



# Central Lyon Community School

*Excellence. Integrity. Empowered.*

---

## MEMO

**TO:** Central Lyon Board of Education

**FROM:** Brent Jorth, Superintendent

**DATE:** May 16, 2022

**RE:** 2022-23 Shared Contracts

---

It is recommended the following shared contracts be approved for the 2022-23 school year

- Transportation Director with George-Little Rock
  - The contract will remain 80/20; or one-day per week for Mr. Menning at George-Little Rock.
  - Central Lyon will begin receiving operational sharing incentives in 2022-23 for a total of \$29,652 for this position. George-Little Rock will pay Central Lyon \$16,825, 20% of Mr. Menning's salary and benefits.
  - Total financial incentives for sharing this position will be: \$46,477.
- Human Resources Director with Rock Valley and West Sioux
  - The contract terms remain the same for 2022-23.
  - Central Lyon will receive \$29,652 in operational sharing incentives while paying \$13,237 for Mrs. Jorth's salary and benefits.
  - Total financial incentives for this position will be: \$16,415.

**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 2022**, 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 **2022-23** 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 **Lainn Menning**.

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, 2022**, and shall remain in effect until **June 30, 2023**, 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 **2021-22** school year is **\$62,118**. The benefits for the Transportation Director for the **2022-23** 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 **\$81,755**. 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 **4/5** of the Transportation Director's time shall be spent performing services for CENTRAL LYON and approximately **1/5** 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 **1/5** of the total salary and benefits costs and CENTRAL LYON for services performed by the Transportation Director in the amount of **4/5** 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 **4/5** of the actual costs and GEORGE-LITTLE ROCK shall be responsible for **1/5** 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 2021-2022 school year is attached to this Agreement as Exhibit B and is incorporated herein by reference.

GEORGE-LITTLE ROCK agrees to reimburse **Mr. Menning** for expenses related to utilizing his personal cellular telephone. **Mr. Menning** 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 **Lainn Menning** 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
TO GEORGE-LITTLE ROCK:	GEORGE-LITTLE ROCK Community School District Attn: Superintendent 309 S Lincoln St, Suite 1 PO Box 6 George, IA 51237

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

<b>PHYSICAL REQUIREMENTS</b>	<b>Amount of Time</b>		
	<b>Occasionally (1%-32%)</b>	<b>Frequently (33%-65%)</b>	<b>Constantly (66%-100%)</b>
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

<b>WORKING CONDITIONS</b>	<b>Amount of Time</b>		
	<b>Occasionally (1%-32%)</b>	<b>Frequently (33%-65%)</b>	<b>Constantly (66%-100%)</b>
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 **2022-21** School Year

### Lainn Menning Sharing Agreement

Salary	\$62,118.00
FICA	\$4,752.00
IPERS	\$5,864.00
Health Ins	\$11,391.00
<b>Total</b>	<b>\$84,125.00</b>

Central Lyon	George-Little Rock
\$67,300.00	\$16,825.00
<b>Total</b>	<b>\$84,125.00</b>

**AGREEMENT BETWEEN  
CENTRAL LYON COMMUNITY SCHOOL DISTRICT  
AND  
ROCK VALLEY COMMUNITY SCHOOL DISTRICT  
AND  
WEST SIOUX COMMUNITY SCHOOL DISTRICT  
FOR SHARED HUMAN RESOURCES DIRECTOR**

THIS AGREEMENT is made and entered into as of this 11<sup>th</sup> day of May, 2022, by and between the Central Lyon Community School District (hereinafter "CENTRAL LYON"), the Rock Valley Community School District (hereinafter "ROCK VALLEY"), and the West Sioux Community School District (hereinafter "WEST SIOUX").

WHEREAS, both CENTRAL LYON, ROCK VALLEY and WEST SIOUX are public school corporations organized and existing under the laws of the State of Iowa; and

WHEREAS, both CENTRAL LYON, ROCK VALLEY and WEST SIOUX requires the services of a Human Resources Director for the 2022-2023 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, ROCK VALLEY and WEST SIOUX have determined that it is in the best interests of each of them to share the services of a Human Resources Director employed by ROCK VALLEY, 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 Human Resources Director. This Human Resources Director shall be designated as **Amanda Jorth**.

The Human Resource Director shall perform such duties in relationship to each party as prescribed by the respective job descriptions for the Human Resources Director for each party, the employment contract for the Human Resources Director, and any applicable policies or rules adopted by each party. The job descriptions for the Human Resources Director for both CENTRAL LYON, ROCK VALLEY and WEST SIOUX are attached to this Agreement as Exhibit A and the employment contract for the Human Resources Director is attached to this Agreement as Exhibit B, both of which are incorporated herein by reference.

