

**CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
Educational Leadership & Support Center, Board Room
Monday, December 13, 2021 @ 5:30 p.m.**

A G E N D A

CALL TO ORDER (President David Tominsky)

APPROVAL OF AGENDA (President David Tominsky)3

PUBLIC HEARING

BA-22-168 Public Hearing – Kennedy HS – Roof Improvements (Jason Lietz)3
BA-22-169 Public Hearing – Taft MS – Roof Improvements (Jason Lietz).....4
BA-22-170 Public Hearing - Issuance of NTE \$25,000,000 School Infrastructure Sales,
Services/Use Tax Revenue Refunding Bonds (David Nicholson).....4

SUPERINTENDENT’S REPORT/BOARD REPORTS (Superintendent Bush/Board of Directors)

ADDRESSING THE BOARD, COMMUNICATIONS, DELEGATIONS, & PETITIONS
(President David Tominsky)

CONSENT AGENDA

BA-22-000/09 Minutes – Annual, Organizational, & Regular Board Meetings on
November 15, 2021 (Laurel Day)5
BA-22-001/06 Approval of Claims Report – October 2021 (David Nicholson)6
BA-22-003/02 Budget Summary Report – November 2021 (David Nicholson) 13
BA-22-004/06 Statement of Receipts, Disbursements, and Cash Balances Report –
October 2021 (David Nicholson)..... 15
BA-22-006/05 Investments Report – October 2021 (David Nicholson) 18
BA-22-008/08 Open Enrollment – Denial 2021-22 School Year (John Rice)..... 20
BA-22-009/09 Personnel Report (Linda Noggle)..... 22
BA-22-011/05 Policy Manual – Review & Revision –Regulation 707.1 “*Appropriate Use of
Public Funds*” (Noreen Bush/Laurel Day) 31
BA-22-012/04 Policy Manual – Approval Policy 511 “*Voluntary Retirement Incentive Program–
All Staff*” (Noreen Bush/Laurel Day)..... 36
BA-22-015/05 Agreement – Closegap – Data Sharing & Use – 2021-22 School Year
(Craig Barnum)..... 74
BA-11-105/02 Agreements – Student Teaching/Field Experience – Colleges & Universities
2021-23 School Years (Nicole Kooiker) 79
BA-22-171 Amended Agreement – PBIS Rewards – Data Sharing & Use –
2021-22 School Year (Craig Barnum)..... 89
BA-22-172 Agreement – Riverside Insights LLC – Cognitive Abilities Test Form 7 –
2021-22 School Year (John Rice)..... 91
BA-22-173 Agreement – Playtime Poppy Children’s Theatre – 2022-23 School Year
(John Rice)..... 98
BA-22-174 Agreement – Rick Nolan – Cash Rent Farm Lease (David Nicholson) 106
BA-22-175 Agreement – THINK SAFE, INC. – 2021-22 School Year
(David Nicholson/Sandy Byard)..... 111
BA-22-176 Amended Agreement – Tanager Place – 2021-22 School Year
(Nicole Kooiker) 121
BA-22-177 MOU – Career & Technical Education Advocacy Consortium –
2021-22 School Year (John Rice/Tara Troester) 123
BA-22-178 Tabulation – Server Replacement (Jeff Lucas/Blake Wedel/Carissa Jenkins).... 125
BA-22-179 Tabulation – Musical Instruments – 2021-22 School Year
(Carissa Jenkins/Beth Davies) 127
BA-22-180 Tabulation – District Vehicle – Transit Cargo Van
(Carissa Jenkins/Jon Galbraith) 130

CONSENT AGENDA – con't

BA-22-181 Tabulation – Library Book Collection Development Project
(Craig Barnum/Carissa Jenkins) 132

BA-22-182 Purchasing Register – Computers (Jeff Lucas/Carissa Jenkins) 136

BA-22-183 Purchasing Register – IMC/Classroom Furniture
(Andrew Dooly/Carissa Jenkins)..... 138

BA-22-184 Final Approval – Hiawatha ES – Roofing Improvement Project –
Bid Package 2 – Certificate of Substantial Completion (Jon Galbraith)..... 140

BA-22-185 Final Approval – Washington HS – Masonry Repair Project –
Certificate of Substantial Completion (Jason Lietz) 144

BA-22-186 Final Approval – Washington HS – Driveway Improvement Project –
Certificate of Substantial Completion (Jason Lietz) 149

BA-22-187 Final Approval – Jefferson HS – Locker Room Upgrade Project -
Certificate of Substantial Completion (Jon Galbraith) 152

BA-22-188 Final Approval – Jefferson HS – Auditorium Seating Project –
Certificate of Substantial Completion (Jon Galbraith) 157

BA-22-189 Final Approval – Franklin MS – Rooftop Unit Replacement Project –
Certificate of Substantial Completion (Jon Galbraith/Tammy Carter) 161

BA-22-190 Final Approval – Grant ES and Wilson MS – Restroom Upgrade Project –
Certificate of Substantial Completion (Jon Galbraith) 165

BA-22-191 Award of Contract – Kennedy HS – Roofing Improvement Project
(Jason Lietz) 169

BA-22-192 Award of Contract – Taft MS – Roofing Improvement Project
(Jason Lietz) 173

BA-22-193 Approval – New Elementary at the Coolidge (West Willow) ES Site –
Food Service Equipment – Change Order #3 (Jon Galbraith) 177

BA-22-194 Preliminary Approval – Franklin MS – Window & Door Replacement Project
(Jason Lietz) 179

BA-22-195 Purchasing Register – Wireless Network Upgrade – ELSC & Kingston Stadium
(Jeff Lucas/Carissa Jenkins) 181

BA-22-196 Purchasing Register – Wireless Network Upgrade – Elementary Schools
(Jeff Lucas/Carissa Jenkins) 182

BA-22-197 Purchasing Register – Wired Network Upgrade – Elementary Schools
(Jeff Lucas/Carissa Jenkins) 183

BA-22-198 Base Wages – Cedar Rapids Organization of Teacher Associates (CROTA) –
2021-23 School Years (Linda Noggle)..... 184

ADMINISTRATION

BA-22-199 Update – Truman Elementary School Transition
(Noreen Bush/Nicole Kooiker/Eric Christenson) 185

BA-21-200 Resolution – Determining to Proceed with the Issuance of NTE \$25,000,000
School Infrastructure Sale Services/Use Tax Revenue Refunding Bond
(David Nicholson)..... 186

LEARNING AND LEADERSHIP

BA-22-201 CRCSD & CRPD - SRO Program Update (Nicole Kooiker)..... 192

BOARD GOVERNANCE

BA-22-202 Closed Session – Evaluation of the Professional Competency of an Individual
Whose Performance is Being Considered pursuant to Iowa Code Section 21.5(1)i
(David Tominsky)..... 209

SCHOOL BOARD CALENDAR/ADJOURNMENT (President David Tominsky) 210

AGENDA

CALL TO ORDER – President David Tominsky

APPROVAL OF AGENDA – President David Tominsky

“I move that the agenda of Monday, December 13, 2021 Board of Education Meeting be approved as set forth, and that each item is considered ready for discussion and/or action.”

MOTION/2ND/ROLL CALL

PUBLIC HEARING

**BA-22-168 Public Hearing – Kennedy High School - Roof Improvement Project
(Jason Lietz)**

Information Item

Pertinent Fact(s):

Pursuant to notices published in The Cedar Rapids Gazette, a Public Hearing must be held at 5:30 p.m. on December 13, 2021, for the purpose of receiving any objections to the adoption of prepared drawings, specifications, form of contract, and total estimated cost for Kennedy High School - Roof Improvement Project.

If no objections are presented and sustained, the recommended Board action is to give final approval to the drawings, specifications, form of contract, and total estimated cost for the project.

PUBLIC HEARING

**BA-22-169 Public Hearing – Taft Middle School - Roof Improvement Project
(Jason Lietz)**

Information Item

Pertinent Fact(s):

Pursuant to notices published in The Cedar Rapids Gazette, a Public Hearing must be held at 5:30 p.m. on December 13, 2021, for the purpose of receiving any objections to the adoption of prepared drawings, specifications, form of contract, and total estimated cost for Taft Middle School - Roof Improvement Project.

If no objections are presented and sustained, the recommended Board action is to give final approval to the drawings, specifications, form of contract, and total estimated cost for the project.

PUBLIC HEARING

**BA-22-170 Public Hearing - Issuance of School Infrastructure Sales, Services and Use Tax
Revenue Refunding Bonds (David Nicholson)**

Information Item

Pertinent Fact(s):

1. At the November 15, 2021 Board meeting, the Board approved moving forward with setting a Public Hearing for the Issuance of School Infrastructure Sales, Services and Use Tax Revenue Refunding Bonds not to exceed \$25,000,000. The bonds would replace the 2015 Sales tax bonds.
2. The Board set the Public Hearing for December 13, 2021 pursuant to the provisions of Chapters 423E and 423F of the Code of Iowa, which requires the District to hold a Public Hearing for all new and refinancing of existing debt.
3. Pursuant to the notice published in The Cedar Rapids Gazette, a hearing must be held at 5:30 p.m. on December 13, 2021 for the purpose of receiving public comment for or against the issuance of refunding obligations payable from school infrastructure sales, services and use tax revenue refunding bonds.

Board Meeting: Monday, December 13, 2021

SUPERINTENDENT'S REPORT / BOARD REPORTS (Superintendent Bush/Board of Directors)

**ADDRESS the BOARD -
COMMUNICATIONS, DELEGATIONS, AND PETITIONS** - (President David Tominsky)

CONSENT AGENDA

BA-22-000/09 Minutes - Annual, Organizational, and Regular Board Meetings on Monday, November 15, 2021 (Laurel Day)

Exhibit: <https://crschools.us/about/board-of-education/meetings-and-agendas/>

Action Item

Pertinent Fact(s):

It is the responsibility of the Board Secretary to keep the minutes of Board of Directors meetings as required by Iowa Code §§ 21.3 and Board Regulation 202.10. The minutes will be available for public inspection within two weeks of the Board meeting and forwarded to the appropriate newspaper for publication.

Recommendation:

It is recommended that the Board of Education approve the Minutes from the Annual, Organizational, and Regular Meetings held on Monday, November 15, 2021.

Board Meeting: Monday, December 13, 2021

CONSENT AGENDA

BA-22-001/06 Approval of Claims Report - October 2021 (David Nicholson)

Exhibit: BA-22-001/06.1-6

Action Item

Pertinent Fact(s):

The Approval of Claims Report is required by Iowa Code sections 279.29 and 279.30 and Board Regulation 704.1. Claims for the period of October 1 - 31, 2021 totaled \$29,885,046.43.

Recommendation:

It is recommended that the Board of Education approve the Claims Report and Ratify the List of Paid Bills and Payrolls for the period ending October 31, 2021.

**Cedar Rapids Community School District
Summary of Expenditures and Payroll for Month Ending October 31, 2021**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Schoolhouse Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
Electronic Payments							
Period Ending 10/01	\$ 26,503.58	\$ 4.60	\$ 299.59	\$ -	\$ 105.84	\$ -	\$ 26,913.61
Period Ending 10/08	111,522.51	259.99	-	8,591.50	-	-	120,374.00
Period Ending 10/15	96,001.55	-	-	-	-	-	96,001.55
Period Ending 10/22	63,189.63	2,026.74	-	1,003,860.76	18.37	-	1,069,095.50
Period Ending 10/29	6,311,318.52	45,999.58	1,828,296.63	320,128.10	167,269.95	48,068.02	8,721,080.80
Approved Warrants and Voids							
Period Ending 10/01	\$ 2,016,134.21	\$ 32,495.50	\$ 178,899.02	\$ 307,556.55	\$ 381,127.13	\$ -	\$ 2,916,212.41
Period Ending 10/08	1,072,015.10	28,287.12	-	85,657.51	35,160.93	-	1,221,120.66
Period Ending 10/15	346,188.53	15,241.28	1,802.50	101,857.72	118,541.38	100.00	583,731.41
Period Ending 10/22	460,771.85	47,449.86	4,037.00	19,029.33	109,942.83	658.00	641,888.87
Period Ending 10/29	531,576.94	16,466.83	44,544.52	2,037,612.13	137,894.20	151.71	2,768,246.33
	\$ 11,035,222.42	\$ 188,231.50	\$ 2,057,879.26	\$ 3,884,293.60	\$ 950,060.63	\$ 48,977.73	\$ 18,164,665.14
Payrolls - Net	<u>11,237,130.43</u>	<u>2,860.77</u>	<u>7,663.04</u>	<u>-</u>	<u>388,420.62</u>	<u>84,306.43</u>	<u>11,720,381.29</u>
Total Expenditures	<u><u>\$ 22,272,352.85</u></u>	<u><u>\$ 191,092.27</u></u>	<u><u>\$ 2,065,542.30</u></u>	<u><u>\$ 3,884,293.60</u></u>	<u><u>\$ 1,338,481.25</u></u>	<u><u>\$ 133,284.16</u></u>	<u><u>\$ 29,885,046.43</u></u>

Note: Individual transactions can be viewed on the Cedar Rapids Community School District website under Departments - Accounting and Budgeting.

Cedar Rapids Community School District
List of Paid Bills for Period Ending
October 1, 2021

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Schoolhouse Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
Electronic Payments							
EFT FILE	\$ 26,503.58	\$ 4.60	\$ 299.59	\$ -	\$ 105.84	\$ -	\$ 26,913.61
Approved Warrants and Voids (Entered By Batch)							
	\$ 2,016,134.21	\$ 32,495.50	\$ 178,899.02	\$ 307,556.55	\$ 381,127.13	\$ -	\$ 2,916,212.41
Total	<u>\$ 2,042,637.79</u>	<u>\$ 32,500.10</u>	<u>\$ 178,899.02</u>	<u>\$ 307,556.55</u>	<u>\$ 381,232.97</u>	<u>\$ -</u>	<u>\$ 2,943,126.02</u>

**Cedar Rapids Community School District
List of Paid Bills for Period Ending
October 8, 2021**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Schoolhouse Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
Electronic Payments							
EFT FILE	\$ 111,522.51	\$ 259.99	\$ -	\$ 8,591.50	\$ -	\$ -	\$ 120,374.00
Approved Warrants and Voids (Entered By Batch)							
	\$ 1,072,015.10	\$ 28,287.12	\$ -	\$ 85,657.51	\$ 35,160.93	\$ -	1,221,120.66
Total	<u><u>\$ 1,183,537.61</u></u>	<u><u>\$ 28,547.11</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 94,249.01</u></u>	<u><u>\$ 35,160.93</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,341,494.66</u></u>

Cedar Rapids Community School District
List of Paid Bills for Period Ending
October 15, 2021

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Schoolhouse Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
Electronic Payments							
EFT FILE	\$ 96,001.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,001.55
Approved Warrants and Voids (Entered By Batch)							
	\$ 346,188.53	\$ 15,241.28	\$ 1,802.50	\$ 101,857.72	\$ 118,541.38	\$ 100.00	583,731.41
Total	<u><u>\$ 442,190.08</u></u>	<u><u>\$ 15,241.28</u></u>	<u><u>\$ 1,802.50</u></u>	<u><u>\$ 101,857.72</u></u>	<u><u>\$ 118,541.38</u></u>	<u><u>\$ 100.00</u></u>	<u><u>\$ 679,732.96</u></u>

Cedar Rapids Community School District
List of Paid Bills for Period Ending
October 22, 2021

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Schoolhouse Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
Electronic Payments							
EFT FILE	\$ 63,189.63	\$ 2,026.74	\$ -	\$ 1,003,860.76	\$ 18.37	\$ -	\$ 1,069,095.50
Approved Warrants and Voids (Entered By Batch)							
Warrants	\$ 460,771.85	\$ 47,449.86	\$ 4,037.00	\$ 19,029.33	\$ 109,942.83	\$ 658.00	\$ 641,888.87
Total	<u><u>\$ 523,961.48</u></u>	<u><u>\$ 49,476.60</u></u>	<u><u>\$ 4,037.00</u></u>	<u><u>\$ 1,022,890.09</u></u>	<u><u>\$ 109,961.20</u></u>	<u><u>\$ 658.00</u></u>	<u><u>\$ 1,710,984.37</u></u>

Cedar Rapids Community School District
List of Paid Bills for Period Ending
October 29, 2021

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Schoolhouse Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
Electronic Payments							
EFT FILE	\$ 19,279.21	\$ 48.24	\$ 1,736,338.00	\$ 9,887.00	\$ -	\$ -	\$ 1,765,552.45
ACH Payments	6,292,039.31	45,951.34	91,958.63	310,241.10	167,269.95	48,068.02	6,955,528.35
Approved Warrants and Voids (Entered By Batch)							
Warrants	\$ 470,815.97	\$ 21,622.88	\$ 44,454.52	\$ 2,062,060.13	\$ 137,183.62	\$ -	\$ 2,736,137.12
Payroll Deduction	\$ 63,150.69	\$ -	\$ 90.00	\$ -	\$ 710.58	\$ 251.71	\$ 64,202.98
Voids	\$ (2,389.72)	\$ (5,156.05)	\$ -	\$ (24,448.00)	\$ -	\$ (100.00)	\$ (32,093.77)
Total	<u>\$ 6,842,895.46</u>	<u>\$ 62,466.41</u>	<u>\$ 1,872,841.15</u>	<u>\$ 2,357,740.23</u>	<u>\$ 305,164.15</u>	<u>\$ 48,219.73</u>	<u>\$ 11,489,327.13</u>

CONSENT AGENDA

BA-22-003/02 Budget Summary Report – November 2021 (David Nicholson)

Exhibit: BA-21-003/02.1

Action Item

Pertinent Fact(s):

The Budget Summary Report is provided as required by Board Regulation 703.2.

Recommendation:

It is recommended that the Board of Education approve the Budget Summary Report for the month ended November 30, 2021.

