

Human Resources Director in accordance with ROCK VALLEY's personnel policies and contracts and shall provide all requisite insurance for the employee, including workers' compensation insurance.

The salary for the Human Resources Director for the **2020-2021** school year is **\$28,710.88**. The benefits for the Human Resources Director for the **2020-2021** school year shall be arranged by ROCK VALLEY and shall be in accordance with ROCK VALLEY's personnel policies and contracts. The total salary and benefits costs to be shared between the parties totals **\$38,543.72**. Vacation days, sick days, and other leave time shall be as specified in ROCK VALLEY's personnel policies and contracts. The salary and benefits provided to the Human Resources Director for services performed, and other terms of employment, may be reviewed and negotiated between the parties while this Agreement is in effect, subject to the provisions of any applicable personnel policies or contracts.

ROCK VALLEY has the sole authority to hire, train, evaluate, discipline, and discharge the Human Resources Director, and the Human Resources Director shall at all times be governed by the personnel policies of ROCK VALLEY. ROCK VALLEY agrees to share the services of the Human Resources Director with CENTRAL LYON and WEST LYON in accordance with this Agreement. It is understood that this Agreement is not and shall not be construed as a contract between the Human Resources Director and CENTRAL LYON or WEST LYON, and the Human Resources Director shall remain, for all purposes, an employee of ROCK VALLEY. It is agreed that representatives of the parties shall meet as needed to discuss issues related to the sharing of the Human Resources Director. ROCK VALLEY shall seek input from CENTRAL LYON and WEST LYON prior to conducting any formal evaluation of the Human Resources Director.

Section 4. Schedule. The Human Resources Director shall maintain a regular day-to-day work schedule for the parties. Approximately **1/3** of the Human Resources Director's time shall be spent performing services for ROCK VALLEY, approximately **1/3** of the Human Resources Director's time shall be spent performing services for WEST LYON and approximately **1/3** of the Human Resources Director's time shall be spent performing services for CENTRAL LYON. It is understood by the parties that a certain amount of flexibility needs to be exercised in this regard and thereby agree to cooperate as needed with respect to scheduling in order to ensure that all required services are provided by the **1/3** of the Human Resources Director to each party.

Section 5. Compensation. CENTRAL LYON agrees to reimburse ROCK VALLEY for services performed by the Human Resources Director in the amount of **1/3** of the total salary and benefits costs and WEST LYON agrees to reimburse ROCK VALLEY for services performed by the Human Resources Director in the amount of **1/3** of the total salary and benefits costs, as outlined above, actually paid to the Human Resources Director by ROCK VALLEY under the employment contract during the term of this Agreement. Said amount shall be paid by CENTRAL LYON and WEST LYON in **annual** installments within thirty (30) days of receipt of invoice from ROCK VALLEY.

Each party shall be responsible for any reimbursable travel or other expenses incurred by the Human Resources Director on its behalf pursuant to this Agreement. In the event such expenses jointly benefit the parties, CENTRAL LYON shall be responsible for **1/3** of the actual costs, West Lyon shall be responsible for **1/3** of the actual costs, and ROCK VALLEY shall be responsible for **1/3** of the actual costs. Such payments shall be made within thirty (30) days of receipt of invoice documenting the expenses. The boards of directors of each party must pre-approve registration, travel, lodging, meals and other associated expenses related to out-of-state professional or other related meetings or activities.

A breakdown of the estimated payment/reimbursement obligations for each party for the 2020-2021 school year is attached to this Agreement as Exhibit C and is incorporated herein by reference.

Section 6. Insurance. Each of the parties shall carry comprehensive general liability insurance for protection of such party from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person and/or property due directly or indirectly to the actions or inactions of the Human Resources Director while performing services for the party. The liability insurance shall also provide protection for the Human Resources Director to the extent allowed by law. Liability insurance policies shall have limits of not less than **\$1,000,000** per occurrence and **\$2,000,000** annual aggregate, which limits may be met with a combination of primary and umbrella policies. ROCK VALLEY shall also carry workers' compensation insurance in the amount as required by law and employers' liability insurance in an amount of not less than **\$500,000**. Any claims turned in will be submitted under the district's policy where the incident occurred.

All required insurance shall be obtained from issuers of recognized responsibility licensed to do business in the State of Iowa. Each party shall be furnished with a certificate of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least thirty (30) calendar days' prior written notice to the other party to this Agreement.

Section 7. Indemnification. To the extent permitted by law, each party shall indemnify and hold harmless the other party from and against any and all claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney fees, arising out of (i) the actions or inactions of the Human Resources Director while performing services for the indemnifying party, or (ii) any negligence or breach of this Agreement by the indemnifying party.

Section 8. Termination. This Agreement shall terminate upon the expiration of the term set forth in this Agreement or any mutually agreed upon renewal term. However, this Agreement shall terminate prior to expiration of said term in the event that ROCK VALLEY no longer employs **Amanda Jorth** as the Human Resources Director or in the event state sharing incentive dollars are eliminated by legislative action. In addition, this Agreement may be terminated upon the mutual agreement of the parties at any time. CENTRAL LYON and WEST LYON agree not to recruit or offer employment to the Human Resources Director within a 12 month period immediately following any termination of this Agreement, unless otherwise agreed to by ROCK VALLEY in advance.

Section 9. Notices. All notices or other communications to be given under this Agreement shall be deemed given when either personally delivered or mailed by first class mail, postage prepaid, with proper address to the following addresses until otherwise notified:

TO CENTRAL LYON:

CENTRAL LYON Community School District
Attn: Superintendent
1010 S. Greene Street
Rock Rapids, Iowa 51246

TO ROCK VALLEY: ROCK VALLEY Community School District
Attn: Superintendent
1712 20th Avenue
Rock Valley, Iowa 51247

TO WEST LYON: WEST LYON Community School District
Attn: Superintendent
1787 182nd Street
Inwood, IA 51240

Section 10. Status of Parties. It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall a party be liable for the debts or obligations of another party.

Section 11. Assignment. Neither party may assign this Agreement or subcontract any of the duties in whole or in part, without the prior written agreement of the other party. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.

Section 12. Entire Agreement; Amendments. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No change in, additions to, or deletions from this Agreement shall be valid unless agreed to in writing by the parties.

Section 13. Severability. In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

Section 14. Governing Law and Forum. The parties agree that this Agreement shall be governed by Iowa law and the parties consent to the jurisdiction of the Iowa District Court for Sioux County for all matters relating to this Agreement.

Section 15. Compliance with Laws. Notwithstanding anything herein to the contrary, each party shall comply with all laws and regulations applicable to the performance of its obligations under this Agreement.

Section 16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but together shall constitute the same instrument.

THIS AGREEMENT has been approved by appropriate action and duly executed by the parties on the dates written below.

CENTRAL LYON COMMUNITY SCHOOL DISTRICT ROCK VALLEY COMMUNITY SCHOOL DISTRICT

By _____

By _____

Name: _____

Name: _____

Title: Board President

Title: Board President

Date: _____

Date: _____

ATTEST:

ATTEST:

Board Secretary

Board Secretary

EXHIBIT A

Director of Human Resources

Title: Director of Human Resources

Reports to: Superintendents in shared districts (Central Lyon, Rock Valley & West Lyon CSD)

Contract: Salary: Competitive Salary and Benefit Package
Length: Part-time, 3 days per week for 12 months

Job Summary:

This position coordinates the human resource functions for three school districts regarding policy development and assisting the business office and supervisors in their human resource endeavors.

