

# **Central Lyon Community School Board Packet**

**Monday, June 8, 2020**

**Regular Board Meeting 7:00 P.M.**

**Work Session regarding Return to Learn &  
Return to Play to follow.**



**Meetings are held in the board room.**



# Central Lyon Community School

1010 S. Greene St.  
Rock Rapids, IA 51246

712.472.2664  
712.472.2115

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

[www.centrallyon.org](http://www.centrallyon.org)

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

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**Date:** Friday, June 5, 2020

**What:** Regular School Board Meeting

**When:** Monday, June 8, 2020, 7:00 P.M.

**Where:** Central Lyon Community School Board Room

- Available to view & listen online at: [tinyurl.com/CL-Meeting-060820](https://tinyurl.com/CL-Meeting-060820)
- Call 712-472-2664 to listen to the meeting
- Space is limited and social distancing will be encouraged. Visitors should plan to wear a face covering in the event they can not maintain a six foot distance from others.

**Notice:** Community members should submit written comment to be read during Public Participation on Non-Agenda Items. Comments should be delivered to 1010 S. Greene St. by 6:45 P.M., June 8.

## **Agenda:**

### **7:00 P.M. Regular Meeting**

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Consent Agenda Items
  - A. Agenda
  - B. Minutes of Past Meetings
  - C. Financial Report
  - D. Summary List of Bills
- III. Recognition/Congratulations to Staff, Students, and Community
- IV. Communications
  - A. Public Participation on Non-Agenda Items
  - B. Correspondence
    1. IASB: Employment Law and COVID-19: Frequently Asked Questions
    2. ISEA: Guidance on Contract Days and End of Year Changes
    3. ISFIS: Revenue Estimating Conference revised estimates review
    4. Email to Representative Wills
- V. Reports
  - A. Principal Reports
    1. Agenda and follow-up Email from CL CSD & CLEA Meeting on May 15, 2020
  - B. School Business Official
  - C. Board Members
  - D. Superintendent
  - E. Other
- VI. Old Business
  - A. Consider Meyer Electric Quote for 1968 LED Lighting Project

VII. New Business

- A. Consider waiving five (5) contract days for teachers for the 2019-20 year
- B. Consider 2020-21 Calendar Amendment
- C. Consider Shared Human Resources Director Contract for 2020-21 with Rock Valley and West Lyon CSDs
- D. Consider Shared Transportation Director Contract for 2020-21 with George-Little Rock CSD
- E. Consider Leadership Team Wages
- F. Consider Change Order for 1968 Restroom/Locker Room Remodel – Decking Steel
- G. Consider Change Order for 1698 Restroom/Locker Room Remodel – Kitchen Vent & Hood
- H. Consider Food Service Bids
  - 1. Bakery and Bread Bids
  - 2. Milk, Dairy and Juice Bids
- I. Consider Meal Prices
- J. Consider Mid-Sioux Opportunity, Inc. Transportation Agreement
- K. Consider Fuel Bids
- L. Consider Annual Appointments
  - 1. Board Secretary/Treasurer
  - 2. Legal Counsel
  - 3. District Investigators & Suicide Prevention Coordinators
  - 4. Affirmative Action/Equity, Title IX & Section 504 Coordinator
- M. Consider 1<sup>st</sup> Reading of Revisions of School Policies
  - 1. 209.6: Review and Revision of Policy
  - 2. 506.1, R1 and E1-E8: Student Records Access
  - 3. 506.2, R1 and E1: Student Directory Information
  - 4. 506.3: Student Photographs
  - 5. 506.4: Student Library Circulation Records
  - 6. 507.1: Student Health and Immunization Certificates
  - 7. 507.2, E1 and E2: Administration of Medication to Students
  - 8. 507.3: Communicable Diseases – Students
  - 9. 507.4: Student Illness or Injury at School
  - 10. 507.5: Emergency Plans and Drills
  - 11. 507.6: Student Insurance
  - 12. 507.7: Custody and Parental Rights
  - 13. 507.8 and R1: Student Special Health Services
  - 14. 507.9: Wellness Policy
  - 15. 508.1: Class or Student Group Gifts
  - 16. 508.2: Open Night
  - 17. 509: Buses Stopping on Highway to Discharge Students – recommended to be discontinued
    - a. Addressed in 711.32: Special Convenience Bus Stops
  - 18. 509.3: Student Vehicle Use, recommended to be discontinued
    - a. Addressed in the Student Handbook
  - 19. 510.1: Internal Accounts – recommended to be discontinued
    - a. Addressed in 701: Financial Accounting System
- N. Personnel
  - 1. Transfer
    - a. Brookstin Halma, from Transitional Kindergarten (part-time) to Kindergarten (full time)
  - 2. Hiring
    - a. Alex VandenOever, part-time Food Service Cook
    - b. Jessica Kruse, Football Cheer Advisor
  - 3. Volunteer Approvals
    - a. Dwayne Postma, Volunteer Football Coach & FFA Supervisor
    - b. Kristin Rockhill, Volunteer FFA Supervisors
    - c. Paul Konechne, Volunteer Wrestling Coach
    - d. Dr. Ross Reynolds, Volunteer Medical Assistant
    - e. Dr. Cody Hoefert, Volunteer Medical Assistant
    - f. Dr. Nick Weber, Volunteer Medical Assistant
    - g. Dr. Chet DeJong, Volunteer Medical Assistant
    - h. Heather Heimensen, Volunteer Dance Team Advisor
    - i. Shannon Monson, Volunteer Dance Team Advisor
    - j. XXXXX, Mock Trial Volunteer Advisor
  - 4. Resignations
    - a. Meredith Vander Zee, Assistant Girls Basketball Coach

VII. Announcements/Dates to Remember

- [School Calendar](#)
- Upcoming Events
  - Monday, June 15: HS Softball @ Sheldon (3:45 – Freshmen / 5:30 – JV / 7:00 – Varsity)
  - Tuesday, June 16: HS Baseball @ Home v. Okoboji (3:45 – Freshmen / 5:30 – JV / 7:00 – Varsity)
  - Sunday, June 28 @ 3:00 p.m. – Commencement (Football Field) (tentative)
  - Thursday, July 15 – Prom (Competition Gym)

VIII. Adjournment

- Work Session: Return to Play, Learn and Summer Activities Plans
  - The Board will hold a work session following the conclusion of the regular meeting to discuss return to play, return to learn, and summer activity plans.
  - The Iowa Department of Education (IDOE) has set a July 1, 2020 deadline for Iowa's public schools to submit plans for "on-site" learning, "required continuous learning" also known as distance learning, and "hybrid" learning models.
  - The IDOE is continuing to provide guidance to Iowa schools as they develop their return to learn plans and have indicated their last set of guidance will be delivered by June 17, 2020. The following resources have already been made available by the IDOE:
    - [Webinar sessions for new guidance and FAQs](#)
    - [Google Site: Return to Learn](#)
    - [Return to Learn Guidance](#)
    - [Return to Learn Support Document](#)
  - Central Lyon's Return to Learn Leadership Team members include:
    1. Brent Jorth, superintendent
    2. Bill Allen, high school science teacher
    3. Stephanie Baker, elementary instructional coach
    4. Emily Deutsch, middle school band teacher
    5. Ben Docker, high school social studies teacher
    6. Bruce Eckenrod, middle school social studies teacher
    7. Jason Engleman, secondary principal
    8. Kate Gerber, elementary student services director
    9. Sara Groen, elementary 4<sup>th</sup> grade teacher
    10. Jessica Harman, secondary school counselor
    11. Steve Harman, elementary principal
    12. Jill Kroon, high school English teacher
    13. Geoff Kruse, technology administrator
    14. Sam Kruse, English language learner teacher
    15. Jerry Pytleski, elementary 6<sup>th</sup> grade science teacher
    16. Jamie Schar, elementary 1<sup>st</sup> grade teacher
    17. Krista Sprock, elementary literacy coach
    18. Brenda Van Hofwegen, school nurse
    19. Michelle Van Wyhe, elementary literacy coach
    20. Chris Wright, high school math teacher
    21. Kristi Wright, secondary special education teacher
  - Subcommittees
    - ✓ *Health & Safety*: \*Brenda Van Hofwegen, Bruce Eckenrod and Sara Groen
    - ✓ *Mental Health and Social-Emotional Learning*: \*Steve Harman, Ben Docker, Kate Gerber, Jessica Harman, Jill Kroon and Jerry Pytleski
    - ✓ *Student and Staff Learning*: \*Jason Engleman, Bill Allen, Emily Deutsch, Bruce Eckenrod, Jamie Schar, Michelle Van Wyhe and Chris Wright
    - ✓ *Infrastructure*: \*Geoff Kruse, Stephanie Baker and Sam Kruse
    - ✓ *Equity*: \*Brent Jorth, Krista Sprock and Kristi Wright

\* denotes subcommittee leader

**CENTRAL LYON BOARD MINUTES**  
**MAY 11, 2020**

The Central Lyon Board of Directors met for a public hearing on the 2019-2020 budget amendment in the Board Room of the Central Lyon Community School at 6:55 P.M. with the following members present: President David Jans, Vice-President Andy Koob and Directors Scott Postma and Keri Davis. Other individuals present were Superintendent Brent Jorth, School Business Official Jackie Wells and Kelli Docker. The hearing was made available by virtual session for viewing and listening at [tinyurl.com/CL-Meeting-051120](https://tinyurl.com/CL-Meeting-051120) under the Governor's COVID-19 Emergency Declaration on March 13, 2020.

The hearing was opened at 6:55 P.M. by President David Jans. No comments were received from the public. The hearing was closed at 7:00 P.M.

The Central Lyon Board of Directors met in regular session in the Board Room of the Central Lyon Community School at 7:00PM with the following members present: President David Jans, Vice-President Andy Koob and Directors Scott Postma, Joel DeWit and Keri Davis. Other individuals present were Superintendent Brent Jorth, School Business Official Jackie Wells and Kelli Docker.

The meeting was called to order at 7:00 P.M. Davis moved to approve the agenda with an additional list of bills, added item Q under New Business and removal of item S under New Business; Postma seconded, carried 4-0.

Koob moved to approve the minutes from the April 13, 2020 regular board meeting, the financial report through April 30, 2020 and the summary list of bills. Davis seconded, carried 4-0.

Director DeWit arrived at 7:07 P.M.

Superintendent Jorth presented a list for student, staff and community recognitions and congratulations.

In Correspondence, Superintendent Jorth reviewed recent communication from Matt Gillespie of Piper-Sandler regarding COVID19 impacts on Iowa Sales Tax revenues.

In Reports, Superintendent Jorth reviewed the 1968 Restroom/Locker Room Remodel construction progress. Mr. Jorth reviewed Return to Learn Survey results and discussion took place regarding Return to Learn planning and potential 19/20 and 20/21 calendar adjustments. Kelli Docker provided teachers' perspective as a CLEA representative. Additional meetings will take place between staff, administration, and the Board personnel committee.

In New Business, Postma moved to approve the 2019-2020 budget amendment and DeWit seconded, carried 5-0.

Davis moved to approve calendar changes for Prom on June 18, 2020 and Graduation on June 28, 2020. DeWit seconded, carried 5-0.

Koob moved to table the 2019-2020 Calendar Amendment and Postma seconded, carried 5-0.

Postma moved to approve Support Staff wages and wage increases for 2020-2021 and Koob seconded, carried 5-0.

Davis moved to approve the purchase of Greene Street property from the city of Rock Rapids in the amount of \$70,000 and DeWit seconded, carried 5-0.

DeWit moved to approve a change order in the amount of \$14,386 for a steel "T" beam and installation for the 1968 Restroom/Locker Room Remodel. Koob seconded, carried 5-0.

DeWit moved to table a quote for the LED lighting project from Meyer Electric and Postma seconded, carried 5-0.

Postma moved to approve the 2020-2021 athletic sharing agreement with George-Little Rock, August 1, 2020 – July 31, 2021, and DeWit seconded, carried 5-0.

