

Chicken diced	0.75	case	\$115.02	+85%	\$86.27
Chicken fajita strips	0	case	\$89.55	+45%	\$0.00
Chicken Nuggets	0	case	\$60.92	+14.5%	\$0.00
Chicken patties breaded	1.25	case	\$61.98		\$77.48
Chicken Strips (breaded)	3	case	\$58.27		\$174.81
Chili Con Carne	9	ea	\$13.87		\$124.83
Chili Powder	0.5	ea	\$39.75		\$19.88
Chinese noodles	0.5	case	\$34.50		\$17.25
Chips (Lays Baked)	0	case	\$42.21		\$0.00
Cinnamon	1	ea	\$42.72		\$42.72
Cinnamon Rolls	0	case	32.19		\$0.00
Cookies	0	case	\$48.68		\$0.00
Corn	2	case	\$32.58		\$65.16
Corn Chips	0	case	\$17.95		\$0.00
Corn Dogs	0.5	case	\$35.58	+13.7%	\$17.79
Craisins	1	case	\$48.50		\$48.50
Cream of celery soup	2	ea	\$4.29	+49%	\$8.58
Cream of chicken soup (Campbell's)	14	ea	\$4.49	+46.7%	\$62.86
Crispitos	0	case	\$28.42		\$0.00
Dill Pickles	0.25	5 gal	\$30.57		\$7.64
Dressing Asian (Ken's) Packets	1	case	\$20.86		\$20.86
Dressing French	1	gal	\$14.41		\$14.41
Dressing French packets	1	case	\$20.74		\$20.74
Dressing Italian packets	0.5	case	\$20.65		\$10.33
Dressing Ranch Bag in box	1.5	case/bag	\$27.69		\$41.54
Dressing Ranch Cups	0.5	case	\$21.04		\$10.52
Dressing Ranch Packets	1.5	case	\$22.62		\$33.93
Dutch Waffle	1	case	\$22.84		\$22.84
Egg Patties	0	case	\$30.55		\$0.00
Eggs Liquid	3	ea	1.32		\$3.96
Eggs Scrambled	0.5	case	\$34.21		\$17.11
Fish Sticks	0.75	case	\$105.99	+27%	\$79.49
Flour	1	case	\$9.27		\$9.27
French Toast Sticks	1	case	\$40.23	+3%	\$40.23
Fries	1.5	case	20.98	+16.2%	\$31.47

Garlic powder	1	ea	\$41.67	\$41.67
Gluten Free Bread	0.5	case	\$42.93	\$21.47
Gluten Free Buns	1	case	\$29.88	\$29.88
Gluten free Chicken Strips	0.25	case	49.2	\$12.30
Gluten Free Pizza	1	case	52.25 + 11.4%	\$52.25
Grape jelly	3	ea	\$13.57 + 9.7%	\$40.71
Grape juice	0	case	\$30.10	\$0.00
Gravies	16	ea	\$5.12	\$81.92
Green beans	13	ea	\$3.49	\$45.37
Ground beef	250	pound	\$3.26	\$815.00
Ham (diced)	13	5# pkg	\$14.99	\$194.87
Ham (sliced)	2	case	\$43.87	\$87.74
Ham Patties	4	case	\$43.87 + 78%	\$175.48
Hot Dogs	2	case	\$20.50 + 14.5%	\$41.00
Ketchup Bag in box	2.5	case	\$18.41 + 2.5%	\$46.03
Kidney beans	10	ea	\$3.65	\$36.50
Kluski Noodles	0	case	\$17.17	\$0.00
Little Smokies	0	case	\$28.90	\$0.00
Macaroni Elbow	2	case	\$26.92 + 31%	\$53.84
Mandarin Oranges	10	ea	\$9.17 + 50.8%	\$91.70
Margarine blocks	1.5	case	\$31.31	\$46.97
Marinara sauce cup	7.5	case	\$17.00	\$127.50
Mashed potatoes	26	ea	\$4.11 + 23.4%	\$106.86
Mayo packets	0.5	case	\$11.28	\$5.64
Meatballs	1	case	\$105.44	\$105.44
Mexi Red Beans	4	ea	\$4.81	\$19.24
Mixed Fruit	12	ea	\$7.78	\$93.36
Mixed vegetables	1	case	\$35.04	\$35.04
Mr Rib Patties	3.5	case	\$22.20	\$77.70
Mustard packets	0	case	\$9.11	\$0.00
Mustard yellow	2	ea	\$6.03	\$12.06
Nacho cheese	6	ea	\$9.61	\$57.66
Omelets	1	case	\$25.35	\$25.35
Onion Chopped	1	ea	\$15.27	\$15.27
Orange Chicken	0.7	case	\$108.75	\$76.13