Responsibilities:

- Review and update employee handbook, job descriptions, and employee evaluation systems
- Review and update School Board Policies
- Coordinate electronic application process, and review advertising and posting of open positions
- Recruit, screen and assist with the employment process
- Review and improve new hire orientation/on-boarding processes
- Facilitate employee training and continuous improvement efforts
- Review yearly staffing lists and contracts for accuracy
- Network with other districts in the state
- Actively support all supervisors in personnel issues
- Other duties as assigned by superintendents

Knowledge, Skills and Abilities:

- Establish and maintain effective working relationships with students, staff, and school community
- Demonstrate effective communication by speaking clearly and concisely both in oral and written formats
- Perform duties with awareness of all district requirements and Board of Education Policies
- Apply technology to the position to make it more efficient and effective

Qualifications:

- Prior human resource or school business experience preferred, but not required.

Exhibit B

Other Duties for HR Director:

- post and update approved job postings internally and on TeachIowa
- collect new/updated employee paperwork
- process background checks
- process new/updated information for employees in Software Unlimited/Grantwood, Frontline
- enter employee contracts in Software Unlimited/Grantwood
- process employee benefit enrollment and changes (403(b), insurance, etc)
- monitor employee leave requests to ensure compliance with FMLA and process FMLA requests
- monitor vacation sellback
- workers compensation - EMC
- create/maintain job descriptions
- create/maintain employee handbooks
- prepare employee contracts
- maintain applications and personnel records in accordance with state and federal guidelines, equal employment opportunity, Title IX, affirmative action regulations and guidelines
- update employee notifications (posters, 403(b) emails, etc)
- Fall BEDS Staff reporting in EdPortal

EXHIBIT C

(Breakdown of Estimated Payment/Reimbursement Obligations for **2020-2021** School Year)

Amanda Jorth Sharing Agreement

Salary	\$28,710.88
FICA	\$2,196.38
IPERS	\$2,710.31
Health Ins	\$4,782.60
Work Comp	\$143.55
Total	\$38,543.72

*Amanda will be provided 60% of the full single insurance premium to match the 3/5 contracted work week. Amanda may choose to remain on the family plan in Central Lyon with the districts paying for the difference between the family plan and the plan that her husband receives as the superintendent of schools, as long as it does not exceed 60% of Rock Valley's full single premium.



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.

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: June 5, 2020

RE: Shared Transportation Director Contract for 2020-21

It is recommended the shared contract for transportation director with George-Little Rock be approved.

Due to athletic sharing programs, it is mutually beneficial for Central Lyon and George-Little Rock to share a transportation director.

If approved, George-Little Rock would reimburse Central Lyon salary and benefits costs totaling \$35,093.60 in 2020-21. Central Lyon would be responsible for \$52,640.40 in salary and benefits.

If approved, Central Lyon would realize \$12,509.60 in general fund savings in 2020-21.

If approved, Central Lyon would begin to generate supplemental weighting in the amount of five (5) students in the 2021-22 school year. Using FY21 per pupil funding, this would equate to an additional \$35,415 for an annual general fund minimum savings of \$47,924.60.

**AGREEMENT BETWEEN
CENTRAL LYON COMMUNITY SCHOOL DISTRICT
AND
GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT
FOR SHARED TRANSPORTATION DIRECTOR**

THIS AGREEMENT is made and entered into as of this **1 July 2020**, by and between the Central Lyon Community School District (hereinafter "CENTRAL LYON") and the George-Little Rock Community School District (hereinafter "GEORGE-LITTLE ROCK").

WHEREAS, both CENTRAL LYON and GEORGE-LITTLE ROCK are public school corporations organized and existing under the laws of the State of Iowa; and

WHEREAS, both CENTRAL LYON and GEORGE-LITTLE ROCK requires the services of a Transportation Director for the **2020-2021** school year; and

WHEREAS, Iowa Code Section 280.15 provides that two or more public school districts may jointly employ and share the services of any school personnel; and

WHEREAS, Iowa Code Section 257.11(7) authorizes financial incentives for operational sharing among public school districts; and

WHEREAS, CENTRAL LYON and GEORGE-LITTLE ROCK have determined that it is in the best interests of each of them to share the services of a Transportation Director employed by CENTRAL LYON, pursuant to the terms of this Agreement.

NOW, THEREFORE, the parties agree as follows:

Section 1. Purpose. The purpose of this Agreement is to provide a means by which the parties may share the services of a Transportation Director. This Transportation Director shall be designated as **Jeremy Sprock**.

The Transportation Director shall perform such duties in relationship to each party as prescribed by the respective job descriptions for the Transportation Director for each party, the employment contract for the Transportation Director, and any applicable policies or rules adopted by each party. The job description for the Transportation Director for both CENTRAL LYON and GEORGE-LITTLE ROCK are attached to this Agreement as Exhibit A.

Section 2. Duration. This Agreement shall become effective on **July 1, 2020**, and shall remain in effect until **June 30, 2021**, unless otherwise terminated as provided in this Agreement. The Agreement may be renewed for additional terms of one year each as mutually agreed upon by the parties in writing.

Section 3. Administration. CENTRAL LYON shall be the employer of the Transportation Director for purposes of this Agreement and for purposes of compliance with all federal and state laws relating to employment. As the employer, CENTRAL LYON shall provide and pay for any wages and benefits due the Transportation Director in accordance with CENTRAL LYON's personnel policies and contracts and shall provide all requisite insurance for the employee, including workers' compensation insurance.

The salary for the Transportation Director for the **2020-2021** school year is **\$65,500**. The benefits for the Transportation Director for the **2020-21** school year shall be arranged by CENTRAL LYON and shall be in accordance with CENTRAL LYON's personnel policies and contracts. The total salary and benefits costs to be shared between the parties totals **\$87,734**. Vacation days, sick days, and other leave time shall be as specified in CENTRAL LYON's personnel policies and contracts. The salary and benefits provided to the Transportation Director for services performed, and other terms of employment, may be reviewed and negotiated between the parties while this Agreement is in effect, subject to the provisions of any applicable personnel policies or contracts.

CENTRAL LYON has the sole authority to hire, train, evaluate, discipline, and discharge the Transportation Director, and the Transportation Director shall at all times be governed by the personnel policies of CENTRAL LYON. CENTRAL LYON agrees to share the services of the Transportation Director with GEORGE-LITTLE ROCK in accordance with this Agreement. It is understood that this Agreement is not and shall not be construed as a contract between the Transportation Director and GEORGE-LITTLE ROCK, and the Transportation Director shall remain, for all purposes, an employee of CENTRAL LYON. It is agreed that representatives of the parties shall meet as needed to discuss issues related to the sharing of the Transportation Director. CENTRAL LYON shall seek input from GEORGE-LITTLE ROCK prior to conducting any formal evaluation of the Transportation Director.

Section 4. Schedule. The Transportation Director shall maintain a regular day-to-day work schedule for the parties. Approximately **3/5** of the Transportation Director's time shall be spent performing services for CENTRAL LYON and approximately **2/5** of the Transportation Director's time shall be spent performing services for GEORGE-LITTLE ROCK. It is understood by the parties that a certain amount of flexibility needs to be exercised in this regard and thereby agree to cooperate as needed with respect to scheduling in order to ensure that all required services are provided by the Transportation Director to each party.

Section 5. Compensation. GEORGE-LITTLE ROCK agrees to reimburse CENTRAL LYON for services performed by the Transportation Director in the amount of **2/5** of the total salary and benefits costs and CENTRAL LYON for services performed by the Transportation Director in the amount of **3/5** of the total salary and benefits costs, as outlined above, actually paid to the Transportation Director by CENTRAL LYON under the employment contract during the term of this Agreement. Said amount shall be paid by GEORGE-LITTLE ROCK in **annual** installments within thirty (30) days of receipt of invoice from CENTRAL LYON.