In Personnel, Koob moved to approve the hiring of Melia Towne, 7/8 Middle School English Language Arts teacher; Kate Gerber, PS-6 Student Services Director; Janae Sturma, Middle School Special Education teacher; Bill Allen, TLC Lead Data and Science teacher; Jamie Schar, TLC Lead Data teacher; Susan Van Wyhe, TLC Lead Tech teacher; Chris Wright, TLC Lead Math teacher; Ben Docker, TLC Model teacher; Kristi Wright, TLC Mentor teacher. Postma seconded, carried 5-0.

DeWit moved to approve the hiring of Jason Engleman, Assistant Boys Baseball coach and Jeff Jager, Middle School Softball coach, 2020 season only; Megan Whitsell, Middle School Volleyball coach; Mitch Lupkes, Assistant Football coach and Middle School Wrestling coach; Thomas Vigdal, Middle School Wrestling Coach; Kyler Huisman, Middle School Football coach; Sam Kruse, Middle School Football coach; Desiree Kopp, Assistant Volleyball coach. Postma seconded, carried 5-0.

DeWit moved to approve the resignations of Kari Van Oort, PS-6 School Counselor; Denise McCarty, Football Cheer advisor; Mina Geerdes, Cook. Postma seconded, carried 5-0.

May 15, 2020 is the final day for Distance Learning Resources. There will be a Class of 2020 and Retirement Parade at 6:00 P.M. on May 15, 2020. The next regular scheduled board meeting will be at 7:00 P.M. on Monday, June 8, 2020 in the Central Lyon Board Room. DeWit moved to adjourn at 8:58 P.M.; Davis seconded, carried 5-0.

Following adjournment, Board members met in Exempt Session to discuss Administrative Staff salaries.

**GENERAL FUND SUMMARY**  
for the month ending

May, 2020

OPENING BALANCE 2,154,405.90

**INCOME**

PROPERTY TAX 135,237.06  
UTILITY REPLACEMENT 2,502.50  
INSTRUCT SUPP SURTAX 1,017.44  
COMM & INDUSTRIAL 0.00

TOTAL PROP/SURTAX 138,757.00

STATE AID 355,110.00  
PRE-SCHOOL 14,036.00  
TEACHER COMP 44,611.00  
TEACHER PD 5,137.00  
EARLY INTERVENTION 4,764.00  
TEACHER LEADERSHIP 25,805.00  
AEA FLOW THROUGH 0.00

TOTAL STATE AID 449,463.00

LOCAL 163,575.23  
STATE 0.00  
FEDERAL 57,288.70

TOTAL REVENUE 809,083.93

**EXPENDITURES**

SALARIES 484,422.40  
BENEFITS 155,503.22  
PROF & TECH SERVICES 16,668.39  
PROPERTY SERVICES 8,682.83  
PURCHASED SERVICES W/ OE 96,426.62  
SUPPLIES 37,968.85  
PROPERTY/EQUIPMENT 1,992.00  
MISC 0.00  
OTHER USES 0.00

TOTAL EXPENDITURES 781,664.31

RECEIVABLES 0.00  
PAYABLES (7,070.23)

CASH BALANCE 2,188,895.75

**DEPOSITS**

FRONTIER BANK 2,188,882.18  
US BANK  
PREMIER BANK  
ISJIT 13.57

TOTAL DEPOSITS 2,188,895.75

**CUMULATIVE 3 Year Comparison**

	2017-2018	2018-2019	2019-2020	Variance Prior Year	Cumulative REV vs EXP
<b><u>REVENUE</u></b>					
July	\$ 4,430	\$ 54,728	\$ 750	\$ (53,978)	(209,317.90)
August	\$ 132,855	\$ 102,016	\$ 869,107	\$ 767,091	407,237.01
September	\$ 992,879	\$ 1,000,273	\$ 970,530	\$ (29,743)	(207,592.29)
October	\$ 2,538,666	\$ 2,562,751	\$ 2,751,303	\$ 188,552	863,283.81
November	\$ 3,169,231	\$ 3,203,623	\$ 3,322,667	\$ 119,043	685,956.01
December	\$ 4,065,773	\$ 4,188,368	\$ 4,299,386	\$ 111,018	772,976.19
January	\$ 4,655,513	\$ 4,732,541	\$ 4,951,754	\$ 219,214	705,076.65
February	\$ 5,365,246	\$ 5,739,718	\$ 5,926,651	\$ 186,933	577,354.33
March	\$ 6,075,368	\$ 6,328,717	\$ 6,574,337	\$ 245,620	484,156.55
April	\$ 7,760,338	\$ 7,932,992	\$ 8,159,036	\$ 226,044	1,299,325.26
May	\$ 8,411,840	\$ 8,676,930	\$ 8,968,120	\$ 291,190	1,326,744.88
June	\$ 9,172,954	\$ 9,332,100	\$ -	\$ -	0.00
<b><u>EXPENDITURES</u></b>					
July	\$ 112,504	\$ 251,911	\$ 210,068	\$ (41,843)	(209,317.90)
August	\$ 307,020	\$ 519,063	\$ 461,870	\$ (57,193)	407,237.01
September	\$ 998,087	\$ 1,248,752	\$ 1,178,122	\$ (70,630)	(207,592.29)
October	\$ 1,644,745	\$ 2,001,205	\$ 1,888,019	\$ (113,186)	863,283.81
November	\$ 2,429,963	\$ 2,832,172	\$ 2,636,711	\$ (195,461)	685,956.01
December	\$ 3,077,003	\$ 3,588,504	\$ 3,526,410	\$ (62,094)	772,976.19
January	\$ 3,785,276	\$ 4,278,625	\$ 4,246,678	\$ (31,947)	705,076.65
February	\$ 4,561,468	\$ 5,496,824	\$ 5,349,296	\$ (147,528)	577,354.33
March	\$ 5,549,485	\$ 6,230,424	\$ 6,090,181	\$ (140,243)	484,156.55
April	\$ 6,345,555	\$ 6,948,070	\$ 6,859,711	\$ (88,359)	1,299,325.26
May	\$ 7,082,168	\$ 7,706,264	\$ 7,641,375	\$ (64,889)	1,326,744.88
June	\$ 8,931,875	\$ 9,365,145	\$ -	\$ -	0.00
<b><u>CASH</u></b>					
July	\$ 980,136	\$ 1,388,912	\$ 1,083,716	\$ (305,196)	(209,317.90)
August	\$ 545,786	\$ 769,891	\$ 476,183	\$ (293,709)	407,237.01
September	\$ 746,744	\$ 932,363	\$ 614,377	\$ (317,986)	(207,592.29)
October	\$ 1,505,968	\$ 1,600,278	\$ 1,687,276	\$ 86,998	863,283.81
November	\$ 1,493,994	\$ 1,412,754	\$ 1,517,632	\$ 104,878	685,956.01
December	\$ 1,682,048	\$ 1,643,417	\$ 1,605,849	\$ (37,566)	772,976.19
January	\$ 1,632,651	\$ 1,493,632	\$ 1,542,775	\$ 49,142	705,076.65
February	\$ 1,630,902	\$ 1,287,206	\$ 1,424,479	\$ 137,273	577,354.33
March	\$ 1,281,350	\$ 1,147,237	\$ 1,334,779	\$ 187,542	484,156.55
April	\$ 2,174,428	\$ 2,032,926	\$ 2,154,406	\$ 121,480	1,299,325.26
May	\$ 2,102,802	\$ 2,018,590	\$ 2,188,896	\$ 170,306	1,326,744.88
June	\$ 1,981,577	\$ 2,010,677	\$ -	\$ -	0.00

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## PPeL/SAVE Combined

Date	Description/Comments	Receipts	Disbursements	Balance
Opening Balance				\$2,075,320.33
YTD	Interest, Property Taxes	\$935,524.78		\$3,010,845.11
YTD	Revenue Bond P&I		\$270,982.50	\$2,739,862.61
YTD	construction service		\$791,709.80	\$1,948,153.01
YTD	equipment		\$246,444.49	\$1,701,708.52
YTD	building/land improvements		\$13,077.51	\$1,688,631.01
Cash Balance				\$1,688,631.01
Deposit Balance		\$935,524.78	\$1,322,214.10	\$1,659,154.80

**Central Lyon Community School  
Activity & Proprietary Funds**

for the MONTH ending May, 2020 (non-cumulative)

	Activity Fund	Hot Lunch Fund	Student Construction	FFA Farm Fund	Split Funding
Opening Balance	\$309,201.79	\$214,703.96	\$1,650.15	\$1,877.47	\$399,122.09
Activities					
Sales & Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance/Split	\$0.00	\$7,687.87	\$0.00	\$0.00	\$0.00
Misc	\$4,492.30	\$0.00	\$0.00	\$3,019.00	\$14,819.97
Total Revenues	\$4,492.30	\$7,687.87	\$0.00	\$3,019.00	\$14,819.97
Salaries	\$0.00	\$14,369.92	\$0.00	\$0.00	\$0.00
Benefits	\$0.00	\$5,669.33	\$0.00	\$0.00	\$0.00
Health Insurance/Split	\$0.00	\$0.00	\$0.00	\$0.00	\$4,389.96
Misc	\$16,903.49	-\$2,590.22	\$427.79	\$308.81	\$0.00
Payables	\$0.00	-\$2,769.05	\$0.00	\$0.00	\$0.00
Total Expenditures	\$16,903.49	\$14,679.98	\$427.79	\$308.81	\$4,389.96
Cash Balance	\$296,790.60	\$207,711.85	\$1,222.36	\$4,587.66	\$409,552.10
Checking	\$99,622.09	\$207,711.85	\$1,222.36	\$4,587.66	\$409,552.10
Frontier Bank	\$197,168.51	\$0.00	\$0.00	\$0.00	\$0.00
USBank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Premier Bank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deposit Balance	\$296,790.60	\$207,711.85	\$1,222.36	\$4,587.66	\$409,552.10

 Jackie Wells, SBO

**GENERAL FUND BOARD REPORT**  
6/8/20 PREPAID INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
<b>Checking</b>	<b>1</b>	<b>Fund: 10 OPERATING FUND</b>		
AFLAC INSURANCE	985923	ADDTL EMPLOYEE INSURANCE	1,409.93	
		<b>Vendor Total:</b>		<b>1,409.93</b>
AVESIS THIRD PARTY ADMINISTRATORS, INC	2510296	VISION INSURANCE	446.80	
		<b>Vendor Total:</b>		<b>446.80</b>
BOEKHOUT, JULIE	FY20 TQPD	TQPD REIMBURSEMENT	419.00	
		<b>Vendor Total:</b>		<b>419.00</b>
CHILDREN'S CARE HOSPITAL & SCHOOL	20200529	SPeD SERVICES	5,804.00	
		<b>Vendor Total:</b>		<b>5,804.00</b>
D/B/A PREMIER COMMUNICATIONS, PREMIER NETWORK SOLUTIONS	8261	CONSULTING SERVICES	1,000.00	
		<b>Vendor Total:</b>		<b>1,000.00</b>
GEORGE OFFICE PRODUCTS	1205307-323,432	FURNITURE, EQUIPMENT	1,992.00	
		<b>Vendor Total:</b>		<b>1,992.00</b>
GROEN, SARA	20200519	TQPD ONLINE CONF	106.66	
		<b>Vendor Total:</b>		<b>106.66</b>
HOUGHTON MIFFLIN CO	954807583	INTO LITERATURE (7-8)	16,837.92	
		<b>Vendor Total:</b>		<b>16,837.92</b>
JONES, NOLA	FY20 TQPD	TQPD REIMBURSEMENT	86.00	
		<b>Vendor Total:</b>		<b>86.00</b>
KAHL, KRISTI	FY20 TQPD	TQPD REIMBURSEMENT	133.00	
		<b>Vendor Total:</b>		<b>133.00</b>
LEGALSHIELD	20200519	ADDT'L INSURANCE	28.90	
		<b>Vendor Total:</b>		<b>28.90</b>
MEYER, TANA	FY20 TQPD	TQPD REIMBURSEMENT	106.66	
		<b>Vendor Total:</b>		<b>106.66</b>
NEW CENTURY PRESS INC/LYON CO, REPORTER	20200529	ADVERTISING	175.89	
		<b>Vendor Total:</b>		<b>175.89</b>
NORTHWEST AEA	278-4302020	CARDS/SUPPLIES	845.60	
		<b>Vendor Total:</b>		<b>845.60</b>
PITNEY BOWES	20200519	POSTAGE METER	503.50	
		<b>Vendor Total:</b>		<b>503.50</b>
PYTLESKI, JILL	FY20 TQPD	TQPD REIMBURSEMENT	106.66	
		<b>Vendor Total:</b>		<b>106.66</b>
ROCK RAPIDS UTILITIES	THRU 5/1/20	THRU 5/1/20	7,544.95	
		<b>Vendor Total:</b>		<b>7,544.95</b>