Section 2. Duration. This Agreement shall become effective on **July 1, 2022**, and shall remain in effect until **June 30, 2023**, 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. ROCK VALLEY shall be the employer of the Human Resources Director for purposes of this Agreement and for purposes of compliance with all federal and state laws relating to employment. As the employer, ROCK VALLEY shall provide and pay for any wages and benefits due the

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 **2022-2023** school year is **\$30,206.08**. The benefits for the Human Resources Director for the **2022-2023** 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 **\$39,710.43**. 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 SIOUX 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 SIOUX, 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 SIOUX 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 SIOUX 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 SIOUX 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 SIOUX in **bi-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 SIOUX 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 2021-2022 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 SIOUX 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 20<sup>th</sup> Avenue  
Rock Valley, Iowa 51247

TO WEST SIOUX:                      WEST SIOUX Community School District  
Attn: Superintendent  
1300 Falcon Drive  
Hawarden, IA 51023

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

**WEST SIOUX COMMUNITY SCHOOL DISTRICT**

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: Board President

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
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.



**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 B

---

**ROCK VALLEY COMMUNITY SCHOOL  
1712 – 20<sup>TH</sup> AVENUE  
ROCK VALLEY, IA 51247**

---

**CONTRACT FOR EMPLOYMENT  
2022-2023**

This contract is entered into by and between

**Amanda Jorth**

the Employee, and the Board of Directors, hereinafter called the District of the Rock Valley Community School, located at Rock Valley, County of Sioux, State of Iowa

The Employee agrees to serve as

**Human Resource Director  
(Shared Position with Central Lyon CSD & West Sioux CSD)**

in the School District for the 2022-2023 school year with services commencing and ending on the day designated by the Superintendent of Schools or his designee.

In consideration for services under this contract, the District agrees to pay the amount of **\$30,106.08** per year payable on the 20<sup>th</sup> day of each calendar month for the period of 12 consecutive months, the first payment to be made on the 20<sup>th</sup> day of July.

An amount equal to the pay for one day of service shall be deducted from the said consideration for each day of service not performed if absence from duty with pay is not authorized. If service under this contract is less than the number of days assigned, final settlement under this contract shall be made so that the total paid by the District for the work performed under this contract shall be an amount equal to the product of the number of days service multiplied by the amount considered as pay for one day of service.

Where applicable, or where required by the District, evidence shall be provided to the District that a certificate as required by law has been registered before accepting payment of any part of the consideration under this contract. Such other records or qualifications as may be required shall be likewise submitted.

This contract may be terminated by either party by giving thirty days written notice, provided, however, this provision shall not in any way affect the right of the District, if it so elects to terminate this contract for proper cause.

**Other specifications:**

- \*3 days per week x 52 weeks = 156 days per year / 24 hours per week
- \*Position pays 60% of Rock Valley CSD's single insurance rate paid toward family insurance at CL
- \*6 Days of Vacation (based on 60% of 10 days vacation) 8 days of Sick Leave (based on 60% of 13 sick leave days)
- \*Position is eligible to work remotely. The flexible schedule would include the same number of work hours (24) within a work week as the regular schedule (Monday - Friday). Summer hours are flexible to meet the needs of each district.

IN TESTIMONY WHEREOF: we have hereto subscribed our names on dates as hereinafter stated.

Dated: 4/29/2022

  
Amanda Jorth

Dated: 4/27/2022

**ROCK VALLEY COMMUNITY SCHOOL**

By:   
Shelli Rens, Board President

## EXHIBIT C

(Breakdown of Estimated Payment/Reimbursement Obligations for **2022-2023** School Year)

<b>Human Resource Sharing Agreement</b>	
Salary (12 months) - FY 23 - A. Jorth	\$30,206.08
FICA	\$2,310.77
IPERS	\$2,851.45
Health Insurance	\$4,176.00
Work Comp Coverage	\$166.13
<b>Total</b>	<b>\$39,710.43</b>

\*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

*Excellence. Integrity. Empowered.*

## MEMO

**TO:** Central Lyon Board of Education

**FROM:** Brent Jorth, Superintendent

**DATE:** May 13, 2022

**RE:** 4<sup>th</sup> Section of Kindergarten for 2022-23

After meeting with early elementary teachers following preschool, transitional kindergarten, and kindergarten visit day, it is recommended that a 4<sup>th</sup> section of kindergarten be added for the 2022-23 school year.

