

Central Lyon Community School Board Packet

**Monday, March 14, 2022
Regular Board Meeting ~ 7:00PM**



**The Public is invited to attend.
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

Mission: To provide an exceptional education, opportunities, and resources for all students to become productive, life-long learners.

Notice Posting Date: Wednesday, March 9, 2022

What: Regular School Board Meeting

When: Monday, March 14, 7:00 p.m.

Where: Central Lyon Community School Board Room
Available to view & listen online at: https://youtu.be/u_DJBOUkknQ

Notice: Community members who wish to address the Board during the Public Input portion of the meeting will be granted five (5) minutes to make their statement. The Board will not answer questions, nor will the Board respond to the public during Public Input.

Agenda: Regular Board Meeting

- A. Call to Order, Pledge of Allegiance
- B. Roll Call, Delegation of Quorum
- C. Adopt Agenda
- D. Public Input on Non-Agenda Items
- E. Approval of Minutes of Past Meetings
- F. Approval of Financial Items
 1. Financial Reports
 2. Summary List of Bills
 3. School Business Official Report
- G. Administrative Reports, Discussion Items
 1. Recognition and Congratulations to Students, Staff, and Community
 2. Communications
 3. Student and Staff Presentation: *no presentation due to Parent-Teacher Conferences*
 4. Principals
 - a. Elementary (PS-6th Grade)
 - b. Secondary (7th-12th Grade)
 5. Superintendent
 - a. Governor's Teacher Retention Payments
 - b. 2021-22 School Calendar: Last Day of School as of March 14, 2022
 - c. April 7 Work Session with IASB
 6. Board Committees
 - a. Buildings & Grounds with FEH Design – Facilities Assessment Study
- H. Old Business
 1. Consider 2nd Reading of New Policy
 - a. 302.3 – Superintendent Salary and Other Compensation
 - b. 302.5 – Superintendent Evaluation
 - c. 302.6 – Superintendent Professional Development
- I. New Business
 1. Consider business and enterprise service contract with Premier Communications for 2022-23, 2023-24 and 2024-25
 2. Consider purchasing agreement with Area Education Association for food and food service supplies for 2022-23

3. Consider Policy Review

a. Policies to Review

- 1) 303.1 – Administrative Positions
- 2) 303.2 – Administrator Qualifications, Recruitment, Appointment
- 3) 303.3 – Administrator Contract Renewal
- 4) 303.4 – Administrator Salary and Other Compensation
- 5) 303.5 – Administrator Duties
- 6) 304.1 – Development and Enforcement of Administrative Regulations
- 7) 304.2 – Monitoring of Administrative Regulations
- 8) 305 – Administrator Code of Ethics
- 9) 306 – Succession of Authority to the Superintendent

b. Policy to Rescind

- 1) 303.6A – Central Lyon Standards for Administrators

c. Consider 1st Reading of New Policy

- 1) 303.6 – Administrator Evaluation
- 2) 303.7 – Administrator Professional Development
- 3) 303.8 – Administrator Civic Activities
- 4) 303.9 – Administrator Consulting/Outside Employment

4. Personnel

a. Resignation

- 1) Emily Deutsch – middle school band teacher
- 2) Desiree Kopp – assistant high school volleyball coach

b. Hiring

- 1) Bailey Fitch – high school special education teacher

J. Announcements/Dates to Remember

- School Calendar
- Thursday, March 17: Parent-Teacher Conferences
- Friday, March 18: No School
- Monday-Friday, March 28-April 1: ISASP Testing – Grades 3-11
- Monday, April 11: Regular Board Meeting

K. Adjourn

CENTRAL LYON BOARD MINUTES
February 14, 2022

The Central Lyon Board of Directors met for a public hearing on the proposed 2022-2023 school calendar in the Board Room of the Central Lyon Community School at 6:55 P.M. with the following members present: President Andy Koob, Vice-President David Jans and Directors Scott Postma and Amy Hartter. Other individuals present were Superintendent Brent Jorth, School Business Official Jackie Wells, PK-6 Principal Steve Harman, 7-12 Principal Jason Engleman, Bill Allen, Kelli Docker, Emily Deutsch, Michelle Van Wyhe, Krista Sprock, Stephanie Baker, Jaci Van Veldhuizen, Paige Metzger, Sara Groen and Jessica Jensen.

The hearing was opened at 6:55 P.M. by President Andy Koob. 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 7:00 P.M. with the following members present: President Andy Koob, Vice-President David Jans and Directors Scott Postma and Amy Hartter. Other individuals present were Superintendent Brent Jorth, School Business Official Jackie Wells, PK-6 Principal Steve Harman, 7-12 Principal Jason Engleman, Bill Allen, Kelli Docker, Emily Deutsch, Michelle Van Wyhe, Krista Sprock, Stephanie Baker, Jaci Van Veldhuizen, Paige Metzger, Sara Groen and Jessica Jensen.

The meeting was called to order at 7:00 P.M.

Jans moved to approve the agenda with additional bills presented and Postma seconded, carried 4-0. Postma moved to approve the minutes of past meetings and Hartter seconded, carried 4-0. Hartter moved to approve the financial report through January 31, 2022 and the summary list of bills. Jans seconded, carried 4-0.

Superintendent Brent Jorth shared a list of students, staff and community accomplishments, awards, and appreciation. Mr. Jorth highlighted that Central Lyon is 1 of 9 High Performing districts in the state, listed as the 3rd best school district in Iowa using the 2022 Iowa School Performance Profiles. The elementary, middle school and high school all received High Performing status. Mr. Engleman recognized and thanked Geoff Kruse and other contributors to Central Lyon's YouTube broadcasting.

Sara Groen, Jaci Van Veldhuizen and Paige Metzger presented information on the Central Lyon Kindness Squad; its origin, goals, activities and impacts on the staff and students of the district.

Director Davis arrived at 7:25 P.M.

Mr. Harman and Mr. Engleman reviewed social/emotional learning strategies, connectivity, relationship building and at-risk student identifiers.

Mr. Jorth provided an update on electronic board documents, tools available and costs associated with this option. Mr. Jorth stated the legislature has tentatively approved 2.50% Supplemental State Aid for 2022-2023 and highlighted other bills on the move such as voucher options, teacher recruitment and retainage, IPERS wage ceiling increases and changes to ELL coding. Personnel, facilities, sharing and finance board committees will all meet within the next few weeks.

In Old Business, Jans moved to approve the 2nd reading of policy 215 and 216.2. Hartter seconded, carried 5-0.

In New Business, Hartter moved to approve the 2022-2023 school calendar and Jans seconded, carried 5-0.

Jans moved to approve the Class of 2022 Graduates pending completion of the district's educational requirements and Postma seconded, carried 5-0.

Davis moved to approve a quote in the amount of \$43,619.90 for Phase III LED Lighting Upgrades and Hartter seconded, carried 5-0.

Postma moved to approve the 1st reading and waived the 2nd reading of reviews of policies 300, 301.1, 302.1, 302.2, 302.4, 302.7, 302.8 and rescind policy 301.2. Jans seconded, carried 5-0. Davis moved to approve the 1st reading of policies 302.3, 302.5, 302.6. Hartter seconded, carried 5-0.

In personnel, Jans moved to approve the resignation of Brittany Kuiper, Transitional Kindergarten Teacher, effective at the end of the 2021-2022 school year and the hiring of Bill Kirch, Assistant High School Baseball Coach. Davis seconded, carried 5-0.

The next regular board meeting will be at 7:00 P.M. on Monday, March 14, 2022 in the Central Lyon board room.

Davis moved to adjourn at 8:26 P.M. and Jans seconded, carried 5-0.

Following adjournment, the Central Lyon Board of Directors met for a work session on student achievement in the Board Room of the Central Lyon Community School with the following members present: President Andy Koob, Vice-President David Jans and Directors Scott Postma, Amy Hartter and Keri Davis. Other individuals present were Superintendent Brent Jorth, PK-6 Principal Steve Harman, 7-12 Principal Jason Engleman, Bill Allen, Michelle Van Wyhe, Krista Sprock, Stephanie Baker and Jessica Jensen.