**GENERAL FUND BOARD REPORT**  
**6/8/20 PREPAID INVOICES**

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
ROCK VALLEY COMMUNITY SCHOOL	FY20 SEM2	FY20 SEM2 less: TRANSP ASSIST	92,252.42	
		<b>Vendor Total:</b>		<b>92,252.42</b>
SCHRICK, JODI	FY20 TQPD	TQPD REIMBURSEMENT	106.66	
		<b>Vendor Total:</b>		<b>106.66</b>
SHARI'S KITCHEN & CATERING	865412	COVID19 RtL SUPPLIES	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
SNYDERS, DEBORAH	6/22/20 TQPD	TQPD REIMBURSEMENT	201.00	
		<b>Vendor Total:</b>		<b>201.00</b>
T & R TROPHIES PLUS - ADRIAN, MN	449	SoM PLAQUES	43.70	
		<b>Vendor Total:</b>		<b>43.70</b>
VAN VELDHUIZEN, JACQUELINE	20200519	TQPD ONLINE CONF	106.66	
		<b>Vendor Total:</b>		<b>106.66</b>
WAAGMEESTER LAW OFFICE	20200529	LEGAL SERVICES	789.67	
		<b>Vendor Total:</b>		<b>789.67</b>
WEILER, KELLY	FY20 TQPD	TQPD REIMBURSEMENT	86.00	
		<b>Vendor Total:</b>		<b>86.00</b>
WELLMARK BLUE CROSS & BLUE SHIELD OF IOWA	201320014808 -0010380	HEALTH INSURANCE PREMIUMS	71,255.13	
		<b>Vendor Total:</b>		<b>71,255.13</b>
		<b>Fund Total:</b>		<b>202,478.71</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 69 ENTERPRISE/FFA PROPERTY</b>		
COOPERATIVE FARMERS ELEVATOR	20200529	FARM SUPPLIES	254.61	
		<b>Vendor Total:</b>		<b>254.61</b>
ROCK RAPIDS UTILITIES	THRU 5/1/20	THRU 5/1/20	45.19	
		<b>Vendor Total:</b>		<b>45.19</b>
		<b>Fund Total:</b>		<b>299.80</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 71 SPLIT FUNDING</b>		
INFINISOURCE, INC	I103974411	REQUIRED ANNUAL NOTICES	853.30	
		<b>Vendor Total:</b>		<b>853.30</b>
WELLMARK BLUE CROSS & BLUE SHIELD OF IOWA	201320014808 -0010380	HEALTH INSURANCE PREMIUMS	2,581.00	
		<b>Vendor Total:</b>		<b>2,581.00</b>
		<b>Fund Total:</b>		<b>3,434.30</b>
		<b>Checking Account Total:</b>		<b>206,212.81</b>
<u>Checking</u>	<u>2</u>			
<b>Checking</b>	<b>2</b>	<b>Fund: 61 SCHOOL NUTRITION FUND</b>		
AFLAC INSURANCE	985923	ADDTL EMPLOYEE INSURANCE	277.42	
		<b>Vendor Total:</b>		<b>277.42</b>
AVESIS THIRD PARTY ADMINISTRATORS, INC	2510296	VISION INSURANCE	8.50	
		<b>Vendor Total:</b>		<b>8.50</b>

**GENERAL FUND BOARD REPORT**  
6/8/20 PREPAID INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
MARTIN BROS. DISTRIBUTING, INC	8373316, CR. SUPPLIES 8322999		1,037.53	
		<b>Vendor Total:</b>		<b>1,037.53</b>
WELLMARK BLUE CROSS & BLUE SHIELD OF IOWA	201320014808 HEALTH INSURANCE PREMIUMS -0010380		647.21	
		<b>Vendor Total:</b>		<b>647.21</b>
		<b>Fund Total:</b>		<b>1,970.66</b>
		<b>Checking Account Total:</b>		<b>1,970.66</b>

<u>Checking</u>	3				
<b>Checking</b>	<b>3</b>	<b>Fund: 21</b>	<b>STUDENT ACTIVITY FUND</b>		
BELTMAN, MARK	7/8/20	BSB OFFICIAL, 7/8/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
BROEK, MIKE	7/1/20	BSB OFFICIAL, 7/1/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
BRUNSTING, TIM	7/1/20	BSB OFFICIAL, 7/1/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
CENTER SPORTS	AAD011107	PRO BASEBALLS	469.00		
		<b>Vendor Total:</b>		<b>469.00</b>	
GERLEMAN, BEN	6/16-7/8, 2020	9TH GR BASEBALL UMPIRE, 6/16-7/8, 2020	365.00		
		<b>Vendor Total:</b>		<b>365.00</b>	
HUFF, NICK	6/19/20	BSB OFFICIAL, 6/19/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
JENSEN, ALEC	6/16-7/8, 2020	9TH GR BASEBALL UMPIRE, 6/16-7/8, 2020	365.00		
		<b>Vendor Total:</b>		<b>365.00</b>	
McPIKE, MILT	6/19/20	BSB OFFICIAL, 6/19/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
METZGER, JEROME	20200529	REIMBURSEMENT_BAND POLO	12.32		
		<b>Vendor Total:</b>		<b>12.32</b>	
MOUSEL, TIM	6/16-7/8, 2020	BSB OFFICIAL, 6/16-7/8, 2020	230.00		
		<b>Vendor Total:</b>		<b>230.00</b>	
RAHE, JARED	7/2/20	BSB OFFICIAL, 7/2/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
ROCK RAPIDS, CITY OF	626	FFA CROP FAIR RENTAL	350.00		
		<b>Vendor Total:</b>		<b>350.00</b>	
ROUFS, FRED	6/30/20	BSB OFFICIAL, 6/30/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	
SANOW, BRETT	6/30/20	BSB OFFICIAL, 6/30/20	115.00		
		<b>Vendor Total:</b>		<b>115.00</b>	

GENERAL FUND BOARD REPORT

6/8/20 PREPAID INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
SHEEKS, TAYLOR	7/2/20	BSB OFFICIAL, 7/2/20	115.00
Vendor Total:			115.00
TEGROTENHUIS, BRADLEY	6/16/20	BSB OFFICIAL, 6/16/20	115.00
Vendor Total:			115.00
Fund Total:			2,941.32
Checking Account Total:			2,941.32
<u>Checking</u> 4			
Checking	4	Fund: 33 LOCAL OPTION SALES & SERVICES TAX (SILO)	
CMBA ARCHITECTS	58128	DESIGN SERVICES	2,045.50
Vendor Total:			2,045.50
DGR ENGINEERING	00240679	DESIGN SERVICES	300.00
Vendor Total:			300.00
Fund Total:			2,345.50
Checking Account Total:			2,345.50

GENERAL FUND BOARD REPORT

<u>Vendor Name</u>		<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<u>Checking</u>	1				
Checking	1	Fund: 10	OPERATING FUND		
RAPID GRAPHICS		1585	COVID19 PARADE SUPPLIES	155.00	
			Vendor Total:		155.00
US BANK		20200514	KDG KIT FOR VISIT DAY	98.44	
US BANK		20200514-0001	SUPPLIES	1,443.71	
			Vendor Total:		1,542.15
			Fund Total:		1,697.15
Checking	1	Fund: 64	STUDENT CONSTRUCTION		
US BANK		20200514-0001	SUPPLIES	127.79	
			Vendor Total:		127.79
			Fund Total:		127.79
			Checking Account Total:		1,824.94
<u>Checking</u>	2				
Checking	2	Fund: 61	SCHOOL NUTRITION FUND		
MARTIN BROS. DISTRIBUTING, INC		8423280-8423281	COVID19 SUPPLIES	757.08	
			Vendor Total:		757.08
			Fund Total:		757.08
			Checking Account Total:		757.08
<u>Checking</u>	3				
Checking	3	Fund: 21	STUDENT ACTIVITY FUND		
KRISPY KREME		15-MAY	19/20 FFA FUNDRAISER	3,726.20	
			Vendor Total:		3,726.20
US BANK		20200514-0001	SUPPLIES	3,512.41	
			Vendor Total:		3,512.41
WRIGHT, KRISTIN		20200514	GIFT_FREESE RETIREMENT	35.00	
			Vendor Total:		35.00
			Fund Total:		7,273.61
			Checking Account Total:		7,273.61
<u>Checking</u>	4				
Checking	4	Fund: 33	LOCAL OPTION SALES \$ SERVICES TAX (SILO)		
ROCK RAPIDS, CITY OF		GREENE ST, HOLYNAME	PARCEL A IN LOT 1, HOLY NAME CHURCH ADDN	70,000.00	
			Vendor Total:		70,000.00
WILTGEN BROTHERS INC		PHASE II_PYMT1	PHASE II_RESTROOM REMODEL	71,582.50	
			Vendor Total:		71,582.50
			Fund Total:		141,582.50
			Checking Account Total:		141,582.50

GENERAL FUND BOARD REPORT

JUNE 8, 2020 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
<b>Checking</b>	<b>1</b>	<b>Fund: 10 OPERATING FUND</b>		
AFLAC	0000013851	ADDTL EMPLOYEE INSURANCE	358.51	
		<b>Vendor Total:</b>		<b>358.51</b>
AIR CONDITIONING & HEATING, INC	6974	REPAIRS	500.00	
		<b>Vendor Total:</b>		<b>500.00</b>
ARCHITECTURAL ROOFING & SHEETMETAL, INC	S087003405	HS GYM ROOF REPAIRS	494.90	
		<b>Vendor Total:</b>		<b>494.90</b>
BARCO PRODUCTS COMPANY	SORCO58207	SUPPLIES	224.97	
		<b>Vendor Total:</b>		<b>224.97</b>
BEELENER SERVICE, INC	90283	REPAIRS	136.38	
		<b>Vendor Total:</b>		<b>136.38</b>
CARROT-TOP INDUSTRIES INC	45659600	FLAGS	437.64	
		<b>Vendor Total:</b>		<b>437.64</b>
CENTURY BUSINESS PRODUCTS	520727	TECHNOLOGY SUPPLIES	187.22	
		<b>Vendor Total:</b>		<b>187.22</b>
CERTIFIED TESTING SERVICES INC	SC40662	VEHICLE TESTING	681.00	
		<b>Vendor Total:</b>		<b>681.00</b>
COOPERATIVE ENERGY COMPANY	5/31/20 STMT FUEL		463.77	
		<b>Vendor Total:</b>		<b>463.77</b>
COOPERATIVE FARMERS ELEVATOR	20200604	CHEMICALS	160.10	
		<b>Vendor Total:</b>		<b>160.10</b>
DENNY'S SANITATION	469772	DISPOSAL	223.50	
		<b>Vendor Total:</b>		<b>223.50</b>
GORDON FLESCH COMPANY	IN12948104	COPIER MAINT	1,217.91	
		<b>Vendor Total:</b>		<b>1,217.91</b>
H AND S HOMEBUILDING CENTER	20200604	REPAIRS	90.80	
		<b>Vendor Total:</b>		<b>90.80</b>
HILLYARD/SIOUX FALLS	603880957	FLOOR FINISH	1,082.00	
		<b>Vendor Total:</b>		<b>1,082.00</b>
IOWA INFORMATION INC	327523	SUBSCRIPTION	149.85	
		<b>Vendor Total:</b>		<b>149.85</b>
KONE INC.	959567807	ELEVATOR MAINT & REPAIRS	172.88	
		<b>Vendor Total:</b>		<b>172.88</b>
LEARNING WITHOUT TEARS	75627	VIRTUAL PD_ TRAINING	1,600.00	
		<b>Vendor Total:</b>		<b>1,600.00</b>
LINCOLN NATIONAL LIFE INSURANCE COMPANY, THE	6/2020 LIFE	LIFE/LTD INSURANCE	829.63	
		<b>Vendor Total:</b>		<b>829.63</b>

