

The salary for the Transportation Director for the **2021-22** school year is **\$65,500**. The benefits for the Transportation Director for the **2021-22** 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 **\$88,085**. 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. 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 **2021-22** School Year

Jeremy Sprock Sharing Agreement

Salary	\$65,500.00
FICA	\$5,011.00
IPERS	\$6,183.00
Health Ins	\$11,391.00
Total	\$88,085.00

Central Lyon	George-Little Rock
\$70,468.00	\$17,617.00
Total	\$88,085.00

**CONTRACT FOR SHARED HUMAN RESOURCE DIRECTOR
BETWEEN
ROCK VALLEY COMMUNITY SCHOOL DISTRICT, CENTRAL LYON COMMUNITY SCHOOL
DISTRICT, AND WEST LYON COMMUNITY SCHOOL DISTRICT**

This **Agreement** is made on the **13th day of May, 2021**, by and between the Board of Directors of the Rock Valley Community School District (hereinafter, Rock Valley CSD) and the Board of Directors of the Central Lyon Community School District (hereinafter, Central Lyon CSD) and the Board of Directors of the West Lyon Community School District (hereinafter, West Lyon CSD):

WHEREAS, Central Lyon CSD and West Lyon CSD require the services of a **Human Resource Director** for the 2021/2022 fiscal year; and

WHEREAS, Section 280.15 of the Code of Iowa authorizes school districts to share any school personnel; and

WHEREAS, all parties to this **Agreement**, after careful and complete analysis, have determined that it is in the best interest of all parties for Central Lyon CSD and West Lyon CSD to share the services of a **Human Resource Director** to be employed by Rock Valley CSD.

NOW THEREFORE, in consideration of the mutual promises herein, it is agreed by the parties as follows:

TERM. The term of this agreement shall be 12 months, commencing on July 1, 2021, and ending on June 30, 2022. This agreement shall be reviewed and approved annually.

PERSONNEL. Rock Valley CSD shall provide **Human Resource Director** services to Central Lyon CSD and West Lyon CSD. During the term of this agreement, the **Human Resource Director** shall spend an average of thirty-three percent (33.3%) of his/her time in the services of Central Lyon CSD and an average of thirty-three percent (33.3%) of his/her time in the services of West Lyon CSD. If the **Human Resource Director's** employment is terminated for any reason, Rock Valley CSD, Central Lyon CSD, and West Lyon CSD shall work jointly in hiring a replacement employee.

COMPENSATION. Central Lyon CSD shall compensate Rock Valley CSD for the **Human Resource Director** services by paying thirty-three percent (33.3%) of the salary and benefits of the **Human Resource Specialist** with salary expenses to not exceed \$29,255.28, unless mutually agreed upon by all parties, for the 2021/2022 fiscal year. West Lyon CSD shall compensate Rock Valley CSD for the **Human Resource Director** services by paying thirty-three percent (33.3%) of the salary and benefits of the **Human Resource Director** with salary expenses to not exceed \$29,255.28, unless mutually agreed upon by all parties, for the 2021/2022 fiscal year. Central Lyon CSD and West Lyon CSD understands that the salary specified may be adjusted from year-to-year and that its share of the **Human Resource Director's** salary will be calculated based on the adjusted salary. This amount shall be payable by Central Lyon CSD and West Lyon CSD semi-annually upon receipt of an invoice from Rock Valley CSD.

TRAVEL AND DIRECT EXPENSES. All expenses incurred for travel and direct expenses by the **Human Resource Director** shall be paid for by the District that requires the service.

SUPERINTENDENT/ADMINISTRATION REVIEW. A review of this sharing agreement shall be conducted by the Superintendents of Rock Valley CSD, Central Lyon CSD, and West Lyon CSD. This review should occur prior to the February 1st deadline provided for in the termination clause below. In the event of a disagreement or concern over any aspect of this agreement, the Superintendents of Rock Valley CSD, Central Lyon CSD, and West Lyon CSD will attempt to resolve the dispute.

LIABILITY COVERAGE. The **Human Resource Director** will be covered under Rock Valley CSD's liability insurance policy.