Statement of Revenues, Expenditures, Other Financing Sources (Uses) And Changes In Fund Balance

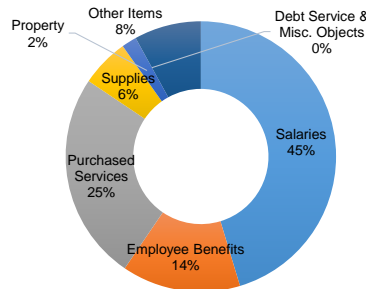
For the Period Ending November 30, 2021

All Funds Summary Breakdown

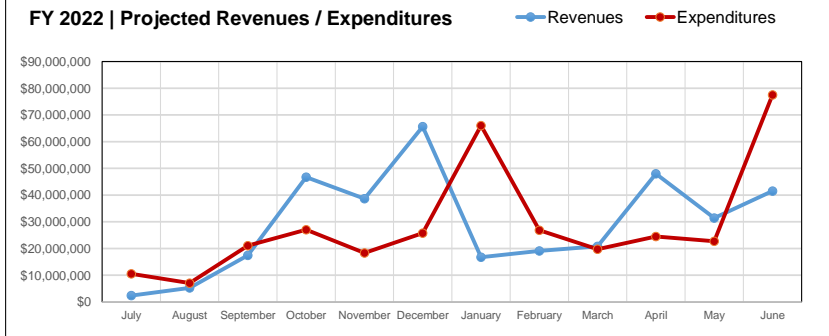
With Comparative Totals for the Period Ended July, 2020 - November, 2020

	All Funds			Management								
	FY 2021	FY 2022	% Incr/(Decr)	General Fund	Activity Fund	Fund	Sales Tax Fund	PPEL	Debt Service	School Nutrition	Other 60 Funds	
REVENUES												
Local	\$47,229,143	\$48,356,554	2.39%	\$36,997,430	\$718,641	\$4,286,679	\$102,436	\$5,447,158	\$82,547	\$121,379	\$600,284	
Intermediate	\$0	\$0		0	0	0	0	0	0	0	0	
State	\$40,552,610	\$42,406,487	4.57%	33,815,009	0	123,219	8,325,958	142,301	0	0	0	
Federal	\$5,201,504	\$7,047,739	35.49%	1,589,281	0	0	0	0	585,174	4,819,458	53,826	
Other Financing Sources/Income Items	\$17,528,251	\$7,173,528	(59.07%)	964,015	0	0	885,976	7,602	5,279,804	0	36,131	
TOTAL REVENUE	\$110,511,508	\$104,984,308	(5.00%)	\$73,365,735	\$718,641	\$4,409,898	\$9,314,370	\$5,597,061	\$5,947,525	\$4,940,837	\$690,241	
EXPENDITURES												
Salaries	\$40,760,707	\$42,395,834	4.01%	\$40,785,041	\$6,073	\$16,959	\$0	\$0	\$0	\$1,188,386	\$399,375	
Employee Benefits	\$13,942,598	\$13,273,401	(4.80%)	11,960,078	727	902,825	0	0	0	303,438	106,333	
Purchased Services	\$14,611,435	\$23,296,340	59.44%	6,644,241	183,518	2,590,192	10,318,470	3,542,355	0	9,435	8,129	
Supplies	\$4,448,049	\$5,405,758	21.53%	3,734,679	364,765	0	419	2,394	0	1,264,494	39,007	
Property	\$2,150,980	\$1,676,695	(22.05%)	369,031	38,356	0	1,090,658	132,913	0	45,737	0	
Debt Service & Misc. Objects	\$0	\$0		0	0	0	0	0	0	0	0	
Other Items	\$8,077,613	\$7,491,788	(7.25%)	134,091	33,816	110,318	6,071,726	810,930	325,668	271	4,968	
TOTAL EXPENDITURES	\$83,991,382	\$93,539,816	11.37%	\$63,627,161	\$627,255	\$3,620,294	\$17,481,273	\$4,488,592	\$325,668	\$2,811,761	\$557,812	
SURPLUS / (DEFICIT)	\$26,520,126	\$11,444,492	(56.85%)	\$9,738,574	\$91,386	\$789,604	(\$8,166,903)	\$1,108,469	\$5,621,857	\$2,129,076	\$132,429	
FUND BALANCE												
Beginning of Period				\$33,565,373	\$1,751,616	\$7,836,833	\$36,283,012	\$14,085,891	\$12,606,787	\$811,837	(\$836,298)	
End of Period				\$43,303,947	\$1,843,002	\$8,626,437	\$28,116,109	\$15,194,360	\$18,228,644	\$2,940,913	(\$703,869)	

FY 2022 | YTD Expenditures by Object



FY 2022 | Projected Revenues / Expenditures



CONSENT AGENDA

**BA-22-004/06 Statement of Receipts, Disbursements, and Cash Balances Report – October 2021
(David Nicholson)**

Exhibit: BA-22-004/06.1-2

Action Item

Pertinent Fact(s):

The Statement of Receipts, Disbursements, and Cash Balances Report is required by Chapter 291 of the Code of Iowa and by Board Regulation 703.2. Cash receipts for the month ended October 31, 2021 were \$58,900,802.86 and cash disbursements were \$66,828,300.15. The investment balance on October 31, 2021 was \$87,579,397.20. At the end of the 1st quarter, \$175,936.32 of Book Fees was collected as compared to \$126,151.50 the prior year. Based on estimated revenues, the percentage of collections is up 10.8% this year compared to the prior year.

Recommendation:

It is recommended that the Board of Education approve the Statement of Receipts, Disbursements, and Cash Balances Report for the month of October 2021.

**CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCES
MONTH ENDED OCTOBER 31, 2021**

<u>CASH</u>	<u>BALANCE</u> <u>9/30/2021</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u> <u>10/31/2021</u>
<u>General and Management Funds</u>				
10-General Fund	\$ 9,767,428.69	\$ 40,883,685.58	\$ 46,292,779.52	\$ 4,358,334.75
22-Management Fund	2,571,003.03	7,351,360.47	9,096,087.13	826,276.37
Total - General and Management Funds	<u>12,338,431.72</u>	<u>48,235,046.05</u>	<u>55,388,866.65</u>	<u>5,184,611.12</u>
<u>Student Activity Fund</u>				
21-Student Activity Fund	1,447,359.81	200,382.73	191,600.78	1,456,141.76
21-Cash on Hand	3,900.00	-	-	3,900.00
Total-Student Activity Fund	<u>1,451,259.81</u>	<u>200,382.73</u>	<u>191,600.78</u>	<u>1,460,041.76</u>
<u>Food & Nutrition Fund</u>				
61-Food & Nutrition Fund	1,309,887.74	1,615,787.22	1,341,665.50	1,584,009.46
61-Petty Cash	2,305.50	-	-	2,305.50
Total - Food & Nutrition Fund	<u>1,312,193.24</u>	<u>1,615,787.22</u>	<u>1,341,665.50</u>	<u>1,586,314.96</u>
<u>Daycare Fund</u>				
62-Five Seasons Daycare Fund	1,446,837.36	147,536.76	136,105.00	1,458,269.12
<u>Schoolhouse Funds</u>				
33-Secure Adv. Vision for Educ. (SAVE) Fund	2,207,147.91	3,620,021.77	4,306,147.80	1,521,021.88
36-Physical Plant & Equip (PPEL) Fund	1,459,075.81	4,139,188.94	4,521,092.61	1,077,172.14
40-Debt Service Fund	150,064.76	942,839.39	942,821.81	150,082.34
Total - Schoolhouse Funds	<u>3,816,288.48</u>	<u>8,702,050.10</u>	<u>9,770,062.22</u>	<u>2,748,276.36</u>
TOTAL CASH - ALL FUNDS	<u>\$ 20,365,010.61</u>	<u>\$ 58,900,802.86</u>	<u>\$ 66,828,300.15</u>	<u>\$ 12,437,513.32</u>

INVESTMENTS

RESTRICTED INVESTMENT FUNDS

Schoolhouse Fund-Held for Bond Payments

33-SAVE Fund - Sinking Funds/UMB	\$ 1,349,007.34	\$ 33.30	\$ -	\$ 1,349,040.64
40-Debt Service Fund - Sinking Funds/UMB	14,865,146.94	942,949.83	-	15,808,096.77
TOTAL RESTRICTED INVESTMENTS	<u>\$ 16,214,154.28</u>	<u>\$ 942,983.13</u>	<u>\$ -</u>	<u>\$ 17,157,137.41</u>

UNRESTRICTED INVESTMENT FUNDS

<u>GENERAL AND MANAGEMENT FUNDS</u>	<u>BALANCE</u> <u>9/30/2021</u>	<u>PURCHASES</u>	<u>MATURITIES</u>	<u>BALANCE</u> <u>10/31/2021</u>
<u>General and Management Funds</u>				
10-General Fund	\$ 1,000,000.00	\$ 24,000,000.00	\$ 1,000,000.00	\$ 24,000,000.00
10-General Fund CD's ISJIT	13,483,258.12	57.35	-	13,483,315.47
22-Management Fund	4,000,000.00	7,000,000.00	4,000,000.00	7,000,000.00
Total - General and Management Funds	<u>18,483,258.12</u>	<u>31,000,057.35</u>	<u>5,000,000.00</u>	<u>44,483,315.47</u>
<u>Student Activity Fund</u>				
21-Student Activity Fund	420,695.09	5.87	-	420,700.96
<u>Food & Nutrition</u>				
61-Food & Nutrition Fund	1,500,000.00	-	-	1,500,000.00
<u>Schoolhouse Funds</u>				
33-Secure Adv. Vision for Educ. (SAVE) Fund	27,140,521.79	-	1,000,026.48	26,140,495.31
36-Physical Plant & Equip (PPEL) Fund	10,000,000.00	4,000,000.00	-	14,000,000.00
40-Debt Service Fund	1,034,885.46	-	-	1,034,885.46
Total - Schoolhouse Funds	<u>38,175,407.25</u>	<u>4,000,000.00</u>	<u>1,000,026.48</u>	<u>41,175,380.77</u>
TOTAL UNRESTRICTED INVESTMENTS	<u>\$ 58,579,360.46</u>	<u>\$ 35,000,063.22</u>	<u>\$ 6,000,026.48</u>	<u>\$ 87,579,397.20</u>

<u>BALANCES</u>	<u>GENERAL</u> <u>FUND</u>	<u>STUDENT</u> <u>ACTIVITY FUND</u>	<u>FOOD &</u> <u>NUTRITION FUND</u>	<u>DAYCARE</u> <u>FUND</u>	<u>SCHOOLHOUSE</u> <u>FUND</u>	<u>ALL</u> <u>FUNDS</u>
Cash	\$ 5,184,611.12	\$ 1,460,041.76	\$ 1,586,314.96	\$ 1,458,269.12	\$ 2,748,276.36	\$ 12,437,513.32
Restricted Funds	-	-	-	-	17,157,137.41	17,157,137.41
Investments	44,483,315.47	420,700.96	1,500,000.00	-	41,175,380.77	87,579,397.20
Total	<u>\$ 49,667,926.59</u>	<u>\$ 1,880,742.72</u>	<u>\$ 3,086,314.96</u>	<u>\$ 1,458,269.12</u>	<u>\$ 61,080,794.54</u>	<u>\$ 117,174,047.93</u>

**CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
BOOK FEE COLLECTIONS REPORT - FY22
FIRST QUARTER ENDED - SEPTEMBER 2021**

School Name	2021-2022							2020-2021						1st Change in Percent		
	Certified Enrollment			Total				Total		1st Quarter						
	C.E.	C.E.	C.E.	C.E.	Estimated	Actual	Percent	C.E.	Estimated	1st	Cumulative	Cumulative	Cumulative		% of Est.	
	10/1/2021	10/1/2021	10/1/2021	10/1/2021	Annual	Cumulative	of Est.	10/1/2020	Annual	Quarter	2nd	3rd	4th		Annual	
	Full	Reduced	Free	FTEs	Revenue	Amount	Revenue	FTEs	Revenue	Quarter	Quarter	Quarter	Quarter		Revenue	
\$96.00F/\$59.00R																
0109 Jefferson	574	162	809	1,545	\$ 64,662.00	\$ 18,060.00	27.9%	1,441	\$ 62,737.00	\$ 11,623.00	\$ 15,928.00	\$ 33,376.00	\$ 49,423.00	18.5%	9.4%	
0114 Kennedy	1,168	91	482	1,741	117,497.00	50,227.82	42.7%	1,661	111,958.00	32,596.50	50,215.00	84,220.00	102,598.61	29.1%	13.6%	
0127 Metro	51	24	233	308	6,312.00	288.00	4.6%	230	5,175.00	96.00	192.00	1,056.00	1,307.00	1.9%	2.7%	
0118 Washington	601	96	575	1,272	63,360.00	31,273.00	49.4%	1,189	58,502.00	20,243.00	25,122.00	34,155.00	43,977.00	34.6%	14.8%	
0136 Virtual Academy	125	23	250	398	5,245.00	-	0.0%	598	21,828.00	96.00	96.00	96.00	605.00	0.0%	0.0%	
Total High Schools	2,519	396	2,349	5,264	251,831.00	99,848.82	39.6%	5,119	238,372.00	64,654.50	91,553.00	152,903.00	197,910.61	27.1%	12.5%	
\$57.00F/\$36.00R																
0209 Franklin	230	45	259	534	14,730.00	9,178.50	62.3%	486	13,356.00	7,624.00	9,136.00	11,803.00	13,108.00	57.1%	5.2%	
0214 Harding	371	45	296	712	22,767.00	9,684.00	42.5%	706	22,755.00	7,275.00	12,773.00	17,979.00	21,516.00	32.0%	10.5%	
0218 McKinley	182	50	254	486	12,174.00	6,693.00	55.0%	493	11,730.00	3,171.00	4,311.00	7,884.00	10,119.00	27.0%	28.0%	
0227 Roosevelt	137	79	344	560	10,653.00	5,046.00	47.4%	550	11,016.00	6,299.00	6,677.00	7,532.00	9,331.00	57.2%	-9.8%	
0232 Taft	364	34	176	574	21,972.00	11,694.00	53.2%	544	20,418.00	9,233.00	10,715.00	15,156.00	17,923.00	45.2%	8.0%	
0236 Wilson	83	47	272	402	6,423.00	2,010.00	31.3%	357	6,393.00	1,155.00	2,403.00	3,402.00	4,329.00	18.1%	13.2%	
Total Middle Schools	1,367	300	1,601	3,268	88,719.00	44,305.50	49.9%	3,136	85,668.00	34,757.00	46,015.00	63,756.00	76,326.00	40.6%	9.3%	
\$31.00F/\$19.00R																
0418 Arthur	71	21	143	235	2,600.00	1,056.00	40.6%	256	3,191.00	801.00	1,075.00	2,119.00	2,553.00	25.1%	15.5%	
0431 Cleveland	78	25	179	282	2,893.00	515.00	17.8%	301	3,310.00	689.00	720.00	1,223.00	1,721.00	20.8%	-3.0%	
0433 West Willow	244	26	120	390	8,058.00	2,220.00	27.6%	370	7,591.00	1,917.00	3,970.00	4,714.00	6,421.00	25.3%	2.3%	
0445 Erskine	146	22	108	276	4,944.00	2,196.00	44.4%	310	5,605.00	1,290.00	2,692.00	3,412.00	4,125.00	23.0%	21.4%	
0463 Garfield	36	22	151	209	1,534.00	434.00	28.3%	229	1,479.00	391.00	577.00	701.00	801.00	26.4%	1.9%	
0636 Gibson	444	17	60	521	14,087.00	6,182.00	43.9%	510	13,286.00	4,750.00	5,804.00	10,286.00	12,362.00	35.8%	8.1%	
0610 Grant	63	31	195	289	2,542.00	455.00	17.9%	299	3,248.00	212.00	541.00	1,299.00	1,907.00	6.5%	11.4%	
0481 Grant Wood	99	26	166	291	3,563.00	1,619.00	45.4%	282	3,429.00	1,178.00	2,015.00	2,511.00	2,890.00	34.4%	11.0%	
0490 Harrison	40	37	192	269	1,943.00	372.00	19.1%	304	2,691.00	379.00	491.00	932.00	1,542.00	14.1%	5.0%	
0502 Hiawatha	112	35	132	279	4,137.00	2,439.00	59.0%	287	3,859.00	1,209.00	2,313.00	3,290.00	3,755.00	31.3%	27.7%	
0505 Hoover	39	50	276	365	2,159.00	298.00	13.8%	367	2,555.00	801.00	1,428.00	1,902.00	2,321.00	31.4%	-17.6%	
0627 Jackson	222	10	50	282	7,072.00	3,665.00	51.8%	307	7,253.00	3,007.00	4,433.00	5,780.00	6,734.00	41.5%	10.3%	
0517 Johnson	71	28	235	334	2,733.00	1,044.00	38.2%	397	3,196.00	1,588.00	1,898.00	2,427.00	2,980.00	49.7%	-11.5%	
0526 Kenwood	112	38	213	363	4,194.00	999.00	23.8%	383	4,545.00	1,018.00	1,657.00	2,060.00	2,958.00	22.4%	1.4%	
0544 Madison	85	10	70	165	2,825.00	930.00	32.9%	185	3,166.00	913.00	1,378.00	2,315.00	2,674.00	28.8%	4.1%	
0558 Nixon	87	30	187	304	3,267.00	1,080.00	33.1%	314	3,816.00	868.00	1,364.00	2,735.00	3,293.00	22.7%	10.4%	
0569 Pierce	211	14	102	327	6,807.00	3,646.00	53.6%	354	7,148.00	2,902.00	4,409.00	6,252.00	6,667.00	40.6%	13.0%	
0580 Taylor	37	29	203	269	1,698.00	143.00	8.4%	284	1,705.00	217.00	255.00	710.00	748.00	12.7%	-4.3%	
0589 Truman	122	27	91	240	4,295.00	1,347.00	31.4%	263	4,131.00	1,476.00	1,631.00	2,649.00	2,966.00	35.7%	-4.3%	
0608 Van Buren	60	43	260	363	2,677.00	658.00	24.6%	385	3,059.00	762.00	1,370.00	1,525.00	2,011.00	24.9%	-0.3%	
0616 Wright	44	31	174	249	1,953.00	484.00	24.8%	262	2,398.00	372.00	496.00	1,056.00	1,528.00	15.5%	9.3%	
Total Elementaries	2,423	572	3,307	6,302	85,981.00	31,782.00	37.0%	6,649	90,661.00	26,740.00	40,517.00	59,898.00	72,957.00	29.5%	7.5%	
GRAND TOTAL	6,309	1,268	7,257	14,834	\$ 426,531.00	\$ 175,936.32	41.2%	14,904	\$ 414,701.00	\$ 126,151.50	\$ 178,085.00	\$ 276,557.00	\$ 347,193.61	30.4%	10.8%	

CONSENT AGENDA

BA-22-005/06 Investments Report – October 2021 (David Nicholson)

Exhibit: BA-22-005/06.1

Information Item

Pertinent Fact(s):

The Investments Report summarizes investment transactions for the month of October 2021. Investments purchased during the month totaled \$35,000,063.22, and investments redeemed during the month totaled \$6,000,026.48. The current interest rate for US Bank is 0.02%, in comparison to 0.05 % at US Bank in October 2020. The interest rate for Iowa Schools Joint Investment Trust (ISJIT) for October 2021 was 0.005%, in comparison to 0.05% in October 2020.