Pan Coating	8	ea	\$5.62		\$44.96
Pancake on a Stick	1	case	\$25.11	+ 19.8%	\$25.11
Pancake Syrup cups	2.5	case	\$11.40		\$28.50
Pancake Syrup Gallons	2	gal	\$7.55	+ 28.8%	\$15.10
Pancakes	3	case	\$22.32		\$66.96
Parsley	1	ea	\$13.30		\$13.30
Peaches	0	ea	\$7.01		\$0.00
Peanut butter	4	ea	\$8.44		\$33.76
Pears	18	ea	\$8.41	+ 64%	\$151.38
Peas	2	case	\$35.28	+ 12.7%	\$70.56
Penne Pasta	1.5	case	\$27.32	+ 8.5%	\$40.98
Pineapple	0	ea	\$6.37		\$0.00
Pinto Beans	0	case	\$14.54		\$0.00
Pizza	0.5	case	\$44.56		\$22.28
Pizza Crunchers	1.25	case	\$58.35		\$72.94
Pizza sauce	4	ea	\$4.69		\$18.76
Popcorn Chicken	4	case	\$48.90		\$195.60
Pork patties breaded	0	case	\$61.19		\$0.00
Quesadilla Cheese	0.5	case	\$48.56	+ 3.4%	\$24.28
Refried beans	2	ea	\$6.32		\$12.64
Rice	2	ea	\$1.85		\$3.70
Salisbury Steak	0.1	case	\$51.40		\$5.14
Salsa (gallon)	1	ea	\$12.62		\$12.62
Salsa cups	0	case	\$19.12		\$0.00
Saltines	2.5	case	\$14.12		\$35.30
Sausage patty	2.75	case	27.5		\$75.63
Sidekicks	0	case	\$28.96		\$0.00
Spaghetti	0	case	\$7.50		\$0.00
Spaghetti sauce	40	ea	\$5.12		\$204.80
Spice Taco	1	ea	\$16.51		\$16.51
Strawberries frozen	4	5# tub	12.21		\$48.84
Taco in a bag chips	0	case	\$28.86		\$0.00
Tartar sauce (cups)	1.5	case	\$16.86		\$25.29
Tater Tots	1	case	\$28.09	+ 28.0%	\$28.09
Tomato Juice	6	ea	\$1.97	+ 33.1%	\$11.82

Tomato Paste	0	ea	\$4.15	\$0.00
Tomato sauce	3	ea	\$3.90	\$11.70
Tomato soup	19	ea	\$3.41	\$64.79
Tomatoes diced	18	ea	\$3.89	\$70.02
Tortillas	4	case	\$17.84	\$71.36
Turkey (sliced)	2	case	\$42.86	\$85.72
Uncrustables	2	case	\$39.31	\$78.62
Veg Oil	5	ea	\$3.71	\$18.55
Waffles	2	case	\$18.50	\$37.00
Whipped Topping	1	case	\$34.56	\$34.56
				\$7,134.50



Central Lyon Community School

Excellence. Integrity. Empowered.

To: Central Lyon School Board
From: Brent Jorth, Superintendent
Date: June 13, 2022
RE: *Fuel Bids for 2022-23*

The following fuel bids were received for the 2022-23 school year:

	Popkes			CEC	
	21-22	22-23		21-22	22-23
Gasoline Discount	\$0.149	\$0.149		\$0.115	\$0.125
Diesel Discount	\$0.149	\$0.149		\$0.115	\$0.125

It is recommended to approve the bid from Popkes Car Care.



Central Lyon Community School

1010 S. Greene St.
Rock Rapids, IA 51246

712.472.2664
712.472.2115

Brent Jorth, Superintendent
Jason Engleman, 7-12 Principal
Steve Harman, PS-6 Principal

www.centrallyon.org

Mission: To provide an education and the opportunity for ALL students to become productive, life-long learners.