TERMINATION. This Agreement will terminate at the end of June 30, 2022.

It is understood that this Agreement is not and shall not be construed as a contract between the shared **Human Resource Director** and the Districts of Central Lyon CSD and West Lyon CSD, and that the **Human Resource Director** shall remain, for all purposes, an employee of the Rock Valley Community School District. Any employee benefits as are specified by the policies of the Rock Valley Community School District or in any contract between Rock Valley Community School District and the **Human Resource Director**. The duties and responsibilities for each party will be determined and assigned by the Superintendents of Rock Valley CSD, Central Lyon CSD, and West Lyon CSD. The responsibility for the evaluation of **Human Resource Director's** performance shall be a joint effort between the Districts of Rock Valley CSD, Central Lyon CSD, West Lyon CSD.

Dated this _____ day of _____, 2021.

**Rock Valley
COMMUNITY SCHOOL DISTRICT**

By: _____
Board President

Attest: _____
Board Secretary

**Central Lyon
COMMUNITY SCHOOL DISTRICT**

By: _____
Board President

Attest: _____
Board Secretary

**West Lyon
COMMUNITY SCHOOL DISTRICT**

By: _____
Board President

Attest: _____
Board Secretary



Central Lyon Community School

Excellence. Integrity. Empowered.

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: May 18, 2021

RE: Administrative Team Salaries

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

- Brent Jorth, Superintendent: \$139,000 (2.21%)
- Jackie Wells, School Business Official: \$66,463 (2.25%)
- Steve Breske, Facilities, Infrastructure and Maintenance Director: \$67,485 (2.25%)
- Jason Engelman, Secondary Principal and Co-Activities Director: \$92,025 (2.25%)
- Steve Harman, Elementary Principal: \$100,767 (2.25%)
- Dan Kruse, Co-Activities Director: \$8,000 (16.75%)
- Curtis Eben, Technology Director: \$75,210 (2.25%)
- Geoff Kruse, Technology Administrator: \$66,682 (2.25%)
- Jeremy Sprock, Shared Transportation Director with George-Little Rock: \$65,500 (0%)
- Jeff Jaeger, Juvenile Court School Liaison Officer: \$46,500 (3.44%)

Administrative team salary costs will increase \$18,740 or 2.25% in 2021-22.



Central Lyon Community School

Excellence. Integrity. Empowered.

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: May 18, 2021

RE: Curriculum Purchases

It is recommended the following curriculum purchases be approved for the 2021-22 school year:

- SAVVAS Science: \$60,826.99
 - Pre-School through 8th Grade student textbooks/workbooks; online student access; teacher editions; and classroom materials for experiments and projects.
 - Professional learning for teachers is also included.
 - Mr. Pytleski worked with Mrs. Herman and Mrs. Bixeman to pilot both SAAVAS and Amply curriculum and materials. It is there recommendation to move forward with the SAAVAS curriculum and materials.
- Houghton Mifflin Harcourt GO Math: \$15,915.27
 - This is the math curriculum teachers in Kindergarten through 6th grade are currently utilizing with students. The contract expires at the end of the school year.
 - The contract will be for two (2) years, while a team of math teachers will begin the curriculum review process in 2021-22 and will make a recommendation for new math materials during the 2022-23 school year.
- Really Great Reading: \$3,157
 - This curriculum is currently being utilized by K-6 teachers.