INVESTMENTS - October 2021

				<u>TOTAL INVEST</u> (Purchases)	<u>TOTAL REDEEM</u> (Maturities)	
<u>General fund</u>						
Redeem	October 12, 2021	\$	1,000,000.00	US Bank	-	1,000,000.00
Invest	October 22, 2021	\$	24,000,000.00	US Bank	24,000,000.00	-
Interest	October 31, 2021	\$	57.35	US Bank~ISJIT Oct'21 Int	57.35	-
				Fund Total	<u>24,000,057.35</u>	<u>1,000,000.00</u>
<u>Management Fund</u>						
Redeem	October 12, 2021	\$	4,000,000.00		-	4,000,000.00
Invest	October 22, 2021	\$	7,000,000.00		7,000,000.00	-
				Fund Total	<u>7,000,000.00</u>	<u>4,000,000.00</u>
<u>Student Activity Fund</u>						
Interest	October 31, 2021	\$	5.87	US Bank	5.87	-
				Fund Total	<u>5.87</u>	<u>-</u>
<u>Food & Nutrition Fund</u>						
N/A					-	-
				Fund Total	<u>-</u>	<u>-</u>
<u>Secure an Advanced Vision for Education Fund (SAVE)</u>						
Redeem	October 29, 2021	\$	1,000,000.00	US Bank	-	1,000,000.00
Invest	October 31, 2021	\$	26.48	US Bank	-	26.48
				Fund Total	<u>-</u>	<u>1,000,026.48</u>
<u>Physical Plant & Equipment Fund (PEEL)</u>						
Invest	October 22, 2021	\$	4,000,000.00	US Bank	4,000,000.00	-
				Fund Total	<u>4,000,000.00</u>	<u>-</u>
<u>Debt Services Fund</u>						
N/A				US Bank	-	-
				Fund Total	<u>-</u>	<u>-</u>
<u>GRAND TOTAL</u>					<u>\$ 35,000,063.22</u>	<u>\$ 6,000,026.48</u>

CONSENT AGENDA

BA-22-008/08 Open Enrollment - Denial 2021-2022 School Year (John Rice)

Exhibit: BA-22-008/08.1

Action Item

Pertinent Fact(s):

1. Section 256.7(5), Chapter 17, of the Iowa Code "Open Enrollment," allows parents/ guardian to enroll their children/child in a school district other than the resident district of the custodial parent/ guardian. In order for parents/guardians to exercise this option, their request must be submitted by March 1 of the year preceding open enrollment. For kindergarten children the deadline for submitting an application for open enrollment is September 1 of the current school year.
2. Applications filed after the deadline will not be approved unless the reason for late filing qualifies for "good cause"; "good cause" means a change in the status of a child's resident district for any of the following reasons:
 - A. Family moved to a new district of residence
 - B. Change in the marital status of the student's parents resulting in new resident district
 - C. Placement of the student into foster care resulting in new resident district
 - D. Adoption resulting in new resident district
 - E. Participation in a foreign exchange program
 - F. Participation in a substance abuse or mental health treatment program resulting in new resident district
 - G. Failure of negotiations for reorganization or rejection of proposed reorganization plan*
 - H. Failure of negotiations for whole grade sharing or rejection of whole grade sharing agreement*
 - I. Loss of accreditation or revocation of a charter school contract*

*If "good cause" is related to change in status of child's resident district, the open enrollment request must be filed within **45** days of last board action or within **30** days of certification of an election, whichever is applicable.

3. Request may be denied if:
 - A. The student has been suspended or expelled by a district and has not been reinstated as a student in that district
 - B. Insufficient classroom space exists
 - C. Minority/non-minority pupil ratios would be adversely affected
 - D. An appropriate instructional program is not available
 - E. The applicant missed the prescribed deadline and the request does not qualify for "good cause"
4. If the denial is based on a desegregation plan and/or any other reasons, it may be appealed to the Linn County District Court and cannot be appealed to the State Board of Education. An appeal must be postmarked within 30 days of the Board decision.

Recommendation:

It is recommended that the Board of Education approve the Open Enrollment-Denial of the student(s) commencing with the 2021-2022 School Year.

Board Meeting: Monday, December 13, 2021

ENTER Denial

<u>Parent</u>	<u>Student</u>	<u>Grade</u>	<u>Resident District</u>	<u>Requested District</u>
J. Willoughby	D. Willoughby	PK3	Linn Mar Community School District	Cedar Rapids Community School District

Reason: Appropriate special education program is not available

EXIT Denial

<u>Parent</u>	<u>Student</u>	<u>Grade</u>	<u>Resident District</u>	<u>Requested District</u>
L. & N. Blocker	B. Swearingen	8	Cedar Rapids Community School District	Linn Mar Community School District

Reason: Application filed late

L. & N. Blocker	E. Swearingen	8	Cedar Rapids Community School District	Linn Mar Community School District
-----------------	---------------	---	--	------------------------------------

Reason: Application filed late

TOTALS: 3 Linn Mar CSD

CONSENT AGENDA

BA-22-009/09 Personnel Report (Linda Noggle)

Exhibit: BA-22-009/09.1-8

Action Item Motion/2nd/Roll Call

Recommendation:

It is recommended that the Board of Education approve the Personnel Report.

BA-22-009/09 Personnel Report (Linda Noggle)

APPOINTMENTS - SALARIED STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Borchardt, Wolfgang	\$3,169.00	Drama Tech Asst Kennedy	2021-2022 School Year
Bouzek, Dawn	\$1,901.00	WM Basketball Asst. MS (Temp Contract) Harding	2021-2022 School Year
Bradford, Alishea	\$46,000.00	Strat I (MC) Harding	1/24/2022
Charipar, Donna	\$1,901.00	WM Basketball Asst MS (Temp Contract) Harding	2021-2022 School Year
Copeland, Parrish	\$3,412.00	Football Taft	2021-2022 School Year
Finley, Michael	\$4,551.00	Yearbook Metro	2021-2022 School Year
Gaster, Kevin	\$1,901.00	MN Basketball MS Asst Taft	2021-2022 School Year
Graham, Franceen	\$58,100.00	Strat II (ID) Grant	12/13/2021
Hartley, Christopher	\$57,950.00	Art Cleveland/Jackson	12/13/2021
Juett, Jeffery	\$2,112.00	MN Bowling Head Washington	2021-2022 School Year
Liconamoreno, Boris	\$45,592.00	Special Ed Interventionist Polk	01/03/2022
Merta, Benjamin	\$68,000.00	Construction Specialist ELSC	12/06/2021
Nekvinda, Jody	\$2,925.00	Show Choir Tech (Temp Contract) Franklin	2021-2022 School Year

Shaffer, Hannah	\$45,592.00	Special Ed Interventionist Roosevelt	11/29/2021
Sheetz, Layne	\$3,412.00	Debate/Speech Asst Washington	2021-2022 School Year
Shoulders, Zachary	\$45,082.00	Engagement Specialist Van Buren	11/29/2021
Smith, Steven	\$1,901.00	MN Basketball MS Asst Taft	2021-2022 School Year
Steffensmeier, Sophie	\$3,412.00	Debate/Speech Head Kennedy	2021-2022 School Year
Thompson, Alyssa	\$45,592.00	Special Ed Interventionist Elementary Connections	12/06/2021
Wiebel, Kollin	\$1,413.00	WM Basketball Asst Kennedy	2021-2022 School Year
Woodhouse, Cynthia	\$3,412.00	Debate/Speech Head Kennedy	2021-2022 School Year

CHANGE OF GRADE/POSITION - SALARIED STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Wedel, Blake	\$89,041.00	Network Supervisor ELSC	12/11/2021
Nguyen, Hong	\$46,505.00	Special Ed Interventionist Elementary Connections	11/13/2021
Hageman, Jennifer	\$82,496.00	Customer Service Supervisor ELSC	12/11/2021

RESIGNATIONS - SALARIED STAFF

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Fox, Alex	Personal	Special Ed Interventionist Polk	11/23/2021

Hefel, Jillian	Personal	Band Roosevelt	11/24/2021
Hefel, Jillian	Personal	MS Band Roosevelt	11/24/2021
Jamison, Shelby	Personal	WM Basketball Roosevelt	12/10/2021
Konchar, Lauren	Personal	Special Ed Interventionist Polk	11/23/2021 (correction)
Lewis, Katterin	Personal	Engagement Specialist Washington	11/12/21
Mosbeck, Dania	Personal	Severe Disabilities Jefferson	11/12/21

APPOINTMENTS - HOURLY STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Castro, Kathryn	\$14.86	Media Secretary Harding	12/6/2021
Cohen, Brian	\$18.88	Bus Driver ELSC	01/03/2021
Coleman, Ashley	\$12.32	Food Service Asst Johnson	12/13/2021
Cones, Teresa	\$14.14	Cashier Jefferson	11/29/2021
Fairlie, Hannah	\$12.28	Paraprofessional Polk	12/6/2021
Fountain, Whitney	\$12.32	Food Service Asst Washington	1/3/2022
Frye, Terrance	\$17.14	Van Driver ELSC	1/31/2022
Geesey, Jean	\$16.91	Custodian II Floater ELSC	11/29/2021
Herrera, Jennifer	\$20.53	Confidential Secretary ELSC	12/6/2021

Holliday, Ida	\$16.91	Custodian II Floater ELSC	12/7/2021
Janssen, Nicholas	\$16.91	Custodian II Floater ELSC	12/13/2021
Kinchloe, Thomas	\$14.31	Bus Attendant ELSC	11/29/2021
McGlashing, Keegan	\$12.28	Paraprofessional West Willow	12/6/2021
Mellody, Ski	\$16.91	Custodian II Floater ELSC	12/13/2021
Mundorf, Tanya	\$16.91	Custodian II Floater ELSC	12/6/2021
Myers, Jordan	\$14.14	Cashier Roosevelt	11/15/2021
Patterson, Kaylee	\$12.53	Paraprofessional Hoover	11/30/2021
Perkins, Shelly	\$15.11	Elem Asst Mgr Grant	1/3/2022
Perry, Jill	\$14.31	Bus Attendant ELSC	11/29/2021
Porter, Kamilla	\$14.42	Paraprofessional Grant Wood	12/6/2021
Pyle, Lakyn	\$12.77	Paraprofessional Garfield	11/29/2021
Redwing, Mysti	\$12.32	Food Service Asst Hiawatha	11/29/2021
Short, Leah	\$12.32	Food Service Asst Cleveland	11/29/2021
Thomas, Brian	\$18.88	Bus Driver ELSC	12/13/2021
Walters, Luke	\$19.30	Behavior Tech Washington	11/29/2021
Zavala, Rikki	\$12.28	Paraprofessional McKinley	11/29/2021

CHANGE OF GRADE / POSITION - HOURLY STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Gray, Brandy	\$15.11	Elem Asst Mgr Harrison	11/27/2021
Hultman, Lexy	\$14.31	Bus Attendant ELSC	11/4/2021
Jaeger, Leesa	\$15.27	Health Secretary Polk	11/27/2021
Kula, Andrea	\$16.16	Secondary Baker Kennedy	11/27/2021
Leeper, Sarah	\$15.27	Health Secretary Garfield	11/27/2021
Luten, Trisha	\$15.66	Sec Cook Harding	11/13/2021
Minor, Rebecca	\$17.38	Secondary Manager McKinley	12/13/2021
Patrick, Brooklyne	\$18.88	Transportation Driver ELSC	11/15/2021
Price, Mari	\$13.86	Food Service Asst III Washington	10/16/2021
Robert, Nicolle	\$16.04	Principal Secretary Polk	11/27/2021
Snyder, Tarayssa	\$14.14	Cashier Jefferson	12/13/2021
Thatcher, Elizabeth	\$19.30	Behavior Technician Taylor	11/27/2021

RESIGNATIONS - HOURLY STAFF

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Bortolozzo, Jessika	Personal	Paraprofessional Jefferson	10/29/2021
Bruner-Partee, Jennifer	Personal	Secondary Cook / Baker McKinley	11/12/2021

Burrows, Patricia	Personal	Food Service Asst Kenwood	12/3/2021
Comstock, Renee	Personal	Custodian Franklin	11/26/2021
Crow, Cheyanne	Personal	Childcare Professional FSLC	7/23/2021
Crowley, James	Personal	Van Driver ELSC	11/8/2021
Durian, Ashley	Personal	Bus Attendant ELSC	11/15/2021
Dvorak, Roberta	Personal	Food Service Asst Roosevelt	11/12/2021
Finn, Trisha	Personal	Cashier Jefferson	11/19/2021
Fondren, Andrienne	Personal	Paraprofessional Harding	11/12/2021
Graves, Jeremy	Personal	Food Service Asst Kennedy	12/17/2021
Koss, Jackie	Personal	Accounting Specialist 2 ELSC	11/11/2021
Lorenz, Lana	Personal	Paraprofessional Jackson	11/1/2021
Lov, Nickol	Personal	Food Service Asst Jefferson	11/15/2021
Marsh, June	Personal	Cashier Kennedy	12/3/2021
Moore, Desiree	Personal	Secondary Cook Franklin	1/3/2022
Nakasheryi, Juma	Personal	Bus Attendant ELSC	9/15/2021
Nesbitt, Connie	Personal	Bus Attendant ELSC	11/12/2021

Reed, Sara	Personal	Paraprofessional Harding	11/17/2021
Ross, Amy	Personal	Paraprofessional West Willow	12/10/2021
Smith, David	Personal	Transportation Driver ELSC	12/3/2021
Spring, Elizabeth	Personal	Hearing Interpreter Taft	11/17/2021
Swift, Abby	Personal	Bus Attendant ELSC	10/29/2021
Veenstra, Kylee	Personal	Paraprofessional Harrison	12/3/2021
Wiley, Misty	Personal	Paraprofessional Kenwood	12/2/2021
Williams, Nancy	Personal	Elem Asst Mgr Grant	11/12/2021

RETIREMENTS - HOURLY STAFF

<u>Name</u>		<u>Assignment</u>	<u>Effective Date</u>
Bryant, Corriasia		Paraprofessional Polk	11/10/2021
Clinton, Sharon		Secondary Manager McKinley	1/4/2022
Rhoads, Terry		Food Service Asst Roosevelt	1/4/2022
Schakel, Kathleen		Bus Driver ELSC	11/3/2021

DEATH - HOURLY STAFF

<u>Name</u>		<u>Assignment</u>	<u>Effective Date</u>
Staub, Michael		Van Driver ELSC	11/8/2021

SHORT TERM CONTRACTS

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Johnson, Tania	\$10,622.40	20 Extra Days	11/15/2021

EDUCATIONAL REIMBURSEMENT

<u>Name</u>	<u>Amount</u>	<u>Block</u>	<u>Effective Date</u>
McClure, Tonya	\$44.00	1	11/19/2021
Halligan, Katie	\$450.00	1	11/19/2021
Halligan, Katie	\$675.00	2	11/19/2021
Hester, Susan	\$255.75	1	11/19/2021
McClure, Tonya	\$66.00	2	11/19/2021

CONSENT AGENDA

BA-22-011/05 Policy Manual – Review & Revisions –Regulation 707.1 “Appropriate Use of Public Funds” (Noreen Bush/Laurel Day)

Exhibit: BA-22-011/05.1-4

Information Item

Pertinent Fact(s):

1. The Board of Education reviews policies, regulations, and procedures at least once every five years. Board approval is required for all policies. Administrative regulations and procedures do not require Board approval.
2. The agenda item includes a regulation that has been reviewed by the Policy Review Committee (PRC). Most proposed revisions are based on changes to state and federal law, current District practice, and to maintain the District’s Policy Manual up to date as required by Iowa Code. The PRC utilizes legal & policy services provided by the Iowa Association of School Boards, National Association of School Boards, including policy primer & on-line sample policy documents.

Policy Manual #	Title	Action
707.1	Appropriate Use of Public Funds	Revised

Appropriate Use of Public Funds

Public Purpose

District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. This is a requirement of the Iowa Constitution.

All funds received by the District are considered public funds and must be used to support the educational mission of the District. The best test to use when determining whether the expenditure is appropriate is called the “public scrutiny test.” The test is simple and merely asks whether the tax-paying public would view the expenditure as necessary to support public education. If you are already questioning whether the expenditure is appropriate, it may very well not be appropriate. Contact your supervisor if you have any questions about appropriate expenses.