**GENERAL FUND BOARD REPORT**  
JUNE 8, 2020 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
MATHESON TRI-GAS, INC.	51642274	SUPPLIES/EQUIPMENT	32.58	
		<b>Vendor Total:</b>		<b>32.58</b>
NEW CENTURY PRESS INC/LYON CO. REPORTER	20200602	ADVERTISING	445.95	
		<b>Vendor Total:</b>		<b>445.95</b>
ONE SOURCE THE BACKGROUNG CHECK COMPANY	1392- 20200531	BACKGROUND CHECKS	40.50	
		<b>Vendor Total:</b>		<b>40.50</b>
PIZZA RANCH	5/21/20_1	CLOSURE SUPPLIES	156.54	
		<b>Vendor Total:</b>		<b>156.54</b>
POPKES CAR CARE	5/20 FUEL	FUEL	267.02	
		<b>Vendor Total:</b>		<b>267.02</b>
PREMIER COMMUNICATIONS	11876121, 11888635	INTERNET/PHONE	725.28	
		<b>Vendor Total:</b>		<b>725.28</b>
RAPID GRAPHICS	1601	BUS MAGNETS	75.00	
		<b>Vendor Total:</b>		<b>75.00</b>
RENT-ALL INC	273558	TRACTOR RENTAL, DRILL SEEDER	1,477.00	
		<b>Vendor Total:</b>		<b>1,477.00</b>
ROCK RAPIDS CASHWAY LUMBER, INC	5/31/20 STMT	BLDG REPAIRS, HOUSE	192.93	
		<b>Vendor Total:</b>		<b>192.93</b>
ROCK RAPIDS HARDWARE	5/24/20 STMT	REPAIRS, SUPPLIES, HOUSE	691.88	
		<b>Vendor Total:</b>		<b>691.88</b>
ROCK RAPIDS MACHINE & WELDING	36216	REPAIRS	11.82	
		<b>Vendor Total:</b>		<b>11.82</b>
RUNNING SUPPLY, INC	5/24/20 STMT	REPAIRS, SUPPLIES	984.60	
		<b>Vendor Total:</b>		<b>984.60</b>
SCHOOL BUS SALES	98178, 97709	PARTS, TIRES	531.22	
		<b>Vendor Total:</b>		<b>531.22</b>
TIMBERLINE BILLING SERVICE LLC	19473	MEDICAID SERVICES	250.36	
		<b>Vendor Total:</b>		<b>250.36</b>
TOWN & COUNTRY IMPLELEMT	68977R	PARTS	120.96	
		<b>Vendor Total:</b>		<b>120.96</b>
VAN'T HUL REPAIR INC	4284	BUS 2 REPAIRS	255.84	
		<b>Vendor Total:</b>		<b>255.84</b>
		<b>Fund Total:</b>		<b>15,270.54</b>
Checking	1	Fund: 22	MANAGEMENT FUND	
INTERNAL REVENUE SERVICE, DEPARTMENT OF THE TREASURY	FY20 HRA PLAN FEE	FY20 HRA PLAN FEE	36.75	
		<b>Vendor Total:</b>		<b>36.75</b>

**GENERAL FUND BOARD REPORT**  
JUNE 8, 2020 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Fund Total:</b>	<b>36.75</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 64 STUDENT CONSTRUCTION</b>		
ROCK RAPIDS CASHWAY LUMBER, INC	5/31/20	STMT BLDG REPAIRS, HOUSE	3,027.57	
			<b>Vendor Total:</b>	<b>3,027.57</b>
ROCK RAPIDS HARDWARE	5/24/20	STMT REPAIRS, SUPPLIES, HOUSE	147.10	
			<b>Vendor Total:</b>	<b>147.10</b>
			<b>Fund Total:</b>	<b>3,174.67</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 69 ENTERPRISE/FFA PROPERTY</b>		
COOPERATIVE ENERGY COMPANY	RP 0113509	TIRE/LABOR	37.66	
			<b>Vendor Total:</b>	<b>37.66</b>
COOPERATIVE FARMERS ELEVATOR	5/31/20	STMT CHEMICALS, STORAGE, CORN SALES	363.98	
			<b>Vendor Total:</b>	<b>363.98</b>
ROCK RAPIDS HARDWARE	5/24/20	STMT REPAIRS, SUPPLIES, HOUSE	203.59	
			<b>Vendor Total:</b>	<b>203.59</b>
SUNSHINE FOODS	5/20 ACCT 252	SUPPLIES	27.96	
			<b>Vendor Total:</b>	<b>27.96</b>
			<b>Fund Total:</b>	<b>633.19</b>
			<b>Checking Account Total:</b>	<b>19,115.15</b>
<u>Checking</u>	<b>2</b>			
<b>Checking</b>	<b>2</b>	<b>Fund: 61 SCHOOL NUTRITION FUND</b>		
LINCOLN NATIONAL LIFE INSURANCE COMPANY, THE	6/2020 LIFE	LIFE/LTD INSURANCE	31.40	
			<b>Vendor Total:</b>	<b>31.40</b>
			<b>Fund Total:</b>	<b>31.40</b>
			<b>Checking Account Total:</b>	<b>31.40</b>
<u>Checking</u>	<b>3</b>			
<b>Checking</b>	<b>3</b>	<b>Fund: 21 STUDENT ACTIVITY FUND</b>		
BECKER, DENNIS	6/16/2020	BSB OFFICIAL, 6/16/2020	115.00	
			<b>Vendor Total:</b>	<b>115.00</b>
CHAMBER OF COMMERCE	003092	AR GIFT CERTIFICATES	125.00	
			<b>Vendor Total:</b>	<b>125.00</b>
HEIMENSEN, ZED	6/18/20	9TH GR UMPIRE, 6/18/20	75.00	
			<b>Vendor Total:</b>	<b>75.00</b>
HUFF, NICK	6/19/2020	BSB OFFICIAL, 6/19/20	115.00	
			<b>Vendor Total:</b>	<b>115.00</b>
KRUSE, DANIEL	6/18/20	9TH GR UMPIRE, 6/18/20	75.00	
			<b>Vendor Total:</b>	<b>75.00</b>
MOUSEL, TIM	7/8/2020	BSB OFFICIAL, 7/8/2020	115.00	
			<b>Vendor Total:</b>	<b>115.00</b>
SUDENGA, JEFF	6/16/2020	BSB OFFICIAL, 6/16/2020	115.00	

**GENERAL FUND BOARD REPORT**

JUNE 8, 2020 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>115.00</b>
ZALME, MARK	6/19/2020	BSB OFFICIAL, 6/19/2020	115.00	
			<b>Vendor Total:</b>	<b>115.00</b>
			<b>Fund Total:</b>	<b>850.00</b>
			<b>Checking Account Total:</b>	<b>850.00</b>
<u>Checking</u>	4			
<b>Checking</b>	<b>4</b>	<b>Fund: 33 LOCAL OPTION SALES \$ SERVICES TAX (SILO)</b>		
WILTGEN BROTHERS INC		PHASE PHASE II/III_PYMT 2	152,095.00	
		II/III_PYMT 2		
			<b>Vendor Total:</b>	<b>152,095.00</b>
			<b>Fund Total:</b>	<b>152,095.00</b>
<b>Checking</b>	<b>4</b>	<b>Fund: 36 PHYSICAL PLANT &amp; EQUIPMENT</b>		
STERLING COMPUTERS		0074328 TK-3 DEVICE CARTS	7,965.00	
			<b>Vendor Total:</b>	<b>7,965.00</b>
			<b>Fund Total:</b>	<b>7,965.00</b>
			<b>Checking Account Total:</b>	<b>160,060.00</b>

**May 2020 Payroll Totals**

**General Fund**

Gross Salaries	\$462,261.84
District Benefits	\$77,993.04
District SS/Medicare	\$33,822.19
District IPERS	\$43,099.28
Employee Share Insurance	\$79,969.54
<b>Total District Cost</b>	<b>\$537,206.81</b>

**Hot Lunch Fund**

Gross Salaries	\$14,369.92
District Benefits	\$3,268.24
District SS/Medicare	\$1,044.57
District IPERS	\$1,356.52
Employee Share Insurance	\$3,761.36
<b>Total District Cost</b>	<b>\$16,277.89</b>



## Employment Law and COVID-19: Frequently Asked Questions

*Updated March 16, 2020*

As the outbreak of COVID-19 continues school districts and other employers are seeking appropriate information and guidance to assist them in making informed decisions in the best interest of their communities. School districts throughout the United States have been collaborating with outside stakeholders to monitor the health and safety of the students in their care. Individual employers across the nation are doing the same for their workers. But schools are unique in that they serve dual roles of educators and employers. Local, state and federal agencies have worked together to provide guidance to school districts to encourage the health of their students. This document is intended to provide some general guidance about employment laws and rights for employees and employers to consider during the course of this global pandemic.

This document is the product of collaboration with member attorneys of the Iowa Council of School Board Attorney's (ICSBA) who generously donated their time to this effort. Special thanks go to the following attorneys and law firms who provided excellent information and guidance by providing answers to the questions below:

*Holland, Michael, Raiber and Sittig PLC*

*Ahlers & Cooney, P.C.*

*Lynch Dallas, P.C.*

This document contains general advice and does not constitute legal advice. It may be changed and updated as new information is released from various governmental agencies. If you have any additional questions or would like additional detail on the general guidance provided here, please contact your school district legal counsel.

### **General**

**1. Can I ask an employee if they have the coronavirus?**

We are in an officially declared pandemic and if the employee is exhibiting symptoms consistent with COVID-19 you can generally inquire if they are infected with the virus.

**2. What if my employees share personal health updates through district e-mail?**

You can act appropriately if the email comes to the attention of the district. While many emails using a district provided email service do not have an expectation of privacy an email of this nature may be protected, especially if it is sent to district HR, and the contents should not be disclosed or re-disseminated except to the extent reasonably necessary to protect other district staff and students.

**3. How do we handle employees shaming or harassing one another due to illness?**

Respond to this kind of mistreatment of others at work just like any other form of workplace bullying and harassment.

**4. Are there any equal employment opportunity (EEO) concerns related to the coronavirus?**

Yes. As always, workplace decisions need to be based on legitimate business-related reasons; not fear or irrational assumptions. Try to treat employees uniformly and with respect and common courtesy. Be fair. Make individual distinctions from standard practices only when based on legitimate individual differences in circumstances. Employers are not required to make reasonable accommodations for employee fears of exposure, but employers should emphasize the safety and precautionary measures to protect themselves and others (handwashing, hand sanitizer, cleaning and disinfecting regularly).

## **Employees and the Coronavirus**

**5. What can I tell employees if an employee has tested positive for the coronavirus?**

The district should work with local public health agencies or the Iowa Department of Public Health as they may want to determine with whom the employee had contact and notify those people. Depending on the circumstances (i.e. the number of employees the person had contact with), a district should carefully consider whether telling other employees is the best course of action. Also, given confidentiality laws, the district will likely not be able to provide the name of the employee who tested positive.