GENERAL FUND SUMMARY
for the month ending

FEBRUARY, 2022

Jackie Wells

CUMULATIVE 3 Year Comparison

		2019-2020	2020-2021	2021-2022	Variance Prior Year		
OPENING BALANCE	3,014,750.15						
<u>INCOME</u>		<u>REVENUE</u>					
PROPERTY TAX	26,750.09	July \$ 750	\$ 30,036	\$ 12,413	\$ (17,623)		
UTILITY REPLACEMENT	0.00	August \$ 869,107	\$ 154,930	\$ 46,268	\$ (108,662)		
INSTRUCT SUPP SURTAX	89,245.24	September \$ 970,530	\$ 973,844	\$ 1,023,197	\$ 49,353		
COMM & INDUSTRIAL	0.00	October \$ 2,751,303	\$ 2,768,116	\$ 3,034,724	\$ 266,608		
TOTAL PROP/SURTAX	115,995.33	November \$ 3,322,667	\$ 3,352,992	\$ 3,679,001	\$ 326,009		
		December \$ 4,299,386	\$ 4,369,834	\$ 4,646,848	\$ 277,013		
STATE AID	367,910.00	January \$ 4,951,754	\$ 5,035,312	\$ 5,441,970	\$ 406,658		
PRE-SCHOOL	16,193.00	February \$ 5,926,651	\$ 5,691,857	\$ 6,178,730	\$ 486,874		
TEACHER COMP	45,232.00	March \$ 6,574,337	\$ 6,383,614				
TEACHER PD	5,205.00	April \$ 8,159,036	\$ 8,526,519				
EARLY INTERVENTION	4,865.00	May \$ 8,968,120	\$ 9,386,749				
TEACHER LEADERSHIP	24,596.99	June \$ 9,698,755	\$ 10,356,877				
AEA FLOW THROUGH	0.00						
TOTAL STATE AID	464,001.99	<u>EXPENDITURES</u>					
LOCAL	30,530.04	July \$ 210,068	\$ 204,857	\$ 300,679	\$ 95,822	Cumulative	
STATE	1,534.01	August \$ 461,870	\$ 413,805	\$ 528,726	\$ 114,921	REV vs EXP	
FEDERAL	124,698.61	September \$ 1,178,122	\$ 1,142,346	\$ 1,236,976	\$ 94,630	(288,266.16)	
TOTAL REVENUE	736,759.98	October \$ 1,888,019	\$ 1,861,423	\$ 1,989,616	\$ 128,193	(482,458.12)	
		November \$ 2,636,711	\$ 2,591,408	\$ 2,764,010	\$ 172,602	(213,778.48)	
<u>EXPENDITURES</u>		December \$ 3,526,410	\$ 3,414,549	\$ 3,611,481	\$ 196,932	1,045,108.22	
SALARIES	487,983.19	January \$ 4,246,678	\$ 4,261,971	\$ 4,408,263	\$ 146,292	914,991.50	
BENEFITS	161,633.01	February \$ 5,349,296	\$ 5,009,921	\$ 5,164,778	\$ 154,856	1,035,366.82	
PROF & TECH SERVICES	18,852.34	March \$ 6,090,181	\$ 5,703,859			1,033,706.85	
PROPERTY SERVICES	2,914.75	April \$ 6,859,711	\$ 6,832,300			1,013,952.63	
PURCHASED SERVICES W/ OE	50,727.15	May \$ 7,641,375	\$ 7,681,710			0.00	
SUPPLIES	32,021.92	June \$ 9,586,770	\$ 9,510,599			0.00	
PROPERTY/EQUIPMENT	2,381.84					0.00	
MISC	0.00	<u>CASH</u>					
OTHER USES	0.00	July \$ 1,083,716	\$ 1,401,448	\$ 2,003,348	\$ 601,900		
TOTAL EXPENDITURES	756,514.20	August \$ 476,183	\$ 930,145	\$ 1,498,666	\$ 568,522		
RECEIVABLES	0.00	September \$ 614,377	\$ 1,015,068	\$ 1,753,392	\$ 738,324		
PAYABLES	(2,761.49)	October \$ 1,687,276	\$ 2,091,235	\$ 3,019,331	\$ 928,096		
CASH BALANCE	<u>2,997,757.42</u>	November \$ 1,517,632	\$ 1,962,302	\$ 2,889,728	\$ 927,426		
		December \$ 1,605,849	\$ 2,231,515	\$ 3,011,989	\$ 780,474		
<u>DEPOSITS</u>		January \$ 1,542,775	\$ 1,975,203	\$ 3,014,750	\$ 1,039,548		
FRONTIER BANK	2,997,743.85	February \$ 1,424,479	\$ 1,883,563	\$ 2,997,757	\$ 1,114,195		
US BANK		March \$ 1,334,779	\$ 1,881,273				
PREMIER BANK		April \$ 2,154,406	\$ 2,899,233				
ISJIT	13.57	May \$ 2,188,896	\$ 2,912,455				
TOTAL DEPOSITS	<u>2,997,757.42</u>	June \$ 2,125,421	\$ 2,840,845				

Special Revenue Funds Cumulative Fiscal YTD
 FEBRUARY, 2022

Jackie Wells

Management	Physical Plant & Equipment Levy	Playground & Recreational Equipment Levy	SAVE - Secured Advancement Value for Education	Debt Service
\$198,391.47	\$309,582.53	\$85,781.07	\$669,429.05	\$0.22
Taxes YTD \$181,354.58 Misc. Income \$2,518.00	Taxes YTD Board Approved \$66,084.27 Voter Approved \$134,170.62	Taxes YTD \$25,738.33	One Cent Sales Tax \$516,964.41	Taxes YTD \$0.00
Interest YTD \$0.00	Interest YTD \$1,635.24 Miscellaneous \$6,465.00	Interest YTD \$0.00	Interest YTD \$179.63 Miscellaneous \$0.00	Interest YTD \$0.00 SILO/PPEL Transfers \$243,950.00
Early Retirement \$54,000.00 District Insurance Policy \$198,862.95 Workman's Comp \$0.00 Unemployment \$0.00	Equipment \$202,468.09 Building/Land Repairs \$75,395.93 Vehicles \$66,634.00 Software \$28,594.83	Comm. Ed \$34,679.86	Transfer for Debt \$243,950.00 Construction Service \$99,974.06 Equipment \$0.00 Bond Fees \$0.00 Land Acquisition \$111.20	Interest \$38,950.00 Principal \$205,000.00 Fees Transfers Out \$0.00
Payables \$0.00 Receivables \$0.00	Payables \$0.00 Receivables \$0.00	Payables \$0.00 Receivables \$0.00	Payables \$0.00 Receivables \$0.00	Payables \$0.00 Receivables \$0.00
Cash Balance \$129,401.10	\$144,844.81	\$76,839.54	\$842,537.83	\$0.22
Checking \$58,497.75 Frontier Bank \$70,903.35 USBank \$0.00 Premier Bank \$0.00 ISJIT \$0.00	\$16,279.65 \$128,565.16 \$0.00 \$0.00 \$0.00	\$5,736.05 \$71,103.49 \$0.00 \$0.00 \$0.00	\$42,147.28 \$509,300.51 \$0.00 \$291,087.11 \$2.93	\$0.22 \$0.00 \$0.00 \$0.00 \$0.00
Deposit Balance \$129,401.10	\$144,844.81	\$76,839.54	\$842,537.83	\$0.22

PPEL/SAVE Combined

Date	Description/Comments	Receipts	Disbursements	Balance
Opening Balance				\$979,011.58
YTD	Interest, Property Taxes	\$725,499.17		\$1,704,510.75
YTD	Revenue Bond P&I		\$270,982.50	\$1,433,528.25
YTD	construction service		\$99,974.06	\$1,333,554.19
YTD	equipment		\$269,102.09	\$1,064,452.10
YTD	building/land improvements		\$75,395.93	\$989,056.17
Cash Balance				\$989,056.17
Deposit Balance		\$725,499.17	\$715,454.58	\$987,382.64

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

Jr Jackie Wells

for the MONTH ending FEBRUARY, 2022 (non-cumulative)

	Activity Fund	Hot Lunch Fund	Student Construction	FFA Farm Fund	Split Funding
Opening Balance	\$299,333.20	\$347,651.92	-\$23,577.47	\$3,809.96	\$719,631.46
Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales & Reimbursements	\$0.00	\$60,580.61	\$0.00	\$0.00	\$0.00
Health Insurance/Split	\$0.00	\$0.00	\$0.00	\$0.00	\$15,577.66
Misc	\$53,341.37	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$53,341.37	\$60,580.61	\$0.00	\$0.00	\$15,577.66
Salaries	\$0.00	\$14,639.91	\$0.00	\$0.00	\$0.00
Benefits	\$0.00	\$4,354.13	\$0.00	\$0.00	\$0.00
Health Insurance/Split	\$0.00	\$0.00	\$0.00	\$0.00	\$1,564.02
Misc	\$60,444.56	\$19,810.01	\$4,353.81	\$658.52	\$0.00
Payables/Receivables	\$0.00	-\$404.81	\$0.00	\$0.00	\$0.00
Total Expenditures	\$60,444.56	\$38,399.24	\$4,353.81	\$658.52	\$1,564.02
Cash Balance	\$292,230.01	\$369,833.29	-\$27,931.28	\$3,151.44	\$733,645.10
Checking	\$92,223.73	\$369,833.29	-\$27,931.28	\$3,151.44	\$733,645.10
Frontier Bank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
USBank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Premier Bank	\$200,006.28	\$0.00	\$0.00	\$0.00	\$0.00
Deposit Balance	\$292,230.01	\$369,833.29	-\$27,931.28	\$3,151.44	\$733,645.10

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>		<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<u>Checking</u>	1				
Checking	1	Fund: 10	OPERATING FUND		
AED SUPERSTORE		2086876	CPR SUPPLIES	126.26	
			Vendor Total:		126.26
AFLAC INSURANCE		435431	ADDTL EMPLOYEE INSURANCE	1,499.78	
			Vendor Total:		1,499.78
AFLAC		0000072804	ADDTL EMPLOYEE INSURANCE	241.66	
			Vendor Total:		241.66
AIR CONDITIONING & HEATING, INC		8024	PLUMBING PARTS	527.88	
			Vendor Total:		527.88
AVESIS THIRD PARTY ADMINISTRATORS, INC		2841659	VISION INSURANCE	444.69	
			Vendor Total:		444.69
BLICK ART MATERIALS		27255879	HS ART SUPPLIES	91.27	
			Vendor Total:		91.27
BOYDEN HULL COMM SCHOOL DIST		21/22 SEM1 SpED	21/22 SEM1 SpED	5,467.27	
			Vendor Total:		5,467.27
CELEBRATION OF MUSIC FESTIVAL		2022 HONOR CHOIR	HONOR CHOIR	105.00	
			Vendor Total:		105.00
CENTURY BUSINESS PRODUCTS		609562	TECHNOLOGY SUPPLIES	93.49	
			Vendor Total:		93.49
CHILDREN'S CARE HOSPITAL & SCHOOL		1/2022 SpED	1/2022 SpED PLACEMENT	8,004.50	
			Vendor Total:		8,004.50
COOPERATIVE ENERGY COMPANY		2/2022 FUEL	FUEL	66.47	
			Vendor Total:		66.47
D/B/A PREMIER COMMUNICATIONS, PREMIER NETWORK SOLUTIONS		9904	CONSULTING SERVICES	400.00	
			Vendor Total:		400.00
DENNY'S SANITATION		487068	DISPOSAL	411.00	
			Vendor Total:		411.00
DIVISION OF LABOR SERVICES		182657	BOILER LICENSES	675.00	
			Vendor Total:		675.00
FLEXIBLE BENEFIT SERVICE CORPORATION		656457401006	FLEX FEES	42.12	
			Vendor Total:		42.12
GORDON FLESCH COMPANY		13642667	COPIER SUPPLIES	140.15	
GORDON FLESCH COMPANY		13654312	COPIER MAINT	1,340.00	
			Vendor Total:		1,480.15
HEALTH SERVICES OF LYON CO		920	NURSING & WELLNESS	4,338.75	
			Vendor Total:		4,338.75