Based upon visit day, it is anticipated that early elementary enrollment will be as follows:

Projected: Fall 2022	PS	TK	K
Females	24	3	30
Males	25	20	35
Total	49	23	65
Decline/Growth from Oct '21	-3	-9	17

13 - AM Section 1	12 - Section 1	17 - Section 1
12 - AM Section 2	11 - Section 2	16 - Section 2
12 - PM Section 1		16 - Section 3
12 - PM Section 2	Classes: MWR	16 - Section 4

Current Sections: 5/13/22	PS	TK	K
Females	19	11	24
Males	33	22	28
Total	52	33	52
Decline/Growth from Oct 21	0	1	1

15 - AM Section 1	17 - Section 1	18 - Section 1
13 - AM Section 2	16 - Section 2	17 - Section 2
13 - PM Section 1		17 - Section 3
12 - PM Section 2	Classes: MWR	



# Central Lyon Community School

*Excellence. Integrity. Empowered.*

---

## MEMO

**TO:** Central Lyon Board of Education

**FROM:** Brent Jorth, Superintendent

**DATE:** May 13, 2022

**RE:** Adding FCCLA to the Extra Duty Schedule

---

As Jill Christensen described last month, the student organization Family, Career and Community Leaders of America (FCCLA) was added as an co-curricular activity for high school students in 2022-23. FCCLA is an extension of the Family and Consumer Sciences course offerings for students at Central Lyon.

All secondary Career and Technical Education (CTE) programs will be required to offer a recognized career and technical student organization (CTSO) by the 2024-25 school year as required by the most recent federal and state legislation as defined in Perkins V.

During the 2021-22 school year, Regional Planning Partnership (RPP) funds associated with Perkins V were utilized to pay Mrs. Christensen for the sponsorship of FCCLA. As we look to add CTOSs for Industrial Technology and Business RPP funds will be utilized to fund the first-year sponsorships similar to FCCLA in the 21-22 school year.

Now that Mrs. Christensen has established the program, it is recommended that FCCLA Sponsor be added to the Extra Duty Schedule in the Employee Handbook at a rate of 0.10 of the \$25,000 generator, for a total of \$2,500.

Likewise, it is recommended that Mrs. Christensen be hired as FCCLA sponsor.

## Extra Duty

### Athletics & Co-Curricular Activities

Coaches and chaperones are always to be with their squads whether it be on the bus, following games, or in the dressing rooms. Always, be the last person to leave the dressing room area after practice. Be sure all equipment is put away in the proper spot before leaving.

### Co-Curricular Activities

There is to be no co-curricular activity, i.e., yearbook, speech, Lion's Pride, athletics, etc. , operating within the confines of school property without the presence of a sponsor. The sponsor is responsible for this activity. Therefore, it is the sponsor's responsibility to be actively involved through his/her presence, advice, guidance, and influence.

### Extra Duty Base & Supplement Pay Schedule

The base schedule for computation purposes shall be \$25,000. To calculate the amount of salary for a given position, multiply the listed percent factors times the appropriate base year dollar amount in Section A, rounding to the nearest whole dollar. Head coaches, directors, conductors, sponsors, etc. , are referred to as coaches below.

<b>Position</b>		<b>Position</b>	
<b>Head Coaches:</b>		<b>Other:</b>	
Football	0.20	HS Football Cheerleading	0.0233
Volleyball	0.20	HS Basketball Cheerleading	0.0233
Basketball (boys/girls)	0.20	HS Wrestling Cheerleading	0.0233
Wrestling	0.20	Competition Cheerleading	0.0233
Baseball	0.20	HS Band/Summer Band/Lessons	0.20
Weight Room Supervisor	0.20	MS Band/Summer Band/Lessons	0.13
Softball	0.20	Flag Corp	0.02
Track (boys/girls)	0.18	Vocal Music	0.12
Golf (boys/girls)	0.15	All School Play	0.06
<b>Assistant Coaches:</b>		High School Musical	0.046
Football	0.14	All School Play/Musical Assistant	0.04
Volleyball	0.14	Auditorium Tech	0.02
Basketball (boys/girls)	0.14	HS Robotics	0.06
Wrestling	0.14	MS Robotics	0.03
Baseball	0.14	HS Mock Trial	0.05
Softball	0.14	MS Mock Trial	0.05
Track (boys/girls)	0.12	Large Group Speech	0.08
Golf	0.02	Individual Speech	0.05
<b>Middle School Coaches:</b>		Work Study	0.07
Football	0.10	Yearbook	0.05
Basketball	0.10	Prom	0.02
Wrestling	0.10	MS Math	0.02
Volleyball	0.10	Quiz Bowl	0.05
Baseball	0.10	National Honor Society	0.02
Softball	0.10	Student Council	0.05
Track	0.10		

# CAREER & TECHNICAL STUDENT ORGANIZATIONS

## GUIDE FOR SECONDARY ENROLLMENT

**REVISED  
OCT 2021**



**COMMUNITY COLLEGES &  
WORKFORCE PREPARATION**

[www.educateiowa.gov/ccpublications](http://www.educateiowa.gov/ccpublications)





## Introduction

---

The Strengthening Career and Technical Education for the 21st Century Act was signed into law on July 31, 2018. Commonly referred to as Perkins V, the federal law reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006, which provides almost \$1.2 billion in federal support for career and technical education (CTE) programs in all 50 states and U.S. territories. Iowa receives nearly \$12 million annually in federal funds, divided between secondary and postsecondary CTE programs delivered through public school districts and community colleges.