**6. What can I tell my board if an employee has tested positive for the coronavirus?**

The board can be informed if the district becomes aware that an employee has tested positive for the coronavirus. However, the employee's identity and any other personal information regarding the employee should not be shared with the board unless absolutely necessary after consultation with the employee. Any such information provided to the board regarding the employee's health is confidential and when providing that information, it should be made clear that the board should keep this information confidential and not be shared.

**7. What can/should we do if an employee has been in contact with someone who has the coronavirus?**

If the district becomes aware an employee has been in contact with someone who has the coronavirus, the district should determine the nature of the contact, review the district's contagious disease policy, and consult with the Iowa Department of Public

Health or the local department of public health regarding appropriate measures. If the employee is recommended to be quarantined and/or tests positive for the coronavirus, the district should contact the employee and discuss the employee's available leave options, including any possible additional leave options that may be enacted by Congress and/or the State Legislature.

**8. What can I do if an employee is sick? Can I require them to go or stay home?**

Yes, if it appears that an employee is sick enough that they will not do their best at work, or they may make others sick at work, employers may send the employees home on sick leave. You may restrict an employee from work until the illness (and the risk of making others ill) is passed. You can require the employee to provide verification from a health care provider that they are no longer displaying symptoms and/or are not contagious prior to allowing them to return to work.

**9. What can I do if I suspect a student is sick?**

Consistent with district policy, established procedures and Iowa Department of Public Health Guidance if a student is sick and a communicable illness is suspected, take immediate action to refer the student to the school nurse if possible and redirect the student to a location separate from other staff and students and keep the student in this separate location until the student can leave. Contact parents and make arrangements for the student to return home as soon as possible. Contact medical personnel or urge parents to do so as necessary. Refer parents to available information on advice regarding keeping students at home and "best practices" relating to seclusion of the student if Coronavirus is a possibility. Urge that parents keep in touch with their doctor and the school through a designated contact regarding future attendance and about district provided educational options while at home.

**10. Can I require employees suspected of being ill to have their temperature taken by the school nurse?**

If employers have a reasonable basis to believe that an employee is ill, the employer may require that the employee submit to a reasonable examination at work or an examination by a health care provider of their own choosing.

**11. Can I require a doctor's note before a sick employee returns to work?**

If you have a reasonable basis to believe an employee was too ill to work or had a contagious illness, then you may require a note from a health care provider indicating that the employee is fit to return to work.

**12. Can an employee refuse to report to work out of fear of getting the coronavirus?**

There is much discretion here. Non-essential employees who are not sick but who are merely afraid to come to work could be excused without pay. Truly essential employees, on the other hand, might be subject to more persuasion such as loss of pay

and/or disciplinary action if they refuse to report to work out of irrational fear. Employers should consider identifying duties and positions as essential and non-essential and how operations may be scaled back in the case of staff shortage. Employers may consider whether board policy, collective bargaining agreements, etc. allow the employer to create differing leave policies for essential and non-essential employees. In addition, employers should consider whether employees (essential and/or non-essential) will be allowed leave if their children's school is closed. Employers should encourage employees to make alternative childcare plans, if possible, that minimizes disruption to the employee's work.

**13. Can employees home with illness use sick leave during this time?**

Yes. They can use available sick leave.

**14. If employees are sent home for quarantine but are not sick, will they receive normal wages?**

The Administration may have some authority and flexibility regarding paid leaves within existing policies, collective bargaining agreements, and work rules. Employers may choose to authorize use of paid sick leave for quarantined employees, for example. If no such flexibility is available to the administration, then the board should decide if paid leave will be provided to these employees.

**15. If a government agency places employees in quarantine, will they continue to receive normal wages?**

See answer 14 above.

**16. If the district/athletic union cancels a sport, will employees who have a coaching contract be paid their contractual salary?**

Salaried employees: Yes. They should be paid unless and until their contract with the board is terminated.

Hourly employees: Hourly employees are usually not paid when they are not assigned hours and/or do not work the hours they are assigned. Pay is available only when authorized by existing policies, collective bargaining agreements, work rules, or a special order of the School Board.

## **School Closures and the Coronavirus**

**17. How would school closures due to the coronavirus impact the contract days of certified staff?**

Absent a special order of the school board, school closures for public health reasons should resemble school closures for snow, extreme heat, or other natural disasters. Plan on making up days of closure at a later date.

**18. How would school closures due to the coronavirus impact the pay of classified and certified staff?**

Certified staff – Employees paid an annual salary should continue pay without interruption while the days of service may be postponed.

Classified staff – Hourly employees are usually not paid when they are not assigned hours and/or do not work the hours they are assigned. Hourly employees who lose hours may lose pay while work is interrupted. Paid leaves may be available under existing policies, collective bargaining agreements, and work rules. Otherwise, it may take school board action to make pay available to hourly employees during a closure.

**19. Should school districts consider furloughs for nonessential classified staff?**

Yes, if school will be closed for a prolonged period of time, boards may choose furloughs for nonessential classified staff such as classroom associates. (There is no need to furlough salaried individuals who will continue to receive salary payments.) A furlough is a non-paid leave of absence. If employees are furloughed, they may be eligible for unemployment compensation. Districts can pay for unemployment benefits via the management fund.

**20. How would school closures due to the coronavirus impact the health insurance of certified and classified staff?**

Districts should maintain their monthly premium contributions and coverage. Employees should continue their contributions either through payroll or by separate payment.

**21. Can districts require teaching staff to utilize virtual teaching methods?**

Yes. Districts may direct the means and methods teachers must use in providing instructional services.

**22. Will virtual learning count as an instructional day? If so, what are the minimum requirements?**

We need further guidance from the Iowa Department of Education.

**23. Will instructional days missed by all students need to be made up?**

We need further guidance from the Iowa Department of Education.

## **Sick Leave and FMLA**

**24. How will leave due to the coronavirus affect sick and/or family sick leave balances?**

Employees who are ill or who are required by public health officials to quarantine should be considered eligible to use their available sick or family leave. Employees who are not sick or subject to quarantine but who want to be excused are probably not eligible for sick leave or family leave. They may be able to use available vacation or personal days, however.

**25. What happens if an employee has exhausted sick and/or family sick leave and is required to stay at home?**

Employees without paid sick leave may be eligible for unpaid FMLA. In ordinary circumstances, employees who remain absent without any available paid or unpaid leave could be subject to discipline or discharge. However, in these circumstances, it may be better to grant more leave to employees rather than have an employee return to work who is still sick or contagious.

**26. Does the FMLA cover absences due to the coronavirus?**

FMLA is available for eligible employees who have a “serious health condition” or who are caring for certain family members who are suffering from a “serious health condition.” Such conditions include being unable to work or attend school for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication). Illness due to Covid 19 likely will be a “serious health condition.”

## **Employee Travel**

**27. Can we restrict employees from traveling out of state for personal reasons?**

No, but employees should be warned that their travels might result in them being unable to return to home or work. Such circumstances may result in job-related action. Employers can request employees voluntarily share with the district their personal travel plans to better plan and prepare for possible risks of exposure and spread of coronavirus.

**28. Should we restrict work-related travel out of state? Do we need to cancel our school trip to out of state?**

Most travel is not recommended by public health officials currently. Consult local public health officials with specific questions. School-sponsored trips should be seriously reconsidered and probably postponed or cancelled for the time being.

**29. Should we restrict employee travel to conferences and other events in state?**

Most travel is not recommended by public health officials currently. Consult local public health officials with specific questions. Districts should seriously re-evaluate and probably postpone or cancel all work-related travel.

**30. If an employee is quarantined in another country will their pay and benefits continue during that time?**

If the employee is authorized and able to work remotely, pay could continue. If not, then the employee may be able to use available paid leaves. If no paid leaves are available, then pay (but not necessarily benefits) will be interrupted unless and until specific action by the school board is taken to make paid leave available.



## Guidance on Contract Days and End of Year Changes

If your administration and/or board is proposing to end the school year earlier than provided for in the original school calendar, you should not consent to that proposal, and no Memorandum of Understanding (MOU) should be signed by the Association under any circumstances, unless advice to the contrary has been provided directly to your individual local from ISEA Advocacy Services. The Governor's proclamation only provided that the normal instructional days would be waived "until the end of the school year" if the district offered remote learning for those days. As reviewed by ISEA attorneys, there was no authority granted to school districts to end the 2019-2020 school year prior to the date in the original school calendar.

Terminating this school year early and "trading" days or "wages" into 20-21 has major implications for both collective bargaining agreements and individual contracts. Provisions of each pertaining to both 2019-20 and 2020-21 cannot be ignored. If individual contracts have been issued in your local for 2020-2021, those contracts will all need to be corrected and reissued if the administration adds days to 2020-2021 that were not anticipated at the time the contracts were issued and returned. If the entirety of the 2019-2020 contractual salary is not paid this year, it will be a violation of all individual contracts held in the district (regardless of whether school is terminated early or not.)

In short, all salaries should be paid as they normally would have been paid for 2019-2020. If the district then wants to talk about additional days for 2020-2021, then pay for those additional days will need to be negotiated, and any individual contracts that are in conflict with a final agreement will have to be reissued to reflect the correct number of days. ***The Association does not have the legal authority to waive or alter terms of an individual contract for any member of the bargaining unit.***

### Local Association Leader Recommendations:

- Be involved in conversations about your District's Return to Learn planning.
- If your district proposes or discusses moving contract days in any form, let your UniServ Director know immediately and send the specific details of the proposal/ideas from the district.
- Do NOT agree to signing any Memorandum of Understanding (MOU).
- Let your district administrators know you will need to get a legal opinion from ISEA Advocacy Services before you can proceed. Once you send the details to your UniServ Director, he/she will provide you with advice on how to proceed.
- Leaders should use the following talking points when discussing this with your administrators:
  - o The Governor's proclamation waiving instructional hours/days requirements for the rest of the 19-20 school year does not give authority for districts to change their school calendar by ending school earlier as all districts were required to implement Continuous Learning for the remainder of the regular 19-20 school year.

5/5/2020

- The District and Association do not have the authority to amend the current year's contract days/salary as each teacher holds an individual contract as specified in Iowa Code Ch. 279.
- If individual contracts have been issued for 2020-21, again the District and Association do not have the authority to alter the individual contracts of each employee.
- If districts want to add additional days to next school year's calendar, those days need to be negotiated with the Association. ISEA strongly recommends that any additional days added would have to be paid at each employee's daily per diem cost.
- If districts want to add additional instructional days for students to next school year's calendar, districts may look at how professional development days could be converted to student instructional days.



**ISFIS, Inc.**  
Iowa School Finance Information Services

Hello ISFIS Subscribers,

The Revenue Estimating Conference (REC) met yesterday, May 29, 2020, and revised the March 2020 revenue estimate for both the current fiscal year (FY 2020) and the upcoming fiscal year (FY 2021). The REC reduced the FY 2020 estimate by \$149.5 million and the FY 2021 estimate by \$360.1 million. The revised FY 2020 growth rate, while reduced, represents a 1.0% increase compared to FY 2019. The FY 2021 growth rate is a 0.8% decrease compared to the revised FY 2020 estimate. The legislature is bound to set a budget for FY 2021 that aligns with this new estimate.

Also of particular interest to schools, the sales tax estimate growth rate for FY 2020 was reduced from 6.2% to 3.4% growth compared to FY 2019. The FY 2021 growth rate was reduced from 3.4% to 0.9%.

Committee members noted several challenges in setting a revised estimate, but noted specifically the unknown pace and impact of the recovery and timing issues induced by delay in tax filing dates making comparisons very difficult.

Given the significantly larger reductions in revenues for other states and Iowa's relatively strong fiscal position with full cash reserves and a significant ending balance/surplus, Iowa state policy makers are fortunate to have options available to them beyond dollar for dollar expenditure reductions.