Each party shall be responsible for any reimbursable travel or other expenses incurred by the Transportation Director on its behalf pursuant to this Agreement. In the event such expenses jointly benefit the parties, CENTRAL LYON shall be responsible for **3/5** of the actual costs and GEORGE-LITTLE ROCK shall be responsible for **2/5** of the actual costs. Such payments shall be made within thirty (30) days of receipt of invoice documenting the expenses. The boards of directors of each party must pre-approve registration, travel, lodging, meals and other associated expenses related to out-of-state professional or other related meetings or activities.

A breakdown of the estimated payment/reimbursement obligations for each party for the 2020-2021 school year is attached to this Agreement as Exhibit B and is incorporated herein by reference.

GEORGE-LITTLE ROCK agrees to reimburse **Mr. Sprock** for expenses related to utilizing his personal cellular telephone. **Mr. Sprock** will provide GEORGE-LITTLE ROCK with an invoice for reimbursement.

Section 6. Insurance. Each of the parties shall carry comprehensive general liability insurance for protection of such party from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person and/or property due directly or indirectly to the actions or inactions of the Transportation Director while performing services for the party. The liability insurance shall also provide protection for the Transportation Director to the extent allowed by law. Liability insurance policies shall have limits of not less than **\$1,000,000** per occurrence and **\$2,000,000** annual aggregate, which limits may be met with a combination of primary and umbrella policies. CENTRAL LYON shall also carry workers' compensation insurance in the amount as required by law and employers' liability insurance in an amount of not less than **\$500,000**. Any claims turned in will be submitted under the district's policy where the incident occurred.

All required insurance shall be obtained from issuers of recognized responsibility licensed to do business in the State of Iowa. Each party shall be furnished with a certificate of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least thirty (30) calendar days' prior written notice to the other party to this Agreement.

Section 7. Indemnification. To the extent permitted by law, each party shall indemnify and hold harmless the other party from and against any and all claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney fees, arising out of (i) the actions or inactions of the Transportation Director while performing services for the indemnifying party, or (ii) any negligence or breach of this Agreement by the indemnifying party.

Section 8. Termination. This Agreement shall terminate upon the expiration of the term set forth in this Agreement or any mutually agreed upon renewal term. However, this Agreement shall terminate prior to expiration of said term in the event that CENTRAL LYON no longer employs **Jeremy Sprock** as the Transportation Director or in the event state sharing incentive dollars are eliminated by legislative action.

In addition, this Agreement may be terminated upon the mutual agreement of the parties at any time. GEORGE-LITTLE ROCK agrees not to recruit or offer employment to the Transportation Director within a 12 month period immediately following any termination of this Agreement, unless otherwise agreed to by CENTRAL LYON in advance.

Section 9. Notices. All notices or other communications to be given under this Agreement shall be deemed given when either personally delivered or mailed by first class mail, postage prepaid, with proper address to the following addresses until otherwise notified:

TO CENTRAL LYON:	CENTRAL LYON Community School District Attn: Superintendent 1010 S. Greene Street Rock Rapids, Iowa 51246
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TO GEORGE-LITTLE ROCK:	GEORGE-LITTLE ROCK Community School District Attn: Superintendent 500 E. Indiana Ave. George, IA 51237
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Section 10. Status of Parties. It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or

like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall a party be liable for the debts or obligations of another party.

Section 11. Assignment. Neither party may assign this Agreement or subcontract any of the duties in whole or in part, without the prior written agreement of the other party. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.

Section 12. Entire Agreement; Amendments. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No change in, additions to, or deletions from this Agreement shall be valid unless agreed to in writing by the parties.

Section 13. Severability. In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

Section 14. Governing Law and Forum. The parties agree that this Agreement shall be governed by Iowa law and the parties consent to the jurisdiction of the Iowa District Court for Lyon County for all matters relating to this Agreement.

Section 15. Compliance with Laws. Notwithstanding anything herein to the contrary, each party shall comply with all laws and regulations applicable to the performance of its obligations under this Agreement.

Section 16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but together shall constitute the same instrument.

THIS AGREEMENT has been approved by appropriate action and duly executed by the parties on the dates written below.

CENTRAL LYON COMMUNITY SCHOOL

GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT

By _____

By _____

Name: _____

Name: _____

Title: Board President

Title: Board President

Date: _____

Date: _____

ATTEST:

ATTEST:

Board Secretary

Board Secretary

EXHIBIT A

Central Lyon School District (contract holder) & George Little-Rock School District

Job Title: Transportation Director

Reports to: Superintendents at Central Lyon & George-Little Rock CSDs

Supervises: All Transportation Department Personnel

FLSA Status: ☒ Exempt ☐ Non-Exempt

Status: ☒ Full Time ☐ Part Time
☐ Hourly ☒ Salary

DATE REVISED: April 8, 2020

EXECUTIVE SUMMARY

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by each district's schools.

ESSENTIAL FUNCTIONS

- Inspect all school vehicles.
- Monitor mileage, schedule servicing and/or repair of school vehicles as needed.
- Prepare for bus inspections.
- Work with the Superintendent to establish a preventative maintenance schedule to address immediate, short-term, and long-term needs of the fleet.
- Prepare bid specifications and obtain quotes for repairs, purchases as directed by the Superintendent.
- Work with the Superintendent to establish bus routes and evaluate the routes for safety and efficiency.
- Work with the Superintendent to establish a rotational spending plan for fleet management.
- Schedule and conduct bus evacuation drills for transportation staff, students, and district employees.
- Other additional duties as assigned and mutually agreed upon by the Superintendents of both school districts.

ADDITIONAL FUNCTIONS

- Conforms to all state laws and regulations regarding school transportation.
- Maintains safety standards to conform to state and insurance regulations and develops a program of preventive safety.
- Submits all reports required by state authorities.
- Recruits, trains, evaluates and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release. Obtains sub-drivers as necessary.
- Develops and administers a transportation program to meet all the requirements of the daily instructional program (including special education programs) and extra-curricular activities.
- Manages requests and assignment of transportation requests for activity trips and special trips after notification of need for transportation.
- Cooperates with school Principals and others responsible for planning special school trips.
- Advises Superintendent on road hazards for decision on school closing during inclement weather.
- Attends appropriate committee and staff meetings.
- Authorizes purchases in accordance with budgetary limitations and district rules.
- Approves transportation payroll on monthly basis, including wage and hour requirements and leave requests.
- Completes and dispatches insurance reports.

ADDITIONAL FUNCTIONS - CONTINUED

- Takes an active role in solving discipline problems occurring on school buses, in conjunction with building administrators.
- Acts as liaison with parents for complaints and special requests regarding transportation, in conjunction with building administrators.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED**Preferred Education and Licensure**

- A high school diploma.
- Must have working knowledge of bus repair and maintenance.
- Must have management skills and preferably experience in personnel management.
- Hold a valid driver's license, chauffeur's license, (CDL approved), and Iowa School Bus Driver's permit.

Knowledge and Skills

- Possess strong organizational ability and managerial skills.
- Able to communicate verbally and in writing and computer literate.
- Able to understand and implement the guidelines of the Department of Education and Board of Education which relates to student transportation.
 - Establish and maintain effective working relationships with students, staff, and school community
 - Demonstrate effective communication by speaking clearly and concisely both in oral and written formats
 - Perform duties with awareness of all district requirements and Board of Education Policies
 - Apply technology to the position to make it more efficient and effective

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

- Twelve-month contract
- Salary and benefits to be determined by the board

EVALUATION

The Transportation Director will be evaluated by the Superintendents 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 Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

EXHIBIT B

Breakdown of Estimated Payment/Reimbursement Obligations for **2020-21** School Year

Jeremy Sprock Sharing Agreement

Salary	\$65,500.00
FICA	\$5,011.00
IPERS	\$6,183.00
Health Ins	\$11,040.00
Total	\$87,734.00

Central Lyon	George-Little Rock
\$52,640.40	\$35,093.60
Total	\$87,734.00



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.