Iowa's approved state plan for meeting requirements of Perkins V, and the related secondary and postsecondary accountability performance targets, includes a strategy for enhancing program quality through career and technical student organizations (CTSOs). Page 89 of the Iowa state plan for Perkins V outlines the requirements for secondary recipients with the strategy to enhance program quality.

## Perkins V in Iowa

---

Each secondary CTE program must provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations as listed herein.

A CTSO is an integral element of CTE programs and all students shall be provided an opportunity to participate in leadership development activities. CTSOs help students develop leadership, goal-setting, problem-solving, decision-making and communication skills through active participation in CTSO-related events. CTE programs must align their CTSO chapter with the service area and follow the state and national guidance of the CTSO. Each secondary CTE program should provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations.

- Business Professionals of America (BPA)
- DECA
- Family, Career and Community Leaders of America (FCCLA)
- Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL)
- HOSA - Future Health Professionals
- National FFA Organization (FFA)
- SkillsUSA
- Technology Student Association (TSA)

All secondary CTE programs will be required to offer a recognized CTSO by the start of the academic year 2024-25, with the program's CTSO meeting both the state and national requirements and having the appropriate number of dues paid members by the CTSO's affiliation deadline.



## Allowable Perkins Expenses

---

### Educator Related

- CTSO professional development training and conferences.
  - ◊ Eligible for reimbursement: In-state and out of state, registration, mileage, airfare, hotel, ground transportation (rideshare, taxi, shuttle), parking, baggage and meals.
- Advisor extra duty pay/stipend/off-contract.

### Chapter Related

- National uniforms. Ownership must be maintained by the program/chapters.
- Institutional membership dues - 100% program affiliation.
- Instructional materials/supplies for CTSOs: budget code supplies (No consumables) 6XX.

### Student Related

- Student competitors only (for students competing at state or national events).
  - ◊ Documentation requirements:
    - » General ledger, invoices and receipts for each individual competing student, by student name.
    - » Competition registration invoice, airfare, baggage, hotel, meal receipts and ground transportation.

## Unallowable Perkins Expenses

---

- |   |  |
|---|--|
| • Social activities/assemblage                    | • Non-competitor student conference registration costs   |
| • Refreshments/meals                              | • Non-competitor student conference hotel costs  |
| • Consumables                                     | • Items retained by student or advisor   |
| • Recognition gifts or awards                     | • Non-competitor student travel costs: meals, entertainment, conference activity fees, parking fees at theme parks |
| • Scholarships or donations                       |  |
| • Individual membership dues (student or advisor) |  |

## Common Questions

---

### Perkins Funding Questions

#### What Perkins funds can be used for a CTSO?

Perkins funds can be used for CTSO related materials, supplies (non-consumables) and curriculum. For a full list of Perkins allowable uses, see the Perkins expense section.

#### Can Perkins funding be used to pay for extra duty pay or advisor stipend for a CTSO advisor?

Extra duty pay or an advisor stipend are allowable expenses under limited circumstances as long as the expenditures do not supplant the district fund. Contact [Chris Dzurick](#) or [Amy Vybiral](#) to ensure stipends are allowable prior to encumbering the expense. For a full list of expenses, review the allowable and unallowable Perkins expense section.

#### What CTSOs offer an institutional/affiliation membership model? Is this reimbursable under Perkins?

Five CTSOs (SkillsUSA, FFA, TSA, HOSA and FBLA-PBL) offer an institutional/affiliation membership model that allows a school to pay one flat fee (approval subject to change by Iowa Department of Education). This fee is reimbursable under Perkins in most instances, with restrictions. More information is included in the [CTSO Perkins V Claims Resources](#).

#### How can a CTSO be affordable for all students, advisors and chaperones?

Each CTSO offers different items to keep costs low and affordable for student members. Additional fundraising, financial assistance and scholarships may be provided by the CTSO. See the Department [Student Activity Fund FAQ](#) for additional fiscal requirements related to student fundraising and disbursement.

