Board Activities (National Level): N/A**Special Interests, Activities and Recognition:**

- Building board relationships in order to focus on the work at hand
- Annual visits to our local schools.
- Building good working relationships between board members and superintendent
- Individual Achievement Award 2023, 2024, and
- 2021 Corridor Business Journal Woman of Influence
- 2021 UI David J. Skorton Staff Excellence Award for Public Service
- Endorsed by our local teacher's union in 201, 2021, and 2025. In 2025, also earned the "Educators Choice" distinction for my service and advocacy.

Other Comments Including Personal Qualifications for IASB Leadership: Wherever my journey , and takes me, I strive to pave the way for those who follow. It is essential not only to serve and highlight the incredible impact of public education on our students, communities, and state but also to still be a steadfast advocate, even in challenging times. By highlighting the benefits of public education and championing its cause, we can ensure a brighter future for all.

As a leader, my goal is to inspire others to join this mission, fostering a culture of continuous improvement and resilience. True leadership means guiding and empowering others, creating an environment where everyone can thrive and contribute to the collective success of our educational system.

Over the past eight years, I've worked alongside fellow board directors to strengthen relationships with our teachers and staff. I've made it a priority to visit classrooms—not just when issues arise, but to witness firsthand how our policies affect those doing the work every day. I've championed equity for marginalized students by helping revise discipline protocols through a dedicated task force, ensuring a fairer system for all students.

I've supported our administration and staff in improving our special education services, helping ensure students receive the support they need to thrive in inclusive learning environments that best fit their needs and keep them in the educational environment that will allow them to meet individual milestones.

I've also helped foster a culture that values workforce diversity and inclusivity as guiding principles in everything our district sets out to accomplish.



I'm proud to have led efforts to add cultural representation to our school calendars—voting down versions that lacked it and working directly with students to amplify their voices on why it matters.

I recognize the importance of educating our families on gun safety and worked to ensure that our district provided education through annual BE SMART campaign literature. And after hearing from numerous concerned parents and staff, I was proud to be the lead advocate from the table working to keep our students safe during the November election rush of hundreds of people in our buildings by having a professional development day for teachers instead of a normal school day for our students.

Please comment on your willingness and availability to serve as IASB District Director

If elected to serve as one of the two District 6 Directors, I am committed to ensuring that the board leadership and superintendents of the 50 school districts within District 6 recognize me as a valuable resource for their advocacy efforts. I believe it is my responsibility to maintain District 6's passion for the work that IASB is doing, as well as for public education as a whole.

Communication:

- I will prioritize open and transparent communication, making myself accessible to all district leaders.
- I will actively listen to their concerns, ideas, and feedback, ensuring that their voices are heard and represented.
- I will facilitate regular updates and discussions, keeping all stakeholders informed about IASB initiatives and developments.

Leadership:

- As a leader, I will inspire and motivate others to join in our mission, fostering a culture of continuous improvement and resilience.
- I will share my experiences and knowledge as a board member, empowering others to implement best practices in their districts.
- I will serve as a direct link to the IASB Board and staff, advocating for the unique needs and priorities of each district.
- I will elevate and highlight the achievements and challenges within their districts, using my voice to champion their efforts and successes.

By focusing on strong communication and effective leadership, I aim to build a collaborative and supportive environment where all districts can thrive and contribute to the collective success of our educational system.

Please explain your philosophy of what you believe the role of IASB should be to assist Iowa school boards and strengthen public education. I believe that IASB serves as a guiding light and as a partner for boards across the state. IASB's has been rooted in advocacy, leadership and policy support in hopes of empowering our school districts to be effective when offering quality and equitable education services to every student in Iowa. IASB stands as a trusted connection that helps local board members engage with our elected state leaders. The association that I have experience and want for future board members leads by example by cultivating leaders through trainings, resources and guidance that is offered. When IASB leads with integrity, insight, and bold advocacy, it strengthens the entire ecosystem of public education in Iowa.



RUTHINA A. MALONE

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Iowa City, IA 52245
319-621-3821
ruthinamalone@gmail.com

EDUCATIONAL BACKGROUND:

M.A. in Rehabilitation Counseling May 2002
Specialty: Mental Health and Substance Abuse
The University of Iowa

Executive Leadership Academy – UI May 2016
Learning and Development
The University of Iowa-Iowa City, IA

B.A. in Psychology May 1999
The University of Iowa

Certificate in Talent Acquisition – July 2017
Human Capital Institute: Strategic HR Training

EXPERIENCE:

Departmental Administrator (Administrative Services Administrator)

Department of Psychological & Brain Sciences - January 2013 - Present

Department of Sociology - November 2015 - 2019 (College of Liberal Arts and Science)– Iowa City, IA