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
HILLYARD/SIOUX FALLS	604654381	VACUUM FILTERS	47.40	
		Vendor Total:		47.40
HOGLUND BUS COMPANY	X100005603: 01	BUS 2 PARTS	667.38	
		Vendor Total:		667.38
IOWA ASSOCIATION OF SCHOOL BOARDS	iasbevt00028 B 101	JORTH ISFLIC CONF	325.00	
		Vendor Total:		325.00
IOWA DEPARTMENT OF HUMAN SERVICES	10135053, 10134647	MEDICAID REIMBURSEMENT	15,684.85	
		Vendor Total:		15,684.85
IOWA STATE BAR ASSOCIATION	21/22 MS MOCK TRIAL	21/22 MS MOCK TRIAL	350.00	
		Vendor Total:		350.00
IOWA STATE UNIVERSITY - REGISTRATION SERVICES	18433	EVENT REGISTRATION	60.00	
		Vendor Total:		60.00
IOWA TESTING PROGRAMS	220057	ASSESSMENT SERVICES	2,088.00	
		Vendor Total:		2,088.00
JW PEPPER & SON	364046157	HS MUSIC	10.75	
JW PEPPER & SON	364062488	HS MUSIC	12.50	
JW PEPPER & SON	364087187	MS BAND MUSIC	19.99	
JW PEPPER & SON	364108218	HS MUSIC	91.22	
JW PEPPER & SON	364115846	MS MUSIC	15.00	
		Vendor Total:		149.46
KONE INC.	962150555	ELEVATOR MAINT & REPAIRS	184.41	
		Vendor Total:		184.41
LANDEGENT'S APPLIANCE SERVICE	80980_1	FIX DYER DRUM	38.00	
LANDEGENT'S APPLIANCE SERVICE	81471	WASHER REPAIR	154.00	
		Vendor Total:		192.00
LEARNING A-Z	5028530	LICENSE RENEWAL FOR 2022- 2023	2,676.24	
		Vendor Total:		2,676.24
LEGALSHIELD	20220222	ADDT'L INSURANCE	15.95	
		Vendor Total:		15.95
LINCOLN NATIONAL LIFE INSURANCE COMPANY, THE	3/2022 LIFE	LIFE/LTD INSURANCE	918.57	
		Vendor Total:		918.57
MARTIN BROS. DISTRIBUTING, INC	9357269	BP PROGRAM	279.27	
MARTIN BROS. DISTRIBUTING, INC	9367299- 9367300	FOOD, SUPPLIES	148.26	
MARTIN BROS. DISTRIBUTING, INC	9367301, CR#9367301	CLEANING SUPPLIES	1,509.79	
MARTIN BROS. DISTRIBUTING, INC	9378219 - 9378220	SUPPLIES	416.47	

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
MARTIN BROS. DISTRIBUTING, INC	9389041, 9389042	FOOD, SUPPLIES	150.00	
			Vendor Total:	2,503.79
NEW CENTURY PRESS INC/LYON CO. REPORTER	2/2022 ADS	ADVERTISING	116.00	
			Vendor Total:	116.00
NORTHWEST AEA	1543	MENTORING PROG _ 2022	300.00	
			Vendor Total:	300.00
ONE SOURCE THE BACKGROUND CHECK COMPANY	1392- 20220228	BACKGROUND CHECKS	40.50	
			Vendor Total:	40.50
PITNEY BOWES	3315315083	POSTAGE METER	163.02	
			Vendor Total:	163.02
POPKES CAR CARE	2/2022 FUEL	FUEL	5,398.11	
			Vendor Total:	5,398.11
PREMIER COMMUNICATIONS	12381156, 12394023	INTERNET, PHONE	933.95	
			Vendor Total:	933.95
QUILL	23135490	OFFICE SUPPLIES	14.62	
			Vendor Total:	14.62
RENAISSANCE LEARNING SYSTEMS	5242173	MEDIA CTR INTEGRATION MAINTENANCE	833.33	
			Vendor Total:	833.33
ROCK RAPIDS HARDWARE	2/24/22 STMT	SUPPLIES, REPAIRS	304.81	
			Vendor Total:	304.81
ROCK RAPIDS MACHINE & WELDING	43887	SHOP/METALS SUPPLIES	249.00	
			Vendor Total:	249.00
ROCK RAPIDS REPAIR	3873	BUS, VEHICLE REPAIRS	1,115.89	
			Vendor Total:	1,115.89
ROCK RAPIDS UTILITIES	THRU 2/1/22	UTILITIES	22,449.38	
			Vendor Total:	22,449.38
ROCK VALLEY COMMUNITY SCHOOL	21/22 SEM1 SpED	21/22 SEM1 SpED	31,453.23	
			Vendor Total:	31,453.23
RUNNING SUPPLY, INC	2/28/22 STMT	SHOP/IND TECH SUPPLIES	20.95	
			Vendor Total:	20.95
SHARI'S KITCHEN & CATERING	497962	PD SUPPLIES	110.00	
			Vendor Total:	110.00
SHIFFLER	2204903000	REPAIRS, SUPPLIES	140.39	
			Vendor Total:	140.39
STAN HOUSTON EQUIPMENT	2045633,	STAPLER, PLANER/JOINTER	1,668.00	

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
	2045641			Vendor Total: 1,668.00
STERLING COMPUTERS	0117977	7 CHROMEBOOKS	1,852.20	
STERLING COMPUTERS	0118008	REPLACEMENT PC	824.01	
				Vendor Total: 2,676.21
STURDEVANT'S AUTO SUPPLY	2/28/22	STMT BUS PARTS	57.49	
				Vendor Total: 57.49
SUNSHINE FOODS	2/2022 #134	FRUIT & VEGGIE PROG	2,160.68	
SUNSHINE FOODS	2/2022 #266	2/22 FACS	392.23	
				Vendor Total: 2,552.91
TIMBERLINE BILLING SERVICE LLC	23440	MEDICAID ASSIST	900.24	
				Vendor Total: 900.24
UNITED STATES POST OFFICE	PERMIT 5 RENEWAL	USPS MARKET MAIL RENEWAL	265.00	
				Vendor Total: 265.00
UNITY SCHOOL BUS PARTS	0513489-IN	BUS 6 PART	51.74	
				Vendor Total: 51.74
VAN'T HUL REPAIR INC	2/28/22	STMT BUS REPAIRS	464.25	
				Vendor Total: 464.25
WAAGMEESTER LAW OFFICE	02172022	LEGAL SERVICES	63.23	
				Vendor Total: 63.23
WILLIAM V. MACGILL & CO	0786019	NURSING SUPPLIES	185.52	
				Vendor Total: 185.52
				Fund Total: 122,406.11
Checking	1	Fund: 64	STUDENT CONSTRUCTION	
ROCK RAPIDS CASHWAY LUMBER, INC	3/8/22	STMT HOUSE PROJECT, STUDENT WOOD SUPPLIES	3,610.88	
				Vendor Total: 3,610.88
ROCK RAPIDS HARDWARE	2/24/22	STMT SUPPLIES, REPAIRS	112.16	
				Vendor Total: 112.16
				Fund Total: 3,723.04
Checking	1	Fund: 69	ENTERPRISE/FFA PROPERTY	
COOPERATIVE FARMERS ELEVATOR	2/2022	FFA STORAGE STORAGE	45.35	
				Vendor Total: 45.35
ORV & SONS INC	1/13/22	FFA FFA FARM REPAIRS/SUPPLIES FARM	625.15	
				Vendor Total: 625.15
ROCK RAPIDS MACHINE & WELDING	43947	FFA FARM	29.79	
				Vendor Total: 29.79
ROCK RAPIDS UTILITIES	THRU 2/1/22	UTILITIES	122.64	
				Vendor Total: 122.64

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
			Fund Total:
			822.93
Checking	1	Fund: 71	SPLIT FUNDING
SECURE BENEFITS SYSTEMS	69008	2021 RUNOUT, 2/22 CLAIMS, 3/22 FEES	2,141.58
			Vendor Total:
			2,141.58
			Fund Total:
			2,141.58
			Checking Account Total:
			129,093.66
<u>Checking</u>	2	Fund: 61	SCHOOL NUTRITION FUND
AFLAC INSURANCE	435431	ADDTL EMPLOYEE INSURANCE	260.39
			Vendor Total:
			260.39
AIR CONDITIONING & HEATING, INC	8051	HS DISHWASHER REPAIRS	322.58
			Vendor Total:
			322.58
AVESIS THIRD PARTY ADMINISTRATORS, INC	2841659	VISION INSURANCE	8.76
			Vendor Total:
			8.76
CASEY'S BAKERY	2/2022 STMT	BAKERY ITEMS	1,246.53
			Vendor Total:
			1,246.53
CENTRAL LYON COMMUNITY SCHOOL DISTRICT	3/7/22 JR DUES, BOOK	RECL JR DUES, BOOK FEES	130.38
			Vendor Total:
			130.38
DIVISION OF LABOR SERVICES	182657	BOILER LICENSES	230.00
			Vendor Total:
			230.00
HOBART SALES AND SERVICE	OC93964	DISWASHER PART	129.43
			Vendor Total:
			129.43
LINCOLN NATIONAL LIFE INSURANCE COMPANY, THE	3/2022 LIFE	LIFE/LTD INSURANCE	48.45
			Vendor Total:
			48.45
LVO MANUFACTURING	75966	DISHWASHER PART	65.25
			Vendor Total:
			65.25
MARTIN BROS. DISTRIBUTING, INC	9357268	FOOD, SUPPLIES	2,937.57
MARTIN BROS. DISTRIBUTING, INC	9367299-9367300	FOOD, SUPPLIES	3,485.48
MARTIN BROS. DISTRIBUTING, INC	9378218	FOOD/SUPPLIES	3,675.55
MARTIN BROS. DISTRIBUTING, INC	9389041, 9389042	FOOD, SUPPLIES	2,672.76
MARTIN BROS. DISTRIBUTING, INC	CR #9378218	FOOD	(3.01)
MARTIN BROS. DISTRIBUTING, INC	CR#9357268	LUNCH CREDIT/RETURN	(9.09)
			Vendor Total:
			12,759.26
RAPIDS WHOLESALE	i2007869	LUNCH SUPPLIES	362.38
			Vendor Total:
			362.38
SUNSHINE FOODS	2/2022 #250	FOOD	28.18
			Vendor Total:
			28.18
			Fund Total:
			15,591.59