#### How do I submit a Perkins claim for a CTSO?

All CTSO invoices must be embedded in the claim summary template and uploaded into Iowa Grants with the claim submission. See [Instructions for Embedding CTSO Invoices](#).



# Central Lyon Community School

*Excellence. Integrity. Empowered.*

---

## MEMO

**TO:** Central Lyon Board of Education

**FROM:** Brent Jorth, Superintendent

**DATE:** May 13, 2022

**RE:** Computer Science Plan

---

As Jarod DeBey and Sam Kruse reviewed, it is recommended that the Central Lyon K-12 Computer Science Plan be approved.

The plan will be reviewed annually by administrators, technology education/computer science teachers, and general education teachers.



# Central Lyon Community School

*Excellence. Integrity. Empowered.*

---

## MEMO

**TO:** Central Lyon Board of Education

**FROM:** Brent Jorth, Superintendent

**DATE:** May 13, 2022

**RE:** Curriculum Purchases

---

It is recommended the following curriculums are purchased for the 2022-23 school year:

- K-8 Literacy: Really Great Reading for \$4,754.40
- K-5 Math: Houghton Mifflin Harcourt Go Math for \$7,563.20
- 8-10 History
  - 8<sup>th</sup> Grade US History: Houghton Mifflin Harcourt for \$10,641.26
  - 9<sup>th</sup> Grade World History & Geograhly: McGraw Hill for \$11,425.11
  - 10<sup>th</sup> Grade US History: Houghton Mifflin Harcourt for \$10,934.00

ESSER III and Title categorical funding will be utilized to purchase these materials, this will have no impact to the General Fund.

**Really Great Reading Company, LLC**

P.O. Box 46, Cabin John, MD 20818-0046  
Toll Free 866 401 READ (7323) Fax 240 465 0478  
info@reallygreatreading.com  
www.ReallyGreatReading.com

**Quote #22470**










Email: [steveharman@centrallyon.org](mailto:steveharman@centrallyon.org)  
Quote Created: 05/11/2022  
Valid Until: 07/15/2022

**Ship to address**

Central Lyon Community School District  
Central Lyon Elementary  
Steve Harman  
1010 S. Greene Street  
Rock Rapids, Iowa, 51246  
(712) 472-2664

**Bill to address**

Central Lyon Community School District  
Central Lyon Elementary  
Steve Harman  
1010 S. Greene Street  
Rock Rapids, Iowa, 51246  
(712) 472-2664

Products	SKU	Price	Qty	Total
 Launchpad Online Spring Subscription	LPOL_SPR	\$59.00	1	\$59.00
 Launchpad Online School-Year Subscription	LPOL	\$95.00	5	\$475.00
 Countdown Online School Year Subscription	CDOL	\$95.00	4	\$380.00
 Blast Online School-Year Subscription	BLASTOL	\$95.00	4	\$380.00
 HD Word Online School-Year Subscription	HDOL	\$95.00	4	\$380.00
 Boost Online School-Year Subscription *	BOOSTOL	\$95.00	1	\$95.00
 Countdown Student Workbook	CDSW	\$10.00	70	\$700.00
 Blast Foundations Primary Student Workbooks	BLAST1PRSW	\$19.00	53	\$1,007.00
 HD Word Student Workbook Set, Foundations (Grades 2-5)	HDFSW	\$19.00	53	\$1,007.00

**Really Great Reading Company, LLC**

P.O. Box 46 Cabin John, MD 20818-0046

Toll Free 866-401-READ (7323) Fax 202-465-0478

info@reallygreatreading.com

[www.ReallyGreatReading.com](http://www.ReallyGreatReading.com)



**Subtotal:** \$4,483.00

**Shipping:** \$271.40

**Tax:** \$0.00

**Total:** \$4,754.40



# Houghton Mifflin Harcourt

**Proposal #008389471**

Prepared For

## **Central Lyon Cmty School Dist**

1010 S Greene St  
Rock Rapids IA 51246

**Attention:**

**Rhonda Menning**  
**rmanning@centrallyon.org**

For the Purchase of:

## **HMH Go Math 2015**

**Prepared By**

**Garrison Summers**  
**garrison.summers@hnhco.com**

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Coupon Code: GMGAPK5211

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Rhonda Menning  
rmanning@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