- Compare planned budgets vs. actual expenditure to identify, report and explain variances.
- Participate in developing budget adjustment procedures and practices.
- Create and implement strategies for supporting current and future budgets.
- Assist DEOs with preparation of startup spreadsheets for CLAS during faculty searches.
- Assist DEO and Associate Chair with the development and implantation of a diversity engagement plan that focuses on faculty, students and staff.
- Assist in negotiation of contracts and agreements with external sources.
- Invest and disperse foundation funds to maintain appropriate cash flow.
- Develop and implement office administration improvements and best practices.
- Monitor and assist as needed with grant application submissions and post award management.
- Monitor effectiveness of support staff; recommend improvements that best serve our department and over 1,300 undergraduate majors.
- Supervise shop employees and administrative office staff and serve as functional supervisor for academic advising and IT support staff.
- Provide support to 50 faculty members, 90 PhD students, and 75 research staff including dissemination of information on grant and contract requirements, budget development, appropriateness of expenditures, re-budgeting, extension requirements, HR policies and changes in policies and procedures.
- Make recommendations for better utilization of facilities, services, and staff.
- Prepare and coordinate pandemic preparedness plan for department.
- Monitor and update processes and procedures to develop and maintain security in the workplace.
- Monitor environmental, safety and equipment requirements and conditions.
- Monitor/coordinate building renovation projects.
- Investigate, interpret and implement complex human resource policies and procedures.
- Consult with CLAS HR on the resolution of any legal and professional consequences of HR policy breaches.
- Initiate selection of departmental support staff and oversees interviewing, selection, training and job performance evaluation; approves salary adjustments, reclassifications, promotion, and disciplinary action.

Operations Manager (Administrative Specialist) May 2010-January 2013

Graduate Medical Education (GME) Office (UIHC) – Iowa City, IA

- Provide oversight, analysis and operations of the Graduate Medical Education office (GME) annual operating budgets and the GME capital budget. This includes the processing of the Stratajazz budget system with respect to the GME budgets, stipends and reimbursements – a more than \$23,000,000 responsibility.
- Produce all budget reports as requested by the GME Associate Dean, GME Associate Director, UIHC Finance Department, and UI/CCOM Administration. These reports include complex and non-routine specialized reports focusing on house staff stipends, funding sources of GME positions for residents, fellows, FTE counts, spending trends for the GME office and the production of alternate scenarios with analysis of GME budgets used in budget planning.

Operations Manager (Administrative Specialist) May 2010-January 2013 (Continued)

Graduate Medical Education (GME) Office (UIHC) – Iowa City, IA

- Produce monthly billing reports for external community sites and for VAMC rotations; all must be performed accurately in a timely way and require interaction with Program Coordinators for both residencies and fellowships, the MedHub data system, community-based personnel, UI Finance and Accounting, and VA personnel; significant revenue to the hospital and to the clinical departments is dependent on this process (>\$6 million).
- Perform monthly and year-end reconciliation of all accounts owned by the GME office, for budget monitoring, management and planning using the General Ledger System, HRIS, and MARS as needed. Provide projections that are used in planning for GME educational activities and orientations; Residents' Council yearly planning and additional programming/travel activities as they arise.
- Monitor accounts and provide ongoing budget projections. Provide data for all GME planning purposes for both short and long-term projects. Management of the procurement cards for all aspects of necessary GME spending which includes monthly approval of transactions and the authorization of billings.
- Develop, implement, monitor, and oversee new or modified complex GME activities as required by the GME Associate Dean. Includes producing data summaries/materials and presenting them to Program Directors, GME staff, the GME Associate Dean and GMEC, as required; suggesting modifications at the program and institutional level; designing materials/correspondence/etc; analyzing survey results and reports; preparing and planning for GME projects; reviewing space/programming/work force needs, as required; and working with timeline/planning with respect to calendars, transactions, meetings and other events. Includes Scorecard project, Program Directors change process, developing Program Director orientation/development programs, and advising/assisting on a GME project tracking system.
- Serve as the liaison between other UIHC and VAMC financial offices, including UI Audit, VAMC and UI Finance and Accounting by assisting with the preparation of cost analysis reports for residency programs; development and implementation of billing/documentation procedures in line with UI Audit expectations; responding/assisting UI Finance and VAMC requests for specialized reports to analyze the GME budget; and problem solve incongruities as they relate to GME finances.
- Serve as liaison to Program Directors, Program Coordinators, House Staff members, GMEC members and external entities. Includes first-line communication internally and interfacing with external entities, participation in meetings, house staff appointment to HAC Subcommittees, working with MedHub, and conducting various monitoring/oversight activities of programs.