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking Account Total:			15,591.59
<u>Checking</u>	3		
Checking	3	Fund: 21	STUDENT ACTIVITY FUND
COUNTRY BOUTIQUE	2/2022 STMT	FLOWERS, TUXEDOS, CARE COMMITTEE	1,049.18
Vendor Total:			1,049.18
DAKTRONICS, INC	6969903	REMOTE SCOREBOARD CONTROLLERS	265.00
Vendor Total:			265.00
DRAKE UNIVERSITY	3/7/22 RENTAL	BBB STATE FACILITIES RENTAL	100.00
Vendor Total:			100.00
ELEMENT WEST DES MOINES	21/22 WRESTLE STATE	21/22 STATE WRESTLING LODGING	4,372.48
Vendor Total:			4,372.48
GRAPHIC EDGE LLC, THE	1566543	BASEBALL CAPS	38.97
GRAPHIC EDGE LLC, THE	1579148	GBB STATE SWEAT SETS - RESALE	1,514.98
Vendor Total:			1,553.95
HARMAN, JESSICA	20220216	ST CO_ SAY IT W/ FLOWERS	137.74
Vendor Total:			137.74
IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION	2022 GBB post-season	2022 GBB TOURNEY_POST SEASON	6,132.00
Vendor Total:			6,132.00
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION	3012	STATE COACH WRISTBANDS	288.00
Vendor Total:			288.00
KD DESIGNS	126989	LOGO PRINT	18.00
Vendor Total:			18.00
MARTIN BROS. DISTRIBUTING, INC	9305223, 9357270	SUPPLIES	49.10
Vendor Total:			49.10
PIZZA RANCH	3/1/22 STMT	CONCESSION SUPPLIES	400.00
Vendor Total:			400.00
POPKES CAR CARE	2/2022 CONCESSIONS	CONCESSIONS SUPPLIES	707.00
Vendor Total:			707.00
PRINT EXPRESS	21026A	JAZZ BAND T SHIRTS	125.00
Vendor Total:			125.00
ROCK RAPIDS CASHWAY LUMBER, INC	3/8/22 STMT	HOUSE PROJECT, STUDENT WOOD SUPPLIES	1,003.25
Vendor Total:			1,003.25
SULLIVAN, STACY	2022 FFA SENIOR TRIP	2022 FFA SENIOR TRIP	4,163.96

GENERAL FUND BOARD REPORT
MARCH 2022 INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			Vendor Total:	4,163.96
SUNSHINE FOODS	2/2022 #203	SUPPLIES	168.71	
SUNSHINE FOODS	2/2022 #256	WRESTLING BANQUET SUPPLIES	61.31	
			Vendor Total:	230.02
TRACKWRESTLING.COM	248107132	MS WRESTLING TOURNEY	90.00	
			Vendor Total:	90.00
US BANK	2022 BBB	2022 BBB STATE BASKETBALL	6,300.00	
		STATE BBALL		
US BANK	21/22 GBB	GIRLS/ BBALL STATE TOURNEY	4,515.00	
		STATE MEALS		
			Vendor Total:	10,815.00
VALLEY HIGH SCHOOL	2022 jazz	JAZZ CHOIR COMP	200.00	
		choir		
			Vendor Total:	200.00
			Fund Total:	31,699.68
			Checking Account Total:	31,699.68
<u>Checking</u>	4			
Checking	4	Fund: 24	PUBLIC EDUCATION & RECREATION LEVY	
CORRAL LANES	482876	MS- HS PHYS ED CLASSES	2,100.00	
			Vendor Total:	2,100.00
SWEETWATER MUSIC EDUCATION	30706464	AUDITORIUM MICS	2,096.44	
			Vendor Total:	2,096.44
			Fund Total:	4,196.44
Checking	4	Fund: 36	PHYSICAL PLANT & EQUIPMENT	
CANON FINANCIAL SERVICES INC	28187631	COPIER LEASE	1,607.74	
			Vendor Total:	1,607.74
JMC INC	4207-4208	22/23 SOFTWARE LICENSURE	11,724.75	
			Vendor Total:	11,724.75
STERLING COMPUTERS	0116895	DELL ADMIN PC	1,943.99	
			Vendor Total:	1,943.99
			Fund Total:	15,276.48
			Checking Account Total:	19,472.92

FEBRUARY 2022 Payroll Totals

General Fund

Gross Salaries	\$489,126.35
District Benefits	\$79,305.08
District SS/Medicare	\$36,196.50
District IPERS	\$45,423.60
Employee Share Insurance	\$80,737.98
Total District Cost	<hr/> \$569,313.55

Hot Lunch Fund

Gross Salaries	\$14,639.91
District Benefits	\$1,981.05
District SS/Medicare	\$1,015.35
District IPERS	\$1,357.73
Employee Share Insurance	\$3,182.50
Total District Cost	<hr/> \$15,811.54



February 24, 2022

Use of State and Federal Funds to Promote Teacher Retention

Introduction

In her Condition of the State address on January 11, 2022, Governor Kim Reynolds announced that full-time classroom teachers in Iowa would receive a retention payment for their work during the COVID-19 pandemic. In recognition of this work, and as a means of providing premium pay to our educators, the State of Iowa (State) will offer \$1,000 to each full-time pre-kindergarten through grade 12 (PK-12) in-person classroom teacher who stayed on the job through the pandemic and continues teaching to the end of this school year.

Purpose

The purpose of this guidance is to provide eligible full-time in-person classroom teachers and their employers with information on the requirements to receive a teacher retention payment.

Using Federal and State Funds to Retain Iowa's Teachers

On the governor's behalf, the Iowa Department of Education (Department) and Department of Administrative Services (DAS) will offer every eligible full-time in-person classroom teacher in the state a retention payment of \$1,000 to complete the remainder of their teaching assignment for the current academic year ending June 30, 2022. The retention payments will be funded by the following state and federal funds: American Rescue Plan (ARP) Act of 2021's Elementary and Secondary School Emergency Relief Fund (ESSER III or ARP ESSER) state project funds, ARP Coronavirus State and Local Fiscal Recovery (SLFR) program funds, and other state monies.

Teacher Eligibility

For the purpose of awarding retention payments to Iowa teachers for their extraordinary efforts in supporting students through the educational disruptions of COVID-19, "eligible teacher" means an individual who is employed as a full-time in-person classroom teacher (i.e., not in an administrative position, spends 100% of time in an in-person classroom)* by a school district, an accredited nonpublic school, a specially accredited school, the state, or an independently accredited nonpublic school. Each teacher employed by:

- A public district or accredited nonpublic school must hold a valid practitioner's license issued under Iowa Code chapter 272 and have been reported to the Iowa Department of Education (Department) in the fall 2021 Basic Educational Data Survey (BEDS) staff collection.
- A specially accredited school or special school – Iowa School for the Deaf (ISD) and Iowa Educational Services for the Blind and Visually Impaired (IESBVI) – must hold a valid practitioner's license issued under Iowa Code chapter 272 and have evidence of their full-time employment status with a classroom assignment.
- The Department of Human Services (DHS) must hold a valid practitioner's license issued under Iowa Code chapter 272 and have evidence of their full-time employment status with a classroom assignment.
- An independently accredited school must have evidence of full-time employment status with a classroom assignment.

*Teachers on administrative leave will be counted for the purposes of the payments. However, such a teacher will only receive a retention payment if the administrative suspension is resolved by June 30, 2022.

Teacher Retention Payment Requirements

Each district or school must complete a number of actions based on the agency administering the funds on behalf of the governor. These actions are summarized in Table 1 and detailed in the following sections.

Iowa Department of Education

The Department will distribute teacher retention payments to districts, accredited nonpublic schools, specially accredited schools, special schools, and independently accredited schools on a reimbursement basis. To receive its reimbursement payment by April 8, 2022, the district or school must do all of the following:

- Provide or verify the list of eligible full-time in-person classroom teachers.
- Make a local copy of the relevant supplemental teacher agreement, distribute it to each eligible full-time in-person classroom teacher, and retain a copy of each agreement for five years.
- Complete and certify eligibility data (if applicable).
- Complete the Teacher Retention Payment Assurances and Information collection.
- Pay all full-time in-person classroom teachers accepting funds (except those on administrative leave) during the March pay period.

The district or school must also maintain documentation that each recipient completed their current year's assignment (e.g., time records). This documentation must be kept for five years after funds are spent for the purposes of potential audits and monitoring.

Iowa Department of Administrative Services

The DAS will pay teacher retention payments to all full-time DHS classroom teachers accepting funds (except those on administrative leave) on April 8, 2022. The DHS will work with DAS directly to address all requirements to receive teacher retention payments.



Central Lyon Community School District

2021-22 School Calendar

Calendar Legend

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

Holidays

9/6/21	Labor Day
11/25/21	Thanksgiving Day
12/25/21	Christmas Day
1/1/22	New Year's Day
2/21/22	President's Day
5/30/22	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, 2nd & 3rd days of School Closure due to Snow or other circumstances will be made up on May 25, 26 & 27.
- The 4th & 5th days of School Closure will not be made up.
- If there are 6 or 7 days for closure, they will be made up
6 Days: May 25-27 & May 31-June 2
7 Days: May 25-27 & May 31-June 3
- If there are 8 or 9 days of closure, the first 7 days will be made up May 25-27 and May 31-June 3 and the 8th and 9th days will not be made up.
- If there are 10 or more days of closure, the first 7 days will be made up May 25-27 and May 31-June 3 and the district may consider "required continuous learning" or distance learning days to make-up instruction lost to school closure.