The Board supports appropriate expenditures of District funds for District officers, directors, employees, and volunteers, as these are commonly granted benefits in public and private organizations which aid in recruitment of personnel, promote improvement of staff morale and cooperation, and assist in building a commitment to the District, thus assisting in creating a more productive learning environment. The following are considered appropriate expenditures provided they are awards or tokens from the District; NOT from the department or building level:

1. Food items, refreshments, and/or mementoes from the District for employee recruitment or recognition for service to the District
2. District retirement appreciation function and or item to recognize retiring employees
3. recognition item upon the end of service by a Board member
4. volunteer appreciation; District event
5. food items and refreshments for Board members and staff during Board meetings and / or work sessions
6. food items and refreshments for Board committees, superintendent committees, or committee meetings that include participation from the public during the meeting

District awards or tokens of recognition shall be determined by the Superintendent/designee in advance and shall be paid for with “central” District funds under the control of the Superintendent or designee. Public funds should not be used for the purchase of department or building level staff awards or tokens of recognition.

Sales Tax Exempt

The District is Iowa sales tax exempt. All items purchased by a public school for the school’s own use, qualify for an exemption from sales tax if the items purchased relate to the educational process. When making purchases, the staff member must inform the vendor that the purchase is sales tax exempt. A vendor can request a tax exemption form from the district’s Purchasing Department. The District will not reimburse for sales tax paid on purchases made on behalf of the school district.

When purchasing meals in Iowa, an effort must be made to have the meal purchase Iowa sales tax-exempt. Staff members must inform the restaurant before the order is placed that you are with the Cedar Rapids School District and that the purchase should be sales tax exempt. If the restaurant is unable to comply and the purchase is within the district meal limits (Board Regulation 705.1), the purchase will be an appropriate expense for reimbursement.

Examples of Appropriate and Inappropriate Use of Public Monies

This section identifies specific practices and procedures to be followed by all District employees when using public funds. The following list is intended to provide examples and may not be all inclusive.

FOOD AND REFRESHMENTS

A. Alcohol

The purchase of alcohol is never an acceptable use of public monies.

B. Meetings, Trainings, and Professional Development

Meals and snacks are normally a personal expense. Any meal or snack paid for with public funds must be a reasonable price and an integral part of employment duties.

Meals and snacks can be paid for with public funds if:

1. The meeting is four (4) hours or more and separate breaks would be disruptive to the meeting objectives.
2. The meeting is a breakfast, lunch or dinner meeting where the meeting is shorter than four hours in duration and attendance during meal time(s) is a requirement of an employee's job duties. The amount paid per meal shall not exceed \$14 per person; exceptions may be approved by the Superintendent.
3. Tips for meals are allowed but should not exceed 15%.

The Food Purchase Authorization Form must be completed and included with the food purchase receipt(s). All food receipts must be itemized.

C. Board of Education Meetings

The Board of Education meets at a time that is intended to be convenient for the general public. Meetings routinely span the normal dinner hour. Serving meals of reasonable value to Board members and staff required to attend Board meetings is considered an appropriate expense.

D. Coffee and Beverages

Coffee and other beverages are normally a personal expense. A voluntary collection can be made from those who desire to have coffee and other beverages in the school/department. Except for meetings, trainings, and professional development (Item B), Board of Education meetings (Item C), and public areas (Item H)), coffee and beverages shall not be purchased with public funds.

E. Employee Break Room Supplies

Public funds should not be used to stock supplies such as plastic ware and paper products in employee break rooms. A voluntary collection can be made from those who desire to have such supplies.

F. Individual Receptions

Receptions for individual employees should never be paid from public funds. This includes retirement dinners, staff meals, welcome aboard receptions, and similar gatherings where food and/or refreshments may be served. Voluntary collections can be taken from those attending such gatherings.

G. Acceptable Occasions

The Superintendent may determine that the serving of food or refreshments is appropriate for selected occasions. The annual retirement reception for all District employees is one example.

H. Public Areas

In some cases, a building or part of a building is routinely open to the public for conducting District business. The Superintendent's Office and school administrator's offices are such locations. Having refreshments of nominal value available to members of the public, such as coffee and other nominal snacks/beverages, are considered a courtesy and are authorized in these specific locations.

I. Student Incentives

Incentives purchased for qualifying groups of students from public funds as part of an initiative, program, or recognition (e.g., rewards, honor roll) shall be of nominal value and authorized by the school administrator.

GIFTS

A. Employee Gifts

Expenditures of public funds for gifts or gift cards to staff and employees are not authorized. This includes gifts purchased for staff birthdays or other personal occasions. Voluntary collections from staff would be an acceptable way of purchasing employee gifts.

B. Tokens/Clothing

The purchase of tokens of appreciation, or personal clothing (e.g., coffee mugs, pens, tote bags, T-shirts/apparel, etc.) is not authorized.

FLOWERS

A. Sympathy and Congratulations

The use of public funds for the purchase of flowers is restricted to exceptional occasions where a public expression of sympathy or congratulations has been determined by the Superintendent to be in the best interests of the District. Written expressions of condolence are encouraged for all other occasions where flowers are not appropriate.

B. Individual Achievements

Unless they are part of an award or graduation ceremony, flowers are not appropriate for individual achievements.

C. School Activities

Flowers/decorations purchased for proms, dances, homecomings, etc., may be purchased out of school activity funds if authorized by the school administrator.

AWARDS AND RECOGNITIONS

A. District Awards and Recognitions

At times, awards or recognitions are appropriate for presentation to District staff for years of service. District awards or recognitions shall be determined by the Superintendent/designee in advance and shall be paid for with District funds. Public funds should not be used for the purchase of department or building level staff awards or recognitions.

B. External Awards and Recognitions

At times, awards are appropriate for presentation to people (e.g., volunteers) or organizations external to the District. External awards or recognitions shall be determined by the Superintendent/designee in advance.

BREAK ROOM EQUIPMENT

Microwaves, refrigerators, coffee pots, toaster ovens and other similar equipment items may be procured with public funds for use in public reception areas and employee break rooms. Otherwise, these items must be purchased with personal funds. In all instances, all fire marshal safety restrictions must be observed. These items are not authorized in classrooms and offices.

HOLIDAY PARTIES, DECORATIONS AND CARDS

A. Holiday Decorations

Office holiday decorations shall not be purchased with public funds.

B. Holiday Cards

Holiday cards shall not be purchased with public funds.

C. Holiday Parties

Staff holiday parties and meals are a personal expense. Voluntary collections may be taken to fund holiday events. Public funds shall not be used for holiday parties.

STUDENT ACTIVITY FUNDS

Student Activity Funds are public funds and are to be used to finance a program of co- curricular school activities supplementing, but not replacing, the activities provided by the District. Student Activity Funds are derived from the student body as a whole and shall be so expended to benefit the student body as a whole. General principles governing the appropriate use and management of Student Activity Funds is found within the District's Secondary School Activity Fund Accounting Manual. ~~at the following link:~~
~~<http://www.er.k12.ia.us/departments-services/accounting/>~~

Approved: 04-08-19

CONSENT AGENDA

BA-22-012/04 Policy Manual - Approval - Policy 511 “*Voluntary Retirement Incentive Program – All Staff*” (Noreen Bush/Laurel Day)

Exhibit: BA-22-012/04.1-37

Action Item

Pertinent Fact(s):

1. The Board of Education reviews all policies, regulations, and procedures at least once every five years.
2. Board approval is required for all policies. The agenda item includes a policy that was presented to the Board at a prior meeting. Administrative regulations and procedures do not require Board approval.

Recommendation:

It is recommended that the Board of Education approve Policy 511 “*Voluntary Retirement Incentive Program – All Staff*” of the District Policy Manual as recommended by the Superintendent.

VOLUNTARY RETIREMENT INCENTIVE PROGRAM ALL STAFF

SECTION A: Program for 2020-2021 School Year

PURPOSE

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves to assist qualified long-term employees transitioning from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year's needs and the financial climate of the District.

ELIGIBILITY

The Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2021. The 2019-20 Program will terminate after such date. The Program is activated annually at the discretion of the Board of Directors. It shall be the Board's intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for eligible staff who retire between July 1, 2020 and June 30, 2021, and the nature and scope of such program, prior to December 15, 2020. The District does not guarantee that this Program or any other form of early retirement benefit plan will be available for retirements in the future. The District reserves the right to waive any requirement or condition of this policy at its sole discretion and at any time. Any decision by the District to waive any requirement or condition that is part of this policy shall not establish any precedent with regard to future requests for waiver. The District also reserves the right to determine whether any retirement benefits will be made available in a given year, and, if so, to determine how many employees will be granted benefits. The District expressly reserves the right to reject for any reason any application for retirement benefits. The District's Voluntary Retirement Incentive Program is available to eligible members of the District staff as hereinafter set forth under the SCHEDULE OF BENEFITS BY WORKGROUP section.

To be eligible for the Voluntary Retirement Incentive Program, an eligible employee prior to July 1, 2021, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years in a full-time or part-time capacity in the same workgroup from which they are retiring. (For employees hired on or before June 30, 2019, if District service in the same workgroup from which they are retiring was at least 5 years but less than twenty (20) years, the benefit will be pro-rated to the years of service. For employees hired on or after July 1, 2019, the pro-rated benefit is not offered.)

A fiscal year of July 1 through June 30 will be used to calculate years of service. A year of service shall be recognized so long as the employee has worked at least 50% of the contract days per their workgroup calendar in a given fiscal year. Only continuous years of service in the same workgroup shall be counted for purposes of determining a benefit under this policy; years of service prior to a break in service are not eligible for calculating a benefit under this program. An employee will not be given credit for years of service for the year(s) in which he/she is on full-time extended unpaid leave of absence. If an employee has 19 years of service, the total of unused sick leave and expired sick leave benefit days (totaling 190 days or more) may be used to count as a year of service for a total of 20 years in calculating a benefit under this program. (Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account called expired sick leave days for purposes of retirement incentive.) This offer for retirement benefits is only effective for those filing an Intent to Retire with Human Resources after June 30, 2020 and by February 1, 2021 and retiring by June 30, 2021. Those retiring after June 30, 2021 will be subject to the retirement program, if any, offered for those retiring in fiscal 2022 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

If an employee has received a benefit under the Voluntary Retirement Incentive Program (monetary incentive, insurance and/or wellness benefit), they shall not be eligible to receive any further benefits under the program upon re-employment by the District even though they may meet age and service guidelines under future programs.

APPLICATION

The Intent to Retire form must be submitted to Human Resources not later than February 1, 2021. If the request is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the employee's contract will be terminated as of the Board approved retirement date.

INSURANCE

Per state of Iowa code 509, employees who retire from the District while participating in the District's group health insurance program will be allowed to continue participation at his/her own expense until eligible for Medicare or Medicaid. In order to be considered retired, the employee must be at least age 55 and have at least 5 years of service at the time of retirement. Continued participation in the group program is contingent upon approval by the insurance carrier. If, prior to June 30, 2021, a state or federal regulation and/or legal decision alters the District's ability to limit health insurance premium contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion (any or all benefits defined in this section) of the Voluntary Retirement Incentive Program. The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular staff excluding dental coverage.

Failure on the part of the retiree to make payment to the District toward the cost of the insurance coverage not later than the 10th day of the month in the month for which the premium is due will result in cancellation of the insurance and loss of coverage for the covered retiree and, if covered, the spouse or partner and/or dependent(s). It is each retiree's duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer's health insurance program. Failure to adhere to this duty and obligation may result in a) cancellation of the insurance, b) loss of coverage, and, c) requiring the retiree to reimburse the District for the insurance contributions.

If a retiree has been a primary participant (not as a dependent) in the District's group health insurance program in his/her entire last four (4) years of employment, the retiree may be eligible* to receive the District's contribution toward the District's group health insurance plan to the earliest of 1) one hundred twenty (120) months immediately following retirement, 2) through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage due to age or disability, 3) until the retiree accepts employment that offers health coverage whether or not the coverage is elected, or 4) or until the retiree dies. The retiree may use the District health insurance contribution towards the cost for his/her health insurance coverage and that of his/her eligible spouse/partner and/or dependent(s) if they too have been covered by the District health insurance program for the entire four (4) years prior to the employee's retirement. The District contribution towards the employee's group health insurance shall be pro-rated based upon an average of his/her last five (5) full year's Full Time Equivalency (FTE). Employees will be given pro-rated credit for the FTE they work during a year in which they are on a partial time extended unpaid leave of absence. If hired prior to 7/1/2019, the contribution is prorated to the number of years worked if less than 20 years of service; if hired on or after 7/1/2019, employee must have 20 years of service to be eligible for a District contribution.

(*Refer to the SCHEDULE OF BENEFITS BY WORKGROUP" section to determine eligibility for a District health insurance contribution.)

If the retiree dies prior to the end of the one hundred twenty (120) months following retirement and before becoming eligible for Medicare coverage, the retiree's covered spouse/partner and/or dependent(s) may, per Iowa code 509, continue to participate in the District's group health insurance program at his/her own expense until the spouse/partner and/or dependent(s) becomes eligible for Medicare or Medicaid. If the retiree was receiving a District contribution toward his/her spouse/partner and/or dependent health insurance program at the time of death, the District shall, for up to the earliest of a) sixty (60) months, or b) eligibility for Medicare coverage either due to age or disability, continue to pay toward the cost of the group health insurance coverage on behalf of the employee's spouse/partner and/or dependent(s) the same dollar contribution as was afforded the retiree.

SCHEDULE OF BENEFITS BY WORKGROUP

TEACHERS/NURSES (TABLE A OR AN)

Retirement Incentive Payment

An amount representing fifty five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per the workgroup calendar.

In applying these provisions, a teacher/nurse's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the teacher/nurse will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District sponsored and District selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Teachers/Nurses who are age (54) and who will turn age fifty five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. The Teacher/Nurse will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2019-20 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty five (55).

District Contribution Towards Retiree Medical

Teacher/Nurses are not eligible for a District contribution toward the cost of Retiree medical coverage as the District contributes to a Post Employment Health Savings Plan (PEHSP) on their behalf instead.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2003, teacher/nurses shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal illness days used per fiscal year	Days earned; prorated if FTE is less than 1
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

SALARY EMPLOYEES—NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE B)

Retirement Incentive Payment

Hired prior to July 1, 2006—an amount representing one hundred and ninety five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008—an amount representing one hundred and fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008—an amount representing fifty five percent (55%) of salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District sponsored and District selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

Hired prior to July 1, 2006—the District shall, during the continuation of this benefit, pay up to \$1211.12 per month toward health coverage.

Hired on or after July 1, 2006—the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2005.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE D)

Retirement Incentive Payment

An amount representing fifty five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Table D employees who are age (54) and who will turn age fifty five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. The employee will be considered to have voluntarily resigned and employment will be terminated as of the end of the 2019-20 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty five (55).

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Employee shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

CHILD CARE ASSISTANTS (TABLE E)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

HOURLY EMPLOYEES — NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE F)

Retirement Incentive Payment

An amount representing fifty five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

HOURLY EMPLOYEES — NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE H)

Retirement Incentive Payment

Hired prior to July 1, 2006—an amount representing one hundred and ninety five (195) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008—an amount representing one hundred and fifty (150) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008—an amount representing fifty five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District-selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

SECRETARIES (12 MONTH & <12 MONTH) — (TABLE J)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2005-06 only and any personal illness leave unused prior to the start of the program in 2005-06 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/family illness days used per fiscal year	Days Earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11	0

FOOD & NUTRITION (TABLE K)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

CUSTODIANS/MAINTENANCE/PRINTING (TABLE L OR LN)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

Hired prior to March 1, 2006 – the District shall, during the continuation of this benefit, pay up to the dollar amount contributed per month to the retiree in his/her last full year of employment with the District.

Hired on or after March 1, 2006 – the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

CARPENTERS (TABLE M)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

PAINTERS (TABLE N)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

TEACHER ASSOCIATES (TABLE O)

Retirement Incentive Payment

The incentive payment shall be 15% of the employee's unused sick leave. This benefit is paid in one lump sum payment to the retiree through the payroll department after their last regular paycheck has been paid.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2015-16. Beginning as of July 1, 2016, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2015-16 only and any personal illness leave unused prior to the start of the program in 2015-16 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/family illness days used per fiscal year	Days earned; prorated if FTE is less than 1
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

HEARING INTERPRETERS (TABLE Q)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District sponsored and District selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

DAYCARE DIRECTORS (TABLE R)

Retirement Incentive Payment

An amount representing fifty five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2018-19. Beginning July 1, 2019, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2018-19 only and any personal illness leave unused prior to the start of the program in 2018-19 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

IT TECHNICIANS (TABLE S)

Retirement Incentive Payment

An amount representing fifty five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District sponsored and District

~~selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.~~

~~District Contribution Towards Retiree Medical~~

~~The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.~~

~~Wellness Payment~~

~~Does not apply.~~

TRANSPORTATION (TABLE Y)

~~Retirement Incentive Payment~~

~~Does not apply.~~

~~District Contribution Towards Retiree Medical~~

~~The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.~~

~~Wellness Payment~~

~~Does not apply.~~

ADMINISTRATORS (TABLE Z OR ZN)

~~Retirement Incentive Payment~~

~~Hired prior to July 1, 2000—an amount representing two hundred sixty (260) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.~~

~~Hired on or after July 1, 2000 through June 30, 2006—an amount representing one hundred ninety five (195) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.~~

~~Hired on or after July 1, 2006 through June 30, 2007—an amount representing one hundred fifty (150) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.~~

~~Hired on or after July 1, 2007—an amount representing fifty five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.~~

~~In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District sponsored and District selected 401(a) or 403(b) tax sheltered vehicle in four (4) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.~~

Administrators with 20 or more years of service in the Administrator workgroup, will receive a full, non-prorated incentive benefit as outlined earlier in this section. Administrators with less than 20 years of continuous District service who are eligible for a prorated Administrator incentive and who also worked as a Teacher in the District (without a break in service) prior to becoming a District Administrator will receive a secondary prorated incentive payment. The secondary payment will be pro-rated to their years of service in the Teacher workgroup but not to exceed 20 years total between the Administrator and Teaching positions. The secondary incentive payment represents fifty five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District (in which 50% or more of the scheduled contract days were worked per their workgroup calendar). In applying this provision, the Administrator prorated incentive will be calculated first and the Teacher incentive will be calculated as a secondary prorated benefit; the combined years of service between the Administrator position and the Teacher position will not exceed 20 years. For example, if the employee has 15 years of service as an Administrator and 10 years of service as a Teacher, the Administrator incentive will be calculated as 15/20ths and the secondary Teacher incentive payment will be calculated as 5/20ths for a combined prorated incentive payment based on not more than 20 years total.