Quote Release: 13

Price Quote Summary

Price Quote Detail

Elevate Science K-5 ©2019 - Grade K

Central Lyon Cmty School Dist

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780328949199	ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 3	\$136.47	3	0	\$409.41	\$0.00
9780328996087	ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 3	\$831.97	0	1	\$0.00	\$831.97
Elevate Science K-5 ©2019 - Grade 3 Subtotal					\$ 409.41	\$ 4,064.65
Elevate Science K-5 ©2019 - Grade 4						
9780328989331	ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 6-YEAR + DIGITA LCOURSEWARE 6-YEAR LICENSE GRADE 4	\$73.47	0	53	\$0.00	\$3,893.91
9780328949205	ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 4	\$136.47	3	0	\$409.41	\$0.00
9780328996094	ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 4	\$1,351.97	0	1	\$0.00	\$1,351.97
Elevate Science K-5 ©2019 - Grade 4 Subtotal					\$ 409.41	\$ 5,245.88
Elevate Science K-5 ©2019 - Grade 5						
9780328989348	ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 6-YEAR + DIGITA LCOURSEWARE 6-YEAR LICENSE GRADE 5	\$77.47	0	56	\$0.00	\$4,338.32
9780328949212	ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 5	\$136.47	1	0	\$136.47	\$0.00
9780328996100	ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 5	\$1,351.97	0	1	\$0.00	\$1,351.97
Elevate Science K-5 ©2019 - Grade 5 Subtotal					\$ 136.47	\$ 5,690.29
Elevate Science K-5 Subtotal					\$ 1,910.58	\$ 26,022.35
Elevate Science Middle Grades						
Elevate Science Middle Grades ©2019 - Grade 6						
9780328989713	ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION 6-YEAR + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 6	\$99.97	0	62	\$0.00	\$6,198.14

Central Lyon Cmty School Dist

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780768585438	PREK 2022 COMPREHENSIVE PACKAGE PLUS 6-YEAR DIGITAL COURSEWARE LICENSE	\$3,447.00	0	1	\$0.00	\$3,447.00
Three Cheers for Pre-K ©2022 Subtotal						\$ 3,447.00
Three Cheers for Pre K Subtotal						\$ 3,447.00
Solution Subtotal					\$ 2,972.99	\$ 56,205.86
Shipping and Handling						\$ 4,621.13
					Total	\$ 60,826.99



Houghton Mifflin Harcourt

Proposal

Prepared For

Central Lyon Cnty School Dist

1010 S Greene St
Rock Rapids IA 51246

Attention:

Steve Harman

steveharman@centrallyon.org

For the Purchase of:

Go Math 2015 GRK-6

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.

Attention:
Steve Harman
steveharman@centrallyon.org

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

HMH Confidential and Proprietary

Central Lyon Cmty School Dist

ISBN

Title

Price

Quantity

Value of All
Materials

Total for a la carte items available for purchase

Total for Grade 4**\$2,183.40****Grade 5**

a la carte items available for purchase

1592856	9780544390164	2015 Go Math! Multi-Volume Student Edition Bundle Grade 5	\$34.50	57	\$1,966.50
1617637	9780544617704	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade 5	\$129.80	1	\$129.80

Total for a la carte items available for purchase

Total for Grade 5**\$2,096.30****Grade 6**

a la carte items available for purchase

1592857	9780544390171	2015 Go Math! Multi-Volume Student Edition Bundle Grade 6	\$34.50	62	\$2,139.00
1617638	9780544617711	2015 Go Math! Teacher Digital Management Center w/HighStakes Test Prep 1 Year Digital Grade 6	\$129.80	1	\$129.80

Total for a la carte items available for purchase

Total for Grade 6**\$2,268.80****Total Savings:****\$0.00****Subtotal Purchase Amount:****\$14,600.30****Shipping & Handling:****\$1,314.97****Total Cost of Proposal (PO Amount):****\$15,915.27******Please add proper sales tax to your order****

Attention:
Steve Harman
steveharman@centrallyon.org

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

HMH Confidential and Proprietary

**HEALTH SERVICES OF LYON COUNTY
315 FIRST AVENUE, SUITE 208
ROCK RAPIDS, IOWA 51246
712-472-8200**

March 18, 2021

Mr. Brent Jorth
Central Lyon Superintendent
Central Lyon Community School

Dear Mr. Jorth,

Enclosed you will find the proposed 2021-2022 Public Health School Nurse contract for Central Lyon School District. Please note the hourly rate has not changed for FY21-22, however there is a slight increase in the total hours that the nurse will be present.

FY21-22 Proposed contract for school nursing services:

Nursing Hours have been based on a total of 35 hours per week at the school.

Work Hours will be:

Monday 8:00 – 3:45

Tuesday 8:00 – 3:45

Wednesday 8:00 – 2:30- this is current staff early out day.