The Central Lyon Community School District will be accepting bids for gasoline and diesel fuel for the period July 1, 2022-June 30, 2023. Please submit all bids to:

Central Lyon Community School
Brent Jorth, Superintendent
1010 S. Greene Street
Rock Rapids, IA 51246

Or via email: bjorth@centrallyon.org

Please call with any questions: 712-739-0867

Bid – Gasoline

Central Lyon Schools have 2 buses and 8 vehicles that use gasoline
July 1, 2021 – June 30, 2022

Discount from Pump Price: .149
Signature: *[Signature]*
Firm: Popkes Car Care, Inc.
Contact Person: Jill Lorenzen
Phone Number: 712-472-3969

Bid – Diesel Fuel

Central Lyon Schools have 7 buses that use gasoline
July 1, 2021 – June 30, 2022

Discount from Pump Price: .149
Signature: *[Signature]*
Firm: Popkes Car Care, Inc.
Contact Person: Jill Lorenzen
Phone Number: 712-472-3969



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Bid – Gasoline

Central Lyon Schools have 2 buses and 8 vehicles that use gasoline
July 1, 2021 – June 30, 2022

Discount from Pump Price: - 12.5¢

Signature: [Handwritten Signature]

Firm: Cooperative Energy Co

Contact Person: Randy Bos

Phone Number: 712-400-8216

Bid – Diesel Fuel

Central Lyon Schools have 7 buses that use gasoline
July 1, 2021 – June 30, 2022

Discount from Pump Price: - 12.5

Signature: [Handwritten Signature]

Firm: Cooperative Energy Co

Contact Person: Randy Bos

Phone Number: 712-400-8216



Central Lyon Community School

Excellence. Integrity. Empowered.

To: Central Lyon School Board
From: Brent Jorth, Superintendent
Date: June 13, 2022
RE: Fees for 2022-23

The following fees are recommended for the 2022-23 school year.

Textbook Fees	2021-22	2022-23
Grades PS-6	\$ 40.00	\$ 40.00
Grades 7-12	50.00	50.00

Activity Tickets	2021-22	2022-23
Family	\$ 200.00	\$ 200.00
Adult	100.00	100.00
Senior Citizen	50.00	50.00
Student	50.00	50.00

Driver's Education	2021-22	2022-23	Recommendation Increase
	\$ 250.00	\$ 275.00	10.0%

Substitute Teacher	2021-22	2022-23	Recommendation Increase
	\$ 120.00	\$ 130.00	8.3%

Meal Prices	2021-22	Recommendation			Alternative 1		Alternative 2	
		2022-23	Increase	2022-23	Increase	2022-23	Increase	
Breakfast (TK-12)	\$ 1.50	\$ 1.75	16.7%	\$ 1.60	6.7%	\$ 1.65	10.0%	
Lunch (TK-6)	2.25	2.60	15.6%	2.40	6.7%	2.45	8.9%	
Lunch (7-12)	2.35	2.70	14.9%	2.50	6.4%	2.55	8.5%	
Second Entrée	2.00	-	-	-	-	-	-	
Second Full Meal	-	3.95	-	3.95	-	3.95	-	
Adult Breakfast	1.70	1.90	11.8%	1.90	11.8%	1.90	11.8%	
Adult Lunch	3.95	4.05*	2.5%	4.05*	2.5%	4.05*	2.5%	
Milk & Juice	0.35	0.40	14.3%	0.40	14.3%	0.40	14.3%	

* USDA sets a minimum adjustment for adult meals, the past 4 years it has been a \$0.10 increase

Meals Served 21-22	Breakfast	Lunch	Total
TK-6	11348	63222	74570
7-12	7031	53683	60714
Total	18379	116905	135284

21-22 Prices	Breakfast	Lunch	Total
TK-6	\$ 17,022.00	142,249.50	\$ 159,271.50
7-12	\$ 10,546.50	126,155.05	\$ 136,701.55
Total	\$ 27,568.50	268,404.55	\$ 295,973.05

22-23 Recommendation	Breakfast	Lunch	Total
TK-6	\$ 19,859.00	164,377.20	\$ 184,236.20
7-12	\$ 12,304.25	144,944.10	\$ 157,248.35
Total	\$ 32,163.25	309,321.30	\$ 341,484.55
Increased Revenue	\$ 4,594.75	40,916.75	\$ 45,511.50
Percent Increase	16.7%	15.2%	15.4%

22-23 Alternative #1	Breakfast	Lunch	Total
TK-6	\$ 18,156.80	151,732.80	\$ 169,889.60
7-12	\$ 11,249.60	134,207.50	\$ 145,457.10
Total	\$ 29,406.40	285,940.30	\$ 315,346.70
Increased Revenue	\$ 1,837.90	17,535.75	\$ 19,373.65
Percent Increase	6.7%	6.5%	6.5%