MEMO

TO: Central Lyon Board of Education
FROM: Brent Jorth, Superintendent
DATE: June 5, 2020
RE: Leadership Team Salaries for 2020-21

It is recommended the following salary increases for leadership team members be approved:

- Brent Jorth, Superintendent: \$132,000 (TBD - tabled until evaluation special meeting, date to be determined)
- Jackie Wells, School Business Official: \$65,000 (7.86%)
- Steve Breske, Facilities, Infrastructure and Maintenance Director: \$66,000 (10.15%)
- Jason Engelman, Secondary Principal and Co-Activities Director: \$90,000 (5.51%)
- Steve Harman, Elementary Principal: \$98,550 (2.00%)
- Dan Kruse, Co-Activities Director: \$6,852 (3.04%)
- Curtis Eben, Technology Director: \$73,555 (3.03%)
- Geoff Kruse, Technology Administrator: \$65,215 (3.03%)
- Jeremy Sprock, Shared Transportation Director with George-Little Rock: \$65,500 (17.72%)
- Jeff Jaeger, Juvenile Court School Liaison Officer: \$44,955 (3.03%)

Leadership team salary and benefit costs will increase \$40,877 in 2020-21.

Savings due to retirement and sharing in the leadership team:

- Retirement: \$47,069
- Sharing Incentives: \$35,076
 - HR Director: \$22,567
 - Transportation Director: \$12,509
- Total: \$82,145

Net Leadership Team Costs: (\$41,268)



Central Lyon Community School

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

MEMO

TO: Central Lyon Board of Education
FROM: Brent Jorth, Superintendent
DATE: June 5, 2020
RE: Change Order – 1968 Restroom and Locker Room Remodel

Due to unforeseen circumstances, a change order for \$22,663 is submitted for a steel decking, installation, and related materials and equipment.

The decking from 1968 had deteriorated so significantly that it was necessary to remove and replace what was originally installed in 1968. Due to changes in code, additional steel reinforcement is needed to ensure that when the concrete, tile, and bathroom finishes are installed that the first floor and commons spaces are not compromised due to the weight of the second floor materials and equipment.

The contract afforded \$66,000 in contingency costs, with this change order – approximately \$30,000 will remain in contingencies.

P.O. BOX 708
426 2nd AVE. N.E.
Phone (712) 546-4135
Fax (712) 546-1536



GENERAL CONTRACTOR

DATE: 5/22/2020

RE: Central Lyon Community School District Elem. School RR/LR Remodel Phase 2

ATTN: Terry Glade

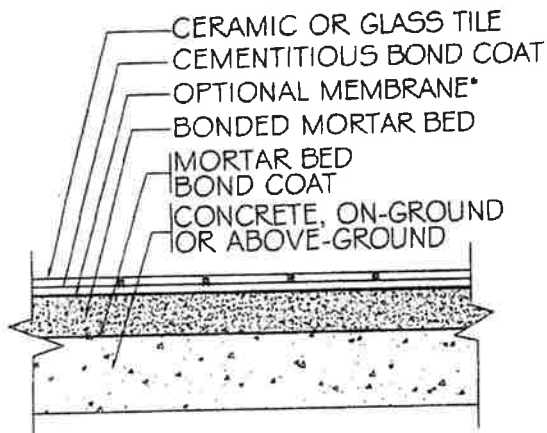
RFP 02 Decking Replacement Flr 2 and Girls Shower

Item#	Contractor	Description	Own Work	Subcontractor
1	Wiltgen	Remove Decking/Weld/Prep for new material	\$1,560.00	
	Wiltgen	Decking Material Shower and Flr2/Steel Flr 2 Material	\$4,746.00	
	Wiltgen	Steel Labor Fabrication raw material/Labor Install	\$4,292.00	
	Wiltgen	Steel Supports Girls Shower Material	\$1,695.00	
		Labor	\$1,600.00	
	Great Plains	Flr 2 Waterproof membrane/Expansion Joint		\$1,680.00
	Great Plains	Bonded Mortar Bed Girls Shower Labor		\$1,760.00
		CMBA Signature REQUIRED Material		\$3,120.00
	Prairie Sons	Expedited Delivery		\$250.00
	Wiltgen	Concrete Replacement Girls Shower	(\$700.00)	
			\$13,193.00	\$6,810.00
			10%	6%
		General Requirements	\$1,319.30	\$408.60
			5%	4%
		Profit	\$659.70	\$272.40
		SUBTOTAL	\$15,172.00	\$7,491.00
		TOTAL COST CHANGE		\$22,663.00

Sincerely yours,
Wiltgen Brothers Inc.
Ryan Wiltgen, President

F112-20

- On-Ground or Above-Ground Concrete
- Bonded Mortar Bed
- Ceramic Tile, Glass Tile



*USE OF A MEMBRANE IS OPTIONAL.
SEE MEMBRANE OPTIONS.

Recommended Uses

- For slab-on-ground construction where no bending stresses occur and for above-ground structural slabs where tile installation is 100 square feet or less.
- For areas where leveling, flattening, or contouring of finish floor height is required, such as commercial kitchens and gang showers.
- For areas where floor flatness is critical, such as when tiles with any edge longer than 15" are specified or where accessibility is a concern.
- For areas with in-slab hydronic tubing.

Service Rating

- Extra heavy.
- When glass tile is used, service rating may be lower.

Environmental Exposure Classifications

- Res1, 2, 3, 5; Com1, 2, 3, 5.
- May be suitable for exterior applications in areas not subject to freeze/thaw cycling when appropriate precautions are taken, including expansion joint placement, proper slope, waterproofing, and material selection.
- For installations that may be exposed to staining, specify tile and grout suitable for exposure. Consult product manufacturers; see also "Product Selection Guides."
- For installations that may be exposed to staining and/or chemical attack, see also F114, F132, and F134.

Typical Weight of Tile Installation

- 15 pounds/square foot with $\frac{3}{4}$ " mortar bed. Add 3 pounds/square foot for each additional $\frac{1}{4}$ " of mortar bed.
- Does not include weight of substrate. See "Appendix B"

for assumptions, included materials, and their individual weights.

Limitations

- Not for use over above-ground structural slabs or other floors subject to movement and/or deflection except where tile installation is 100 square feet or less. See Notes.
- Above-ground structural slabs and other floors subject to movement and/or deflection requires additional consideration by design professional to accommodate movement and/or deflection. Setting materials with improved bond strength and deformability are required.

Membrane Options

- A waterproof membrane (A118.10) may be specified to prevent moisture intrusion. Specifier shall indicate if complete waterproofing is required, including if/how membrane connects to drain assembly, if base flashing is required, and treatment at other termination points.
- Check with membrane manufacturers for suitability for applicable conditions, as not all membranes are suitable for steam, high temperature, and/or chemical exposure, exterior use, use over above-ground structural slabs, use over pourable underlayments, use with radiant heat, or use over concrete with excessive moisture vapor transmission and/or alkalinity. Membrane may also affect service rating.
- When glass tile is used, consult glass tile manufacturer for membrane options and recommendations.

Requirements

- Mortar bed thickness— $\frac{3}{4}$ " minimum to 2" maximum.
- Slab to be well cured, dimensionally stable, and free of cracks, waxy, or oily films including curing compounds.
- Mortar beds in excess of 2" thick shall be detailed by architect.
- Above-ground—above-ground installations are inherently more susceptible to vibration and deflection. Grout and mortar manufacturers to warrant product suitability.