Thursday 8:00 – 3:45

Friday 8:00 – 3:45

Central Lyon Contract Proposed Payment

39 weeks @ 26 hours per week = 1,014 hours * 1,014 hours x 39.00/hr. = \$39,546

Health Services proposal for FY21-22 total is 35 hours per week x 39 weeks = 1,365 hours for the school year.

Health Services will offset cost for the remaining hours, and we cover all benefits, supervision, and continuing education.

Please contact our office with any questions or concerns regarding the proposed contract at
712-472-8200 or mstillson@co.lyon.ia.us

Sincerely,

Melissa M. Stillson, RN
Public Health Administrator
Health Services of Lyon County

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 #15500**Email: steveharman@centrallyon.org

Quote Created: 05/12/2021








Valid Until: 11/12/2021

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 One-Year Subscription Subscription Length: 1-year Launchpad subscription \$95.00	LPOL	\$95.00	4	\$380.00
 Countdown Online Subscription Subscription Length: 1-year Count Down subscription \$95.00	CDOL	\$95.00	3	\$285.00
 Countdown Student Workbook	CDSW	\$10.00	46	\$460.00
 Blast Foundations Online Subscription Subscription Length: 1-year Blast subscription \$95.00	BLASTOL	\$95.00	3	\$285.00
 Blast Foundations Primary Student Workbooks	BLAST1PRSW	\$19.00	44	\$836.00
 HD Word Student Workbook Set, Foundations (Grades 2-5)	HDFSW	\$19.00	34	\$646.00
 HD Word Online Subscription Subscription Length: 1-year HD Word subscription \$95.00	HDOL	\$95.00	3	\$285.00
				Subtotal: \$3,177.00
				Shipping: \$194.20
				Tax: \$0.00
				Total: \$3,371.20

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 #15507

Email: steveharman@centrallyon.org

Quote Created: 05/13/2021

Valid Until: 11/13/2021













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 One-Year Subscription Subscription Length: 1-year Launchpad subscription \$95.00	LPOL	\$95.00	1	\$95.00
 Countdown Online Subscription Subscription Length: 1-year Count Down subscription \$95.00	CDOL	\$95.00	1	\$95.00
 Countdown Student Workbook	CDSW	\$10.00	15	\$150.00
 Blast Foundations Online Subscription Subscription Length: 1-year Blast subscription \$95.00	BLASTOL	\$95.00	1	\$95.00
 Blast Foundations Primary Student Workbooks	BLAST1PRSW	\$19.00	15	\$285.00
 Blast Foundations Elementary Student Workbook Set	BLAST1ELSW	\$19.00	15	\$285.00
 HD Word Online Subscription Subscription Length: 1-year HD Word subscription \$95.00	HDOL	\$95.00	1	\$95.00
 HD Word Student Workbook Set, Foundations (Grades 2-5)	HDFSW	\$19.00	15	\$285.00
 HD Word Student Workbook Set, Essentials (Grades 5-8)	HDESW	\$19.00	15	\$285.00
 Boost Online Subscription Subscription Length: 1-year Boost subscription \$95.00	BOOSTOL	\$95.00	1	\$95.00
 Phonics Boost Student Workbooks	BOOSW	\$45.00	5	\$225.00
 Countdown Lesson Plan Teacher Guide Set	CDLP	\$225.00	1	\$225.00

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



Subtotal: \$2,215.00

Shipping: \$174.00

Tax: \$0.00

Total: \$2,389.00

Quote Notes:

Special Education order.



Central Lyon Community School

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MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: May 18, 2021

RE: Roof Maintenance & Repair Quote

It is recommended the quote from ARS, Tecta America, for roof maintenance and repair be approved.