August 2021				
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	31			

September 2021				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2022				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Days	Total	Hours
4		25.64
2	6	38.96
3	9	57.94
4	13	83.58
5	18	115.88
5	23	148.18
4	27	173.82
1	28	180.48
5	33	212.78
4	37	238.42
5	42	270.72
5	47	303.02
5	52	335.32
5	57	367.62
5	62	399.92
3	65	418.9
2	67	432.22
3	70	451.2
5	75	483.5
5	80	515.8
3	83	534.78
0	83	534.78
4	87	560.42
5	92	592.72
5	97	625.02
5	102	657.32
1	103	663.98
4	107	689.62
5	112	721.92
4	116	747.56
4	120	773.2
1	121	779.86
4	125	805.5
5	130	837.8
5	135	870.1
5	140	902.4
4	144	928.04
1	145	934.7
5	150	967
4	154	992.64
4	158	1017.28
5	163	1049.58
5	168	1081.88
5	173	1114.18
5	178	1146.48
2	180	1158.8
0	180	1158.8

July 24-31 - Dead Week (No Activities)

Aug 2 & 3 - OnSite Registration

Aug 9 - New Staff Orientation

Aug 19-20 - Staff Development

Aug 23 - Flexible Professional Development

Aug 23 - TK-12 Open House (5:00-7:00)

Aug 24 - First Day of School / 3:15 Dismissal

Sept 6 - Labor Day (No School)

Oct 11 - Columbus Day (No School/PD)

Nov 1 & 4 - PT Conferences (5:30-8:30)

Nov 5 - No School (PTC Comp Day)

Nov 25 - Thanksgiving (No School)

Nov 26 - Fall Break (No School)

Dec 23-Jan 3 - Winter Break

Jan 3 - No School / Teacher Work Day (Half Day - Flexible)

Feb 18 - No School / Teacher Professional Development

Feb 21 - President's Day (No School)

March 14 & 17 - PT Conferences (5:30-8:30)

March 18 - No School (PTC Comp Day)

April 15 & 18 - No School (Spring Break)

April 22 - 2:15 Dismissal / PROM

May 22 - Commencement (3:00 p.m.)

May 24 - Last Day of School / 3:15 Dismissal

May 30 - Memorial Day (No School)



Custom On-Site Workshops

Bring a customized, facilitated board learning workshop directly to your district. IASB will work with your governance team to design a workshop just for you, based on your board development goals and district needs. Popular topics are below, but each workshop emphasizes application to your specific situation. Most workshops are two to four hours and can be scheduled on weekdays, evenings or Saturdays at your convenience.

Fees: Fees vary based on the length of the workshop. Costs cover the workshop and all materials for your board/superintendent team.

Workshop Length	In Person	Virtual
1/2 hour	Contact IASB	\$100
1 hour	\$300	\$200
2 hours	\$450	\$350
3 hours	\$600	\$475
4 hours	\$750	\$600
5 hours+	Contact IASB	Contact IASB

Note: No additional fee is charged for facilitator travel to your site.

Partner with a neighbor: IASB can also design workshops for multiple boards wishing to learn together. Invite a neighboring district or two to take part with your board. Workshops that include other school boards in your region are done at a reduced fee for each board.

Call IASB to schedule a workshop. Facilitators vary based on the topic. Start by emailing [Emily Rhodes](#) or calling (515) 247-7046. Emily will connect you to an IASB facilitator based on your topic.

10 Better Boardsmanship credits are awarded to participants in workshops facilitated by IASB staff.

WORKSHOP TOPICS

[Roles and Responsibilities/Board Job Descriptions](#)

[Introduction to Strategic Planning: Mission, Vision & Goals](#)

[Team Vision & Goal Setting](#)

[School Boards & Student Achievement](#)

[Leadership for Student Learning Five-Part Workshop Series](#)

[Defining the Well-Educated Student](#)

[Board Self-Assessment](#)

[Superintendent Evaluation](#)

[Coming Together: District Sharing](#)

[Creating a Culture of Excellence & Innovation: The School Board's Role](#)

[Sound Policy Development Practices for School Boards](#)

[District Finance Consultation](#)

[Developing Your Boards' Advocacy Action Plan](#)

The Learning Hub

[Annual Convention](#)

[Boardsmanship Awards](#)

[Conferences & Events](#)

[Custom Workshops](#)

[Podcasts](#)

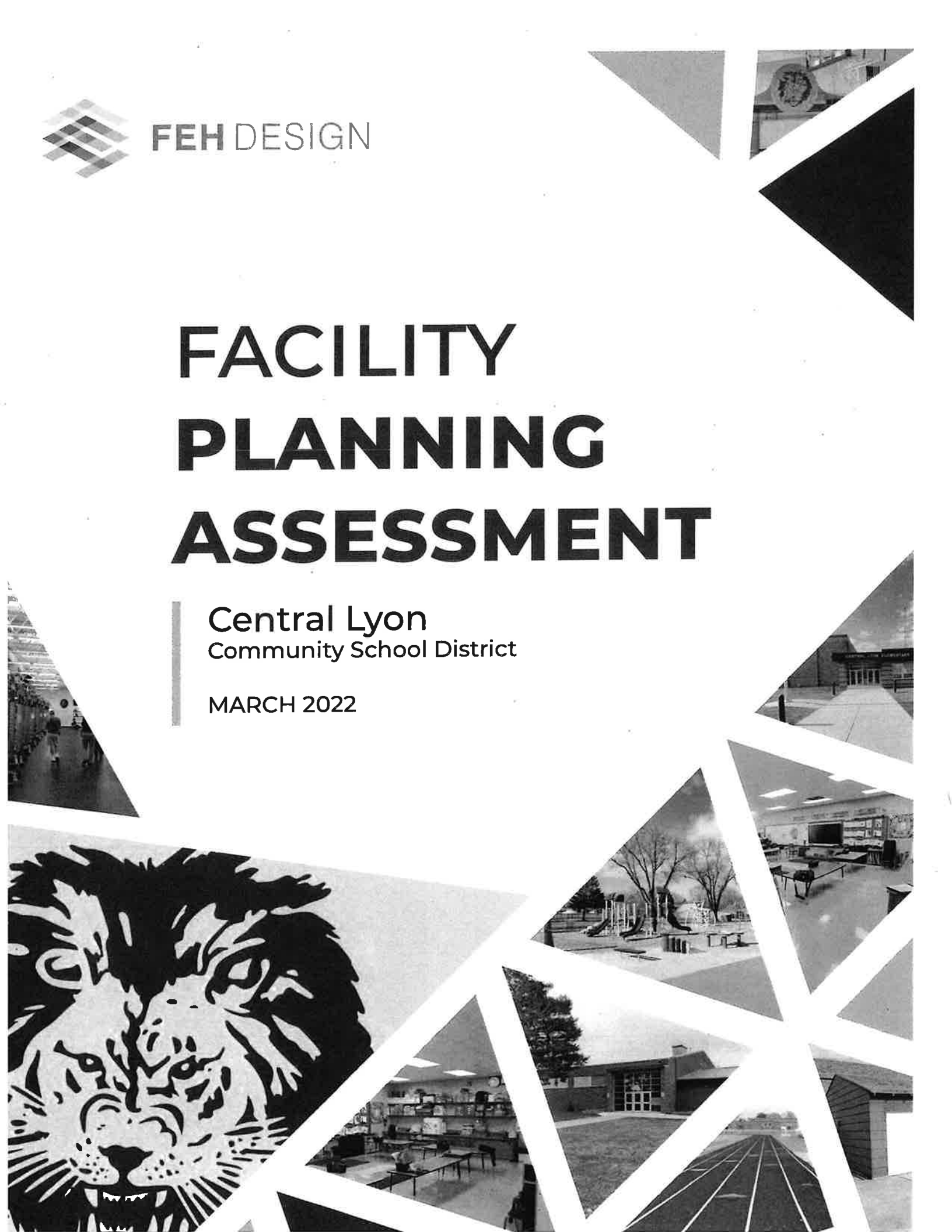


FEH DESIGN

FACILITY PLANNING ASSESSMENT

Central Lyon
Community School District

MARCH 2022



Statement of Purpose

Facility Planning Assessment

FEH DESIGN was retained by Central Lyon Community Schools to complete a Facility Planning Assessment for the District's Facilities in Rock Rapids, Iowa.

This report is intended to generally address the following scope of work:

Assessment services included a systematic investigation of existing conditions/needs to determine current conditions, identify deficiencies, explore future needs and recommend upgrades. **Assessments are based on the continued use of each facility/space for their originally intended purpose.** In some cases, new building schematic layouts have been developed with input from the committee to address needs. Cost opinions are also provided for recommended facility upgrades.

The assessment services looked at issues such as building code and ADA compliance, physical and functional conditions, limited structural analysis (for the 7th/8th grade bridge) and future space needs/desires.

Assessment services were based on existing documentation of each property (i.e. building plans provided by the District) and visual observations by the assessment team (done in November and December of 2021).

Site assessments were limited to above ground conditions/structures and DID NOT include underground/overhead utilities, traffic flow, or surrounding properties.

Process

FEH Design was on site in November and December 2021 to tour the facilities with the Superintendent and the Building & Grounds Director. Observations and documentations were made regarding each of the projects identified as requiring study. Process for completing the study was reviewed with the Assessment Team and desired results were discussed.

A series of meetings were held with **FEH DESIGN** and the District's Assessment Team from November 2021 thru February 2022. Much discussion was held regarding the District's current/future needs and how they could be addressed. Discussions were thoughtful, focused and robust. The information in this study was obtained and evaluated with the best interest of the School District and its students in mind. Results of the study are contained in this report. Meeting minutes from the discussions during this process are included in the Appendix section of this report.