Materials

- Multiple options exist for membranes, mortars, grouts, and other materials and *must be clearly specified* to be included. If not specifically indicated, optional materials are not included and mortar/grout choice defaults to minimum performance specification indicated. Consider each system component and intended use to determine minimum requirements and to specify options.
- Ceramic tile—ANSI A137.1.
- Glass tile, when used—ANSI A137.2; see also "Glass Tile Selection and Installation Guide," and consult tile manufacturer for service rating and environmental exposure classification recommendations. Not all glass tiles are suitable.

- Cementitious grout—ANSI A118.6 or better or ISO CG1 or better. When glass tile is used, specify grout designated by tile and grout manufacturers.
- Cementitious bond coat (on-ground)—portland cement paste on a mortar bed that is still workable. For a cured mortar bed, follow recommendations below to select appropriate bonding mortar:
 - When a waterproof membrane is not used—ANSI A118.1 or better or ISO C1 or better.
 - When a waterproof membrane is used—ANSI A118.4 or better or ISO C2S1 or better unless ANSI A118.1 or ISO C1 is recommended by membrane manufacturer.
 - When porcelain tile is used—ANSI A118.4 or better or ISO C2 or better.
 - When glass tile is used, specify mortar designated by tile and mortar manufacturers. Bond coat color will impact the final appearance of translucent glass tile. Specifier shall confirm bond coat color is acceptable.
- Cementitious bond coat (above-ground)—portland cement paste on a mortar bed that is still workable. For a cured mortar bed, follow recommendations below to select appropriate bonding mortar:
 - Must be recommended by manufacturer for above-ground use.
 - When a waterproof membrane is not used—ANSI A118.15 or better or ISO C2S1 or better.
 - When a waterproof membrane is used—ANSI A118.4 or better or ISO C2S1 or better unless ANSI A118.1 or ISO C1 is recommended by membrane manufacturer.
 - When glass tile is used, specify mortar designated by tile and mortar manufacturers. Bond coat color will impact the final appearance of translucent glass tile. Specifier shall confirm bond coat color is acceptable.
- Waterproof membrane, when used—ANSI A118.10.
- Mortar bed—ANSI A108.1A.
- Mortar bed bond coat—portland cement slurry.

Materials for Green/Sustainable Design

- See “Green Building Standards and Green Product Selection Guide” and consult manufacturers and suppliers for product sustainability and contribution to green building design.
- Consider specifying tile and installation materials that meet ANSI A138.1, the *American National Standard Specifications for Sustainable Ceramic Tiles, Glass Tiles, and Tile Installation Materials*.

Preparation by Other Trades

- Floor systems over which tile will be installed shall be in conformance with the IRC for residential applications, the IBC for commercial applications, or applicable building codes. Maximum allowable substrate

deflection under live load not to exceed $1/360$. See also “Substrate Requirements.”

- When concentrated loads (scissor lifts, pallet jacks, automobiles, forklifts, etc.) will be used on an above-ground tiled floor, the engineer and/or specifier shall specify a substrate to accommodate the concentrated loads. Owner/specifier is responsible for protecting the tilework from damage, including allowing sufficient time for installed materials to cure properly.
- Slab to have steel trowel and fine broom finish with no curing compounds used. When used, mechanical scarifying is necessary.
- Slope, when required, to be in subfloor.
- Maximum allowable variation in the installation substrate (concrete)— $1/4$ " in 10' from the required plane.

Movement Joint (architect must specify type of joint and show location and details on drawings)

- Movement joints—mandatory according to EJ171. For above-ground installations, additional movement joints are required.
- When glass tile is used, adhere to more frequent placement recommendations within the ranges listed in EJ171.

Installation Specifications

- Tile—ANSI A108.1A, .1B, or .1C. A108.1B required if membrane to be used.
- Glass tile—ANSI A108.14, .15, .16, or manufacturer's directions.
- Cementitious grout—ANSI A108.10.
- Waterproof membrane—ANSI A108.13.
- Movement Joints—EJ171 and ASTM C1193.

Notes

- F111 is preferred over above-ground structural slabs and other floors subject to movement and/or deflection.
- Above-ground—not all mortars, grouts, and membranes are suitable for above-ground use. Check manufacturer recommendations.
- For hydronic tubing on top of the slab when using a mortar bed, see RH117.
- For waterproofing below mortar bed (unbonded), see F121.
- When glass tile is used, see “Glass Tile Selection and Installation Guide,” and consult manufacturer for recommendations and requirements.



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.

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: June 5, 2020

RE: Change Order – 1968 Restroom and Locker Room Remodel – Kitchen Hood

Due to 7th and 8th Grade students transitioning to the secondary commons for breakfast and lunch in the fall of 2020-21, Food Service Director Darsha Tuenge has recommended that a new industrial stove and range be purchased to prepare and keep food warm for students. This will require the installation of a hood and require engineering and coordination with different contractors.

Attached is a brief summary from Norm TeKrony – a mechanical engineer from EDA in Sioux Center – who is also working on the 1968 Restroom and Locker Room Remodel project.

I have a construction meeting on Monday, June 8 at 11:00. I will be visiting with Wiltgen and the other subcontractors to gauge their ability to include this additional project within the scope of the current remodel.

A recommendation for this project will be provided at the Monday, June 8, board meeting.

Brent Jorth

From: Norm TeKrony <norm.tekrony@edaengineers.com>
Sent: Thursday, June 4, 2020 4:35 PM
To: Brent Jorth
Cc: Steve Breske
Subject: RE: HS Kitchen/Concession Stand Hood

Brent,

Our cost opinion of the probable cost to install the kitchen hood in the high school kitchen is \$40,000. This cost is based on the following criteria:

1. Hood is sized for a 6-burner range with oven and a double convention oven.
2. The existing air handling unit serving the high school commons would be utilized to provide the makeup air required for the hood. The AHU would be modified as needed to provide the required makeup air.
3. The cost includes gas piping to the kitchen equipment, the kitchen hood, exhaust duct and exhaust fan on the roof. Estimated costs for installation of this equipment is also included.
4. The cost of the kitchen cooking equipment is not included.
5. The design fees are not included in the cost opinion and as discussed will be billed on an hourly basis.

The hood has a estimated ship date of 5-6 weeks after approval of shop drawings so it may be possible to have this work done as a change order to the existing restroom remodel project. Based on this timeline the hood installation may not be complete by the start of the new school year, so the school would need to decide if this is workable for the use of the High School Kitchen area.

Please call to discuss.

Thanks
Norman TeKrony, PE, LEED AP
President
Mechanical Department Head



Engineering Design Associates, Inc.
385 12th Street NE
Sioux Center, IA 51250
Phone: 712-722-0228

From: Brent Jorth <bjorth@centrallyon.org>
Sent: Wednesday, June 3, 2020 10:27 AM
To: Norm TeKrony <norm.tekrony@edaengineers.com>
Cc: Steve Breske <SBreske@centrallyon.org>
Subject: RE: HS Kitchen/Concession Stand Hood

That works great – I was hoping to share an update with our school board at our meeting on Monday.

Thanks again.

Onward Lions,

Memorandum

To: Central Lyon Board of Education

From: Darsha Tuenge, Central Lyon Food Service Director

Date: June 8, 2020

RE: Dairy Bid 2020-2021 School Year

We sent out Dairy bid info to 3 dairies and received only 1 back, which is the dairy we have used for the past several years. They serve most, if not all, schools in the Northwest part of the State.

Dean Foods submitted very good pricing for the 2020-21 school year. It is the same price and lower on most items we requested prices for.

I recommend Dean Foods Dairy for the 2020-2021 school year.