Date of Proposal: 5/11/2022

# Proposal for Central Lyon Cmty School Dist

Expiration Date: 6/25/2022

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade K</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1597433 9780544445567	2015 Go Math! Hybrid Student Resource Package 2-Volume SE with 1 Year Digital Grade K	\$38.95	70	\$2,726.50	\$1,326.50	\$1,400.00
Package Includes: Student Edition Set Grade K Online Interactive Student Edition, (w/Personal Math Trainer) 1-Year Grade K Bilingual Mathboard Grade K						
<b>Total for Classroom Package</b>		<b>\$1,400.00</b>				
<b>a la carte items available for purchase</b>						
1617632 9780544617650	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade K	\$164.25	4	\$657.00	\$657.00	
<b>Total for a la carte items available for purchase</b>		<b>\$0.00</b>				
<b>Total for Grade K</b>		<b>\$1,400.00</b>				
<b>Grade 1</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1597434 9780544445574	2015 Go Math! Hybrid Student Resource Package 2-Volume SE with 1 Year Digital Grade 1	\$38.95	53	\$2,064.35	\$1,004.35	\$1,060.00
Student Edition Set Grade 1 Online Interactive Student Edition, (w/Personal Math Trainer) 1-Year Grade 1 Bilingual Mathboard Grade 1						
<b>Total for Classroom Package</b>		<b>\$1,060.00</b>				
<b>a la carte items available for purchase</b>						
1617633 9780544617667	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade 1	\$164.25	3	\$492.75	\$492.75	
<b>Total for a la carte items available for purchase</b>		<b>\$0.00</b>				
<b>Total for Grade 1</b>		<b>\$1,060.00</b>				
<b>Grade 2</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1597435 9780544445581	2015 Go Math! Hybrid Student Resource Package 2-Volume SE with 1 Year Digital Grade 2	\$38.95	53	\$2,064.35	\$1,004.35	\$1,060.00
Package Includes: Student Edition Set Grade 2 Online Interactive Student Edition, (w/Personal Math Trainer) 1-Year Grade 2 Bilingual Mathboard Grade 2						
<b>Total for Classroom Package</b>		<b>\$1,060.00</b>				
<b>a la carte items available for purchase</b>						
1617634 9780544617674	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade 2	\$164.25	3	\$492.75	\$492.75	
<b>Total for a la carte items available for purchase</b>		<b>\$0.00</b>				
<b>Total for Grade 2</b>		<b>\$1,060.00</b>				
<b>Grade 3</b>						

Coupon Code: GMGAPK5211

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Rhonda Menning  
rmenning@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

008389471

Sold:0000106772 Ship:0000106772

Page 2 of 5

Please submit this form with your purchase order



Date of Proposal: 5/11/2022

# Proposal for Central Lyon Cmty School Dist

Expiration Date: 6/25/2022

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Classroom Package						
SRP/TRP						
1597436 9780544445598	2015 Go Math! Hybrid Student Resource Package 2-Volume SE with 1 Year Digital Grade 3	\$38.95	51	\$1,986.45	\$966.45	\$1,020.00
Package Includes: Student Edition Set Grade 3 Online Interactive Student Edition, (w/Personal Math Trainer) 1-Year Grade 3 Bilingual Mathboard Grade 3						
Total for Classroom Package		\$1,020.00				
a la carte items available for purchase						
1617635 9780544617681	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade 3	\$164.25	3	\$492.75	\$492.75	
Total for a la carte items available for purchase		\$0.00				
Total for Grade 3		\$1,020.00				
Grade 4						
Classroom Package						
SRP/TRP						
1597437 9780544445604	2015 Go Math! Hybrid Student Resource Package 2-Volume SE with 1 Year Digital Grade 4	\$38.95	42	\$1,635.90	\$795.90	\$840.00
Package Includes: Student Edition Set Grade 4 Online Interactive Student Edition, (w/Personal Math Trainer) 1-Year Grade 4 Bilingual Mathboard Grade 4						
Total for Classroom Package		\$840.00				
Total for Grade 4		\$840.00				
Grade 5						
Classroom Package						
SRP/TRP						
1597438 9780544445611	2015 Go Math! Hybrid Student Resource Package 2-Volume SE with 1 Year Digital Grade 5	\$38.95	57	\$2,220.15	\$1,080.15	\$1,140.00
Package Includes: Student Edition Set Grade 5 Online Interactive Student Edition, (w/Personal Math Trainer) 1-Year Grade 5 Bilingual Mathboard Grade 5						
Total for Classroom Package		\$1,140.00				
a la carte items available for purchase						
1617637 9780544617704	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade 5	\$164.25	3	\$492.75	\$492.75	
Total for a la carte items available for purchase		\$0.00				
Total for Grade 5		\$1,140.00				

Coupon Code: GMGAPK5211

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Rhonda Menning  
rmenning@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

Date of Proposal: 5/11/2022

Proposal for  
**Central Lyon Cmty School Dist**

Expiration Date: 6/25/2022

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
------	-------	-------	----------	---------------------------	----------------------------	----------------------------------

<b>Subtotal Purchase Amount:</b>				<b>\$6,520.00</b>		
----------------------------------	--	--	--	-------------------	--	--