Study Results

Results of the Assessment are intended to be used as a masterplan for District use in prioritizing/implementing facility upgrades over the next 5–10 year period.

Development of Cost Opinions

Only high-level schematic design work was completed on the options shown. Cost Opinions are intended only for planning purposes and prioritizing needs/projects. They have been developed conservatively due to the limited scope of this study. Costs are "ballpark" numbers based on the best information available at the time of estimating.

Available Funding

The Superintendent and Business Manager indicated the following funding sources and amounts as available for completing projects in this study.

- Annual PPEL/SAVE revenue/year - \$1 million/year
 - \$500,000 of this annual funding is budgeted each year for maintenance, scheduled expenditures (buses, etc.)
- PPEL/SAVE funding in reserve - \$750,000
- Annual PEARL funding - \$40,000
- PEARL funding in reserve for track/EC playground/Auditorium - \$100,000
- Preschool funding in reserve for PK playground - \$100,000

Payments thru 2029 for Weight Room/Office project - \$225,000/year

Economy of Scale

Costs for each project have been developed assuming they are individual projects independent of each other. Grouping projects will result in cost savings due to economy of scale along with lower contractor overhead and mobilization costs. Cost savings would also be realized if projects are completed sooner than later due to inflation/escalation year over year.

Recent Market Volatility

Market volatility and supply chain issues in the past 18 months have persisted and continue to be challenging for determining costs and project timeframes. Generous contingencies and escalation factors have been applied to take these conditions into account. These conditions are not expected to improve in the near future.

Timeframe

Project timeframes have been estimated based on recent experience with similar type projects.

Prioritizing of Projects

The Assessment team has prioritized the studied projects based on many factors including safety, ongoing and future maintenance, need, cost, etc. Projects listed in the Cost Summary section of this report have been placed in priority order.

The Assessment Team includes the following individuals:

Design Team:

Matt Basye, AIA – Architect, **FEH DESIGN**

Scott Anderson, AIA – Architect, **FEH DESIGN**

District Team:

Brent Jorth, Superintendent of Schools

Scott Potsma, School Board Member

Keri Davis, School Board Member

Steve Breske, Director of Buildings and Grounds

Jackie Wells, Business Manager/Board Secretary

Cost Opinion Summary
Priority Category/Timeframe

Facility Planning Assessment

Following is a summary of each project cost opinion contained in the sections of this report. The "LOW END" figure column corresponds to the figures in each section. The "HIGH END" column represents a 15% increase to account for escalation and/or inflation that may be experienced the longer it takes to implement any option.

Projects have been prioritized by the committee into 3 categories; immediate safety/maintenance needs (1-3 years), maintenance/phased projects (3-5 years) and further consideration needed (beyond 5 years). Projects are listed in sequential priority order under each category.

Timeframe indicated under each project is an approximation of how long it may take to complete the construction of each option. Design time is not included.

Category 1 – Immediate Safety/Maintenance Needs Timeframe:1-3 years

*** Denotes project with funding currently available.

<u>DESCRIPTION</u>	<u>LOW END</u>	<u>HIGH END</u>
Auditorium (Stage Flooring Replacement) *** (Construction timeframe: 2-3 months)	\$35,000	\$40,250
Early Childhood Playground *** (Construction timeframe: 2-3 months)	\$170,000	\$195,500
Elementary Playground *** (Construction timeframe: 2-3 months)	\$188,300	\$216,545
7th/8th Grade Bridge Repairs (Construction timeframe: 2-3 months)	\$39,550	\$45,480
New Bus Barn – Pre-Engineered Metal -OR-	\$2,089,300	\$2,402,695
New Bus Barn – Masonry (Construction timeframe: approximately 6-9 months)	\$2,523,900	\$2,904,785
Sports Complex – Track Repairs (Construction timeframe: approximately 3-4 months)	\$326,700	\$375,705

Parking Lot Resurfacing – HS Parking Asphalt	\$357,182	\$410,759
Parking Lot Resurfacing – Activity Building Asphalt	\$98,560	\$113,344
-OR-		
Parking Lot Replacement – HS Parking Concrete	\$877,008	\$1,008,560
Parking Lot Replacement – Activity Building Concrete	\$246,400	\$283,360
North Drive Replacement - Concrete Surface (Construction timeframe: approximately 2-3 months each)	\$147,840	\$170,016

Category 2 – Maintenance/Phased Projects **Timeframe: 3-5 years**

Note: These projects could be broken down and completed in phases.

<u>DESCRIPTION</u>	<u>LOW END</u>	<u>HIGH END</u>
Classroom Casework Replacement (Construction timeframe: 2-3 months)	\$361,875	\$416,156
Window Replacement (Construction timeframe: 2-3 months)	\$280,140	\$322,161
Sports Complex – Paving & ADA Upgrades (Construction timeframe: 3-4 months)	\$253,430	\$291,444

Category 3 – Further Consideration Needed **Timeframe: beyond 5 years**

<u>DESCRIPTION</u>	<u>LOW END</u>	<u>HIGH END</u>
Middle School Gymnasium (Construction timeframe: 12 -14 months)	\$5,975,800	\$6,872,170
Maintenance Building – Option 'A' – Pre-Engineered	\$749,300	\$861,695
-OR-		
Maintenance Building – Option 'A' – Masonry	\$906,500	\$1,042,475
-OR-		
Maintenance Building – Option 'B' – Pre-Engineered	\$733,085	\$843,047
-OR-		
Maintenance Building – Option 'B' – Masonry	\$884,650	\$1,017,347
-OR-		
Maintenance Building – Option 'C' – Stick Built (Construction timeframe: 6-9 months)	No Cost Opinion Developed	

Memorandum

To: Central Lyon Board of Education
From: Curtis Eben
Date: March 9, 2022
Re: Premier Communications Business and Enterprise Service Contract

I recommend the district renew the annual business and enterprise service agreement for with Premier Communications for the months of July, 2022 – June, 2025 at a cost of \$1,080 per month. These services are now eligible for Category 2 discounts with the Schools & Libraries discounted E-Rate plan. Average discounts per month through this plan have been over \$600.

Premier has experience with surrounding school districts such as George-Little Rock, Boyden-Hull and Sioux Center.

Premier Communications will continue to provide monthly on-site stops and review of operations, provide a direct call line for questions and concerns, and consulting services with no hour/day limitations.

PREMIER COMMUNICATIONS - SERVICE CONTRACT
Business and Enterprise Service

Customer: Central Lyon Community School District

Authorized Contact: Jackie Wells
Address: 1010 S. Greene St., PO Box 260813
Rock Rapids, IA 51246
Telephone: _____
Facsimile: _____
Email: jwells@centrallyon.org

Contract Term: July 1, 2022 – July 1, 2025

1. Terms and Conditions. This Service Contract includes the terms and conditions under which Premier Communications of Sioux Center, Iowa d/b/a Premier Communications (together with any subsidiaries or affiliates providing your Service, “we,” “us” or the “Company”) will provide business or enterprise communications services (“Service”) to the identified Customer (“you” or “Customer”). This Service Contract includes the following terms and conditions:

(a) your selected **Service Package**, as identified on Schedule 1 attached hereto;

(b) your **Service Level Agreement (“SLA”)**, which applies in accordance with its terms to any Service or Service capability within its scope, as may be modified by Premier from time to time. Your Service Level Agreement may be found at <https://www.mypremieronline.com/terms-conditions-and-policies/> or such other locations Premier may designate;

(c) our **Standard Terms and Conditions of Service - Business and Enterprise**, which applies in accordance with its terms to any Service or Service capability within its scope, as may be modified by Premier from time to time. Our Standard Terms and Conditions of Service may be found at <https://www.mypremieronline.com/terms-conditions-and-policies/> or such other locations Premier may designate.; and

(d) our **Acceptable Use Policy**, which applies in accordance with its terms to any Service or Service capability within its scope, as may be modified by Premier from time to time. Our Acceptable Use Policy may be found at <https://www.mypremieronline.com/terms-conditions-and-policies/> or such other locations Premier may designate.

To the extent permitted by law, this Service Contract applies to both regulated and non-regulated communications services. In the event that any of the terms of this Service Contract conflict with the terms of our Service Catalog for any regulated service, the applicable Service Catalog will control as to that regulated service.

2. Contract Term. The agreed term of Service (the “Contract Term”) is as set forth above. After any Contract Term has expired, you will receive Service on a month-to-month basis until Service is terminated by you or canceled by us in accordance with your Service Contract. During the Contract Term (and provided Customer is not then in breach), Customer may request upgrades to subscribed bandwidth or other enhanced Service features. Pricing for upgraded or enhanced Service levels will be set forth in an amendment to the agreed Service Package (Schedule 1 of the SLA), to be approved by both parties at the time the upgrade or enhancement is requested. Upon approval of upgraded/enhanced Service levels and revised pricing, such Service Package (including revised pricing) shall remain in effect for the balance of the Contract Term or until additional upgrades or enhancements are requested and approved as provided herein.

3. Payment. Nonrecurring and recurring charges for Service are as set forth in your Service Package. Except as otherwise noted, Service pricing is exclusive of applicable local, state and federal taxes, regulatory assessments, fees and charges and any cost recovery charges. All Service charges, along with applicable local, state and federal taxes, regulatory assessments, fees and charges, cost recovery charges and other applicable charges and fees will be itemized on your invoice. Failure to pay invoices when due may result in late payment penalties as provided in our Standard Terms and Conditions of Service.

PREMIER COMMUNICATIONS

Service Contract – Business and Enterprise Service

4. **Termination.** Notwithstanding any Contract Term, you may terminate this Service Contract for cause in the event of a Service Level Failure (as defined in the SLA), in which case no early termination fee will apply. Notwithstanding any Contract Term, we may cancel this Service Contract and disconnect Service in the event that you violate the terms of your Service Contract, in which case you may be subject to an early termination fee as provided herein.