Dean Dairy 2020-21 Dairy Bid

May 20

7251

Le Mars Office

1345 12th Ave SW
Le Mars, IA 51031

Lincoln Office

220 SW 32nd Street
Lincoln, NE 68522



Bill To: 111458

ROCK RAPIDS-CENTRAL LYON COMMUNITY SCHOOL

Dean Foods would like the opportunity to bid on your schools dairy program for the upcoming 20-21 school year. Please see the below bid prices quoted for the month printed in the top right corner. If you have any questions regarding the bid, please contact Debra Carlson at: Email: debra_carlson@deanfoods.com - Phone: 712-548-2200 - Fax: 712-548-5809

Milk	Carton	Item #	Escalator
8oz LOL DairyPure Whole	Paper	56969	
8oz LOL DairyPure 2%	Paper	56986	
8oz LOL DairyPure 1%	Paper	56982	0.1890
8oz LOL DairyPure Skim	Paper	56984	0.1880
8oz TM 1% Chocolate (Squat - 48 per case)	Paper	47284	0.2141
8oz TM Fat Free Chocolate	Paper	45837	0.1951
8oz TM Fat Free Strawberry	Paper	46073	0.2003
Gallon LOL DairyPure Whole	Plastic	56826	
Gallon LOL DairyPure 2%	Plastic	56832	
Gallon LOL DairyPure 1%	Plastic	56840	
Gallon LOL DairyPure Fat Free Skim	Plastic	56836	
Half Gallon LOL DairyPure 2%	Plastic	56923	
Quart LOL DairyPure Buttermilk	Paper	58759	

Other	Carton	Item #	Escalator
Gallon Orchard Pure Orange Juice	Plastic	57741	3.6728
Half Gallon Orchard Pure Orange Juice	Plastic	57739	2.1009
12oz Orchard Pure 100% Orange Juice	Plastic	56683	0.9700
12oz LOL 100% Apple Juice	Plastic	29135	0.9700
8oz LOL Orange Juice	Paper	13165	0.3067
4oz -100% Juice: Orange, Apple, Fruit Punch & Grape	Plastic - Foil Top	54952	0.2150
5LB LOL Cottage Cheese 4%	Plastic Tub	11653	7.0054
5LB LOL Cottage Cheese 2%	Plastic Tub	11654	7.1709
5LB LOL Sour Cream Reg	Plastic Tub	11573	5.8410
5LB LOL Sour Cream Lite	Plastic Tub	54017	6.2880
1oz LOL Sour Cream Reg	Paper Packet	54152	10.0739
5LB LOL Yogurt Low Fat Strawberry	Plastic Tub	42701	8.0401
24oz LOL Yogurt Fat Free (All Flavors)	Plastic Tub	12832	2.3880
6oz LOL Yogurt-Low Fat and Fat Free (All Flavors)	Plastic Cup	12827	0.6251
HG DP Lactose Free ESL Skim (other fat levels avail.)	Paper	56745	4.0462
Dzn Large Eggs (15dzn per case - sold by full cases only)	Paper Carton	3707	2.5900
Half Gallon LOL IC Mix 5% Van and Choc	Plastic	37968	3.1922
14oz Dairy Pure /TruMoo Milk	Plastic	56781	0.9900
Flavors: White: VD, 2%, Choc VD, Choc 1%			
14oz TruMoo 1% Protein (Van-Choc)	Plastic	51059	1.3200

Please fill in the below information, sign and return via mail, e-mail or fax along with any other competitive bids and a 20 /21 school calendar .

TRU MOO - No High Fructose Corn Syrup, No Artificial Growth Hormones and No GMO Ingredients!

We (Please circle one) We
Accept Decline

First Day of School:

Name of Kitchen/Food Service Director:

Phone #:

Email:

Signature:

Ship To's: * Delivery Days and Times to be Determined*

110019 CENTRAL LYON ELEM COMM SC

110020 CENTRAL LYON COMMUNITY SC

Reservation of Right to Amend Bid Response: Notwithstanding any terms or conditions contained or referenced in this RFP to the contrary, due to the announced potential acquisition of all or substantially all of the assets of respondent by Dairy Farmers of America as well as the potential divestiture of certain other assets of respondent, respondent reserves the right to amend the enclosed bid response (i) in the event that such future events affect its ability to service the business applicable to this RFP prior to the completion of this RFP and/or the awarding of the applicable business hereunder or (ii) as otherwise required by any ongoing court proceeding to which respondent is subject.



Produced & Distributed by Dean Foods.

Fluid Milk Escalator /De-escalator Clause

Future price adjustments will be predicated on the following escalator/de-escalator formula for fluid milk taking into consideration Federal Milk Market monthly changes in the cost of skim milk and butterfat. Expenses including fuel, energy, packaging and ingredients will also be included in monthly changes and will be communicated as to what these expenses include.

SKIM MILK:

- For each \$.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	-	.0430 per 5 Gallon
Gallon	-	.0086 per Gallon
8 oz.	-	.00054 per 8 oz.

BUTTERFAT:

- For each \$.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Oz	.0017/8 Oz	.0011/8 Oz	.0005/8 Oz	.0001/8 Oz

- Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses (fuel, packaging, ingredients, resin, energy, etc.).
- This escalator/de-escalator formula applies to all fluid milk items.

Non Fluid Milk Items

Prices bid on products other than fluid milk are for one month only, and will automatically renew at the quoted price, unless Dean Foods advises you of our intent to change the price as a result of a significant supplier price change.

**Central Lyon Community School Bakery Bids
2020-21**

		Casey's bakery
1 lb. loaf of 51% wheat sandwich bread		2.09
1 1/2 lb. loaf of 51% wheat sandwich bread		2.19

	Count in pkg.	Bid	Cost per item
4 inch 51% wheat hamburger buns	12	2.49	0.21
6 in. split top 51% wheat steak buns	12	2.69	0.22
tea rolls - 51% wheat	12	2.89	0.24
6 in. 51% wheat hot dog	12	2.49	0.21
3 inch 51% small wheat hamburger buns (Cocktail size buns)	12	2.39	0.20

Sunshine Foods
n/a
2.79

Count in pkg.	Bid	Cost per item
12	2.95	0.25
24	6.79	0.28
12	2.55	0.21
16.00	3.60	0.23
16.00	3.60	0.23

I would recommend using Casey's Bakery out of Sioux Center as they offer competitive pricing and quality product.

Darsha Tuenge

Memorandum

To: Central Lyon Board of Education

From: Darsha Tuenge, Central Lyon Food Service Director

Date: June 8, 2020

RE: Hot Lunch Prices for 2020-2021 School Year

2019-20 Meal Prices

Lunch TK-4: \$2.15

Lunch 5-8: \$2.25

Lunch 9-12: \$2.35

Breakfast TK-12: \$1.45

Adult Breakfast: \$1.60

Adult Lunch: \$3.75

Individual Milk: \$0.35

Individual Juice: \$0.35

Second Entrée': \$1.50

2020-21 Proposed Meal Prices

Lunch TK-6: \$2.25 (all served in elementary kitchen)

Lunch 7-12: \$2.35 (all served from High School kitchen)

Lunch 7-12: \$2.35 (all served from High School kitchen)

Breakfast TK-12: \$1.50

Adult breakfast: \$1.70

Adult Lunch: \$3.85 (required minimum by USDA guidelines)

Individual milk and juice: \$0.35 (no change)

Second Entrée': \$2.00 (charged as Ala Carte)

Increase is \$0.10 in TK-4th grade lunch, \$0.05 to all students in breakfast, and \$0.10 to Adult breakfast and lunch. Last increase in lunch price was \$0.10 in 2017-2018, and last breakfast increase was prior to 2014. Approximately 75-90 breakfasts are served daily and approximately 625-700 lunches. The meal prices are set to meet food costs, nutrition standards and portion sizes required by USDA regulations.