The legislature is scheduled to resume their Session on Wednesday, June 3. As you talk to legislators through the weekend and Monday and Tuesday of next week, thank them for enacting SSA at 2.3% and the transportation/formula equity bill, and encourage them to keep those in place for FY 2021. Other specific policies of interest that may be discussed as the Session resumes:

- Online learning policy that allows districts to create online learning options for their students without the additional step of DE approval of local content.
- Therapeutic classroom bill that matches the federal standard for least restrictive environment and protects districts and school employees from liability.
- Telehealth services available for students while at school.
- Additional flexibility related to COVID-19 situations.

Look forward to the next ISFIS SitRep Webinar on June 10 at 10:00 a.m. with the latest about the Session, state revenues and policies important to school leaders.

Have a great weekend,  
Margaret and Larry

Margaret Buckton

ISFIS, Inc.

Partner, Lobbyist

margaret@iowaschoolfinance.com

## Brent Jorth

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**From:** Brent Jorth  
**Sent:** Wednesday, June 3, 2020 6:50 AM  
**To:** Wills, John [LEGIS]  
**Subject:** Central Lyon & Iowa's Public Schools ask for your support

Representative Wills,

I am writing today as you and the Iowa Legislature convenes for a special session to address many issues that now present themselves for Iowans due to the COVID-19 pandemic.

I ask that you consider Central Lyon and all Iowa's public schools, their boards of education, school administrators, teachers, and staff who have been working diligently to prepare for the return of students for "play" and "learning". More specifically, I hope you will consider supporting establishing immunity for school districts from lawsuits related to the COVID-19 virus.

At Central Lyon, we have partnered with Public Health Services of Lyon County each step along our journey – whether it was our school board's decision to partner with Lyon County public health to provide school nursing services for students; or when Melissa Stillson, Lyon County public health administrator, addressing staff at professional development on March 11 to discuss the symptoms of COVID-19, mitigation strategies to implement, and hygiene practices to reinforce with students; or our most recent collaboration with Mrs. Stillson, Avera Sports Medicine partners, and Avera Merrill-Pioneer administrators meeting with baseball and softball coaches, athletic administrators, and school leaders in preparation for parent meetings and the first day of practice this past Monday – I feel our staff, leaders, and school board have taken all the steps recommended by the Governor and Iowa Public Health, followed all guidance from the Iowa Department of Education and the athletic associations; and utilized the Centers for Disease Control recommendations to limit the exposure of the virus to students and staff.

At each of our school board meetings the past three months, our Board of Education has reiterated their commitment to fulfilling it's mission: ***to provide an education and the opportunity for all students to become productive, life-long learners***. The Board has continually stated that it's priorities are to 1) safeguard the health and safety of students, staff and our community, 2) empower students and staff, 3) engage families and community partners, 4) ensure the financial health of the district, and 5) develop and maintain excellent facilities, transportation, technology, and infrastructure resources for student learning. Now, as you return to Des Moines, please keep our students and families at the forefront of your decision making.

If I can ever be a resource for you regarding education matters that come up for debate, please do not hesitate to contact me directly – I can be reached on my cell phone to talk or exchange text messages at your convenience. My number is 712-739-0867.

Onward Lions,  
Brent

Central Lyon School COVID-19 Updates

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Brent Jorth  
Superintendent  
Central Lyon CSD  
*Excellence. Integrity. Empowered.*

CLEA & CLCSD Meeting  
Friday, May 15, 2020 @ 12:00 (noon)

Agenda

1. Opening Comments (Brent)
  - A. Unprecedented Times
  - B. Climate, Culture & Morale
  - C. Professional Responsibilities & Expectations
  - D. Honoring the 2019-20 and 2020-21 Contracts
  - E. Core Values & Collective Commitments
2. Issues for Discussions
  - A. Master Contract 2019-21
    - 1) Article III: Contract Days (p.11)
      - A) Work Year: employees shall be contracted for a school year based on 191.5 days per year, of which six (6) days shall be holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, Presidents' Day, Memorial Day. If any of these holidays listed fall on a Saturday, the preceding Friday will be treated as the holiday, and if any of these holidays listed fall on a Sunday, the following Monday will be treated as a holiday. The balance shall be teaching, in-service, preparation days, and workshops as designated by the Central Lyon Official School Calendar.
      - B) Calendar: the contract days listed in this Master Contract but are not a part of the contract may be changed from one year to another at the discretion of the Board of Education or its designated representative.
      - C) Break Time: each teacher teaching 0.50 FTE or more will have at least a 43 minute break time per regular school day. Middle School and high school teachers will have one class period. Elementary teachers will have at least one 15 minute break (which could be a recess time) and a thirty minute time slot available per day. Each break will be scheduled within student contact hours.
  - B. 2019-20 Contract Days
    - 1) CLEA Perspective
    - 2) CL CSD Perspective
  - A. 2020-21 Contract Days
    - 1) CLEA Perspective
    - 2) CL CSD Perspective
  - B. Other Topics for Discussion

## Brent Jorth

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**From:** Brent Jorth  
**Sent:** Friday, May 15, 2020 8:02 PM  
**To:** Brent Jorth  
**Subject:** Staff Follow-up to 5/15/20: Update to Students & Families  
**Attachments:** NoticeToParents\_Coronavirus\_051520\_Final.pdf

Central Lyon Staff,

I want to thank everyone for their work with students, families & one-another these past nine weeks. These have been extraordinary times, and you have all risen to the challenge. Thank you for making Central Lyon such a special place for students!

As Kristi Wright noted in her message earlier today to CLEA members, I wanted to pass along the fruits of the conversation that was held.

1. The School Board & CLEA both acknowledge that teachers have risen to the challenge presented by school closure, staying connected with students and families to preserve student mental health, designing and delivering meaningful distance learning, and have met or exceeded the academic expectations of the vast majority of parents/families.
2. I (Brent Jorth) take full responsibility for the miscommunication, stress, and damage to our school's climate and culture as a result of the conversation that was held on Monday night's board meeting. I failed to clearly communicate with the school board about my statement to staff that the contract days for the first week of closure (March 16-20) would be waived/"forgiven".
  - a. Throughout the school closure, I have failed many times. And this failure is perhaps my greatest.
  - b. In my rush to do what I felt was best, I have made decisions and statements that were not properly vetted and communicated. I violated our core values and collective commitments to make and honor collaborative decisions. And for that I compromised the climate/culture of the school district and the working relationship between teachers, administrators and the school board.
  - c. I apologize for the confusion I have created, hard feelings that I inadvertently caused, and relationships I've compromised.
  - d. I hope you will provide me grace and give me the opportunity to earn your trust.
3. Contract Days for the remainder of the 2019-20 School Year
  - a. Starting Monday, May 18 and concluding at 12:00 (noon) on Thursday, May 28 – teachers should plan to work at school or from home.
  - b. I have not finalized the professional learning schedule for the next 7.5 days, but want to share what you can expect.
    - 1) Monday & Tuesday, May 18 & 19: Work Days, Individual Reflection, and Team Collaboration.
      - A). More details to be shared by 8:00 a.m. Monday, May 18.
    - 2) Wednesday-Friday, May 20-22: Structured Professional Learning
      - A). District, building, team & individual professional learning experiences will be held.
      - B). Professional learning will be led by me, the principals, teacher leaders, and conducted individually based upon your specific needs.
      - C). More details to come.
    - 3) Monday, May 25: No School / Memorial Day
    - 4) Tuesday & Wednesday, May 26 & 27: TBD
    - 5) Thursday, May 28: Work Day, Individual Reflection & Team Collaboration (done by 12:00-noon)
      - A). More details to come.

- c. I have been working with Administrators to examine the IDOE's Return to Learn (RtL) guidance and will convene a Leadership Team on Monday, May 18, to continue the development of Central Lyon's RtL Plan.
  - 1) The RtL Team will continue to meet throughout the summer as Central Lyon builds the safest, most meaningful, student-centered plan in order to most appropriately prepare for the 2020-21 school year.
4. Wednesday, August 19: tentative 1<sup>st</sup> Day of School for students for the 2020-21 school year
  - a. Until the Board of Directors approves an amended school calendar, the start date, end date, and related professional learning days are not yet finalized.
  - b. But – the Board Members and CLEA representatives in today's meeting were in agreement that starting one week earlier would be appropriate.
  - c. I will be working to develop a couple calendars for the board to consider for adoption at a future meeting. Each calendar for consideration will account for an August 19 student-start date.

Thank you for your continued patience as we develop our plans for RtL. Please look for an email from me by 8:00 p.m. on Sunday, May 17, for further information on stop the spread protocols for returning to school on Monday.

If you have specific questions regarding this email, returning to work on Monday, or other concerns – please do not hesitate to call or text me, my cell phone number is 712-739-0867.

Onward Lions,  
Brent

Central Lyon School COVID-19 Updates  
*Excellence. Integrity. Empowered.*

**From:** centrallyon@onlinejmc.com <centrallyon@onlinejmc.com>  
**Sent:** Friday, May 15, 2020 6:40 PM  
**To:** Brent Jorth <bjorth@centrallyon.org>  
**Subject:** 5/15/20: Update to Students & Families

Friday, May 15, 2020

Dear Central Lyon Families & Staff,

Thank you to everyone who was able to join us in celebrating the Class of 2020 and this year's retirees earlier this evening. While we close this school year, our celebration is tempered by the uncertainty of next fall. Over the coming days and weeks, Central Lyon teachers, administrators and the board of directors will continue to plan for the return of students.

### Return of Laptops & Learning Resources

Starting at 7:30 a.m. on Monday, May 18, students and families may begin turning in their laptops, textbooks, and other learning resources. Weather permitting, staff will be stationed at the circle drive near the high school main entrance (1010 S Greene St).

In the event of inclement weather, students and families may drop-off materials in the high school commons.

If you or your student needs to enter the building, Central Lyon administrators will be enforcing the "stop the spread" strategies and social distancing techniques to protect the health and safety of all:

1. Only 10 individuals will be allowed access to the high school commons at any one time.



# Central Lyon Community School

1010 S. Greene St.  
Rock Rapids, IA 51246

712.472.2664  
712.472.2115

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

[www.centrallyon.org](http://www.centrallyon.org)

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

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## MEMO

**TO:** Central Lyon Board of Education  
**FROM:** Brent Jorth, Superintendent  
**DATE:** June 5, 2020  
**RE:** 1968 Building LED Lighting Project

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It is recommended that the Central Lyon Community School District proceed with the LED lighting upgrade project for the 1968 building as submitted by Meyer Electric.

The estimated cost for all classrooms and common spaces in the 1968 building is \$54,530.46. In consultation with Jim Hoyer of Rock Rapids Utilities and energy services experts from Missouri River Energy Services – it is estimated that \$20,000 will be recuperated in rebates in addition to energy efficiency savings due to upgrades to LED bulbs.

I will provide a detailed review of the PPEL/SAVE funds at the meeting for the Board to consider its options for the Activity Center. The estimate for the activity center is included for review.