- Elementary, Middle & High School Buildings: \$7,800
- Activity Center: \$2,745
- Total: \$10,545



ROOF MAINTENANCE & REPAIR PROPOSAL

Central Lyon Community School - Central Lyons Community School

1010 S Greene St, Rock Rapids, IA 51246



PRESENTED TO

Mr. Jorth
Superintendent
Central Lyon Community School
1010 S Greene St
Rock Rapids, IA 51246
712-540-8013

PRESENTED BY

Phil Tripp
Service Manager
ARS a Tecta America Company LLC
605 351-2094
ptripp@tectaaamerica.com

GENERAL SUMMARY

May 6, 2021

Dear Mr. Brent Jorth,

Thank you for the opportunity to perform the recent Facility Roof Audit at Central Lyons Community School. We identified several maintenance items and repairs that should be performed in order to ensure the performance of your roofs and the watertight occupancy of your building. Your choice of partner to perform this work will affect not only the expeditious performance of this project, but more importantly, the long-term performance of your investment.

Below is a detailed scope of work and final project pricing. Please review this proposal and contact me with any questions.

We look forward to working with you to address your needs. Our goal is to ensure that you are able to focus on meeting your core business objectives, and will rarely have to think about roof performance.

Sincerely,

Phil Tripp

Service Manager

605 351-2094

**CENTRAL LYON COMMUNITY SCHOOL'S INVESTMENT**

CONTRACT SUM: ARS a Tecta America Company LLC, by and through its subsidiaries and affiliates, shall perform the Work for seven thousand eight hundred dollars (**\$7,800.00**) in current funds, and if this Proposal is accepted by the Owner, Owner shall pay said sum as provided herein.

Total price including labor, materials, supplies & tax	\$7,350.00
Trip Charge 3 days	\$450.00
TOTAL PROJECT COST	\$7,800.00

If this proposal is accepted by Owner, Owner shall pay said sum as provided herein.

The proposal sum indicated assumes all deficiencies are selected to be repaired. If all deficiencies are not accepted for repair and client/owner authorizes select deficiencies, contact Tecta America for pricing revisions.

This proposal is subject to revision or withdrawal by Tecta America until communication of acceptance. This proposal expires thirty (30) days after the date stated above, if not earlier accepted, revised or withdrawn.

Customer warrants he/she has personally read and understands the terms and conditions on the following page(s) of this proposal, and that any contract between the parties is subject to these terms and conditions.

The undersigned hereby accepts this Proposal, and agrees that this writing shall be a binding contract and authorizes ARS a Tecta America Company LLC to proceed with the Work.

Owner/Customer:

ARS a Tecta America Company LLC

By: _____

By: _____

Name: _____

Name: Phil Tripp

Title: _____

Title: _____

Date: _____

Date: _____



CENTRAL LYON COMMUNITY SCHOOL'S INVESTMENT

CONTRACT SUM: ARS a Tecta America Company LLC, by and through its subsidiaries and affiliates, shall perform the Work for two thousand seven hundred forty-five dollars **(\$2,745.00)** in current funds, and if this Proposal is accepted by the Owner, Owner shall pay said sum as provided herein.

Total price including labor, materials, supplies & tax	\$2,595.00
Trip charge	\$150.00
TOTAL PROJECT COST	\$2,745.00

If this proposal is accepted by Owner, Owner shall pay said sum as provided herein.

The proposal sum indicated assumes all deficiencies are selected to be repaired. If all deficiencies are not accepted for repair and client/owner authorizes select deficiencies, contact Tecta America for pricing revisions.

This proposal is subject to revision or withdrawal by Tecta America until communication of acceptance. This proposal expires thirty (30) days after the date stated above, if not earlier accepted, revised or withdrawn.

Customer warrants he/she has personally read and understands the terms and conditions on the following page(s) of this proposal, and that any contract between the parties is subject to these terms and conditions.

The undersigned hereby accepts this Proposal, and agrees that this writing shall be a binding contract and authorizes ARS a Tecta America Company LLC to proceed with the Work.

Owner/Customer:

ARS a Tecta America Company LLC

By: _____

By: _____

Name: _____

Name: Phil Tripp

Title: _____

Title: _____

Date: _____

Date: _____

1. These terms and conditions relate to the services being performed as described herein. If this work is being performed in accordance with a Master Agreement, then the terms and conditions of the master agreement will take precedence.

2. **Nature of Work.** ARS a Tecta America Company LLC ("Tecta") shall furnish the labor and material to perform the work described herein. Tecta does not provide engineering, consulting or architectural services. Tecta is not responsible for location of roof drains, adequacy of drainage, ponding on the roof or structural conditions.