The adult lunch price for FY21 must be at least \$3.8125 (per USDA Food per-meal rate). The price of the adult meal may be rounded up to \$3.85 but may not be rounded down to an amount less than \$3.8125.



Central Lyon Community School

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www.centrallyon.org

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

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: June 5, 2020

RE: Mid-Sioux Opportunity, Inc. Transportation Agreement

It is recommended that Central Lyon CSD provide transportation to children of Rock Rapids Head Start who are within the Lyon County limits.

This agreement is identical to what was approved in 2019-20.

LETTER OF AGREEMENT FOR TRANSPORTATION
BETWEEN
CENTRAL LYON SCHOOL DISTRICT
AND
MID-SIOUX OPPORTUNITY, INC. HEAD START
2020-2021

WHEREAS, the Central Lyon School District (CLSD) has an interest in provision of transportation services to students in the Mid-Sioux Opportunity, Inc. Head Start (MSO-HS).

WHEREAS, MSO-HS has been officially designated as the Head Start Program for Lyon County, IA, and is responsible for arranging transportation for Head Start Programs.

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

A. Agreement and Timeframe

1. The CLSD does hereby agree to provide transportation to children of Rock Rapids Head Start who are within the Lyon County limits.
2. The agreement period shall begin on September 3, 2020 and continue through May 31, 2021. Any extension or renewal of this agreement shall be in writing & mutually agreed upon by both parties.

B. Description of Service

1. All transportation services shall be provided on school bus vehicles. No vans or suburbans.
2. Services shall be provided Monday thru Thursday on a regular basis when school is in session. Fridays will be used as make-up days when needed.
3. Service hours under this contract shall be mornings and afternoons on a regular basis.
4. Services shall be daily fixed routes within the Lyon County.
5. Access to the service shall be obtained through MSO-HS.
6. MSO-HS will provide the following insurance coverage's:
 - a. General Liability and Auto Liability:
General Liability and Auto Liability coverage's that apply to all premises and operations of MSO-HS shall be kept in place during the duration of this agreement. This insurance will provide protection for liability arising out of any accident or occurrence resulting in personal injury, bodily injury or property damage. The coverage shall include the interests of all directors and officers, employees and volunteers. Total limits shall be \$3,000,000 for any occurrence which can be satisfied with a combination of both primary and excess policies.
 - b. Workers Compensation:
MSO-HS shall secure standard Workers Compensation coverage in compliance with Chapter 85 of the Code of Iowa to cover injuries that may occur to any of its employees.
7. Continuity of services shall be provided for through access to backup buses (Mid-Sioux Opportunity, Head Start will provide add on passenger child restraints).

C.

Responsibilities of CLSD

1. CLSD shall serve as an independent contractor.
2. CLSD shall maintain in safe presentable condition such vehicles as are required to provide services described above, including backup buses.
3. CLSD shall employ and train, clean and courteous personnel as necessary to provide the services described above. All drivers shall have licenses, as required by law, when transporting children/adults.
4. CLSD shall secure standard Workers Compensation insurance coverage in compliance with Chapter 85 of the Code of Iowa to cover injuries that may occur to any of its employees.
5. CLSD shall do an annual evaluation of drivers for Head Start Clients. This evaluation will include an on-board observation. Concerns will be shared with MSO Transportation Specialist.
6. CLSD will have safety inspection of HS bus done bi-annually as required by law and will send a copy of the safety inspection to the Remsen Office to keep on file.
7. CLSD will conduct background checks of HS bus driver and sub driver that includes: driving record, criminal and child abuse and neglect; and send the findings to the Remsen Office to keep on file.
8. CLSD will comply with regulations of the U.S. Department of Transportation in regards to Drug and Alcohol testing.
9. CLSD shall operate all services described above including scheduling and dispatching support.
10. CLSD shall accept all risk and indemnity and hold MSO-HS harmless from all losses, damage, claims, demands, liabilities, suits, or proceedings, including court costs, attorney's and witness fees relating to the loss of damage of property or to injury of death of any person arising out of the acts of omissions of CLSD employees or agents.
11. CLSD shall provide information about the availability of the above-described services to the target population of this contract.
12. CLSD shall comply with all applicable state and federal laws, including but not limited to Equal Employment Opportunity laws, nondiscrimination laws, motor vehicle equipment laws, confidentiality laws and freedom of information laws.

D.

Responsibilities of MSO-HS

1. MSO-HS shall provide a state-approved, 22 passenger yellow school bus in excellent operating conditions. MSO-HS shall retain ownership of the vehicle and be responsible for any and all licensing and inspection fees.
2. MSO-HS shall provide funding as identified by this contract.
3. MSO-HS shall promptly pay all justified billings under this contract.
4. MSO-HS shall comply with all state and federal laws regarding nondiscrimination in relation to the services covered by this contract.

5. MSO-HS shall inform CLSD of any changes affecting the transportation needs of the target population.
6. MSO-HS shall inform CLSD as requested in the design and scheduling of transportation services to meet the needs of the target population.
7. MSO-HS shall assist CLSD in providing information to the target population regarding the availability of services under this contract.
8. MSO-HS shall provide all required training to the bus drivers and monitors, specific to Head Start Performance Standards, mainly being mandatory reporter training on child abuse, basic first aid, and Head Start philosophy.
9. MSO-HS shall accept all risk and indemnity and hold CLSD harmless from all losses, damage, claims, demands, liabilities, suits, or proceedings, including court costs, attorney's and witness fees relating to the loss or damage of property or to injury or death of any person arising out of the acts or omissions of MSO-HS employees or agents.
10. Mid-Sioux will be responsible for bus drivers and sub drivers complete a TB screen or TB test.

E. Compensation

1. The amount of funding allocated under this contract is based on actual cost of driver wages/benefits, fuel costs and bus repair and maintenance regarding to the safety inspections according to the State of Iowa requirements.

F. Reporting

1. Items to be reported with each monthly billing based on the miles driven record shall be the total number of days of service provided.

G. Entire Agreement

1. This contract contains the entire agreement between CLSD and MSO-HS. There are no other agreements of understandings, written or verbal, which shall take precedence over the items contained herein unless made part of this contract by amendment procedure.

H. Amendments

1. Any changes to this contract must be in writing and mutually agreed upon by both CLSD and MSO-HS.

I. Termination

1. Cancellation of this contract may be affected by either party through written notice to the other party at least 30 days prior to the date of cancellation.

J. Saving Clause

1. Should any provision of this contract be deemed unenforceable by a court of law, all other provisions shall remain in effect.

K. Assign ability and Subcontracting

1. This contract is not assignable to any other party without the express written approval of CLSD and MSO-HS.
2. No part of the transportation services described in the contract may be subcontracted by CLSD without the express approval of MSO-HS.
3. Notwithstanding the provisions in K.1. above it is hereby agreed that CLSD may under emergency circumstances temporarily subcontract any portion of the service if

it is deemed necessary by CLSD to avoid serious service interruption. MSO-HS shall be notified, in advance if possible, each time this provision is involved.

L. Nondiscrimination

1. CLSD will comply with regulations of the U.S. Department of Transportation relative to nondiscrimination in the federally assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made part of this contract.

ADOPTED BY THE PARTIES AS WITNESSED AND DATED BELOW

Central Lyon School District

Date

Mid-Sioux Opportunity-Head Start

Date



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

MEMO

TO: Central Lyon Board of Education
FROM: Brent Jorth, Superintendent
DATE: June 5, 2020
RE: Annual Appointments

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

- Jackie Wells: Board Secretary/Treasurer
- Randy Waagmeester, District Legal Counsel
- Steve Harman, Level 1 Investigator
- Jason Engleman, Level 1 Investigator
- Kate Gerber, Level 2 Investigator & Suicide Coordinator
- Jessica Harman, Level 2 Investigator & Suicide Coordinator
- Lyon County Sheriff Department, Level 3 Investigator
- Brent Jorth, Affirmative Action/Equity, Title IX and Section 504 Coordinator



Central Lyon Community School

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Rock Rapids, IA 51246

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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.