Administrators who are age (54) and who will turn age fifty five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. The Administrator will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2019-20 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty five (55).

District Contribution Towards Retiree Medical

Hired prior to July 1, 2006—the District shall, during the continuation of this benefit, pay up to \$1211.12 per month toward health coverage.

Hired on or after July 1, 2006—the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Retiree Life Insurance

Administrators shall receive, at the District's expense, one hundred thousand dollars (\$100,000) term life and accidental death and dismemberment insurance coverage until the earliest of: 1) thirty six (36) months, 2) until the Administrator becomes ineligible for term life insurance coverage per the provider's policy and/or accidental death and dismemberment coverage per the provider's policy, 3) attainment of age 65, or 4) until the Administrator secures other employment covered by a life or accidental death and dismemberment insurance program.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2004, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2004.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

SECTION B A: Program for 2021-2022 School Year

PURPOSE

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves to assist qualified long-term employees transitioning from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year's needs and the financial climate of the District.

ELIGIBILITY

The Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2022. The 2020-21 Program will terminate after such date. The Program is activated annually at the discretion of the Board of Directors. It shall be the Board's intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for eligible staff who retire between July 1, 2021 and June 30, 2022, and the nature and scope of such program, prior to December 15, 2021. The District does not guarantee that this Program or any other form of early retirement benefit plan will be available for retirements in the future. The District reserves the right to waive any requirement or condition of this policy at its sole discretion and at any time. Any decision by the District to waive a requirement or condition that is part of this policy shall not establish any precedent with regard to future requests for waiver. The District also reserves the right to determine whether any retirement benefits will be made available in a given year, and, if so, to determine how many employees will be granted benefits. The District expressly reserves the right to reject for any reason any application for retirement benefits. The District's Voluntary Retirement Incentive Program is available to eligible members of the District staff as hereinafter set forth under the SCHEDULE OF BENEFITS BY WORKGROUP section.

To be eligible for the Voluntary Retirement Incentive Program, an eligible employee prior to July 1, 2022, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years in a full-time or part-time capacity in the same workgroup from which they are retiring. (For employees hired on or before June 30, 2019, if District service in the same workgroup from which they are retiring was at least 5 years but less than twenty (20) years, the benefit will be pro-rated to the years of service. For employees hired on or after July 1, 2019, the pro-rated benefit is not offered.

A fiscal year of July 1 through June 30 will be used to calculate years of service. A year of service shall be recognized so long as the employee has worked at least 50% of the contract days per their workgroup calendar in a given fiscal year. Only continuous years of service in the same workgroup shall be counted for purposes of determining a benefit under this policy; years of service prior to a break in service are not eligible for calculating a benefit under this program. An employee will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence. If an employee has 19 years of service, the total of unused sick leave and expired sick leave benefit days (totaling 190 days or more) may be used to count as a year of service for a total of 20 years in calculating a benefit under this program. (Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account called expired sick leave days for purposes of retirement incentive.) This offer for retirement benefits is only effective for those filing an Intent to Retire with Human Resources after June 30, 2021 and by February 1, 2022 and retiring by June 30, 2022. Those retiring after June 30, 2022 will be subject to the retirement program, if any, offered for those retiring in fiscal 2023 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

If an employee has received a benefit under the Voluntary Retirement Incentive Program (monetary incentive, insurance and/or wellness benefit), they shall not be eligible to receive any further benefits under the program upon re-employment by the District even though they may meet age and service guidelines under future programs.

APPLICATION

The Intent to Retire form must be submitted to Human Resources not later than February 1, 2022. If the request is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the employee's contract will be terminated as of the Board approved retirement date.

INSURANCE

Per state of Iowa code 509, employees who retire from the District while participating in the District's group health insurance program will be allowed to continue participation at his/her own expense until eligible for Medicare or Medicaid. In order to be considered retired, the employee must be at least age 55 and have at least 5 years of service at the time of retirement. Continued participation in the group program is contingent upon approval by the insurance carrier. If, prior to June 30, 2022, a state or federal regulation and/or legal decision alters the District's ability to limit health insurance premium contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion (any or all benefits defined in this section) of the Voluntary Retirement Incentive Program. The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular staff excluding dental *and vision* coverage.

Failure on the part of the retiree to make payment to the District toward the cost of the insurance coverage not later than the 10th day of the month in the month for which the premium is due will result in cancellation of the insurance and loss of coverage for the covered retiree and, if covered, the spouse or partner and/or dependent(s). It is each retiree's duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer's health insurance program. Failure to adhere to this duty and obligation may result in a) cancellation of the insurance, b) loss of coverage, and, c) requiring the retiree to reimburse the District for the insurance contributions.

If a retiree has been a primary participant (not as a dependent) in the District's group health insurance program in his/her entire last four (4) years of employment, the retiree may be eligible* to receive the District's contribution toward the District's group health insurance plan to the earliest of 1) one hundred twenty (120) months immediately following retirement, 2) through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage due to age or disability, 3) until the retiree accepts employment that offers health coverage whether or not the coverage is elected, or 4) or until the retiree dies. The retiree may use the District health insurance contribution towards the cost for his/her health insurance coverage and that of his/her eligible spouse/partner and/or dependent(s) if they too have been covered by the District health insurance program for the entire four (4) years prior to the employee's retirement. The District contribution towards the employee's group health insurance shall be pro-rated based upon an average of his/her last five (5) full year's Full Time Equivalency (FTE). Employees will be given pro-rated credit for the FTE they work during a year in which they are on a partial-time extended unpaid leave of absence. If hired prior to 7/1/2019, the contribution is prorated to the number of years worked if less than 20 years of service; if hired on or after 7/1/2019, employee must have 20 years of service to be eligible for a District contribution.

(*Refer to the SCHEDULE OF BENEFITS BY WORKGROUP" section to determine eligibility for a District health insurance contribution.)

If the retiree dies prior to the end of the one hundred twenty (120) months following retirement and before becoming eligible for Medicare coverage, the retiree's covered spouse/partner and/or dependent(s) may, per Iowa code 509, continue to participate in the District's group health insurance program at his/her own expense until the spouse/partner and or dependent(s) becomes eligible for Medicare or Medicaid. If the retiree was receiving a District contribution toward his/her spouse/partner and/or dependent health insurance program at the time of death, the District shall, for up to the earliest of a) sixty (60) months, or b) eligibility for Medicare coverage either due to age or disability, continue to pay toward the cost of the group health insurance coverage on behalf of the employee's spouse/partner and/ or dependent(s) the same dollar contribution as was afforded the retiree.

SCHEDULE OF BENEFITS BY WORKGROUP

TEACHERS/NURSES (TABLE A OR AN)

Retirement Incentive Payment

An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per the workgroup calendar.

In applying these provisions, a teacher/nurse's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the teacher/nurse will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Teachers/Nurses who are age (54) and who will turn age fifty-five (55) after July 1, 2021 and on or before December 31, 2021 may request an unpaid, extended leave of absence for the portion of the 2021-2022 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2020-21. The Teacher/Nurse will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2020-2021 school year, or, if taking an extended, unpaid leave of absence to start the 2021-2022 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical

Teacher/Nurses are not eligible for a District contribution toward the cost of Retiree medical coverage as the District contributes to a Post-Employment Health Savings Plan (PEHSP) on their behalf instead.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2003, teacher/nurses shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal illness days used per fiscal year	Days earned; prorated if FTE is less than 1
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE B)

Retirement Incentive Payment

Hired prior to July 1, 2006 – an amount representing one hundred and ninety-five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008 - an amount representing one hundred and fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008 - an amount representing fifty-five percent (55%) of salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

Hired prior to July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$1211.12 per month toward health coverage.

Hired on or after July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2005.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE D)

Retirement Incentive Payment

An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Table D employees who are age (54) and who will turn age fifty-five (55) after July 1, 2021 and on or before December 31, 2021 may request an unpaid, extended leave of absence for the portion of the 2021-2022 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2020-21. The employee will be considered to have voluntarily resigned and employment will be terminated as of the end of the 2020-21 school year, or, if taking an extended, unpaid leave of absence to start the 2021-2022 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Employee shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

CHILD CARE ASSISTANTS (TABLE E)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

HOURLY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE F)

Retirement Incentive Payment

An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

HOURLY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE H)

Retirement Incentive Payment

Hired prior to July 1, 2006 – an amount representing one hundred and ninety-five (195) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008 - an amount representing one hundred and fifty (150) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008 - an amount representing fifty-five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

SECRETARIES (12 MONTH & <12 MONTH) – (TABLE J)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2005-06 only and any personal illness leave unused prior to the start of the program in 2005-06 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/family illness days used per fiscal year	Days Earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11	0

FOOD & NUTRITION (TABLE K)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

CUSTODIANS/MAINTENANCE/PRINTING (TABLE L OR LN)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

Hired prior to March 1, 2006 - the District shall, during the continuation of this benefit, pay up to the dollar amount contributed per month to the retiree in his/her last full year of employment with the District.

Hired on or after March 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

CARPENTERS (TABLE M)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

PAINTERS (TABLE N)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

TEACHER ASSOCIATES (TABLE O)

Retirement Incentive Payment

The incentive payment shall be 15% of the employee’s unused sick leave. This benefit is paid in one lump sum payment to the retiree through the payroll department after their last regular paycheck has been paid.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2015-16. Beginning as of July 1, 2016, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2015-16 only and any personal illness leave unused prior to the start of the program in 2015-16 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/family illness days used per fiscal year	Days earned; prorated if FTE is less than 1
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

HEARING INTERPRETERS (TABLE Q)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

DAYCARE DIRECTORS (TABLE R)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2018-19. Beginning July 1, 2019, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2018-19 only and any personal illness leave unused prior to the start of the program in 2018-19 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

IT TECHNICIANS (TABLE S)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District

selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

TRANSPORTATION (TABLE Y)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

ADMINISTRATORS (TABLE Z OR ZN)

Retirement Incentive Payment

Hired prior to July 1, 2000 – an amount representing two hundred sixty (260) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2000 through June 30, 2006 - an amount representing one hundred ninety-five (195) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2007 - an amount representing one hundred fifty (150) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2007 - an amount representing fifty-five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in four (4) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Administrators with 20 or more years of service in the Administrator workgroup, will receive a full, non-prorated incentive benefit as outlined earlier in this section. Administrators with less than 20 years of continuous District service who are eligible for a prorated Administrator incentive and who also worked as a Teacher in the District (without a break in service) prior to becoming a District Administrator will receive a secondary prorated incentive payment. The secondary payment will be pro-rated to their years of service in the Teacher workgroup but not to exceed 20 years total between the Administrator and Teaching positions. The secondary incentive payment represents fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District (in which 50% or more of the scheduled contract days were worked per their workgroup calendar). In applying this provision, the Administrator prorated incentive will be calculated first and the Teacher incentive will be calculated as a secondary prorated benefit; the combined years of service between the Administrator position and the Teacher position will not exceed 20 years. For example, if the employee has 15 years of service as an Administrator and 10 years of service as a Teacher, the Administrator incentive will be calculated as 15/20ths and the secondary Teacher incentive payment will be calculated as 5/20ths for a combined prorated incentive payment based on not more than 20 years total.

Administrators who are age (54) and who will turn age fifty-five (55) after July 1, 2021 and on or before December 31, 2021 may request an unpaid, extended leave of absence for the portion of the 2021-2022 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2020-21. The Administrator will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2020-21 school year, or, if taking an extended, unpaid leave of absence to start the 2021-2022 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical

Hired prior to July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$1211.12 per month toward health coverage.

Hired on or after July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Retiree Life Insurance

Administrators shall receive, at the District’s expense, one hundred thousand dollars (\$100,000) term life and accidental death and dismemberment insurance coverage until the earliest of: 1) thirty-six (36) months, 2) until the Administrator becomes ineligible for term life insurance coverage per the provider’s policy and/or accidental death and dismemberment coverage per the provider’s policy, 3) attainment of age 65, or 4) until the Administrator secures other employment covered by a life or accidental death and dismemberment insurance program.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2004, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2004.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

SECTION B: Program for 2022-2023 School Year

PURPOSE

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves to assist qualified long-term employees transitioning from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year's needs and the financial climate of the District.

ELIGIBILITY

The Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2023. The 2021-22 Program will terminate after such date. The Program is activated annually at the discretion of the Board of Directors. It shall be the Board's intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for eligible staff who retire between July 1, 2022 and June 30, 2023, and the nature and scope of such program, prior to December 15, 2022. The District does not guarantee that this Program or any other form of early retirement benefit plan will be available for retirements in the future. The District reserves the right to waive any requirement or condition of this policy at its sole discretion and at any time. Any decision by the District to waive a requirement or condition that is part of this policy shall not establish any precedent with regard to future requests for waiver. The District also reserves the right to determine whether any retirement benefits will be made available in a given year, and, if so, to determine how many employees will be granted benefits. The District expressly reserves the right to reject for any reason any application for retirement benefits. The District's Voluntary Retirement Incentive Program is available to eligible members of the District staff as hereinafter set forth under the SCHEDULE OF BENEFITS BY WORKGROUP section.

To be eligible for the Voluntary Retirement Incentive Program, an eligible employee prior to July 1, 2023, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years in a full-time or part-time capacity in the same workgroup from which they are retiring. (For employees hired on or before June 30, 2019, if District service in the same workgroup from which they are retiring was at least 5 years but less than twenty (20) years, the benefit will be pro-rated to the years of service. For employees hired on or after July 1, 2019, the pro-rated benefit is not offered.)

A fiscal year of July 1 through June 30 will be used to calculate years of service. A year of service shall be recognized so long as the employee has worked at least 50% of the contract days per their workgroup calendar in a given fiscal year. Only continuous years of service in the same workgroup shall be counted for purposes of determining a benefit under this policy; years of service prior to a break in service are not eligible for calculating a benefit under this program. An employee will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence. If an employee has 19 years of service, the total of unused sick leave and expired sick leave benefit days (totaling 190 days or more) may be used to count as a year of service for a total of 20 years in calculating a benefit under this program. (Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account called expired sick leave days for purposes of retirement incentive.) This offer for retirement benefits is only effective for those filing an Intent to Retire with Human Resources after June 30, 2022 and by February 1, 2023 and retiring by June 30, 2023. Those retiring after June 30, 2023 will be subject to the retirement program, if any, offered for those retiring in fiscal 2024 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

If an employee has received a benefit under the Voluntary Retirement Incentive Program (monetary incentive, insurance and/or wellness benefit), they shall not be eligible to receive any further benefits under the program upon re-employment by the District even though they may meet age and service guidelines under future programs.

APPLICATION

The Intent to Retire form must be submitted to Human Resources not later than February 1, 2023. If the request is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the employee's contract will be terminated as of the Board approved retirement date.

INSURANCE

Per state of Iowa code 509, employees who retire from the District while participating in the District's group health insurance program will be allowed to continue participation at his/her own expense until eligible for Medicare or Medicaid. In order to be considered retired, the employee must be at least age 55 and have at least 5 years of service at the time of retirement. Continued participation in the group program is contingent upon approval by the insurance carrier. If, prior to June 30, 2023, a state or federal regulation and/or legal decision alters the District's ability to limit health insurance premium contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion (any or all benefits defined in this section) of the Voluntary Retirement Incentive Program. The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular staff excluding dental *and vision* coverage.

Failure on the part of the retiree to make payment to the District toward the cost of the insurance coverage not later than the 10th day of the month in the month for which the premium is due will result in cancellation of the insurance and loss of coverage for the covered retiree and, if covered, the spouse or partner and/or dependent(s). It is each retiree's duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer's health insurance program. Failure to adhere to this duty and obligation may result in a) cancellation of the insurance, b) loss of coverage, and, c) requiring the retiree to reimburse the District for the insurance contributions.

If a retiree has been a primary participant (not as a dependent) in the District's group health insurance program in his/her entire last four (4) years of employment, the retiree may be eligible* to receive the District's contribution toward the District's group health insurance plan to the earliest of 1) one hundred twenty (120) months immediately following retirement, 2) through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage due to age or disability, 3) until the retiree accepts employment that offers health coverage whether or not the coverage is elected, or 4) or until the retiree dies. The retiree may use the District health insurance contribution towards the cost for his/her health insurance coverage and that of his/her eligible spouse/partner and/or dependent(s) if they too have been covered by the District health insurance program for the entire four (4) years prior to the employee's retirement. The District contribution towards the employee's group health insurance shall be pro-rated based upon an average of his/her last five (5) full year's Full Time Equivalency (FTE). Employees will be given pro-rated credit for the FTE they work during a year in which they are on a partial-time extended unpaid leave of absence. If hired prior to 7/1/2019, the contribution is prorated to the number of years worked if less than 20 years of service; if hired on or after 7/1/2019, employee must have 20 years of service to be eligible for a District contribution.

(*Refer to the SCHEDULE OF BENEFITS BY WORKGROUP" section to determine eligibility for a District health insurance contribution.)