<b>Shipping &amp; Handling:</b>				<b>\$1,043.20</b>		
---------------------------------	--	--	--	-------------------	--	--

<b>Total Cost of Proposal (PO Amount):</b>				<b>\$7,563.20</b>		
--	--	--	--	-------------------	--	--

**\*\*Please add proper sales tax to your order\*\***

Coupon Code: GMGAPK5211

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Rhonda Menning  
rmenning@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

Proposal for  
Central Lyon Cmty School Dist**Total Cost of Proposal (PO Amount): \$7,563.20**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

<b>Ship to:</b> Cntrl Lyon Cmnty Schl Dist 1010 S Greene St Rock Rapids, IA 51246-2087	<b>Sold to:</b> Cntrl Lyon Cmnty Schl Dist 1010 S Greene St Rock Rapids, IA 51246-2087
---	---
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 5/11/2022

Proposal Expiration Date: 6/25/2022

**Houghton Mifflin Harcourt**

Coupon Code: GMGAPK5211

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Rhonda Menning  
rmenning@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647



# Houghton Mifflin Harcourt

**Proposal #008369872**

Prepared For

**Central Lyon Cmty School Dist**

**Attention:**

**Travis Schipper**

**tschipper@centrallyon.org**

For the Purchase of:

**US History Beg to 1877 Gr 6-8: Class Set Student Editions with 8YR Digital Subscription**

Prepared By

Kevin Peters

kevin.peters@hnhco.com

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Travis Schipper  
tschipper@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

# Proposal for Central Lyon Cmty School Dist

ISBN	Title		Price	Quantity	Value of All Material	Free Materials Quantity
<b>Grade 6</b>						
<b>Student Digital Licenses</b>						
1792634 9780358427230	United States History: Beginning to 1877 Student License Digital 8 Year		\$128.00	70	\$8,960.00	
Includes: Digital Student Resources 8 Year Grade 6-8 Implementation Success						
<b>Total for Student Digital Licenses</b>			<b>\$8,960.00</b>			
<b>Teacher Digital Licenses</b>						
1808178 9780358553328	United States History: Beginnings to 1877 Teacher License Digital 8 Year		\$600.00			2
Includes: United States History: Beginnings to 1877 Digital Teacher Resources 8 Year Access to Teacher's Corner						
<b>Total for Teacher Digital Licenses</b>			<b>\$0.00</b>			
<b>A la Carte Items Available for Purchase</b>						
<b>Teacher Materials</b>						
1655428 9780544912762	2018 United States History: Beginnings to 1877 Teacher Guide Bundle		\$150.00	2	\$300.00	
<b>Student Materials</b>						
1625522 9780544668799	2018 United States History: Beginnings to 1877 Student Edition		\$34.90	35	\$1,221.50	
<b>Total for A la Carte Items Available for Purchase</b>			<b>\$1,521.50</b>			
<b>Total for Grade 6</b>			<b>\$10,481.50</b>			

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Travis Schipper  
tschipper@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hmc.co.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

Proposal for  
**Central Lyon Cmty School Dist**

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
------	-------	-------	----------	--------------------------	-------------------------------

<b>Total Savings:</b>	<b>\$1,200.00</b>
<b>Subtotal Purchase Amount:</b>	<b>\$10,481.50</b>
<b>Shipping &amp; Handling:</b>	<b>\$159.76</b>
<b>Sales Tax:</b>	<b>\$0.00</b>
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$10,641.26</b>

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Travis Schipper  
tschipper@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

Proposal for  
**Central Lyon Cmty School Dist**

**Total Cost of Proposal (PO Amount): \$10,641.26**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

<b>Ship to:</b>	<b>Sold to:</b>
Cntrl Lyon Cmnty Schl Dist	Cntrl Lyon Cmnty Schl Dist
1010 S Greene St	1010 S Greene St
Rock Rapids, IA 51246-2087	Rock Rapids, IA 51246-2087
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 4/18/2022

Proposal Expiration Date: 6/2/2022



**Houghton Mifflin Harcourt**

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Travis Schipper  
tschipper@centrallyon.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232

HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647



Because learning changes everything.®

**QUOTE PREPARED FOR:**

Central Lyon Community  
PO BOX 471  
ROCK RAPIDS, IA 51246-0471  
ACCOUNT NUMBER: 307648