3. **Commencement of Work.** Customer warrants that the structures on which Tecta is to work are in sound condition and capable of withstanding normal activities of roofing construction, equipment and operations. Tecta's prosecution of the work indicates only that the surface of the deck appears satisfactory to Tecta to attach roofing materials.

4. **Availability of Site.** Tecta shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof.

5. **Asbestos and Toxic Materials.** This Work is based on Tecta not coming into contact with asbestos-containing or toxic materials. Tecta shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site. Customer agrees to indemnify Tecta from and against any liability, damages, losses, claims, demands or citations arising out of the presence of asbestos or toxic materials at the work site.

6. **Payment.** Unless stated otherwise on the face of this Work Order, Customer shall pay the invoiced amount within ten (10) days of receipt of the invoice. If completion of the Work extends beyond one month, Customer shall make monthly progress in accordance with the billed invoices. All sums not paid when due shall earn interest at the rate of 1-1/2% per month. Tecta shall be entitled to recover from Customer costs of collection, including attorney's fees, resulting from Customer's failure to make proper payment when due.

7. **Back charges.** No back charges or claims for payment of services or materials and equipment furnished by Customer to Tecta shall be valid unless previously authorized in writing by Tecta and unless written notice is given to Tecta within five (5) days of the event, act, or omission which is the basis of the back charge.

8. **Insurance.** Tecta shall carry worker's compensation, and commercial general liability insurance. Tecta will furnish a Certificate of Insurance, evidencing the types and amounts of its coverage's upon request. Moneys owed to Tecta shall not be withheld by reason of any damage or claim against Tecta covered by liability or property damage insurance maintained by Tecta.

9. **Interior Protection.** Customer acknowledges that roof work on an existing building may cause disturbance, dust or debris to fall into the interior. It is the customer's responsibility to remove

or protect property directly below the roof in order to minimize potential interior damage. Customer agrees to hold Tecta harmless from claims of tenants who were not so notified and did not provide protection.

10. **Fumes and Emissions.** Customer acknowledges that odors and emissions from roofing products may be released and noise will be generated as part of the roofing operations to be performed by Tecta. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during the application process. Some people are more sensitive to these emissions than others. Customer shall hold Tecta harmless from claims from third parties relating to fumes and odors that are emitted during the normal roofing process.

11. **Warranty.** Tecta's work will be warranted by Tecta in accordance with its standard warranty, no other portions of the roof is warranted with the exception of those roofs still under a manufacturer's warranty. Tecta shall only be liable for work it has been specifically asked to perform. Tecta is not liable for the entire roof. Tecta is not guaranteeing any other areas of the roof beyond those it specifically repaired. Tecta is not responsible for any work performed by anyone or any company other than Tecta.

12. **Existing Conditions.** Tecta is not responsible for leakage due to the existing conditions of the roof or other portions of the building that have not yet been repaired by Tecta. While every attempt has been made by Tecta to resolve the leak condition, the roof may be experiencing numerous leak conditions and Tecta may be required to return to the roof to resolve these unforeseen conditions. Customers shall hold Tecta harmless for these unforeseen additional leak conditions. Tecta's warranty and liability only extends to the work performed by Tecta.

13. **Mold.** Tecta is committed to acting promptly so that roof leaks are not a source of potential interior mold growth. The Customer is responsible for monitoring any leak areas and for indoor air quality. Tecta is not responsible for indoor air quality. Customer shall hold harmless and indemnify Tecta from claims due to indoor air quality and resulting from water intrusion into the building. Customer agrees to indemnify and hold harmless Tecta from claims brought by tenants and third parties arising from mold growth.

14. **Indemnification.** To the fullest extent permitted by law, Tecta shall indemnify and hold harmless the customer, and all of their agents, officers, directors, and employees from and against all claims, damages, and losses directly caused by Tecta's work under this Work Order provided that any such claim, damage, loss or expense is caused in whole or in part, and only to the extent from a negligent act or omission of Tecta or anyone for whose work Tecta is responsible under this contract. **In no event shall such liability include indirect, incidental, special, exemplary, punitive, unmitigated, or consequential damages.**



Central Lyon Community School

Excellence. Integrity. Empowered.