Administrative Assistant May 2008 – May 2010

Department of Internal Medicine Division of General Internal Medicine (UIHC) – Iowa City, IA

- Assist in the preparation of annual budget for Division of General Internal Medicine. Monitor monthly budgetary reports and prepare feedback to assure compliance with projected budget.
- Review and approve expenditures and reconcile to budget projections. Establish fiscal controls and prepare fund allocations.
- Manage division-based UI accounts and Foundation accounts including commitment accounts for new faculty development and research, teaching and patient care programs.
- Review faculty performance in division financial model and make recommendations for changes or adjustments consistent with division budget and business plans. Oversee the inclusion of this information in annual faculty reviews.
- Prepare quarterly operational statistics and summarize physician productivity and billing data for dissemination to Division faculty.
- Assist in the preparation of fiscal projections for proposed new clinical programs.
- Assist in the coordination and implementation of new clinical, research, and educational programs for the Division.
- Monitor the timely completion of patient documentation including transcription, professional billing, and consultation logs.
- Assist faculty with grant application submission and oversee post award management of awarded grants.
- Assist Division leadership in determining faculty clinical assignments based on RVU targets. Monitor faculty effort for compliance with business plans and annual budgets.
- Participate with appropriate individuals at the department level in the review of physician billing and compliance programs to assure that billing profiles accurately reflect the provision of patient care services.
- Assist in the review of patient care scheduling for all services and programs to assure compliance with annual budget, annual business plans, and RVU targets as established by the division financial model.
- Assist the Director of the division fellowship program in developing a balanced operating budget for fellowship program.
- Review and approve requests for faculty travel and check patient care schedules for conflicts.

Administrative Assistant May 2008 – May 2010 (continued)

Department of Internal Medicine Division of General Internal Medicine (UIHC) – Iowa City, IA

- Oversee all office space and business equipment assigned to the division.
- Assist with faculty recruitment including preparing advertisements and assuring compliance with affirmative action requirements; coordinating visits and interviews, preparing offer letters; assuring compliance with all requirements for hiring; reviewing licensing and credentialing applications by new recruits and ensuring that such applications are submitted in a timely manner; and overseeing or conducting orientation activities.
- Oversee the development and maintenance of the division's web page.
- Supervise all divisional-based non-research, non-faculty personnel which includes planning, assigning, supervising and evaluating work assignments; interviewing, hiring and training new employees; evaluation of work performance, and maintenance of personnel records
- Serve as liaison to faculty concerning inquiries or complaints requiring interpretation of policies, procedures, and programs.
- Review, resolve and respond to requests for information and complaints. Serve as administrative liaison.
- Oversee and manage divisional equipment inventory.

Human Resource and Finance Representative November 2007 – May 2008

The Office of the Special Assistant to the President for Equal Opportunity & Diversity and Associate Provost for Diversity – Iowa City, IA

- Assist faculty and/or staff regarding departmental support activities, including the appropriateness of expenditures, contract or grant requirements, extension requirements and changes in policies and procedures.
- Monitor account expenditures, inform management of irregularities and prepare recommendations for corrective action.
- Assist in departmental budget preparation and control.
- Serve as liaison to faculty, staff, students, alumni and public concerning inquiries or complaints requiring interpretation of policies, procedures and programs.
- Analyze unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel requirements, performance standards and recommend revisions and/or establishment of new systems and procedures.
- Study management records to improve workflow, simplify reporting procedures and implement cost reductions.
- Prepare reports including conclusions and recommendations to resolve administrative problems.
- Perform human resource functions including interviewing, selection, training, performance evaluation, salary determination, promotion and disciplinary action.
- Resolve operating problems and employee complaints and grievances.
- Perform Workflow related functions (i.e. human resources, financial electronic transaction routing).
- Maintain effective working relationships with faculty, staff, students and the public.

OFFICE COORDINATOR I May 2006 – November 2007

Department of Internal Medicine Division of General Internal Medicine (UIHC) – Iowa City, IA

- Provide administrative support to Division Director and Associate Division Director by maintaining Outlook Calendars which includes scheduling of all appointments; monitoring, and controlling divisional budgets; organizing and assisting with recruitment of new faculty; publishing and updating clinical assignments of division faculty; assisting with grant/research applications and submissions; preparation and review of confidential materials (i.e., faculty annual reviews, promotion process, etc.)
- Review work procedures and division practices. Recommend and implement revisions or initiation of new procedures when appropriate
- Provide supervision to clerical and student staff which includes planning, assigning, supervising and evaluating work assignments; interviewing, hiring and training of new employees; evaluation of work performance, and maintenance of personnel records
- Act as a liaison to students, public, patients, faculty and staff regarding general policies, rules, and regulations of the division
- Complete human resource functions (i.e., leave approvals) through electronic workflow system
- Orient new faculty and staff to divisional and departmental practices and policies