MEMO

TO: Central Lyon Board of Education
FROM: Brent Jorth, Superintendent
DATE: June 5, 2020
RE: Policy Review Executive Summary

209.6 Review and Revision of Policy

It is recommended that Central Lyon Board of Directors move the review of the 100 series so that it is reviewed along the 200 series. The rotation for the next five years would be:

- 2020-21: School District, Board of Directors (Series 100 and 200: 67 policies)
- 2021-22: Education Program (Series 600: 71 policies)
- 2022-23: Administration, Employees (Series 300 and 400: 144 policies)
- 2023-24: Non-instructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900: 103 policies)
- 2024-25: Students (Series 500: 101 policies)

506 Student Records

Edits were made to align with IASB.

507 Student Health and Well-Being

Under the federal Healthy, Hunger-Free Kids Act of 2010 an assessment of the school wellness policy must be conducted a minimum of once every three years. The first assessment was to be completed by June 30th, 2020. Due to the unanticipated school closure related to COVID-19, the USDA has extended the deadline to June 30, 2021.

508 Miscellaneous Student-Related Matters

Edits were made to align with IASB.

508.3 Handbooks

This policy was removed to align with IASB. It is addressed in policy 209.7; therefore, a separate policy is not needed.

509 Buses Stopping on Highway to Discharge Students

This policy was removed to align our policies with IASB. It is recommended that this language be included in policy 711.2R3, section II, letter P, and should read as follows:

- P. The State rules established for discharging students from a bus must be followed without deviation. Children obliged to cross at least ten (10) feet in front of the vehicle but only after receiving an all-clear signal from the driver. Crossing the highway is always a dangerous situation; drivers must always be extremely alert in this situation. Buses will not stop on a public highway to discharge students when returning after dark from a school activity without a written request from the parents/ guardian asking that their child be discharged at a designated stopping point on the highway on the direct route returning to the original departure site.

509.3 Student Vehicle Use

While this policy does not align with IASB, it is addressed yearly in the back to school newsletter and will be added to the Student Handbook. Therefore, it has been removed from policy.

510.1 Internal Accounts

This policy was removed to align with IASB. Financial related information is covered in policy 701, Financial Accounting System.

The following policies are recommended to be consolidated/realigned with existing policies in other series to align with IASB recommendations.

Recommended to be Discontinued:

509 BUSES STOPPING ON HIGHWAY TO DISCHARGE STUDENTS

The Central Lyon Community School District will not stop on a public highway to discharge students when returning after dark from a school activity without a written request from the parents/ guardian asking that their child be discharged at a designated stopping point on the highway on the direct route returning to the original departure site. Any parent may file a request covering the whole school year with the principal of the building their child attends. When a request is made, the bus driver will pull off the highway if at all possible to discharge the student(s) providing the safest condition to insure the welfare of each student disembarking. In inclement weather, it will be at the driver's discretion whether to stop or return to the school site with the student.

Cross Reference: 711 Transportation
 509.3 Student Vehicle Use

Approved 7/17/95

Reviewed 10/13/14

Revised 7/17/95

Recommended to be included with:

711.32 SPECIAL CONVENIENCE BUS STOPS

A bus shall NOT leave the public highway to receive or discharge students unless their safety is ensured or the private road is maintained in the same manner as the public highway and the stop has been approved by the Superintendent and supervisor of transportation.

A bus shall not stop to load or unload students unless the driver has an unobstructed view of at least three hundred (300) feet in each direction, except to the extent that visibility is reduced by fog, snow, or other weather conditions. In such circumstances, the driver is expected to use his/her best judgment to ensure the safety of the children and the bus.

A bus may not stop to load or unload students for more than one (1) to two (2) minutes unless for exceptional emergencies (a student is ill, injured or incapacitated due to other circumstances).

Addressed in Policy 701, Financial Accounting System

510.1 INTERNAL ACCOUNTS

Collection of any funds for school activities must have the recommendation of the building principal and the approval of the Superintendent. All such funds shall be under the financial control of the Board.

Records and procedure relating to internal accounts shall be in accordance with those found in Uniform Financial Accounting for Iowa Schools published by the Department of Education.

An audit of these accounts shall be made at the same time as the annual audit of school funds.

Cross Reference: 701 Financial Accounting System

Approved 7/17/95

Reviewed 10/13/14

Revised 7/17/95

IASB does not provide a manual reference for 509.3, it is recommended 509.3 be discontinued as it is already included in the student handbook.

509.3 STUDENT VEHICLE USE

The Central Lyon School District provides transportation for students as required by Iowa Statutes. Therefore, students are encouraged to use district transportation whenever possible. The high school principal shall establish such rules and regulations as necessary to regulate and control automobiles driven to school by students. The regulations shall be described in the student handbook provided to each 6-12 grade student.

Cross Reference: 711 Transportation

Memorandum

To: Central Lyon Board of Education

From: Steve Harman, PK-6 Principal

Date: June 3, 2020

Re: Kindergarten Position

Due to the internal transfer, an opening within the Kindergarten Grade occurred. Current class predictions for the 2020-21 school mandates that position to be replaced. An internal posting allowed for qualified school personnel to apply for the opening. Multiple candidates expressed interest and were interviewed. Here is the recommendation from completing that process:

Brookstin Halma, transfer from part-time Transitional Kindergarten to full-time Kindergarten

Memorandum

To: Central Lyon Board of Education
From: Darsha Tuenge
Date: June 8, 2020
Re: Staff hiring recommendation

The district needs additional staff for the kitchen with the transition of 7-8 grades to the high school serving area as well reduction of secretarial staff for lunch ticket processing.

It is recommended that you approve the hiring of Alex VandenOever as a part-time kitchen associate beginning August 2020.

Brent Jorth

From: Jessica Kruse <jessicakruse9977@gmail.com>
Sent: Sunday, May 17, 2020 7:47 PM
To: Brent Jorth
Subject: Football Cheerleading

Good Evening Mr. Jorth,

I am sending this email to let you know that I would be interested in the Football Cheerleading Coach/Advisor position that is currently available. Let me know if you need anything further from me and I will be happy to do so. Hope you are having a good weekend and GO LIONS!

Jess Kruse

Brent Jorth

From: Daniel Kruse
Sent: Tuesday, May 26, 2020 9:48 AM
To: Brent Jorth
Subject: Fwd: Resignation

Follow Up Flag: Follow up
Flag Status: Flagged

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From: Meredith Vander Zee <vanderzeemeredit@gmail.com>
Sent: Tuesday, May 26, 2020 8:09:50 AM
To: Daniel Kruse <DKruse@centrallyon.org>; Jason Engleman <jengleman@centrallyon.org>
Cc: Greg Towne <gtowne@centrallyon.org>; Heather Grafing <hgrafing@centrallyon.org>
Subject: Resignation

Good Morning Dan and Jason,

Please accept this email as my letter of resignation from the girls' basketball program. I apologize for the delay, as it's been a very difficult decision to finalize and accept. The time has come for me to put my family first and ease the pace of my schedule to best support our kids as they grow. I absolutely respect what Heather and Greg bring to the program and have loved my time on staff. They are aware of my decision, as I talked with both of them in length. I step aside with great pride for how they will continue to develop young women in fullness of life. Please let me know if you need anything further from me. Thank you both for what you do to maintain excellence at Central Lyon.

--
Meredith Vander Zee
Certified Spiritual Director
712-400-9559

May we manage our time, energy and resources in a manner that radiates God's deep contentment, joy and confidence in our souls. Amen.