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: May 18, 2021

RE: Athletic Admission Prices for 2021-22

It is recommended admission prices for varsity athletic contests be set at \$6.00 for the 2021-22 school year.

- At the April meeting of the Siouxland Athletic Directors there was a proposal to raise admission for varsity athletic contests for the 2021-22 school year.
 - Athletic Directors from across the conference reported that revenue from admission to athletic events was down in 2020-21 due to COVID, and has been stagnant for the past few years. Conversely expenses for officials, game workers, and equipment have increased over the same time frame. It was determined that conference admission for adults (\$5) has not changed for more than 10 years; while student admission went from \$3.00 to \$5.00 within the past decade.
 - ADs and superintendents discussed other opportunities to generate revenue – including charging admission for baseball and softball games; and at middle school or non-varsity contests (when playing on a night that doesn't have a varsity game). Athletic directors and superintendents both discussed the difficulty in charging for baseball and softball due to the inability to truly limit entrance to one or multiple "gates," plus the fact that youth teams often play at the same site at the same time, and athletic directors specifically noted the challenge to find workers for post season contests. While it was noted that the War Eagle and Lakes Conferences will both charge for middle school events in 2021-22, it was the consensus of the ADs and superintendents that the conference would delay a recommendation to charge admission at middle school events or non-varsity contests if admission at varsity contests was raised.



Central Lyon Community School

Excellence. Integrity. Empowered.

MEMO

TO: Central Lyon Board of Education
FROM: Brent Jorth, Superintendent
DATE: May 18, 2021
RE: Executive Summary – Policy Review, Rescind & Adoption

It is recommended the Board approve the following policies as submitted.

201 – Board of Directors' Elections

This policy was updated to reflect the fact that school board elections are held on the first Tuesday after the first Monday in November of odd-number years.

202.3 – Term of Office

This policy was updated to reflect changes in election dates that went into effect in 2019. It also clarifies the process to fill a vacant position on the board.

409.2—Employee Leaves of Absence

This policy was updated by adding an option for unpaid leaves of absence.

701.1—Depository of Funds

Minor language changes were made to this policy. The board will designate the name and location of the financial institutions and maximum deposits to be kept.

701.2—Transfer of Funds

This policy was updated to reflect the flexibility that districts have to loan money between funds within the necessary requirements. The new language specifically permits the district to request approval to make an account whole prior to termination of the program.

701.3—Financial Records

An edit was made to describe the importance of administrative teams working in conjunction to preserve and maintain the district's financial records.

702—Cash in School Buildings

The policy language was updated to give the administrative team additional guidance on the regulations required to maintain cash in buildings. There are no set dollar amounts schools must maintain, but a formalized system of accounting should be in place so all affected employees understand how much cash should be kept in buildings and how often deposits should be made.

703.1—Budget Planning

The policy language was updated to specify which agencies the budget must be filed with.

704.1—Local-State-Federal-Miscellaneous Revenue

This policy has been updated to reflect passage of SF 289, which allows for districts to deposit proceeds from the sale of real property into any district fund, provided a public hearing is conducted prior to deposit.

704.5—Student Activities Fund

The policy language was updated to provide greater flexibility to districts in designating the employee responsible for overseeing the use of the student activity fund.

706.2—Payroll Deductions

The policy language was updated to better reflect what payroll deductions would be permitted by the district, as well as provide additional administrative flexibility on implementing this policy.

707.2—Treasurer's Annual Report

Language was updated for fund names, and also eliminated the requirement that bank statements be sworn, as this is not a legal requirement.

707.4—Audit

The policy was updated to strengthen that the annual audit should be performed by an independent auditor, and should be considered permanent record of the district.

707.5—Internal Controls

The language in this policy and accompanying regulation have been strengthened to better comply with the legal requirements for districts. The superintendent or board president will coordinate with the State of Iowa's Auditor Office in making decisions on investigation and prosecution of suspected criminal activity.