**Larchwood-Rock Rapids**  
Phone (712) 777-5105 Fax (712) 777-5107

Job: CL '68 LED lighting upgrades  
Attn: Brent

6/3/2020

Description: Replace existing Fluorecent Gym lights with LED tubes or fixtures

	QTY	Subtotal	Total
<b>LABOR</b>			
Journeyman @ \$60.00	160	\$60.00	\$9,600.00
Apprentice @ \$45.00	173	\$45.00	\$7,785.00
<b>Labor Totals</b>	<b>333</b>		<b>\$17,385.00</b>
<b>JOB EXPENSE</b>			
Equipment Rental-Lift(scissors lift for cafeteria)	2	\$125.00	\$250.00
Call charge		\$20.00	\$0.00
Trip fees		\$10.00	\$0.00
Material Storage			\$0.00
Lamp recycling (4' T8 lamps)	2502	\$0.75	\$1,876.50
Lamp recycling (8' T12 lamps)		\$6.00	\$0.00
Inspection Fees for new circuits			\$0.00
Excavation/Compaction			\$0.00
<b>MATERIAL</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
LED14BDT8/G/4/840 LED lamp-ballast bypass	1,442	\$7.13	\$10,281.46
Lith CPX 2X4 40K 4000L Flat panel fixtures (dimmable) (hallways/20 classrooms)	290	\$68.75	\$19,937.50
ABC1024571DQVSTKQW1PK (High bay fixture for cafeteria)	14	\$200.00	\$2,800.00
CCR with wire guard (Exit emergency for cafeteria)	2	\$125.00	\$250.00
IP710LFZ Dimmer for classrooms	20	\$87.50	\$1,750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Material Totals</b>			<b>\$35,018.96</b>
		<b>Subtotal</b>	<b>\$54,530.46</b>
		<b>Total</b>	<b>\$54,530.46</b>

Wayne Meyer 6/3/2020  
Proposed by Date  
Wayne Meyer

Accepted by Date



**Larchwood-Rock Rapids**  
Phone (712) 777-5105 Fax (712) 777-5107

Job: CL Activities Center LED lighting upgrades  
Attn: Brent

6/4/2020

Description: Replace existing Flourecent Gym lights with LED tubes or fixtures

	QTY	Subtotal	Total
<b>LABOR</b>			
Journeyman @ \$60.00	65	\$60.00	\$3,900.00
Apprentice @ \$45.00	75	\$45.00	\$3,375.00
<b>Labor Totals</b>	<b>140</b>		<b>\$7,275.00</b>
<b>JOB EXPENSE</b>			
Equipment Rental-Lift(scissors lift for cafeteria)	2	\$125.00	\$250.00
Bucket Truck	8	\$35.00	\$280.00
Trip fees			\$0.00
Material Storage			\$0.00
Lamp recycling (4' T8 lamps)	670	\$0.75	\$502.50
Lamp recycling (8' T12 lamps)		\$6.00	\$0.00
Inspection Fees for new circuits			\$0.00
Excavation/Compaction			\$0.00
<b>MATERIAL</b>			
	Qty	Price	Total
LED14BDT8/G/4/840 LED lamp-ballast bypass (4' lamps)	413	\$7.13	\$2,944.69
LED9BDT8/G/4/840 LED lamp-ballast bypass (2' lamps)	2	\$8.89	\$17.78
LRXR610840MD Can light retrofit kit	15	\$56.25	\$843.75
ABC1024571DQVSTKQW1PK (High bay fixture for Gym)	30	\$200.00	\$6,000.00
CCR with wire guard (Exit emergency in gym)	4	\$125.00	\$500.00
KT-EMRG-LED-12-1200-K1 1200 Lumen Em Kit	8	\$187.50	\$1,500.00
			\$0.00
<b>Exterior</b>			\$0.00
TWR1 LED ALO 50K MVOLT DDBTXD - Replacement Wall pack	4	\$126.00	\$504.00
16A21/PER/950/P/E26/DIM 6/1FB T20 LED screw in lamp-ballast bypass	2	\$6.88	\$13.75
65BEMW LED 50K 90CRI M6 - LED Trim Kit	3	\$12.19	\$36.57
LOT3T110/D10/UPA - Replacement heads for parking lot poles	11	\$405.00	\$4,455.00
			\$0.00
<b>Material Totals</b>			<b>\$16,815.54</b>
		<b>Subtotal</b>	<b>\$25,123.04</b>

**Total** **\$25,123.04**

Wayne Meyer 6/4/2020  
Proposed by Date  
Wayne Meyer

Accepted by Date



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

---

## MEMO

**TO:** Central Lyon Board of Education  
**FROM:** Brent Jorth, Superintendent  
**DATE:** June 5, 2020  
**RE:** 2019-20 Contract Days

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The personnel committee met with CLEA leadership on Friday, May 15 to discuss contract days for the 2019-20 and 2020-21 school years, 2019-20 and 2020-21 school calendars, and professional learning for the conclusion of the 2019-20 school year.

It is recommended that five (5) contract days be waived for the 2019-20 school year due to school closure as a result of the COVID-19 pandemic.



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---

## MEMO

**TO:** Central Lyon Board of Education  
**FROM:** Brent Jorth, Superintendent  
**DATE:** June 5, 2020  
**RE:** 2020-21 Calendar Amendment

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It is recommended that August 19 be the first day of school in 2020-21, and calendar number two (2) be adopted.

The three calendars submitted for review are:

- Option 1: August 26 Start Date, as approved in March
- Option 2: August 19 Start Date
  - No Spring Break
  - All snow days or COVID closure days will be made up after the last day of school on Thursday, May 20.
  - If there are 11 or more snow days or COVID closure days, the 11<sup>th</sup> and subsequent days will be made-up in a "required continuous learning" / distance learning model.
- Option 3: August 19 Start Date
  - Spring Break: March 15-19
    - Spring Break is flexible – if there are Snow Days or COVID closure days – days 8, 9 and 10 will result in spring break being shortened.
    - Families are encouraged to schedule their spring break travel for this week in March.
  - If there are 11 or more snow days or COVID closure days, the 11<sup>th</sup> and subsequent days will be made-up in a "required continuous learning" / distance learning model.



# Central Lyon Community School District 2020-2021 School Calendar

## August 2020

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## September 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## October 2020

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## November 2020

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## December 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## January 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## February 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

## March 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## April 2021

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## May 2021

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## June 2021

M	T	W	Th	F
	1	2	3	4

Days	Days	Hours	Teacher Days	Teacher Total
			1	
3	3	18.98	5	6
1	4	25.64	1	7

July 25-Aug 2 - Dead Week (No Activities)  
 Aug 3 & 4 - New Family / In-Person Registration  
 Aug 5 - New Staff Orientation  
 Aug 21 - Flexible PD  
 Aug 24 & 25 - No School / Teacher Professional Development  
 Aug 26 - First Day of School / 2:15 Dismissal

Days	Days	Hours	T Days	T Total
4	8	51.28	4	11
4	12	76.92	5	16
5	17	109.22	5	21
5	22	141.52	5	26
3	25	160.5	3	29

Sept 7 - Labor Day (No School)

Days	Days	Hours	T Days	T Total
2	27	173.82	2	31
5	32	206.12	5	36
4	36	231.76	5	41
5	41	264.06	5	46
5	46	296.36	5	51

Oct 12 - No School / Teacher Professional Development  
 Oct 23 - End of 1st Quarter

Days	Days	Hours	T Days	T Total
5	51	328.66	5	56
5	56	360.96	5	61
5	61	393.26	5	66
3	64	412.24	4	70
1	65	418.9	1	71

Nov 2 & 5 - PT Conferences (5:30-8:30)  
 Nov 6 - No School / PTC Comp Day  
 Nov 26 - Thanksgiving (No School)  
 Nov 27 - Fall Break (No School)

Days	Days	Hours	T Days	T Total
4	69	444.54	4	75
5	74	476.84	5	80
5	79	509.14	5	85
2	81	522.46	3	88
0	81	522.46	0	88

Dec 22 - End of 1st Semester / 3:15 Dismissal  
 Dec 23-Jan 1 - Winter Break

Days	Days	Hours	T Days	T Total
0	81	522.46	1	89
4	85	548.1	4.5	93.5
5	90	580.4	5	98.5
5	95	612.7	5	103.5
5	100	645	5	108.5

Jan 4 - No School / Half-Day Teacher Work Day  
 Jan 5 - Classes Resume / 1st Day of 3rd Quarter

Days	Days	Hours	T Days	T Total
5	105	677.3	5	113.5
4	109	702.94	5	118.5
4	113	728.58	5	123.5
5	118	760.88	5	128.5

Feb 12 - No School / Teacher Professional Development  
 Feb 15 - President's Day (No School)

Days	Days	Hours	T Days	T Total
5	123	793.18	5	133.5
5	128	825.48	5	138.5
5	133	857.78	5	143.5
5	138	890.08	5	148.5
3	141	909.06	3	151.5

March 2 - End of 3rd Quarter  
 March 8 & 11 - PT Conferences (5:30-8:30)  
 March 12 - No School (PTC Comp Day)

Days	Days	Hours	T Days	T Total
1	142	915.72	1	152.5
4	146	941.36	4	156.5
5	151	973.66	5	161.5
5	156	1004.96	5	166.5
5	161	1037.26	5	171.5

Apr 2-5 - Spring Break (No School)

April 23 - 2:15 Dismissal / PROM  
 April 30 - End of 2nd Semester

Days	Days	Hours	T Days	T Total
5	166	1069.56	5	176.5
5	171	1101.86	5	181.5
5	176	1134.16	5	186.5
4	180	1159.8	4	190.5
			1	191.5

May 3 - May Term Begins  
 May 16 - Commencement (3:00 p.m.)  
 May 27 - Last Day of School / 3:15 Dismissal  
 May 28 - Snow Day Make-up #1  
 May 31 - Memorial Day (No School)

Days	Days	Hours	T Days	T Total

June 1-3 / June 1-4 - Snow Days 4 and 5

### Calendar Legend

	No School / Teacher Professional Learning
	2:15 Dismissal / Teacher Collaboration
	Holiday / No School
	Quarter Ends
#	Parent Teacher Conference Day (5:30-8:30)
	No School / PTC Comp Day
	No School / Vacation
	Snow Make-up Day

### Holidays

9/7/20 Labor Day  
 11/26/20 Thanksgiving Day  
 12/25/20 Christmas Day  
 1/1/21 New Year's Day  
 2/15/21 President's Day  
 5/31/21 Memorial Day

### Summary

178	School Days
2	Parent Teacher Conference Days
6	Holidays
5.5	Professional Learning / Work Days
191.5	Contract Days

### Snow Make-up Days Explained

- The 1st snow day will be made-up on May 28
- If there are 2 or 3 snow days, only 1 will be made up on May 28, days 2 & 3 will be forgiven
- If there are 4 or 5 snow days, they will be made up on May 28, and June 1-3 or June 1-4
- If there are 6 or more snow days, only 5 will be made up, May 28 and June 1-4
- If there are 10 or more snow days, the school day may be lengthened to make-up instructional time
- If there is a 2-hour late start on a Wednesday, classes will be dismissed at 3:15

Aug 26  
 Approved  
 #1



# Central Lyon Community School District 2020-2021 School Calendar

## Calendar Legend

- No School
- No School / Teacher Professional Learning
- 2:15 Dismissal / Teacher Collaboration
- Holiday / No School
- Parent Teacher Conference Day (5:30-8:30)
- No School / PTC Comp Day
- Special Notation

## Holidays

9/7/20 Labor Day  
11/26/20 Thanksgiving Day  
12/25/20 Christmas Day  
1/1/21 New Year's Day  
2/15/21 President's Day  
5/31/21 Memorial Day

## Summary

178 School Days  
2 Parent Teacher Conference Days  
6 Holidays  
5.5 Professional Learning / Work Days  
191.5 Contract Days

## COVID-19 & Snow Make-up Days Explained

- The first day of School Closure due to COVID-19 or Snow will be made up on Friday, May 21.
- The 2nd & 3rd days of School Closure due to COVID-19 or Snow will not be made up.
- If there are 4, 5 or 6 days for closure, they will be made up  
4 Days: May 21 and May 24, 25 & 26  
5 Days: May 21 and May 24-27  
6 Days: May 24-28
- If there are 7 or 8 days for closure, they will be made up  
May 21 and May 24-28, and the 7th & 8th days will not be made up
- If there are 9 or 10 days for closure, they will be made up  
9 Days: May 21, May 24-28, and June 1, 2 & 3.  
10 Days: May 21, May 24-28, and June 1-4.
- If there are 11 days or more of closure, the first 10 days will be made up May 24-28 and June 1-4 and the 11th and subsequent days will be made up utilizing a "required continuous learning" model for distance learning for all students PreSchool thru 12th grade.