22-23 Alternative #2	Breakfast	Lunch	Total
TK-6	\$ 18,724.20	154,893.90	\$ 173,618.10
7-12	\$ 11,601.15	136,891.65	\$ 148,492.80
Total	\$ 30,325.35	291,785.55	\$ 322,110.90
Increased Revenue	\$ 2,756.85	23,381.00	\$ 26,137.85
Percent Increase	10.0%	8.7%	8.8%

Drivers Education Costs

4/20/2022

District Name	Outsourced	Resident	Non-Resident
Akron-Westfield	No	\$ 350.00	\$ 350.00
Boyden Hull	No	\$ 295.00	\$ 400.00
Central Lyon	No	\$ 250.00	\$ 250.00
Cherokee	No	\$ 325.00	\$ 375.00
Denison	Deluxe Driving	\$ 350.00	\$ 350.00
Galva Holsten	No	\$ 275.00	\$ 375.00
George Little-Rock	No	\$ 235.00	\$ 300.00
Hinton	No	\$ 325.00	\$ 325.00
Kingsley-Pierson	No	\$ 325.00	\$ 325.00
MMCRU	No	\$ 350.00	\$ 450.00
MOC-Floyd Valley	No	\$ 350.00	\$ 450.00
OABCIG	Deluxe Driving	\$ 375.00	\$ 375.00
River Valley	Deluxe Driving	\$ 350.00	\$ 350.00
Sheldon	No	*N/A	\$ 390.00
Sibley-Ocheyedan	Driven School	\$ 375.00	\$ 375.00
Sioux Center	Driven School	\$ 370.00	\$ 370.00
West Lyon	No	\$ 220.00	\$ 220.00
Woodbury Central	No	\$ 330.00	Resident District Cost

Responses: 18

Average Resident
\$320.59

High Resident
\$375.00

Low Resident
\$220.00

Average Non-Resident
\$354.71

High Non-Resident
\$450.00

Low Non-Resident
\$220.00

*Sheldon does not charge
resident students

Substitute Teacher Pay 22-23

MOC-FV	135
Rock Valley	135
Central Lyon	130
Boyden-Hull	130
Sheldon	130
West Lyon	130
GLR	120
Sibley-O	120

ArWeVa	140
Cherokee	140
Denison	140
Westwood	140
South O'Brien	130
West Monona	130
Galva-H	125
Hinton	125
KP	125
MMCRU	125
MVAO	125
Woodbury Central	125



Central Lyon Community School

Excellence. Integrity. Empowered.

To: Central Lyon School Board

From: Brent Jorth, Superintendent

Date: June 13, 2022

RE: *Annual Appointments 2022-23*

It is recommended the following individuals serve in the federal, state, or locally mandated positions:

- Jackie Wells
 - Board Secretary/Treasurer
 - Title IX Coordinator
 - Affirmative Action/Equity Coordinator

- Randy Waagmeester: District Legal Counsel

- Steve Harman: PS-6th Grade Level 1 Investigator
- Jason Engleman: 7th-12th Grade Level 1 Investigator
- Kate Gerber, PS-6th Grade Level 2 Investigator & Suicide Prevention Coordinator
- Jessica Harman: 7th-12th Grade Level 2 Investigator & Suicide Prevention Coordinator
- Lyon County Sheriff Department: PS-12th Grade Level 3 Investigator

- Brent Jorth: Section 504 Coordinator

Dear Mr. Jorth,

Please accept this letter as my formal notification that I am resigning as a Para at the end of this school year. While the decision to leave was not easy, especially because of the relationships I have built with my coworkers and students; due to financial compensation I need to make this choice for my family.

It is bittersweet to finish this term, I have enjoyed working in the preschool and I will miss my fellow coworkers very much.

Sincerely,

Dani Spykerboer

A handwritten signature in black ink, appearing to read "Dani Spykerboer". The signature is stylized with a large, looped "D" and "S".

To Whom it May Concern:

Per Mr. Jorth's request, I am sending my notice to inform the school board that I need to resign from my current position as a paraeducator for the first semester of the 2022-2023 school year while I complete my student teaching. Once my student teaching is complete, Mr. Jorth has agreed that I will resume my current role as a paraeducator at Central Lyon until my teaching license requirements have been approved. After I am certified, my intent is to pursue a special education teacher position at Central Lyon.