5. **Early Termination Fee.** In exchange for the agreed Contract Term, you understand that you have received a special rate for Service and/or we have incurred costs in exchange for your commitment to the full Contract Term. If your Service is terminated, downgraded, canceled or disconnected prior to the end of your Contract Term, you may be charged an early termination fee (“ETF”) calculated as follows: our average contract revenue for the 3 months immediately preceding termination multiplied by the number of months remaining on your Contract Term. If your pricing is based on a bundled package of Service, downgrading, canceling or disconnecting any Service within the bundle may, in addition to an ETF, result in increased pricing for the remaining Services. ETFs are cumulative and in addition to any other charges or fees you may owe us for Service provided prior to cancellation or disconnection.

6. **Equipment.** Service may require certain minimum technical and operating capabilities within your underlying telecommunications or internet access systems. These minimum requirements will be identified in your SLA. As provided in your SLA, we may select, install, configure, monitor, and maintain equipment and facilities necessary in order to provision Service as contracted. The terms and conditions governing such equipment and facilities will be as provided in a separate Equipment Contract.

7. **Security; Theft of Service.** The Company makes no representations, warranties, guarantees or assurances regarding the security of any equipment, facilities, system or network. We shall not be liable for any breach of security arising from or in connection with your use of Service. You should notify us immediately if you become aware at any time that your Service is being stolen, fraudulently used or otherwise being used in an unauthorized manner. When you provide such notification, you must provide your account number and a detailed description of the circumstances of the theft, fraudulent or abusive use of Service. Until such time as Company receives notice of the theft, fraudulent use or abusive use, you will be liable for all stolen, fraudulent or abusive use of Service. Company reserves all of its rights at law and otherwise to proceed against anyone who uses or aids in the use of Service illegally or improperly.

8. **Indemnification.** You agree to hold harmless and indemnify us and our affiliates, officers, agents and employees from any claim, suit or action arising from or related to your abuse or misuse of any Service, or any other violation of your Service Contract, including any liability or expense arising from claims, losses, damages, suits, judgments, litigation costs and attorneys’ fees arising from or in connection with the same.

9. **Disclaimer of Warranties.** EXCEPT AS SET FORTH IN YOUR SLA, WE MAKE NO WARRANTIES WITH RESPECT TO ANY SERVICE, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES CONCERNING THE SPECIFIC FUNCTION OF SERVICE, OR ITS RELIABILITY, AVAILABILITY, OR ABILITY TO MEET YOUR SPECIFIC NEEDS. TO THE EXTENT PERMITTED BY LAW, WE EXPRESSLY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF SATISFACTORY QUALITY, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. **Limitation on Remedies.** TO THE EXTENT PERMITTED BY LAW, OUR TOTAL LIABILITY FOR ANY CLAIM ARISING IN CONNECTION WITH THIS SERVICE RELATIONSHIP, INCLUDING FOR ANY EXPRESS OR IMPLIED WARRANTIES, IS LIMITED TO THE AMOUNT YOU PAID US FOR THE SERVICES WE PROVIDED, WHETHER SUCH CLAIM OR REMEDY IS SOUGHT IN CONTRACT OR TORT, INCLUDING NEGLIGENCE, STRICT LIABILITY OR OTHERWISE. TO THE EXTENT PERMITTED BY LAW, WE SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL OR TREBLED OR ENHANCED DAMAGES, INCLUDING, BUT NOT LIMITED TO LOST PROFITS, LOST BUSINESS, OR OTHER COMMERCIAL OR ECONOMIC LOSS, WHETHER SUCH DAMAGES ARE CLAIMED FOR BREACH OF CONTRACT, NEGLIGENCE OR OTHERWISE AND WHETHER OR NOT WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11. **Severability.** If any part or provision of this Service Contract is legally declared invalid or unenforceable, that part or provision will be construed consistent with applicable law as nearly as possible, and the remaining parts

PREMIER COMMUNICATIONS
Service Contract – Business and Enterprise Service

and provisions will remain in full force and effect. Such invalidity or non-enforceability will not invalidate or render unenforceable any other part or provision of this Service Contract.

- 12. **Entire Agreement.** Your Service Contract supersedes any prior agreements between us concerning your Service, and any and all prior or contemporaneous statements, understandings, writings, commitments or representations concerning its subject matter.
- 13. **Assignment.** Neither party shall have the right to assign any part or all of its interest in this Service Contract to any other person or entity, without the express prior written consent of the other party, except that the Company shall be permitted to assign its rights, and delegate its obligations, liabilities, and duties under this Service Contract, to any entity that is, or that was immediately preceding such assignment, an affiliate of the Company or to an entity acquiring all or substantially all of the Company's assets or equity, whether by sale, merger, consolidation or otherwise.
- 14. **No Implied Waiver.** Our failure to exercise or enforce any right under or provision of your Service Contract shall not constitute a waiver of any such right or provision.
- 15. **Governing Law; Jurisdiction.** This Service Contract and our contractual relationship with you shall be governed by and construed in accordance with the substantive laws of the State of Iowa, without regard to the principles of conflicts of law. Any suit under your Service Contract (other than to enforce a judgment or award) will be brought in the federal or state courts in the districts which include Sioux Center, Iowa. You hereby agree and submit to the personal jurisdiction and venue of such courts.
- 16. **Authority.** Each party represents and warrants to the other party that: (a) it has the right, power and authority to enter into and perform its obligations under this Service Contract and (b) the person executing this Service Contract on its behalf has been duly authorized to bind it to this contract.
- 17. **Counterparts.** Your Service Contract may be executed in one or more counterparts, each of which shall be an original. Any such counterpart, to the extent delivered by means of a facsimile machine or by .pdf, .tif, .gif, .jpeg or similar attachment to an electronic mail message, shall be treated in all manner and respects as an original executed counterpart and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person.

IMPORTANT: PLEASE REVIEW YOUR SERVICE CONTRACT CAREFULLY. BY SIGNING BELOW, YOU AGREE TO COMPLY WITH ALL OF THE APPLICABLE TERMS, CONDITIONS AND PROVISIONS CONTAINED AND/OR INCORPORATED INTO YOUR SERVICE CONTRACT. IF YOU DO NOT ACCEPT ALL OF THESE TERMS, CONDITIONS AND PROVISIONS, PLEASE NOTIFY US PRIOR TO INSTALLATION OR ACTIVATION OF SERVICE, AND WE WILL CANCEL OR DISCONNECT YOUR SERVICE.

This Service Contract is binding only upon execution by both parties. The submission of any price quote, this Service Contractor any Service Level Agreement for examination and negotiation does not constitute an offer or obligation to provide Service, and this Service Contract shall become effective and binding only after both parties have signed.

This Service Contract is being signed by the parties, through their duly authorized agents, effective as of the Date of Acceptance set forth below the Company's signature.

Company:

By: /s/ Scott Te Stroete
Name: Scott TeStroete
Title: CSMO
Date of Acceptance: 2/25/22

Customer:

By: _____
Name: Andy Koob
Title: School Board President
Date of Acceptance: March 14, 2022

Schedule1

Service Package

Dedicated Internet			Monthly
Year 1	Year 2	Year 3	
1G/300M	1.5G/300M	2G/300M	\$ 1,080.00

* Listed recurring and nonrecurring charges are exclusive of applicable local, state and federal taxes, regulatory assessments, fees and charges and any cost recovery charges. All Service charges, along with applicable local, state and federal taxes, regulatory assessments, fees and charges, cost recovery charges and other applicable charges and fees will be itemized on your invoice. Failure to pay invoices when due may result in late payment penalties as provided in our Standard Terms and Conditions of Service.

Technical Contact: Curtis Eben
Telephone: 712-472-2664
Facsimile: 712-472-2115
E-mail: ceben@centrallyon.org



Central Lyon Community School

Excellence. Integrity. Empowered.

MEMO

TO: Central Lyon Board of Education

FROM: Brent Jorth, Superintendent

DATE: March 9, 2022

RE: AEA Purchasing Agreement

The AEA purchasing agreement allows Central Lyon to purchase food, ware wash and small wares for the food service program as a part of a consortium, thereby driving down the price of these products. This agreement DOES NOT limit Central Lyon from utilizing local or regional vendors if the price of these products can be found at a better price locally.

It is recommended the Board approve the AEA purchasing agreement as presented.



February 25, 2022

Greetings from AEA Purchasing!

You will find attached the agreement for participating in the AEA Purchasing Food, Ware Wash and Small Wares cooperative purchasing programs for school food service. AEA Purchasing has the ability to share this document electronically allowing for completion and e-signature by the authorized person/persons. If your school district is interested in completing this agreement electronically, please email administrative assistant Barb Adams at barb@aeapurchasing.org. Of course we are still able to accept signed and emailed copies as well. You may want to forward or print this off for your Superintendent or Business Manager.

In the school year 2021-2022 there were 323 schools and districts that participated with the AEA Purchasing program and we anticipate over \$37 million dollars in purchases.

Electronic copies of the agreement for the 2022-2023 school year may be acquired at the AEA Purchasing website (www.aeapurchasing.org). PLEASE NOTE THE FOLLOWING.

1. THE AGREEMENT MUST BE COMPLETED ELECTRONICALLY OR RETURNED NO LATER THAN JUNE 30, 2022. THIS IS NOT NEGOTIABLE. The agreement is for school year 2022-2023. Please submit your agreement by email to barb@aeapurchasing.org or:

Mail to: AEA Purchasing
Attention: Barb Adams
1521 Technology Parkway
Cedar Falls, IA 50613

2. The agreement provides space to indicate the school's interest in participating in food, ware wash (dish wash) and/or small wares (pots, pans, silverware, etc.). Schools may choose any or all of these bids.
3. AEA Purchasing has taken every step towards ensuring that these bids are compliant with the Iowa Department of Education, Bureau of Nutrition and Health and Service and the USDA Food & Nutrition Service Department. The participating schools must do their part in ensuring compliance.

Schools or school boards wishing further information may contact Meg Brink at 800-632-5918 x-1321 or megan@aeapurchasing.org.