## July 2020

M	T	W	Th	F
20	21	22	23	24
27	28	29	30	31

## August 2020

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## September 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## October 2020

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## November 2020

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## December 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## January 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## February 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

## March 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## April 2021

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## May 2021

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## June 2021

M	T	W	Th	F
	1	2	3	4

## Calendar Descriptions

July 21 & 22 - Registration  
July 25-Aug 2 - Dead Week (No Activities)

Total		Teacher	
Days	Hours	Days	Hours
3	18.98	3	18.98
5	32.3	5	51.28
1	5.86	9	56.94

Aug 4 - New Staff Orientation  
Aug 14 - Flexible PD  
Aug 17 & 18 - No School / Teacher Professional Development  
Aug 19 - First Day of School / 2:15 Dismissal

Total		Teacher	
Days	Hours	Days	Hours
4	25.64	13	82.58
4	25.64	17	108.22
5	32.3	22	140.62
5	32.3	27	172.82
3	18.98	30	191.8

Sept 7 - Labor Day (No School)

Total		Teacher	
Days	Hours	Days	Hours
2	12.32	32	204.12
5	32.3	37	236.42
4	25.64	41	262.06
5	32.3	46	294.36
5	32.3	51	326.66

Oct 12 - No School / Teacher Professional Development

Total		Teacher	
Days	Hours	Days	Hours
5	32.3	56	358.96
5	32.3	61	391.26
5	32.3	66	423.56
3	18.98	69	442.54
1	5.86	70	448.2

Nov 2 & 5 - PT Conferences (5:30-8:30)  
Nov 6 - No School / PTC Comp Day  
Nov 26 - Thanksgiving (No School)  
Nov 27 - Fall Break (No School)

Total		Teacher	
Days	Hours	Days	Hours
4	25.64	74	473.84
5	32.3	79	506.14
5	32.3	84	538.44
2	13.32	86	551.76
0	0	86	551.76

Dec 22 - End of 1st Semester / 3:15 Dismissal  
Dec 23-Jan 1 - Winter Break

Total		Teacher	
Days	Hours	Days	Hours
0	0	86	551.76
4	25.64	90	577.4
5	32.3	95	609.7
5	32.3	100	642
5	32.3	105	674.3

Jan 4 - No School / Half-Day Teacher Work Day  
Jan 5 - Classes Resume / 1st Day of 3rd Quarter

Total		Teacher	
Days	Hours	Days	Hours
5	32.3	110	706.6
4	25.64	114	732.24
4	25.64	118	757.88
5	32.3	123	790.18

Feb 12 - No School / Teacher Professional Development  
Feb 15 - President's Day (No School)

Total		Teacher	
Days	Hours	Days	Hours
5	32.3	128	822.48
5	32.3	133	854.78
5	32.3	138	887.08
5	32.3	143	919.38
3	18.98	146	938.36

March 8 & 11 - PT Conferences (5:30-8:30)  
March 12 - No School (PTC Comp Day)

Total		Teacher	
Days	Hours	Days	Hours
1	8.66	147	945.02
4	25.64	151	970.66
5	32.3	156	1002.96
5	31.3	161	1034.26
5	32.3	166	1066.56

Apr 2-5 - Spring Break (No School)  
Apr 23 - 2:15 Dismissal / PROM  
Apr 30 - End of 2nd Semester

Total		Teacher	
Days	Hours	Days	Hours
5	32.3	171	1098.86
5	32.3	176	1131.16
4	25.64	180	1156.8
0	0	180	1156.8
		1	191.5

May 3 - May Term Begins  
May 16 - Commencement (3:00 p.m.)  
May 20 - Last Day of School / 3:15 Dismissal  
May 24-June 4 - No School / COVID-19 or Snow Make-up Days  
May 31 - Memorial Day (No School)

Total		Teacher	
Days	Hours	Days	Hours

June 1-4 - No School / COVID-19 or Snow Make-up Days

Aug 19  
No Spring Break



# Central Lyon Community School District 2020-2021 School Calendar

## Calendar Legend

<span style="background-color: #f8d7da; border: 1px solid #f5c6cb; padding: 2px;"> </span>	No School
<span style="background-color: #f8d7da; border: 1px solid #f5c6cb; padding: 2px;"> </span>	No School / Teacher Professional Learning
<span style="background-color: #fff3cd; border: 1px solid #ffeeba; padding: 2px;"> </span>	2:15 Dismissal / Teacher Collaboration
<span style="background-color: #fff3cd; border: 1px solid #ffeeba; padding: 2px;"> </span>	Holiday / No School
<span style="background-color: #fff3cd; border: 1px solid #ffeeba; padding: 2px;"> </span>	Parent Teacher Conference Day (5:30-8:30)
<span style="background-color: #fff3cd; border: 1px solid #ffeeba; padding: 2px;"> </span>	No School / PTC Comp Day
<span style="background-color: #d1ecf1; border: 1px solid #bee5eb; padding: 2px;"> </span>	Special Notation

## Holidays

9/7/20 Labor Day  
11/26/20 Thanksgiving Day  
12/25/20 Christmas Day  
1/1/21 New Year's Day  
2/15/21 President's Day  
5/31/21 Memorial Day

## Summary

178 School Days  
2 Parent Teacher Conference Days  
6 Holidays  
5.5 Professional Learning / Work Days  
191.5 Contract Days

## COVID-19 & Snow Make-up Days Explained

- The first day of School Closure due to COVID-19 or Snow will be made up on Friday, May 28.
- The 2nd & 3rd days of School Closure due to COVID-19 or Snow will not be made up.
- If there are 4 or 5 days for closure, they will be made up 4 Days: May 28 and June 1, 2 & 3  
5 Days: May 28 and June 1-4
- If there are 6 or 7 days for closure, they will be made up May 28 and June 1-4, and the 6th & 7th days will not be made up.
- If there are 8, 9, or 10 days for closure, they will be made up 8 Days: May 28, June 1-4, and March 17, 18 & 19.  
9 Days: May 28, June 1-4, and March 16-19.  
10 Days: May 28, June 1-4, and March 15-19.
- If there are 11 days or more of closure, the first 10 days will be made up May 28, June 1-4, March 15-19, and the 11th and subsequent days will be made up utilizing a "required continuous learning" model for distance learning for all students PreSchool thru 12th grade.

## July 2020

M	T	W	Th	F
20	21	22	23	24
27	28	29	30	31

## August 2020

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## September 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## October 2020

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## November 2020

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## December 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## January 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## February 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

## March 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## April 2021

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## May 2021

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## June 2021

M	T	W	Th	F
	1	2	3	4

## Calendar Descriptions

July 21 & 22 - Registration  
July 25-Aug 2 - Dead Week (No Activities)

Days	Hours	Days	Hours	Days	Hours
3	18.98	3	18.98	5	6
5	32.3	8	51.28	5	11
1	5.66	9	56.94	1	12

Aug 4 - New Staff Orientation  
Aug 14 - Flexible PD  
Aug 17 & 18 - No School / Teacher Professional Development  
Aug 19 - First Day of School / 2:15 Dismissal

Days	Hours	Days	Hours	Days	Hours
4	25.64	13	82.58	4	16
4	25.64	17	108.22	5	21
5	32.3	22	140.52	5	26
5	32.3	27	172.82	5	31
3	18.98	30	191.8	3	34

Sept 7 - Labor Day (No School)

Days	Hours	Days	Hours	Days	Hours
2	12.32	32	204.12	2	36
5	32.3	37	236.42	5	41
4	25.64	41	262.06	5	46
5	32.3	46	294.36	5	51
5	32.3	51	326.66	5	56

Oct 12 - No School / Teacher Professional Development

Days	Hours	Days	Hours	Days	Hours
5	32.3	56	358.96	5	61
5	32.3	61	391.26	5	66
5	32.3	66	423.56	5	71
3	18.98	69	442.54	4	75
1	5.66	70	448.2	1	76

Nov 2 & 5 - PT Conferences (5:30-8:30)

Nov 6 - No School / PTC Comp Day

Nov 26 - Thanksgiving (No School)

Nov 27 - Fall Break (No School)

Days	Hours	Days	Hours	Days	Hours
4	25.64	74	473.64	4	80
5	32.3	79	506.14	5	85
5	32.3	84	538.44	5	90
2	13.32	86	551.76	3	93
0	0	86	551.76	0	93

Dec 22 - End of 1st Semester / 3:15 Dismissal

Dec 23-Jan 1 - Winter Break

Days	Hours	Days	Hours	Days	Hours
0	0	86	551.76	1	94
4	25.64	90	577.4	4.5	98.5
5	32.3	95	609.7	5	103.5
5	32.3	100	642	5	108.5
5	32.3	105	674.3	5	113.5

Jan 4 - No School / Half-Day Teacher Work Day

Jan 5 - Classes Resume / 1st Day of 3rd Quarter

Days	Hours	Days	Hours	Days	Hours
5	32.3	110	706.6	5	118.5
4	25.64	114	732.24	5	123.5
4	25.64	118	757.88	5	128.5
5	32.3	123	790.18	5	133.5

Feb 12 - No School / Teacher Professional Development

Feb 15 - President's Day (No School)

Days	Hours	Days	Hours	Days	Hours
5	32.3	128	822.48	5	138.5
5	32.3	133	854.78	5	143.5
0	0	133	854.78	0	143.5
5	32.3	138	887.08	5	148.5
3	18.98	141	906.06	3	151.5

March 8 & 11 - PT Conferences (5:30-8:30)

March 12 - No School (PTC Comp Day)

March 15-19 - No School / COVID or Snow Make-up Days

Days	Hours	Days	Hours	Days	Hours
1	6.66	142	912.72	1	152.5
4	25.64	146	938.36	4	156.5
5	32.3	151	970.66	5	161.5
5	31.3	156	1001.96	5	166.5
5	32.3	161	1034.26	5	171.5

Apr 2-5 - Spring Break (No School)

April 23 - 2:15 Dismissal / PROM

April 30 - End of 2nd Semester

Days	Hours	Days	Hours	Days	Hours
5	32.3	166	1066.56	5	176.5
5	32.3	171	1098.86	5	181.5
5	32.3	176	1131.16	5	186.5
4	25.64	180	1156.8	4	190.5
				1	191.5

May 3 - May Term Begins

May 16 - Commencement (3:00 p.m.)

May 27 - Last Day of School / 3:15 Dismissal

May 28 - COVID or Snow Make-up Day

Days	Hours	Days	Hours	Days	Hours

June 1-4 - No School / COVID or Snow Make-up Days

Aug 19  
Spring Break



# Central Lyon Community School

1010 S. Greene St.  
Rock Rapids, IA 51246

712.472.2664  
712.472.2115

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

[www.centrallyon.org](http://www.centrallyon.org)

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

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## MEMO

**TO:** Central Lyon Board of Education  
**FROM:** Brent Jorth, Superintendent  
**DATE:** June 5, 2020  
**RE:** Shared Human Resources Director Contract for 2020-21

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It is recommended the shared contract for human resources director with Rock Valley and West Lyon school districts be approved.

If approved, Central Lyon would reimburse Rock Valley salary and benefits costs totaling \$12,847.91 in 2020-21.

Central Lyon will begin to generate supplemental weighting in the amount of five (5) students in the 2020-21 school year. Using FY21 per pupil funding, this equates to an additional \$35,415 in funding, or an annual general fund savings of \$22,567.09.

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

THIS AGREEMENT is made and entered into as of this **1 day of July, 2020**, by and between the Central Lyon Community School District (hereinafter "CENTRAL LYON") , the Rock Valley Community School District (hereinafter "ROCK VALLEY"), and the West Lyon Community School District (hereinafter "WEST LYON").

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

WHEREAS, both CENTRAL LYON, ROCK VALLEY and WEST LYON requires the services of a Human Resources Director for the **2020-2021** school year; and

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

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

WHEREAS, CENTRAL LYON, ROCK VALLEY and WEST LYON have determined that it is in the best interests of each of them to share the services of an 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 LYON 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, 2020**, and shall remain in effect until **June 30, 2021**, unless otherwise terminated as provided in this Agreement. The Agreement may be renewed for additional terms of one year each as mutually agreed upon by the parties in writing.

Section 3. Administration. 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