Sincerely,

A handwritten signature in blue ink that reads "Kyra Waletich". The signature is written in a cursive style with a blue ink color.

Kyra Waletich



Central Lyon Community School

Excellence. Integrity. Empowered.

To: Central Lyon School Board

From: Brent Jorth, Superintendent

Date: June 13, 2022

RE: *Hiring Recommendation*

The following hirings are recommended

- Sherri Boeve – Elementary Kitchen Manager
 - Newly created position due to multiple retirements/resignations, job description provided
- Stacy Thiner – Secondary Kitchen Manager
 - Newly created position due to multiple retirements/resignations, job description provided
- Kristi Wright – TLC Mentor
 - Mentor for new hire Bailey Fitch
- District Administrative Assistant
 - Opening created due to retirement of Ina Faye Hilbrands
 - Two (2) candidates have been interviewed – a recommendation will be provided at the Board Meeting
 - Updated job description provided

May 18, 2022

Mr. Brent Jorth

Superintendent

Central Lyon School District

Dear Mr Jorth,

I have reviewed my offered contract for the 2022 – 2023 school year, as well as the new job description for the Kitchen Manager. I am very interested in this position as described.

Please accept this letter as my application for the new position.

Thank you for considering me.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Boeve". The signature is written in black ink and is positioned below the word "Sincerely,".

Sherri Boeve

5/19/2022

Dear Mrs. Tuenge,

I am writing to express my interest in the High School / Middle School Kitchen Manager position.

My area of expertise is working in the High School / Middle School kitchen. I have worked in this area for 15 years and also spent 1 year working in the elementary kitchen.

I have received positive feedback from both students and staff on being pleasant to everyone, being helpful, and accommodating to the staff.

I strive to maintain a positive mindset and work environment for staff, co-workers, and students.

If I am not accepted for the High School / Middle School Kitchen Manager position I would appreciate the ability to maintain my full time status as a kitchen employee.

Sincerely,

Stacy Thiner



Kitchen Manager

Central Lyon Community Schools

Reports to Food Service Director

FLSA Status ___ Exempt X Non-Exempt

Status X Full Time ___ Part Time

X Hourly ___ Salary

Date Revised March 24, 2022

EXECUTIVE SUMMARY

The Kitchen Manager will coordinate and direct the activities of their assigned kitchen (high school/middle school or elementary), including, but not limited to: creating duty assignments as needed, performing skilled cooking duties, directing and supervising personnel assigned to the facility in a pleasant and helpful manner, as well as answering questions and/or making decisions in the Food Service Director's Absence.

ESSENTIAL FUNCTIONS

- Ensure Cooks have a clear knowledge what is expected of them from the Kitchen Manager.
- Available for deliveries, staff, and administration when the Food Service Director is not available.
- Maintain strict confidentiality while performing position duties in an ethical manner.
- Perform position duties following standard operating procedures of the district, local, state, and federal health/food service regulations.
- Maintain safety regulations at all times.
- Maintain work area in a clean and sanitary manner following approved procedures.
- Set up serving line and dish area.
- Serve food in a pleasant, efficient, and sanitary manner following indicated portion sizes.
- Monitor food temperatures.
- Monitor meal components.
- Prepare food for special diets as required.
- Maintain routine records and prepare routine reports.
- Prepare food, trays, silverware, and equipment for return to food preparation kitchen.
- Work as dish machine operator as needed.
- Participate in general cleaning of kitchen areas, storerooms, and kitchen equipment.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

Requires the following (or equivalent qualifications):

- Must possess a high school diploma or GED
- One year of experience in home cooking or institutional cooking

Knowledge and Skills

- Ability to follow oral and/or written directions or instructions
- Ability to relate with students, public, and other employees in a positive manner
- Ability to operate tools and equipment as assigned
- Ability to keep tools and equipment clean and in working order
- Aptitude for high standards of workmanship, cleanliness, and safety for successful completion of tasks
- Knowledge of and ability to follow standard operating procedures of the district, local, state, and federal health/food service regulations

PHYSICAL REQUIREMENTS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance			X
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds		X	
Lift Over 50 Pounds		X	
Operate Motor Vehicle	X		

WORKING CONDITIONS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Evenings	X		
Weekends	X		

TERMS OF EMPLOYMENT

- 7-8 hours for 180 school days, 1440 hours
- Wages and benefits to be determined by the board