Sincerely,
Meg Brink
AEA Purchasing
Food Program Consultant

AEA PURCHASING AGREEMENT 2022- 2023

This purchasing agreement ("Agreement") is entered into by AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the Central Lyon Community School District/Customer (hereafter the "Eligible Member") located in Area Education Agency (hereafter the "AEA") Northwest AEA for the 2022-2023 school year.

SELECTION OF PROGRAMS

Eligible Member elects to participate in the program(s) checked below. Products available under these bids are for use in the Eligible Member's Child Nutrition Programs:

- A. AEA PURCHASING Food Bid XX (Martin Bros.)
- B. AEA PURCHASING Small Wares Bid XX (Rapids Wholesale)
- C. AEA PURCHASING Ware Wash Bid XX (EMS Detergent - East Zone) (Martin Bros. - West Zone)

COMMITMENT TO BUY AND PARTICIPATE

The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding USDA Foods, milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing ("Prime Vendor").

Eligible Member agrees to respond to requests for information from AEA Purchasing, reporting any service, product, invoicing, or other problems which may arise between the Eligible Member and any Prime Vendor. Also, to be willing to serve on, or provide input to, committees as established by AEA Purchasing from time to time.

EFFECTIVE DATE

To be effective beginning July 1, 2022, this Agreement must be signed no later than June 30, 2022.

PRIME VENDOR RESPONSIBILITIES TO ELIGIBLE MEMBERS:

- Provide product data information (i.e. nutrition specifications, child nutrition documentation)
- Establish bi-weekly (or otherwise agreed upon schedule) salesperson visits and truck deliveries
- Establish, in conjunction with AEA Purchasing, food shows and seminars
- Provide monthly and weekly price reports
- Invoice and directly deliver products
- Provide computer ordering and inventory system support

AEA PURCHASING ADMINISTRATIVE FEE

AEA Purchasing administers a \$.50 per case and a \$.10 per broken case amount to help to cover the expenses of running the program. At the conclusion of this Agreement, after expenses are paid, the balance is refunded to our Eligible Members on a pro rata basis. In school year 2020-2021 the amount sent back as a year-end food rebate was \$305,685.00. Eligible Member will return any such refund to the appropriate school meals account as required by the United States Department of Agriculture (USDA). Iowa's AEA, through the appointed representatives on the IAAEA Governing Board, will provide oversight and management for this program but no funding.

PAYMENT

Normal terms are net amount due in 30 days. (Net 30 days.)

Eligible Member will remit payment directly to Prime Vendor. Eligible Member will pay applicable administrative fees included on its invoices. These administrative fees will be paid to AEA Purchasing by Prime Vendor pursuant to the agreement between AEA Purchasing and Prime Vendor.

PRICE LISTS AND PRICE CHANGES

AEA Purchasing will transmit monthly and weekly price lists to Eligible Members. Firm prices will prevail for one calendar month with the exception of weekly price changes for fresh meat, dairy products and produce.

MINIMUM ORDER AND DELIVERY

Orders may be placed with Prime Vendor at any time during the term of this Agreement. The minimum order requirements for one Eligible Member for delivery to one building will be \$500.00 for food. The Prime Vendor will deliver and unload goods directly to Eligible Members during normal operating hours or at other mutually agreed upon times. Schools that order under \$500 will incur a \$15 service fee. There will be no fuel surcharge. There will be no minimum delivery requirement for the month of May or the three weeks prior to Winter break.

ELIGIBLE MEMBER RESPONSIBILITY

Eligible Member acknowledges their responsibility to comply with any and all applicable regulations of the USDA Food and Nutrition Service Department and the Iowa Department of Education Bureau of Nutrition and Health Services, including but not limited to, the retention of records and nonprogram revenue requirements. Eligible Member agrees to adhere to all provisions of the Standards of Conduct adopted by AEA Purchasing.

COMPLIANCE BY AEA PURCHASING

AEA Purchasing will comply with any and all applicable federal and state regulations related to the procurement of goods and services for Iowa school districts and area education agencies.

TERMINATION

Both Eligible Member and the AEA Purchasing have the option to terminate this Agreement prior to June 30, 2022 upon thirty (30) days advance written notice.

SIGNATURES

Eligible Member/School District

AEA Purchasing Signature

AEA Purchasing Foodservice Division

PHONE: 800-632-5918 x-1321

EMAIL: megan@aeapurchasing.org

Central Lyon Community School

Name of School District/Customer

AEA Purchasing

Signature

Date

School Board President

Title

March 14, 2022

Date

712-472-2664

School District Phone Number

*** AEA Purchasing has the ability to share this document electronically allowing for completion and e-signature by the authorized person/persons. If your school district is interested in completing this agreement electronically, please email administrative assistant Barb Adams at barb@aeapurchasing.org .*

Superintendent email address: bjorth@centrallyon.org

Business Manager email address: jwells@centrallyon.org

Foodservice Director email address: dtuenge@centrallyon.org



Central Lyon Community School

Excellence. Integrity. Empowered.

MEMO

TO: Central Lyon Board of Education
FROM: Brent Jorth, Superintendent
DATE: March 9, 2022
RE: Executive Summary – Policy Review

It is recommended the Board approve the 2nd reading the following policies and adopt them as presented.

302.3—Superintendent Salary and Other Compensation

The language in this policy is boilerplate based upon IASB sample policy. The board has complete discretion to set the salary and benefits of the superintendent. The board may approve payment of dues and other benefits over and above the contract so long as they are approved and included in the records of the district.

302.5—Superintendent Evaluation

This policy language was updated to reflect the new required standards for evaluating school administrators. The *Iowa Standards for School Leaders* are the required evaluation basis beginning July 1, 2021 and districts must evaluate their administrators using these standards going forward. The policy language has also been updated to encourage ongoing informal evaluation of administrators throughout the year.

302.6—Superintendent Professional Development

The superintendent is responsible to arrange his/her schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event. The superintendent will report to the board after an event.

It is recommended that the Board approve the review of the following policies:

303.1—Administrative Positions

In addition to the superintendent, the school district will have three other administrative positions. There were edits to some of the text, plus clarification on the two principal positions by listing them as secondary and elementary, along with the respective grades.

303.2—Administrator Qualifications, Recruitment, Appointment

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district. Edits were made to the nondiscrimination statement in order to ensure alignment with policy 102.E1, Annual Notice of Nondiscrimination, found under policy 102 Equal Education Opportunity.

303.3 — Administrator Contract Nonrenewal

May 15 is the date established by Iowa law for notice of board action to consider termination of an administrator's contract. The board may select an earlier day, but may not select a later date.

303.4 — Administrator salary and other compensation.

The board has complete discretion to set the salary of the administrators. The salary will be set at the beginning of each contract period. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

303.5 — Administrator Duties

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. This is a sample listing of administrator duties.

304 — Policy Implementation

No content; simply a heading.

304.1 — Development and Enforcement of Administrative Regulations

Minor edits. Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop and enforce administrative regulations.

304.2 — Monitoring of Administrative Regulations

Minor edits. The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

305 — Administrator Code of Ethics

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position. Each administrator will follow the code of ethics stated in this policy.

306 — Succession of Authority to the Superintendent

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties.

It is recommended that the Board rescind the following policy.

303.6A — Central Lyon Standards for School Administrators

It is recommended that this policy be rescinded because it does not align with IASB sample policy, and the new leadership standards will now be included in policy 303.6—Administrator Evaluation.

It is recommended that the Board approve the 1st Reading of the following policies and adopt the policies at the next regular meeting of the Board.

303.6—Administrator Evaluation

This policy language was updated to reflect the new required standards for evaluating school administrators. The *Iowa Standards for School Leaders* are the required evaluation basis beginning July 1, 2021 and districts must evaluate their administrators using these standards going forward. The policy language has also been updated to encourage ongoing informal evaluation of administrators throughout the year.

303.8—Administrator Civic Activities

The language from this policy mirrors language from 302.7—Superintendent Civic Activities and authorizes the district to pay a lump sum for civic activities the administrator may engage in. Previous policy language made payment of the lump sum contingent on the activity fulfilling a public purpose. There is no way for the district to enforce how employees spend their salary. Attempting to account for this would create an unnecessary burden on district staff and could be construed as intrusive to the district employee. The language is being removed from policy and is instead encouraged to be included in the superintendent's/administrator's contract.

303.7 — Administrator Professional Development

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

303.9 — Administrator Consulting/Outside Employment

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

February 23rd, 2022

Dear Administration and Board Members,

This letter is to inform you of my resignation as the 5-8 Middle School Band Director at the end of the 2021-2022 school year. I have accepted another position for next school year.

This was a very difficult decision – the hardest decision I have had to make – because of my students and the relationships I have built with them and past students over 14 years of teaching at Central Lyon. I hope (I believe) I have inspired them through music education while also sharing with them important life skills.

I have poured everything I had into this position for 14 years and feel incredibly proud of the accomplishments my students and this program have seen through the years. I wish it continued success!

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Deutsch", with a stylized flourish at the end.

Mrs. Emily Deutsch

3/1/2022

Dear Mr. Jorth, Mr. Engleman and Mr. Kruse,

Due to the changes in the practice schedule prior to school starting, and these changes being non-negotiable as stated by the head coach, it is evident that I am being asked to resign as the freshman volleyball coach at Central Lyon.

I am very saddened by this, as I truly love the girls and the sport and enjoyed this opportunity so incredibly much. I wish the athletes the very best and send them all of the encouragement for success as they continue on. I appreciate and thank Central Lyon for giving me the opportunity to grow and coach.

Sincerely,

A handwritten signature in cursive script, appearing to read "Desiree Kopp".

Desiree Kopp

Memorandum

To: Central Lyon Board of Education
From: Jason Engleman, 7-12 Principal
Date: March 8, 2022
Re: High School Special Education Instructor

Bailey Fitch was recently interviewed by our special education hiring committee and was determined to be an excellent candidate to fill our current vacancy in the special education department at the high school.

It is my recommendation to the board to approve Bailey Fitch for the 9-12 special education teaching position at Central Lyon, effective for the 2022-2023 school year.