SECRETARY II March 2005 – May 2006

Department of Anesthesia (UIHC) – Iowa City, IA

- Provide primary secretarial support to 13 faculty physicians by preparing manuscripts, presentations/lectures; review submissions; assisting with grant/research applications and submissions
- Maintain and coordinate Medical Student Clerkship for the program director
- Maintain the Resident Education lecture series
- Schedule reception back-up coverage
- Provide assistance to Residency Program Coordinator
- Provide a high level of customer service to department staff, medical students, visitors and callers
- Other secretarial duties as assigned

SECRETARY IV July 2004 - March 2005 (*This was a temporary appointment while a search for a new DEO was conducted.*)

Department of Anesthesia (UIHC) – Iowa City, IA

- Provide primary secretarial support to DEO and four other faculty physicians
- Manage complex schedules for department chairman
- Coordinate and arrange faculty recruit visits
- Prepare confidential reports, correspondence and presentations
- Exercise a high level of discretion regarding confidential departmental business

SECRETARY II July 2003 – July 2004

Department of Anesthesia (UIHC) – Iowa City, IA

- Provide primary secretarial support to 13 faculty physicians by preparing manuscripts, presentations/lectures and review submissions
- Coordinate and arrange visiting professors' schedules
- Maintain and provide CME information for 134 faculty and residents in the department
- Provide a high level of customer service to departmental staff, visitors and callers

EMPLOYMENT SPECIALIST February 2001 – July 2003

The ARC of Johnson County – Iowa City, IA

- Provide employment services to clients (i.e., resume writing; job training; interview skills building, etc.)
- Serve as an advocate for a diverse population of clients in the employment field
- Provide supervision to employment and office support staff
- Develop and administer service satisfaction surveys
- Develop and maintain networking contacts with community members/employers
- Develop, prepare and monitor employment program budget; monthly billing/bookkeeping records and financial reports
- Develop and maintain client databases using Excel and Access
- Prepare all reports related to clients in employment program
- Present program information to internal and external team members

PRACTICUM/INTERNSHIP September 2001 – December 2001

Iowa Center for Assistive Technology Educational Resources - UIOWA

- Educate and train students (elementary, secondary and college level), community members and area teachers on the technology usage for persons with disabilities
- Assist with gathering research material and disperse assistive technology information to the UI community
- Learn the advances in assisted technology and disperse the information to the public

PSYCHIATRIC NURSING ASSISTANT May 2001 – September 2001

Department of Nursing (UIHC) – Iowa City, IA

- Provide direct care services to geriatric patient population
- Assist nursing staff in admission, discharge, and orientation of patients
- Assist staff in maintaining a safe and encouraging environment for patients

PRACTICUM/INTERNSHIP January 2001-May 2001

Hope House – Coralville, IA

- Provide individual counseling to clients to discuss personal concerns
- Provide clients with brief solution therapy focusing on vocational, educational, and substance abuse/use, physical/mental health issues
- Maintain session records for client caseload
- Participate in weekly staffing of new clients
- Administer career assessments and computer programs to clients

UNIVERSITY OF IOWA SERVICE EXPERIENCE:

CCOM Diversity Committee: 2008-2010

UIHC/CCOM - Martin Luther King Jr. Celebration Committee: 2010 – 2012

Diversity Catalyst Award Committee: 2011, 2016

CLAS Staff Recognition Committee 2013-2016

UI Conflict of Interest in Employment Committee: 2014-2017

UI HR-10 Implementation Advisory Committee: 2014-2015

Talent Acquisition Strategy Committee (HCI Certified) 2017-2018

Celebration of Excellence and Achievement Among Women Committee 2018-Present

Dept. of Psychological & Brain Sciences' AOD Committee 2020-Present

Faculty and Staff Success Development Team 2021 – 2022

VOLUNTEER WORK:

Lucas On Campus (Before and After School Program) 2007 - 2012

TREASURER – BOARD OF DIRECTORS

Robert Lucas Elementary Parent Teacher Organization 2009 - 2012

MEMBER AND TREASURER 2010-2012

City High Parent Teacher Organization 2014-2018

MEMBER AND TREASURER 2016 - 2018

Iowa City Community School District Climate Survey Taskforce Member October 2016 – November 2016

Iowa City Community School District Board of Directors September 2017 – Present

VICE PRESIDENT JULY 2020 –September 2022

PRESIDENT September 2022 - Present

Johnson County Affordable Housing Coalition September 2023 – Present

Executive Board Member September 2023 – September 2024

PRESIDENT September 2024 - Present