If the retiree dies prior to the end of the one hundred twenty (120) months following retirement and before becoming eligible for Medicare coverage, the retiree's covered spouse/partner and/or dependent(s) may, per Iowa code 509, continue to participate in the District's group health insurance program at his/her own expense until the spouse/partner and or dependent(s) becomes eligible for Medicare or Medicaid. If the retiree was receiving a District contribution toward his/her spouse/partner and/or dependent health insurance program at the time of death, the District shall, for up to the earliest of a) sixty (60) months, or b) eligibility for Medicare coverage either due to age or disability, continue to pay toward the cost of the group health insurance coverage on behalf of the employee's spouse/partner and/ or dependent(s) the same dollar contribution as was afforded the retiree.

SCHEDULE OF BENEFITS BY WORKGROUP

TEACHERS/NURSES (TABLE A OR AN)

Retirement Incentive Payment

An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per the workgroup calendar.

In applying these provisions, a teacher/nurse's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the teacher/nurse will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Teachers/Nurses who are age (54) and who will turn age fifty-five (55) after July 1, 2022 and on or before December 31, 2022 may request an unpaid, extended leave of absence for the portion of the 2022-2023 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2021-22. The Teacher/Nurse will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2021-2022 school year, or, if taking an extended, unpaid leave of absence to start the 2022-2023 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical

Teacher/Nurses are not eligible for a District contribution toward the cost of Retiree medical coverage as the District contributes to a Post-Employment Health Savings Plan (PEHSP) on their behalf instead.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2003, teacher/nurses shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal illness days used per fiscal year	Days earned; prorated if FTE is less than 1
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE B)

Retirement Incentive Payment

Hired prior to July 1, 2006 – an amount representing one hundred and ninety-five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008 - an amount representing one hundred and fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008 - an amount representing fifty-five percent (55%) of salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

Hired prior to July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$1211.12 per month toward health coverage.

Hired on or after July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2005.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE D)

Retirement Incentive Payment

An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Table D employees who are age (54) and who will turn age fifty-five (55) after July 1, 2022 and on or before December 31, 2022 may request an unpaid, extended leave of absence for the portion of the 2022-2023 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2021-22. The employee will be considered to have voluntarily resigned and employment will be terminated as of the end of the 2021-22 school year, or, if taking an extended, unpaid leave of absence to start the 2022-2023 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Employee shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

CHILD CARE ASSISTANTS (TABLE E)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

HOURLY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE F)

Retirement Incentive Payment

An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

HOURLY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE H)

Retirement Incentive Payment

Hired prior to July 1, 2006 – an amount representing one hundred and ninety-five (195) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008 - an amount representing one hundred and fifty (150) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008 - an amount representing fifty-five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

SECRETARIES (12 MONTH & <12 MONTH) – (TABLE J)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2005-06 only and any personal illness leave unused prior to the start of the program in 2005-06 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee's Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/family illness days used per fiscal year	Days Earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11	0

FOOD & NUTRITION (TABLE K)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

CUSTODIANS/MAINTENANCE/PRINTING (TABLE L OR LN)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

Hired prior to March 1, 2006 - the District shall, during the continuation of this benefit, pay up to the dollar amount contributed per month to the retiree in his/her last full year of employment with the District.

Hired on or after March 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

CARPENTERS (TABLE M)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

PAINTERS (TABLE N)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

TEACHER ASSOCIATES (TABLE O)

Retirement Incentive Payment

The incentive payment shall be 15% of the employee’s unused sick leave. This benefit is paid in one lump sum payment to the retiree through the payroll department after their last regular paycheck has been paid.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2015-16. Beginning as of July 1, 2016, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2015-16 only and any personal illness leave unused prior to the start of the program in 2015-16 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/family illness days used per fiscal year	Days earned; prorated if FTE is less than 1
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

HEARING INTERPRETERS (TABLE Q)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

DAYCARE DIRECTORS (TABLE R)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2018-19. Beginning July 1, 2019, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2018-19 only and any personal illness leave unused prior to the start of the program in 2018-19 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

IT TECHNICIANS (TABLE S)

Retirement Incentive Payment

An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District

selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

TRANSPORTATION (TABLE Y)

Retirement Incentive Payment

Does not apply.

District Contribution Towards Retiree Medical

The District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Wellness Payment

Does not apply.

ADMINISTRATORS (TABLE Z OR ZN)

Retirement Incentive Payment

Hired prior to July 1, 2000 – an amount representing two hundred sixty (260) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2000 through June 30, 2006 - an amount representing one hundred ninety-five (195) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2007 - an amount representing one hundred fifty (150) days' pay using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2007 - an amount representing fifty-five percent (55%) of current salary using the employee's salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee's lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in four (4) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Administrators with 20 or more years of service in the Administrator workgroup, will receive a full, non-prorated incentive benefit as outlined earlier in this section. Administrators with less than 20 years of continuous District service who are eligible for a prorated Administrator incentive and who also worked as a Teacher in the District (without a break in service) prior to becoming a District Administrator will receive a secondary prorated incentive payment. The secondary payment will be pro-rated to their years of service in the Teacher workgroup but not to exceed 20 years total between the Administrator and Teaching positions. The secondary incentive payment represents fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District (in which 50% or more of the scheduled contract days were worked per their workgroup calendar). In applying this provision, the Administrator prorated incentive will be calculated first and the Teacher incentive will be calculated as a secondary prorated benefit; the combined years of service between the Administrator position and the Teacher position will not exceed 20 years. For example, if the employee has 15 years of service as an Administrator and 10 years of service as a Teacher, the Administrator incentive will be calculated as 15/20ths and the secondary Teacher incentive payment will be calculated as 5/20ths for a combined prorated incentive payment based on not more than 20 years total.

Administrators who are age (54) and who will turn age fifty-five (55) after July 1, 2022 and on or before December 31, 2022 may request an unpaid, extended leave of absence for the portion of the 2022-2023 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2021-22. The Administrator will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2021-22 school year, or, if taking an extended, unpaid leave of absence to start the 2022-2023 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical

Hired prior to July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$1211.12 per month toward health coverage.

Hired on or after July 1, 2006 - the District shall, during the continuation of this benefit, pay up to \$435 per month toward the cost of health coverage.

Retiree Life Insurance

Administrators shall receive, at the District’s expense, one hundred thousand dollars (\$100,000) term life and accidental death and dismemberment insurance coverage until the earliest of: 1) thirty-six (36) months, 2) until the Administrator becomes ineligible for term life insurance coverage per the provider’s policy and/or accidental death and dismemberment coverage per the provider’s policy, 3) attainment of age 65, or 4) until the Administrator secures other employment covered by a life or accidental death and dismemberment insurance program.

Wellness Payment

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2004, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2004.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Personal/Family Illness days used per fiscal year	Days earned; prorated if FTE is less than 1
5	3
6	2.5
7	2
8	1.5
9	1
10	.5
11 or more	0

Approved: 02-27-06
Revised: 11-17-06
01-14-08
12-08-08
12-14-09
11-08-10
11-14-11
12-10-12
12-09-13
12-08-14
12-14-15
12-12-16
12-11-17
12-10-18
10-28-19
12-14-20
06-14-21

CONSENT AGENDA

BA-22-015/05 Agreement - Cedar Rapids Community School District and Closegap - Data Sharing and Use - 2021-2022 School Year (Craig Barnum)

Exhibit: BA-22-015/05.1-4

Action Item

Pertinent Fact(s):

The Board is asked to consider the approval of the Data Sharing and Use Agreement for Cedar Rapids Community Schools to share pertinent data with Closegap. The Agreement provides an easier way for K-12 schools to support the emotional health of their students and will be done by combining early & crisis intervention, real-time support, and a safe, digital space for emotional discovery.

Recommendation:

It is recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Closegap - Data Sharing and Use for the 2021-2022 School Year.

DATA SHARING AND USE AGREEMENT

This Data Sharing and Use Agreement (Agreement) is entered into on the date last signed below by and between the Cedar Rapids Community School District (Provider), having as its principal place of business 2500 Edgewood Road NW, Cedar Rapids, Iowa and Closegap (Recipient), having as its principal place of business 2219 Main St, Suit #442, Santa Monica, CA 90405 for the purposes set forth hereinafter. This Agreement will be in force from the date last signed below through and including 6/30/2022.

WHEREAS, Provider maintains certain data collected from various sources.

WHEREAS, Recipient wishes to receive a copy of certain data (Restricted Data).

NOW, THEREFORE, in consideration of the promises made herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. SCOPE AND PURPOSE

The Data requested by Recipient (defined in Section II below) is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). As such, Provider is sharing Data under the FERPA school official exception (CFR 99.31(a)(1)(i)(B)). Under this exception, the signing party is considered both a school official and to have a legitimate educational interest in the data as stated in the District's annual FERPA notification to parents and eligible students.

- a. This Agreement sets forth the terms and conditions pursuant to which Provider will disclose Restricted Data to Recipient, as well as the purposes for which Restricted Data may be used and the restrictions pertaining to Recipients use of Restricted Data.
- b. Provider agrees to provide to Recipient the Restricted Data designated in Section II.
- c. Recipient agrees to use said Restricted Data solely for the purpose described below and consistent with Recipient's obligations as set forth in Section III.
 - **Purpose:** By combining early & crisis intervention, real-time support, and a safe, digital space for emotional discovery, Closegap makes it easy for K-12 schools to support the emotional health of their students. Pertinent data will be shared to meet this mission.

II. RESTRICTED DATA

- a. For purposes of this Agreement, the following is designated as Restricted Data to be provided to Recipient:
 - Student Data: First, Middle, Last Name, Birthdate, Teacher or Homeroom Teacher, Grade, School, Gender, Email, Password, Race/Ethnicity, Living Situation, ELL, IEP, Section 504 for students at Jackson Elementary School
 - Staff Data: Prefix, First & Last Name, Email, Role, Permissions for staff at Jackson Elementary School
- b. Restricted Data provided to Recipient will still be under the direct control of Provider. As such Provider can make any request of aforementioned Restricted Data at any future date (i.e. wholesale revision, deletion, return, etc.).
- c. Aggregate level free and reduced lunch data will be provided for student group sizes greater than 10.

III. RECIPIENT'S OBLIGATIONS

- a. Recipient agrees to the following with respect to its use and management of the Restricted Data:
 - Recipient agrees to use Restricted Data only for the purposes set forth in Section I above.

Specifically, use of this Data for marketing purposes is strictly prohibited under School Official Exception.

- Recipient agrees to ensure that any agent (including subcontractors) to whom it provides Restricted Data for purposes of collaborating agrees to the same conditions and restrictions that apply through this Agreement to the Recipient with respect to Restricted Data.
- Recipient will not otherwise disclose in any fashion Restricted Data to any person or entity.
- Recipient agrees to use Restricted Data only to the extent necessary to facilitate completion of the scope and purpose outlined in Section I. Any use beyond this scope and purpose is limited to statistical summary information and Recipient agrees not to identify or attempt to identify any individuals or families whose information may be represented in Restricted Data. If such an identification occurs inadvertently, Recipient will immediately report this event to Provider. Recipient agrees to mitigate, to the extent feasible, any harmful effect known to Recipient as a result of such inadvertent identification, including, but not limited to, holding the Provider harmless and indemnifying the Provider.
- Recipient will make no attempt to sell Restricted Data or to link it with any other dataset, unless such activity receives prior written approval from an authorized representative of Provider.
- Recipient agrees to designate an individual as its custodian of Restricted Data on its behalf, who will be personally responsible for the observance of all conditions for use and secure maintenance of Restricted Data. Recipient will identify its custodian to Provider and will notify Provider of any change of custodianship. The identified custodian's name or position is listed here: Closegap Team

IV. DATA SECURITY

- a. Recipient agrees to use appropriate safeguards to prevent use or disclosure of Restricted Data other than as provided for by this Agreement.

V. DATA DESTRUCTION

- a. Recipient agrees to destroy Restricted Data within thirty (30) days of the completion of the Recipient's intended use of the Restricted Data and will attest in writing to such return or destruction within that time. Methods for destruction are listed in the points that follow.
- b. If Recipient has created files using Restricted Data, those files will be returned to the Cedar Rapids Community School District within thirty (30) days of the completion of the Recipient's intended use of the Restricted Data. The District will archive the file in case it is needed for future replication or evaluation of findings.
- c. Recipient agrees to destroy all personally identifiable information as it pertains to the requested data – including any copies of the information that may reside in system backups, temporary files, or other storage media.
- d. **Physical Data**
 - Recipient agrees to use secure means to render all physical paper copies of Restricted Data safe for disposal or recycling (via shredding, pulverizing, incinerating, etc.).
 - Recipient agrees to destroy all CDs, DVDs, and magneto-optical disks containing the Restricted Data by pulverizing, cross-cut shredding, or burning.
- e. **Electronic Data**
 - Recipient agrees to use appropriate data deletion methods to ensure destroyed Restricted Data cannot be recovered.
 - If possible, Recipient agrees to work with their IT Professional to ensure proper deletion of records consistent with technology best practice standards.

VI. DATA BREACHES

- a. Data breaches will be defined as an unauthorized acquisition of computerized data, or other form that was transferred from computerized form that compromises the security, confidentiality, or integrity of personal information maintained by Recipient.
- b. Recipient agrees to provide written notice to Provider of any use or disclosure of Restricted Data not provided for by this Agreement of which Recipient becomes aware within five (5) business days of its discovery.
- c. Recipient agrees to provide notices to affected individuals in the most expeditious time possible and without unreasonable delay. For breaches that require notification to more than 500 individuals, written notice must also be given to the director of the consumer protection division of the office of the attorney general within 5 business days after giving notice of the breach to any consumer.

VII. TERM AND TERMINATION

- a. This Agreement will become effective on the last date signed below and will continue through 6/30/2022.

VIII. CONTRACT BREACHES

- a. Upon material breach or violation of this Agreement by Recipient, if Recipient does not cure such breach or violation within twenty (20) business days of notice thereof from Provider, Provider may terminate this Agreement and request that Recipient destroy or return all Restricted Data provided by Provider to Recipient and by Recipient to any of its agents or subcontractors. If so requested by Provider, Recipient will ensure that all originals and copies of Restricted Data, on all media and as held by either Recipient or its agents or subcontractors, will be either returned to Provider or destroyed as requested within twenty (20) business days of termination of this Agreement and will attest in writing to such return or destruction within that time. In addition, in the event of breach or violation, regardless of whether the breach or violation results in termination, Provider may, in its sole discretion, take one or more of the following actions:
 - Prohibit Recipient from obtaining future access to Provider's data files and data elements,
 - Use any and all remedies as may be available to it under law, including seeking injunctive relief, to prevent unauthorized use or disclosure of Restricted Data by Recipient, and/or
 - Require Recipient to submit a corrective plan with steps designed to prevent any future unauthorized disclosures or uses.

IX. GENERAL

- a. The parties agree to amend this Agreement from time to time as necessary by mutual agreement to comply with all applicable federal and state requirements regarding privacy and confidentiality of Restricted Data.
- b. Any ambiguity in this Agreement shall be resolved to permit Provider to comply with all applicable federal and state requirements regarding privacy and confidentiality of Restricted Data.
- c. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof and shall not affect the right of either party to require performance at a later time.
- d. Neither party may assign this Agreement without prior written consent of the other party. This Agreement will be binding upon and will be for the benefit of the parties hereto and their respective successors and assigns.

X. CONTACT PERSONS

- a. The Contact Persons shall serve until the expiration of the Agreement or the designation of a substitute Contact Person. During the term of this Agreement, each Contact Person shall be available to meet, as otherwise mutually agreed, to plan the services being provided under the Agreement. The Contact Persons are as follows:

<p><u>PROVIDER:</u></p> <p>Cedar Rapids Community School District Care of Heather Marnier 2500 Edgewood Road NW Cedar Rapids, Iowa 52405</p>	<p><u>RECIPIENTS:</u></p> <p>Closegap 2219 Main St, Suite #442 Santa Monica, CA 90405</p>
--	---

PROVIDER:

Cedar Rapids Community School District

By: _____
Board Secretary

Date: _____

RECIPIENTS:

By: Rachel Miller
Founder and CEO, Closegap

Date: 11/25/21

CONSENT AGENDA

BA-22-105/02 Agreements – Student Teaching/Field Experience – Colleges & Universities – 2021-2023 School Years (Nicole Kooiker)

Exhibit: BA-22-105/02.1-9

Action Item

Pertinent Fact(s):

1. Each year CRCSD renews Agreements with a variety of area colleges and universities for the purpose of hosting student teachers, field experience students and other practicum students. By doing so, CRCSD assists the institutions in training new teacher corps.
2. Student Teaching/Field Experience Agreement from the following institutions are recommended for approval: Colorado Christian College, Grand Canyon University, and Wartburg College.

Recommendation:

It is recommended that the Board of Education approve the Agreements for Student Teaching/Field Experience - Colorado Christian College, Grand Canyon University, and Wartburg College for the 2021-2023 School Years.

CRCSD/COLLEGE AGREEMENT

This Agreement is made and entered into on January 1, 2022 by and between the Cedar Rapids Community School District and Colorado Christian University. The parties agree as follows:

1. Purpose: The purpose of this Agreement is to provide for procedures for the placement, assignment, supervision, evaluation, and termination of student teachers and to provide instruction to the District's students. For the purpose of this agreement, the term "student teacher" is defined as but is not limited to, student teachers, field experience students, practicum students, counseling practicum students, and nursing students.
2. Term: The term of this agreement shall be for 2 years from January 1, 2022 to December 31, 2023.
3. Placement:
 - 3.1 The placement of individuals as student teachers shall be accomplished on a cooperative basis involving both the District and the Institution subject to the terms and conditions of this Agreement.
 - 3.2 The placement of individuals as student teachers shall be initiated by Institution personnel contacting designated District personnel.
 - 3.3 The Institution shall provide to the District a list of appropriately qualified individuals who have successfully completed a background check that is satisfactory to the District indicating the grade level, preferred subjects, and other relevant information regarding the individuals for the District to review in making a decision regarding whether an individual shall serve as a student teacher in the District.
 - 3.4 The District may refuse the placement of any individual as a student teacher based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
 - 3.5 The Institution may refuse the placement of any individual as a student teacher in the District based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
4. Assignment:

4.1 The District or the Institution may terminate or change the assignment of any student teacher at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

4.2 Only one student teacher shall be assigned to a District teacher, unless other arrangements are mutually agreed upon by the District and the Institution.