**SUBSCRIPTION/DIGITAL CONTACT:**

Bradley Raveling  
braveling@centrallyon.org  
(712) 472-2664

**CONTACT:**

Bradley Raveling  
braveling@centrallyon.org  
(712) 472-2664

**SALES REP INFORMATION:**

Sarah Fischer  
sarah.fischer@mheducation.com  
(918) 710-8116

Section Summary	Value of All Materials	Free Materials	Product Subtotal
<a href="#">World History &amp; Geography (Full Survey) © 2018(Quote #3)</a>	\$13,201.35	(\$1,776.24)	\$11,425.11
<b>PRODUCT TOTAL*</b>	<b>\$13,201.35</b>	<b>(\$1,776.24)</b>	<b>\$11,425.11</b>
ESTIMATED S&H**			\$0.00
ESTIMATED TAX**			\$0.00
<b>GRAND TOTAL*</b>			<b>\$11,425.11</b>

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: orders\_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/13/2022  
QUOTE NUMBER: SFISC-05132022-003

ACCOUNT NAME: Central Lyon Community  
ACCOUNT #: 307648

EXPIRATION DATE: 06/27/2022  
PAGE #: 1





Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
<b>World History &amp; Geography (Full Survey) © 2018(Quote #3)</b>					
WORLD HISTORY AND GEOGRAPHY PRINT STUDENT EDITION CLASS SET (SET OF 35) - print only	978-0-07-898728-1	1	\$2,880.21	\$0.00	\$2,880.21
WORLD HISTORY AND GEOGRAPHY STUDENT LEARNING CENTER 8 YEAR SUBSCRIPTION	978-0-07-693763-9	70	\$122.07	\$0.00	\$8,544.90
WORLD HISTORY AND GEOGRAPHY TEACHER LESSON CENTER 8 YEAR SUBSCRIPTION	978-0-07-693764-6	3	\$412.56	\$1,237.68	*Free Materials
WORLD HISTORY TEACHER EDITION	978-0-07-668387-1	3	\$144.99	\$434.97	*Free Materials
WORLD HISTORY AND GEOGRAPHY CHAPTER TESTS AND LESSON QUIZZES	978-0-07-676823-3	3	\$34.53	\$103.59	*Free Materials
<b>World History &amp; Geography (Full Survey) © 2018(Quote #3) Subtotal:</b>				<b>\$1,776.24</b>	<b>\$11,425.11</b>

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: [orders\\_mhe@mheducation.com](mailto:orders_mhe@mheducation.com) | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/13/2022  
QUOTE NUMBER: SFISC-05132022-003

ACCOUNT NAME: Central Lyon Community  
ACCOUNT #: 307648

EXPIRATION DATE: 06/27/2022  
PAGE #: 2



Because learning changes everything.®

**QUOTE PREPARED FOR:**

Central Lyon Community  
PO BOX 471  
ROCK RAPIDS, IA 51246-0471  
ACCOUNT NUMBER: 307648

**CONTACT:**

Bradley Raveling  
braveling@centrallyon.org  
(712) 472-2664

VALUE OF ALL MATERIALS	\$13,201.35
FREE MATERIALS	(\$1,776.24)
<b>PRODUCT TOTAL*</b>	<b>\$11,425.11</b>
ESTIMATED SHIPPING & HANDLING**	\$0.00
ESTIMATED TAX**	\$0.00
<b>GRAND TOTAL</b>	<b>\$11,425.11</b>

**SUBSCRIPTION/DIGITAL CONTACT:**

Bradley Raveling  
braveling@centrallyon.org  
(712) 472-2664

Comments:

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

**Terms of Service:**

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

[Terms Of Service](#)

[Provisions required by Subscriber State law](#)

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting [www.mheducation.com](http://www.mheducation.com) (or [www.mhecoast2coast.com](http://www.mhecoast2coast.com)).

**School Purchase Order Number:** \_\_\_\_\_

\_\_\_\_\_  
Name of School Official (Please Print)

\_\_\_\_\_  
Signature of School Official

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: [orders\\_mhe@mheducation.com](mailto:orders_mhe@mheducation.com) | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/13/2022  
QUOTE NUMBER: SFISC-05132022-003

ACCOUNT NAME: Central Lyon Community  
ACCOUNT #: 307648

EXPIRATION DATE: 06/27/2022  
PAGE #: 3



Online  
plus  
classroom  
textbooks

# Houghton Mifflin Harcourt

**Proposal #008369959**

Prepared For

**Central Lyon Cmty School Dist**

**Attention:**

**Ben Docker**

**bdocker@centrallyon.org**

For the Purchase of:

**American History Reconstruction to Present /  
Sociology Gr 9-12: Print with 8YR Digital  
Subscription**

Prepared By

**Kevin Peters**

**kevin.peters@hnhco.com**

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Ben Docker  
**bdocker@centrallyon.org**

**HMH Confidential and Proprietary**

Send **Orders** to:  
**k12orders@hnhco.com**  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647