EVALUATION

The Kitchen Manager will be evaluated by the Food Service Director at least annually in accordance with law, board policy, and the preceding job description.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____



District Administrative Assistant Central Lyon Community Schools

Reports to Superintendent and Building Principals

FLSA Status ___ Exempt Non-Exempt

Status Full Time ___ Part Time
 Hourly ___ Salary

Last Updated May 17, 2022

JOB SUMMARY

Assists in the effective operation of the school district by serving students, staff, families, and the community in both elementary and secondary offices. This includes providing clerical support to assigned personnel; communicating information to staff, and answer or routing questions from the public to the appropriate staff member. Works directly with the superintendent, school business official, and building principals to complete a variety of state reports and delegated tasks.

ESSENTIAL FUNCTIONS

- Greet students, staff, and visitors; facilitates the check-in and check-out process courteously.
- Demonstrates a positive attitude and maintains professional rapport with students, families, staff, and visitors.
- Performs office routines and practices including, but not limited to:
 - Receive and route all incoming calls.
 - Operate office equipment and technology.
 - Collect deposits for student and staff lunch accounts.
 - Process incoming correspondence (parent notes, vendor invoices, letters, etc.).
 - Maintain student information system with current students, families and staff.
 - Keep the office suite in a pleasant and orderly condition.
- Maintain a daily attendance log for students, teachers, staff, and substitutes.
- Maintain confidentiality and respect the privacy rights of students, families, faculty, and staff in the school operation.
- Other additional duties as assigned.

ADDITIONAL FUNCTIONS

- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.
- Dispense student medication.
- Acts as a "registrar" for students transferring in, and out of the district.
- Assists superintendent and building principals with state reporting.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

Preferred Education and Licensure

- A high school diploma.
- Post-secondary training and/or office experience.
- Knowledge and use of JMC software, or ability to learn.

Knowledge and Skills

- Establishes and maintains effective working relationships with students, staff, and school community.
- Able to manage multiple phone calls and keep inbound and outbound phone logs.
- Possess strong organizational skills and takes initiative to complete needed tasks.
- Applies technology to the position to make it more efficient and effective.
- Able to communicate verbally and in writing
- Computer literate, with the ability to learn new things quickly.
- Creative with a sunny disposition.
- Accepts constructive criticism and suggestions and seek to improve each performance responsibility.
- Perform duties with awareness of all district requirements and Board of Education Policies.

PHYSICAL REQUIREMENTS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position			X
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance	X		
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds	X		
Lift Over 50 Pounds	X		
Operate Motor Vehicle	X		

WORKING CONDITIONS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Evenings	X		
Weekends	X		

TERMS OF EMPLOYMENT

- 1,800 Hours
 - Yearly: August 1 to June 15
 - Daily: 8 Hours
 - Flexible: as requested by the superintendent and building principals
- Wage and benefits to be determined by the board

EVALUATION

The superintendent will provide a written evaluation at least annually in accordance with law, board policy, and the preceding job description.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Central Lyon School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

Memorandum

To: Board of Education

From: Steve Harman, PS-6 Principal

Date: June 2022

Re: Long-term sub

The Central Lyon School District has been notified with a need of an extended leave option toward the beginning of the 2022-2023 school year.

It is recommended to approve the following individual for long-term substitute teachers in the district:

Joleen Metzger

1st Grade

Start in September 2022

Memorandum

To: Central Lyon Board of Education

From: Dan Kruse, Activities Director

Date: June 13th, 2022

Re: Extra-Curricular Positions

Lindsay Huisman has applied for the middle school volleyball coaching position at Central Lyon. Mr. Engleman and Coach Schar recently interviewed Lindsay and felt she was a quality candidate.

It is my recommendation that the board approves the hiring of Lindsay Huisman as a middle school volleyball coach at Central Lyon.

Dan
Kruse



Central Lyon Community School

Excellence. Integrity. Empowered.

To: Central Lyon School Board

From: Brent Jorth, Superintendent

Date: June 13, 2022

RE: *Volunteer Appointments 2022-23*

It is recommended the following individuals serve as volunteers for the 2022-23 school year:

- Medical Assistants
 - Dr. Cody Hoefert
 - Dr. Ross Reynolds
 - Dr. Nick Weber
- FFA Supervisors
 - Dwayne Postma
 - Kristin Rockhill
- Coaches
 - Paul Konechne – High School Wrestling
 - Dwayne Postma – High School Football