4.3 The student teacher shall schedule an orientation meeting with the District teacher before beginning the student teacher's assignment.

4.4 Student teachers shall be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.

4.5 Student teachers shall report directly to the appropriate principal's office the first day of their assignment and complete an emergency contact information form and turn it into appropriate District personnel.

4.6 Student teachers shall be on duty each regularly scheduled school day for the length of time that is required by the District. Student teachers shall follow the District's schedule, not the Institution's schedule.

4.7 A student teacher's assignment consists of, but is not limited to recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans, and working on special projects.

4.8 The student teacher's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties and an extension is mutually agreed upon by the District and the Institution.

5. Supervision and Evaluation of Student Teachers:

5.1 The Institution shall designate an appropriate person who shall serve as supervisor of the student teacher in cooperation with designated District personnel.

5.2 Student teachers shall be subject to all of the policies, procedures, rules, and regulations that are applicable to the District's teachers.

5.3 Student teachers shall be subject to all of the policies, procedures, rules, and regulations of the Institution that are applicable to students.

5.4 The District shall monitor the student teacher's attendance.

5.5 The student teacher shall notify the District of planned absences at least two weeks prior to the absence or a minimum of twenty-four hours advance notice, where practicable, in the event of an emergency.

5.6 The District shall notify the Institution if there are issues with a student teacher's attendance including, but not limited to, absences without appropriate notification to the District.

5.7 The Institution shall be responsible for the final evaluation of the student teacher. The District shall have the opportunity to provide input to the Institution regarding its final evaluation of the student teacher.

6. Miscellaneous

6.1 Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself and its employees. Each party shall be responsible for its own negligence and that of its officers and employees. Neither party shall indemnify nor hold the other party harmless. Neither party shall insure the actions of the other.

6.2 This Agreement is by and between the District and the Institution only. There are no third party beneficiaries to this Agreement.

6.3 This Agreement represents the entire agreement between the District and the Institution. Any subsequent changes or modifications to the terms of this Agreement in the form of a duly executed amendment to this Agreement.

6.4 The parties acknowledge and agree that if any paragraph, provision or term of this Agreement is deemed illegal or void by any court or other appropriate authority, the remaining provision of this Agreement shall remain in full force and effect.

6.5 Any notice required under this Agreement shall be given to each party through the parties contacts at the addresses listed below:

Cedar Rapids Community School District

Colorado Christian University

President, Board of Directors
Cedar Rapids Community School District

Authorized Institution Representative

Date: _____

Date: _____

CRCSD/COLLEGE AGREEMENT

This Agreement is made and entered into on January 1, 2022 by and between the Cedar Rapids Community School District and Grand Canyon University. The parties agree as follows:

1. Purpose: The purpose of this Agreement is to provide for procedures for the placement, assignment, supervision, evaluation, and termination of student teachers and to provide instruction to the District's students. For the purpose of this agreement, the term "student teacher" is defined as but is not limited to, student teachers, field experience students, practicum students, counseling practicum students, and nursing students.
2. Term: The term of this agreement shall be for 2 years from January 1, 2022 to December 31, 2023.
3. Placement:
 - 3.1 The placement of individuals as student teachers shall be accomplished on a cooperative basis involving both the District and the Institution subject to the terms and conditions of this Agreement.
 - 3.2 The placement of individuals as student teachers shall be initiated by Institution personnel contacting designated District personnel.
 - 3.3 The Institution shall provide to the District a list of appropriately qualified individuals who have successfully completed a background check that is satisfactory to the District indicating the grade level, preferred subjects, and other relevant information regarding the individuals for the District to review in making a decision regarding whether an individual shall serve as a student teacher in the District.
 - 3.4 The District may refuse the placement of any individual as a student teacher based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
 - 3.5 The Institution may refuse the placement of any individual as a student teacher in the District based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
4. Assignment:

4.1 The District or the Institution may terminate or change the assignment of any student teacher at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

4.2 Only one student teacher shall be assigned to a District teacher, unless other arrangements are mutually agreed upon by the District and the Institution.

4.3 The student teacher shall schedule an orientation meeting with the District teacher before beginning the student teacher's assignment.

4.4 Student teachers shall be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.

4.5 Student teachers shall report directly to the appropriate principal's office the first day of their assignment and complete an emergency contact information form and turn it into appropriate District personnel.

4.6 Student teachers shall be on duty each regularly scheduled school day for the length of time that is required by the District. Student teachers shall follow the District's schedule, not the Institution's schedule.

4.7 A student teacher's assignment consists of, but is not limited to recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans, and working on special projects.

4.8 The student teacher's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties and an extension is mutually agreed upon by the District and the Institution.

5. Supervision and Evaluation of Student Teachers:

5.1 The Institution shall designate an appropriate person who shall serve as supervisor of the student teacher in cooperation with designated District personnel.

5.2 Student teachers shall be subject to all of the policies, procedures, rules, and regulations that are applicable to the District's teachers.

5.3 Student teachers shall be subject to all of the policies, procedures, rules, and regulations of the Institution that are applicable to students.

5.4 The District shall monitor the student teacher's attendance.

5.5 The student teacher shall notify the District of planned absences at least two weeks prior to the absence or a minimum of twenty-four hours advance notice, where practicable, in the event of an emergency.

5.6 The District shall notify the Institution if there are issues with a student teacher's attendance including, but not limited to, absences without appropriate notification to the District.

5.7 The Institution shall be responsible for the final evaluation of the student teacher. The District shall have the opportunity to provide input to the Institution regarding its final evaluation of the student teacher.

6. Miscellaneous

6.1 Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself and its employees. Each party shall be responsible for its own negligence and that of its officers and employees. Neither party shall indemnify nor hold the other party harmless. Neither party shall insure the actions of the other.

6.2 This Agreement is by and between the District and the Institution only. There are no third party beneficiaries to this Agreement.

6.3 This Agreement represents the entire agreement between the District and the Institution. Any subsequent changes or modifications to the terms of this Agreement in the form of a duly executed amendment to this Agreement.

6.4 The parties acknowledge and agree that if any paragraph, provision or term of this Agreement is deemed illegal or void by any court or other appropriate authority, the remaining provision of this Agreement shall remain in full force and effect.

6.5 Any notice required under this Agreement shall be given to each party through the parties' contacts at the addresses listed below:

Cedar Rapids Community School District

Grand Canyon University

President, Board of Directors
Cedar Rapids Community School District

Authorized Institution Representative

Date: _____

Date: _____

CRCSD/COLLEGE AGREEMENT

This Agreement is made and entered into on January 1, 2022 by and between the Cedar Rapids Community School District and Wartburg College. The parties agree as follows:

1. Purpose: The purpose of this Agreement is to provide for procedures for the placement, assignment, supervision, evaluation, and termination of student teachers and to provide instruction to the District's students. For the purpose of this agreement, the term "student teacher" is defined as but is not limited to, student teachers, field experience students, practicum students, counseling practicum students, and nursing students.
2. Term: The term of this agreement shall be for 2 years from January 1, 2022 to December 31, 2023.
3. Placement:
 - 3.1 The placement of individuals as student teachers shall be accomplished on a cooperative basis involving both the District and the Institution subject to the terms and conditions of this Agreement.
 - 3.2 The placement of individuals as student teachers shall be initiated by Institution personnel contacting designated District personnel.
 - 3.3 The Institution shall provide to the District a list of appropriately qualified individuals who have successfully completed a background check that is satisfactory to the District indicating the grade level, preferred subjects, and other relevant information regarding the individuals for the District to review in making a decision regarding whether an individual shall serve as a student teacher in the District.
 - 3.4 The District may refuse the placement of any individual as a student teacher based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
 - 3.5 The Institution may refuse the placement of any individual as a student teacher in the District based upon the individual's qualifications and the nature of the position. Such refusal shall not be based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or veteran status.
4. Assignment:
 - 4.1 The District or the Institution may terminate or change the assignment of any student teacher at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

4.2 Only one student teacher shall be assigned to a District teacher, unless other arrangements are mutually agreed upon by the District and the Institution.

4.3 The student teacher shall schedule an orientation meeting with the District teacher before beginning the student teacher's assignment.

4.4 Student teachers shall be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.

4.5 Student teachers shall report directly to the appropriate principal's office the first day of their assignment and complete an emergency contact information form and turn it into appropriate District personnel.

4.6 Student teachers shall be on duty each regularly scheduled school day for the length of time that is required by the District. Student teachers shall follow the District's schedule, not the Institution's schedule.

4.7 A student teacher's assignment consists of, but is not limited to recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans, and working on special projects.

4.8 The student teacher's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties and an extension is mutually agreed upon by the District and the Institution.

5. Supervision and Evaluation of Student Teachers:

5.1 The Institution shall designate an appropriate person who shall serve as supervisor of the student teacher in cooperation with designated District personnel.

5.2 Student teachers shall be subject to all of the policies, procedures, rules, and regulations that are applicable to the District's teachers.

5.3 Student teachers shall be subject to all of the policies, procedures, rules, and regulations of the Institution that are applicable to students.

5.4 The District shall monitor the student teacher's attendance.

5.5 The student teacher shall notify the District of planned absences at least two weeks prior to the absence or a minimum of twenty-four hours advance notice, where practicable, in the event of an emergency.

5.6 The District shall notify the Institution if there are issues with a student teacher's attendance including, but not limited to, absences without appropriate notification to the District.

5.7 The Institution shall be responsible for the final evaluation of the student teacher. The District shall have the opportunity to provide input to the Institution regarding its final evaluation of the student teacher.

6. Miscellaneous

6.1 Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself and its employees. Each party shall be responsible for its own negligence and that of its officers and employees. Neither party shall indemnify nor hold the other party harmless. Neither party shall insure the actions of the other.

6.2 This Agreement is by and between the District and the Institution only. There are no third party beneficiaries to this Agreement.

6.3 This Agreement represents the entire agreement between the District and the Institution. Any subsequent changes or modifications to the terms of this Agreement in the form of a duly executed amendment to this Agreement.

6.4 The parties acknowledge and agree that if any paragraph, provision or term of this Agreement is deemed illegal or void by any court or other appropriate authority, the remaining provision of this Agreement shall remain in full force and effect.

6.5 Any notice required under this Agreement shall be given to each party through the parties contacts at the addresses listed below:

Cedar Rapids Community School District

Wartburg College

President, Board of Directors
Cedar Rapids Community School District

Authorized Institution Representative

Date: _____

Date: _____

CONSENT AGENDA

BA-22-171 **Amended Agreement - Cedar Rapids Community School District and PBIS Rewards - Data Sharing & Use - 2021-2022 School Year (Craig Barnum)**

Exhibit: BA-22-171.1

Action Item

Pertinent Fact(s):

The Amended Agreement for Data Sharing and Use is to expand the work of PBIS Rewards to Roosevelt Creative Corridor Business Academy. The Amendment allows them access to the same level of data for RCCBA as they do for the current approved schools.

Recommendation:

It is recommended that the Board of Education approve the Amended Agreement between the Cedar Rapids Community School District and PBIS Rewards - Data Sharing & Use for the 2021-2022 School Year.

DATA SHARING AND USE AGREEMENT AMENDMENT 1

This Amendment #1, issued this 4th day of November, 2021, serves as modification to the Agreement between Cedar Rapids Community School District. ("Sponsor") and Motivating Systems, LLC dba PBIS Rewards ("PBIS Rewards") for the addition of restricted data.

The terms of the Agreement are hereby modified as follows:

Section II (Restricted Data):

School Added to Section II "Restricted Data" part a

"For purposes of this Agreement, the following is designated as Restricted Data to be provided to Recipient:

Cedar River Academy at Taylor, Nixon Elementary, and Roosevelt Creative Corridor Business Academy (RCCBA) student data"

School Added to Section II "Restricted Data" part c

The above data will be maintained in the PBIS Rewards system on any child who was active at Cedar River Academy at Taylor, Nixon Elementary, or RCCBA at any point in the 2021-22 school year.

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, represented by officials authorized to bind them, have caused this Amendment to be executed as of the date(s) set forth below.

Motivating Systems, LLC dba PBIS Rewards

BY:  _____

TITLE: Director _____

DATE: 11/11/2021

Cedar Rapids Community School District

BY: _____

TITLE: Board Secretary

DATE: _____

CONSENT AGENDA

BA-22-172 **Agreement – Cedar Rapids Community School District and Riverside Insights LLC - Cognitive Abilities Test Form 7 – 2021-2022 School Year (John Rice)**

Exhibit: BA-22-172.1-6

Action Item

Pertinent Fact(s):

The Cedar Rapids Community School District supports the implementation of a universal screening tool that would aid in the selection of talented and gifted students across the District. The proposal is the annual screening of all second and fifth grade students with the online Cognitive Abilities Test Form 7 (CogAT 7).

Recommendation:

It is recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Riverside Insights LLC for the CogAT 7 for the 2021-2022 School Year.



Quote

Prepared For

Cedar Rapids Cmty School Dist

Cedar Rapids Cmty School Dist
2500 Edgewood Rd NW
Cedar Rapids IA 52405-1015
United States

For the Purchase of:

CogAT licenses

For additional information or questions, please contact:

Jeff Cachur
jeff.cachur@riversideinsights.com

RIVERSIDE INSIGHTS

Attention:
Chad Hageman
chageman@crschools.us

Riverside Insights
One Pierce Place Suite 900W
Itasca, IL 60143
PHONE: 800-323-9540
orders@service.riversideinsights.com

Quote For Cedar Rapids Cmty School Dist

Material No	Title	List Price	Discount %	Sale Price	Quantity	Purchase/ Amount
2000019	CogAT Form 7 Screening Form Online Testing Levels 5/6-17/18	\$11.13	10%	\$10.02	2,100	\$21,035.70
Subtotal						\$21,035.70

Thank you,
Jeff Cachur | Assessment Consultant |
jeff.cachur@riversideinsights.com

Total Discount Amount:	\$2,337.30
Total Discount Applied:	10.00%
Subtotal Purchase Amount:	\$21,035.70
Shipping & Handling:	\$0.00
Sales Tax:	\$0.00
Total Cost of Quote (PO Amount):	\$21,035.70

RIVERSIDE INSIGHTS

Attention:
 Chad Hageman
 chageman@crschools.us

Riverside Insights
 One Pierce Place Suite 900W
 Itasca, IL 60143
 PHONE: 800-323-9540
 orders@service.riversideinsights.com

Quote For Cedar Rapids Cmty School Dist

Total Cost of Quote (PO Amount) : \$21,035.70

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

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

Ship To: Cedar Rapids Cmty School Dist 2500 Edgewood Rd NW Cedar Rapids IA 52405-1015 United States	Bill to: 802837 Cedar Rapids Cmty School Dist 2500 Edgewood Rd NW Cedar Rapids IA 52405-1015 United States
--	--

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Our standard shipping terms are FOB Shipping Point. The shipping terms for your Quote are FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the Riverside Insights Terms of Sale shall apply.
- Make check, money order, or valid purchase order payable to Riverside Assessments, LLC.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution. For greater detail, the complete Terms of Sale may be reviewed here at: <http://www.riversideinsights.com>

Date Of Quote: 8/31/2021

Quote Expiration Date: 12/31/2021

RIVERSIDE INSIGHTS

Attention:
Chad Hageman
chageman@crschools.us

Riverside Insights
One Pierce Place Suite 900W
Itasca, IL 60143
PHONE: 800-323-9540
orders@service.riversideinsights.com



Quote

Prepared For

Cedar Rapids Cmty School Dist

Cedar Rapids Cmty School Dist
2500 Edgewood Rd NW
Cedar Rapids IA 52405-1015
United States

For the Purchase of:

CogAT 7 Post-Screener licenses

For additional information or questions, please contact:

Jeff Cachur
jeff.cachur@riversideinsights.com

RIVERSIDE INSIGHTS

Attention:
Chad Hageman
chageman@crschools.us

Riverside Insights
One Pierce Place Suite 900W
Itasca, IL 60143
PHONE: 800-323-9540
orders@service.riversideinsights.com

Quote For Cedar Rapids Cmty School Dist

Material No	Title	List Price	Discount %	Sale Price	Quantity	Purchase/ Amount
2000020	CogAT Form 7 Post Screener Online Testing Levels 5/6-17/18	\$6.93	10%	\$6.24	900	\$5,613.30
Subtotal						\$5,613.30

Thank you,
Jeff Cachur | Assessment Consultant |
jeff.cachur@riversideinsights.com

Total Discount Amount:	\$623.70
Total Discount Applied:	10.00%
Subtotal Purchase Amount:	\$5,613.30
Shipping & Handling:	\$0.00
Sales Tax:	\$0.00
Total Cost of Quote (PO Amount):	\$5,613.30

RIVERSIDE INSIGHTS

Attention:
 Chad Hageman
 chageman@crschools.us

Riverside Insights
 One Pierce Place Suite 900W
 Itasca, IL 60143
 PHONE: 800-323-9540
 orders@service.riversideinsights.com

Quote For Cedar Rapids Cmty School Dist

Total Cost of Quote (PO Amount) : \$5,613.30

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

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

Ship To:
 Cedar Rapids Cmty School Dist
 2500 Edgewood Rd NW
 Cedar Rapids IA 52405-1015
 United States

Bill to:
 802837
 Cedar Rapids Cmty School Dist
 2500 Edgewood Rd NW
 Cedar Rapids IA 52405-1015
 United States

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Our standard shipping terms are FOB Shipping Point. The shipping terms for your Quote are FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the Riverside Insights Terms of Sale shall apply.
- Make check, money order, or valid purchase order payable to Riverside Assessments, LLC.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution. For greater detail, the complete Terms of Sale may be reviewed here at: <http://www.riversideinsights.com>

Date Of Quote: 8/31/2021

Quote Expiration Date: 12/31/2021

RIVERSIDE INSIGHTS

Attention:
Chad Hageman
chageman@crschools.us

Riverside Insights
One Pierce Place Suite 900W
Itasca, IL 60143
PHONE: 800-323-9540
orders@service.riversideinsights.com

CONSENT AGENDA

BA-22-173 **Agreement - Cedar Rapids Community School District and Playtime Poppy Children's Theatre - 2022-2023 School Year (John Rice)**

Exhibit: BA-22-173.1-7

Action Item

Pertinent Fact(s):

CRCSD will be offering elementary school-level partnerships with Playtime Poppy Children's Theatre during the 2022-2023 School Year. The optional partnerships will allow for arts-integrated classroom education that also support student literacy needs.