708—Care, Maintenance and Disposal of School District Records

This policy had the legal reference citations updated to reflect changes in the law.

801.4—Site Acquisition

The policy has been narrowed to better reflect that closed sessions to discuss the purchase or sale of real estate may only be utilized in limited circumstances. Closed sessions may not be entered into to discuss the idea of site acquisition generally. The discussion must relate to a specific parcel of land, such that holding the discussion in open session would be likely to impact the purchase price.

803.1—Disposition of Obsolete Equipment

The language has been updated to grant the superintendent discretion to sell or dispose of equipment having a value of less than \$5,000, and continues to require a publication notice for both the disposition and sale of equipment. For equipment greater than \$5,000 a public hearing must be held.

903.1—School-Community Groups

The policy has been updated to clearly identify whether community group funds will be considered under the control of the district, and if so, how they should be handled.

903.2—Community Resource Persons and Volunteers

The policy has been updated to better reflect current practice in districts to permit background checks for volunteers.

904.1—Transporting Students in Private Vehicles

The language has been updated to allow for some flexibility to districts in implementing the policy. Sometimes unexpected events occur while away from school campus, and the administration needs the latitude to make decisions in the best interest of the students while working within the boundaries of policy.

It is recommended the Board rescind the following policies.

705.2— Purchasing on Behalf of Employees

This policy has been rescinded because of the state auditor's requirements that public funds be used for a public purpose. By rescinding this policy, districts will clarify the accounting for purchases.

It is recommended the Board adopt the following policy.

2nd Reading

606.1 — Class Size – Class Grouping

It is within the sole discretion of the board to determine the size of classes and to determine whether class grouping will take place. The superintendent will make a recommendation to the board on class size based upon the financial condition of the school district.

1st Reading

704.6—Online Fundraising Campaigns-Crowdfunding

Central Lyon does not currently have this policy, and it is optional. The language was strengthened to provide greater ownership and control over the use of online fundraising for the benefit of the district. As with traditional fundraising, the district should carefully monitor the use of its likeness, symbols, and name.

706.3 and R1 —Pay Deductions and Regulation

This mandatory policy and the following regulation was not in Central Lyon's policy. The policy outlines what to do if an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay.

May 12, 2021

Mr. Jorth,

The last 5 years coaching for Central Lyon George-Little Rock has been a great experience for me. I was able to learn from a great coaching staff and develop as a coach. My experience with the Central Lyon George-Little Rock football and wrestling teams will not be forgotten. However, my wife has accepted a job that will take us away from George-Little Rock area. For this reason, I will be resigning my positions as a high school football coach and middle school wrestling coach.

Thank you,

A handwritten signature in black ink, appearing to read 'Thomas Vigdal', written in a cursive style.

Thomas Vigdal

Memorandum

To: Board of Education

From: Steve Harman, PK-6 Principal

Date 4-21-21

Re: TK Teaching Position

With the resignation of our current Transitional Kindergarten teacher and sign-up numbers mandating a second section, Central Lyon advertised for a TK Teacher. A candidate still existed from those who applied for the Kindergarten Position. This individual expressed interest in the existing TK position through the TEACH IOWA Website. After several discussions with the existing interview team and candidate a decision was reached to extend an offer to that candidate.

It is recommended to approve Brittany Kuiper as a TK Teacher for the 2021-2022 school year.

Memorandum

To: Board of Education

From: Steve Harman, PK-6 Principal

Date: May 2021

Re: Summer Hires

The Central Lyon Community School District will be offering student learning opportunities with students in the 3 following options. This memo outlines the school personnel who are willing to take part in each of the 3 educational opportunities.

1. Summer Reading/ Math/ STEM Program

Teaching Staff

- A. Jodi Schrick
- B. Tana Meyer
- C. Melissa Lockey
- D. Brookstin Halma

Learner Assistants

- A. Cheryl Mans
- B. Diane Reck

2. EL- English Learners

- A. Sam Kruse

Learner Assistants

- A. Donna Loomans
- B. Brad Raveling
- C. Nicole Kruse

3. ESY- Extended School Year

- A. Kelli Docker
- B. Tana Meyer
- C. Brookstin Halma