Recommendation:

It is recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Playtime Poppy Children's Theatre for the 2022-2023 School Year.

Service Agreement

This Service Agreement (“Agreement”), effective as of January 1, 2022, is made and entered into by and between the Cedar Rapids Community School District (**CRCSD**), having as its principal place of business 2500 Edgewood Road NW, Cedar Rapids, Iowa and Children’s Theatre of Cedar Rapids d/b/a Playtime Poppy Children’s Theatre (**Playtime Poppy**), having as its principal place of business Iowa Theatre Building, 102 3rd Street SE, Cedar Rapids, Iowa for the purposes set forth hereinafter.

1. PURPOSE

The purpose of this Agreement is to support the growing need for additional modalities for teaching and learning throughout elementary grade levels in the CRCSD. Playtime Poppy Children’s Theatre provides CRCSD teachers and students arts-integrated classroom education programs. Playtime Poppy has developed arts-integration programs that allow CRCSD teachers to engage students in an arts-related modality; close gaps in basic reading skills; and increase attentiveness. CRCSD teachers will receive professional development and training and support that helps them deepen and extend student learning to build vocabulary, fluency, and comprehension.

2. TERM

The term of this Agreement shall be from August 1, 2022 to July 31, 2023. The parties hereto agree this Agreement shall be effective upon its execution by both parties following official action of the Board of Education and approval signature from a representative of the organization approved to authorize such agreements.

3. RESPONSIBILITIES OF PLAYTIME POPPY

Playtime Poppy will have the following responsibilities under this Agreement:

- Provide arts-integrated education programs to CRCSD elementary classrooms. Programs include:
 - “Book Adventures” developed for AK and Kindergarten classrooms, engages young children in drama experiences based on favorite books. Each session addresses curricular or social- emotional goal through active exploration.
 - “Operation Backstage” developed for fifth grade classrooms, is designed to explore how key details in a story are realized on stage through technical theatre aspects such as sets, lighting, sound, props, and costumes.
 - “One Great Line” combines fifth grade STEM and Literacy curriculum with the performing arts, bringing live theatre into the classroom. Students learn how theatre artists use the Design Process and explore how the technical and dramatic aspects of a production provide a deeper connection to literature

Each program addresses Iowa and National Core Arts Standards. Operation Backstage targets third grade Iowa Core Arts Standards for Key Ideas and Details(IA.1), Speaking and Listening (SL.3.2.).

One Great Line addresses Iowa Core Standards Engineering, Technology, Applications of Science 3-5 ETSI-1. Reading Standards for Literature RL.5.7. and National Core Arts Standard Generate and conceptualize artistic ideas and work: TH:Cr.1.1.5.

- Deliver teacher professional development and training consisting of an initial session at the beginning of implementation and a minimum of two follow-up sessions later in the school year.
- Provide CRCSD elementary classroom teachers with curriculum guides, support planning and other resources to help ensure implementation success.
- Work collaboratively with CRCSD classroom teachers to evaluate program effectiveness on student learning goals.

4. RESPONSIBILITIES OF CRCSD

CRCSD will have the following responsibilities under this Agreement:

- Implement in a timely manner and with commitment: The implementation must begin no later than August 1, 2022. The CRCSD personnel in participating school must make best efforts to ensure that teachers are provided the support needed to utilize the lesson plan resources in the best interest of their students. In the event implementation commitment is not maintained, the parties will work together to address any issues.
- Enable staff to participate in implementation planning and professional development sessions.
- Work collaboratively with Playtime Poppy to assess and evaluate student growth and performance and share data.
- Facilitate brief, periodic surveys two or three designated times during the school year for participating teachers.

5. INSURANCE AND INDEMNIFICATION

- A. During the duration of this Agreement, Playtime Poppy will provide a certificate of insurance (or equivalent insurance document) naming the Cedar Rapids Community School District (CRCSD) as additional insured with liability insurance limits as follows:

Commercial General Liability (Occurrence Form) – Covering Bodily Injury, Property Damage and Personal Injury:

General Aggregate (other than Prod/Comp Ops Liability) \$2,000,000
Products/Completed Operations Aggregate \$2,000,000
Personal & Advertising Injury Liability \$1,000,000
Each Occurrence \$1,000,000

- Please list the Cedar Rapids Community School District (CRCSD) as an Additional Insured on a primary and noncontributory basis.
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District (CRCSD)
- Governmental Immunities Endorsement should also be included covering:

a) Non-waiver of Government Immunity

The insurance carrier expressly agrees and states that the purchase of this policy, including the Cedar Rapids Community School District (CRCSD) as an Additional Insured, does not waive any of the defenses of governmental immunity available to the Cedar Rapids Community School District (CRCSD) under the Iowa Code as it now exists and as it may be amended.

b) Claims Coverage

The insurance carrier further agrees that this insurance policy, as it relates to the Cedar Rapids Community School District (CRCSD) as an Additional Insured, shall cover only those claims not subject to the defense of governmental immunity under the Iowa Code as it now exists and as it may be amended.

c) Assertion of Government Immunity

The Cedar Rapids Community School District (CRCSD) shall be responsible for asserting any defense of governmental immunity and may do so at any time and shall do so upon the timely written request of the insurance carrier.

d) Non-Denial of Coverage

The insurance carrier shall not deny coverage under this policy or any of the rights and benefits accruing the Cedar Rapids Community School District (CRCSD) under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the Cedar Rapids Community School District (CRCSD).

e) No Other Change in Policy

The insurance carrier and the Cedar Rapids Community School District (CRCSD) agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

B. Professional Liability:

- a. CRCSD will indemnify and hold harmless Playtime Poppy from and against any and all losses, costs, damages and expenses, including reasonable attorneys' fees and defense expenses, occasioned by, or arising out of, the CRCSD's negligence or willful misconduct in the performance of its duties under this Agreement to the extent not fully paid by CRCSD's insurance, if any.
- b. Playtime Poppy will indemnify and hold harmless the CRCSD from and against any and all losses, costs, damages and expenses, including reasonable attorneys' fees and defense expenses, occasioned by, or arising out of, Playtime Poppy negligence or willful misconduct in the performance of its duties under this Agreement to the extent not fully paid by Playtime Poppy's insurance.

6. ADMINISTRATION

- A. No separate legal or administrative entity shall be created by this Agreement. Playtime Poppy, as an independent contractor under this Agreement, shall be the administrator of the Agreement.
- B. No separate budget shall be established in connection with this Agreement.

7. ACKNOWLEDGEMENT AND CERTIFICATION OF BACKGROUND CHECK

- A. Playtime Poppy is providing services to the CRCSD as a contractor or is operating or managing the operations of a contractor. The services provided by Playtime Poppy may involve the presence of Playtime Poppy contractors, employees or volunteers upon the real property of the schools of the CRCSD.
- B. The Company acknowledges that the law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the CRCSD. Playtime Poppy further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or volunteer at the schools of the CRCSD.
- C. Playtime Poppy hereby certifies that no one who is an owner, operator or manager of Playtime Poppy has been convicted of a sex offense against a minor. Playtime Poppy further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the CRCSD in accordance with the prohibitions set forth above.
- D. This Acknowledgment and Certification is to be construed under the laws of the State of Iowa section 692A.113, The Code. If any portion of this Section 6 or the referenced section of the Iowa Code is held invalid, the balance of this Section 6 and the referenced section of the Iowa Code shall, notwithstanding, continue in full legal force and effect.
- E. In signing this Acknowledgment and Certification, the person signing on behalf of Playtime Poppy hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

8. NON-DISCRIMINATION ASSURANCE

- A. Playtime Poppy will take steps to assure its performance of this Agreement is without discrimination on the basis of race, color, national origin, sex, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status or English language skills per the CRCSD Board Policy 102.

9. TERMINATION

- A. Termination for Cause. The occurrence of any one or more of the following events shall constitute cause for either party to declare the other party in default of its obligations under the Agreement:
 - a. A party's failure to make substantial and timely progress toward performance of such party's responsibilities in accordance with the Agreement.
 - b. Failure of the party's work product and services to conform with specifications therefor noted herein.
 - c. Any other breach of the terms of this Agreement.

- B. Notice of Default. If there occurs a default event under Section 8A, the non-defaulting party shall provide written notice to the defaulting party requesting that the breach or noncompliance be immediately remedied. In the event that the breach or noncompliance continues to be evidenced ten days beyond the date specified in the written notice, the non-defaulting party may either:
 - a. Terminate the Agreement upon written notice to the defaulting party; or,
 - b. Enforce the terms and conditions of the Agreement and seek any available legal or equitable remedies.
- C. In either event, the non-defaulting party may seek damages as a result of the breach or failure to comply with the terms of the Agreement.
- D. Disposition of Property. Upon the expiration or earlier termination of this Agreement, each party shall have sole custody and use of its respective property.

10. FEES AND COMPENSATION

The CRCSD will not be charged any fees by Playtime Poppy for the programs or for professional development and support provided under this Agreement. The CRCSD will be responsible for all its costs related to having participating school staff available for professional development sessions, providing suitable materials to students and teachers, and those associated with external assessments to evaluate efficacy of the project. Each party acknowledges and agrees that the performance obligations of the other in accordance with this Agreement is good and valuable consideration for its performance hereunder.

11. INTELLECTUAL PROPERTY

This Agreement transfers no title or ownership rights in Playtime Poppy proprietary items or related intellectual property to the CRCSD.

12. AMENDMENTS

Either party may request changes to this Agreement. Any changes, modifications, revisions or amendments to this Agreement that may be agreed upon by and between the parties to this Agreement shall be incorporated by written instrument, and effective when executed and signed by all parties to this Agreement.

13. PUBLICITY

Upon full execution of this Agreement, Playtime Poppy may thereafter identify the CRCSD as a client of Playtime Poppy on Playtime Poppy's website and/or in Playtime Poppy's marketing materials and use the CRCSD's name and/or mark for such purposes. Playtime Poppy may issue a press release, containing the CRCSD's name, describing the project. Neither party will use the other party's name or marks, refer to or identify the other party for any other reason, except as provided in this Section 11, without such other party's written approval, which approval shall not be unreasonably withheld or delayed.

15. GENERAL TERMS

a. This Agreement shall be deemed to have been made, executed and delivered in the State of Iowa and shall be construed in accordance with the laws of the State of Iowa.

b. NOTICES. Notices given by either party under this Agreement, to the attention of the other party at the address of such party as set forth in Section 13 below, shall be deemed completed (i) three days after being deposited with the US Postal Service, certified mail, return receipt requested, with prepaid postage; (ii) upon delivery if sent by overnight courier, with evidence of receipt; (iii) by email upon receipt, with return reply evidencing receipt; or (iv) upon other evidence of receipt by personal service or otherwise.

c. SEVERABILITY AND ASSIGNMENT. The invalidity or unenforceability, in whole or in part, of any provision in this Agreement shall not affect the enforceability of the remaining provisions provided the purposes of and respective performance obligations under this Agreement are not materially impacted by such determination of invalidity or unenforceability. This Agreement may not be assigned by CRCSD without Playtime Poppy's consent.

d. ENTIRE AGREEMENT. This Agreement, together with any other materials referenced in or expressly made a part of the Agreement, constitutes the final and entire Agreement between Playtime Poppy and CRCSD on the matters contained herein and supersedes all prior and contemporary agreements, oral or written.

e. COUNTERPARTS. The Parties hereto agree that facsimile signatures shall be as effective as if originals. This Agreement may be executed via facsimile in any number of counterparts, all of which taken together shall constitute one and the same agreement.

16. CONTACT PERSONS

The Contact Persons shall serve until the expiration of the Agreement or the designation of a substitute Contact Person. During the term of this Agreement, each Contact Person shall be available to meet, as otherwise mutually agreed, to plan, coordinate and implement performance of the Agreement. The Contact Persons are as follows:

<p><u>John Rice:</u> Executive Director of Teaching and Learning Cedar Rapids Community School District 2500 Edgewood Road NW Cedar Rapids, Iowa 52405 jrice@crschools.us 319-558-4735</p>	<p><u>Lynn Jensen:</u> Managing Director Playtime Poppy Children's Theatre 102 3rd Street SE Cedar Rapids, Iowa 52401 playtimepoppy@playtimepoppy.org 319-360-8228</p>
---	---

In Witness Whereof, this Agreement is duly executed by the duly authorized representatives of the parties as set forth below:

**CHILDREN'S THEATRE OF CEDAR RAPIDS
D/B/A PLAYTIME POPPY CHILDREN'S THEATRE**

Lynn Jensen, *Managing Director*

DATE

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

John Rice, *Executive Director of Teaching and Learning*

DATE

CONSENT AGENDA

**BA-22-174 Agreement - Cedar Rapids Community School District and Rick Nolan -
Cash Rent Farm Lease (David Nicholson)**

Exhibit: BA-22-174.1-4

Action Item

Pertinent Fact(s):

The updated annual Farm Cash Rent Lease, originally drafted by legal counsel, is between CRCSD and Rick Nolan that provides for a continuation of an existing Agreement to farm 34.3 acres of District owned land adjacent to Morgan Creek Park. In light of the lower cash rents according to the ISU Cash Rental Rates for Iowa 2021 Survey the cash rent per acre is recommended to be increased from \$232/acre to \$243/acre.

Recommendation:

It is recommended that the Board of Education approve the on-going Agreement between Cedar Rapids Community School District and Rick Nolan - Cash Rent Farm Lease.

Iowa Cash Rent Farm Lease (Short Form) for 2022

Owner (s): Cedar Rapids Community School District
Operator (s): Rick Nolan

1. Legal Description:

The SW 1/4 NW 1/4 of Section 22-83-8, Linn County, Iowa excepting therefrom the West 16 rods of the North 10 rods, excepting the Public Highway and three acres M/L, legally described as follows:

PLAT OF SURVEY # 1891 PARCEL IS PART OF THE SW1/4 NW1/4 OF SECTION 22, TOWNSHIP-83-NORTH, RANGE-8-WEST OF THE 5TH P.M., CEDAR RAPIDS, LINN COUNTY, IOWA FURTHER DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHEAST CORNER SW1/4 NW1/4 OF SAID SECTION 22:
THENCE S00°55'28"E ALONG THE EAST LINE SW1/4 NW1/4 OF SAID SECTION 22, 580.01 FEET;
THENCE S89°22'09"W. 225 FEET;
THENCE N00°55'28"W, 580.01 FEET TO THE NORTH LINE OF THE SW1/4 NW1/4 OF SAID SECTION 22;
THENCE N89°22'09"E ALONG SAID NORTH LINE, 225.00 FEET TO THE POINT OF BEGINNING CONTAINING 3.0 ACRES (130.502 SQ.FT.) MORE OR LESS.
SUBJECT TO EXISTING EASEMENTS AND RESTRICTIONS OF RECORD.

2. Term of Lease: Beginning March 1st, 2022, and ending the last day of February 2023, but subject to modification as per Section 18 of this Lease.

3. There are 34.3 contract acres available according to county FSA records, but subject to modification as per Section 18 of this Lease.

The following housing, buildings and storage structures located on the Real Estate may be used by the Operator for the following purposes:

Structure	Purpose
N/A	N/A

In the event of damage or destruction of buildings or structures listed above the Owner will have the option to replace them or provide their functional equivalent operator for the purpose described above within a reasonable period of time, or make adjustments to the terms of this lease in lieu of replacement.

4. **Cash Rent:** Operator agrees to pay the Owner cash rent for the use of part or all of the Real Estate as follows:

Description	Amount
Cropland	34.3 acres @ \$243.00 = \$8,334.90
Cropland	_____ acres @ \$ _____ \$
Established hay land	_____ acres @ \$ _____ \$
Pasture	_____ acres @ \$ _____ \$
Buildings and storage structures, housing	\$
Total annual rent	\$8,334.90

The cash rent shall be due and payable as follows:

Due Date 3/1/22 Amount \$4,167.45
Due Date 9/1/22 Amount \$4,167.45

5. **USDA Commodity Program Payments:** Payments shall be paid to the Operator unless otherwise agreed on with the Farm Service Agency.
6. **Recreational Use:** Use of the real estate is not allowed for hunting or other recreational purposes without consent of the Owner.
7. **Division of Expense:** All crop production expenses are the responsibility of the Operator. Cost of lime and application will be treated as follows: Operator expense.
8. **Expenses:** No expense shall be incurred by the Operator for or on account of the Owner without first obtaining written permission from the Owner. The Operator agrees to take no actions that might cause a mechanic's or other lien to be imposed upon the Real Estate and agrees to indemnify the Owner if actions are taken by the Operator that result in such a lien being imposed.
9. **Repair and Maintenance:** Buildings and Fences for minor repairs: Owner will furnish all materials and Operator will provide the labor at no charge. New Fence: Owner to furnish all materials and one-half of the cost of labor. Operator to provide one-half of the labor and all of the equipment to construct fence. Owner will pay 100% of the cost to clear fence row when necessary.
10. **Operator's Duties:** Operator agrees to operate the farm in an efficient and steward-like manner, control weeds and brush in the fields, fence rows, road ditches, provide proper maintenance to control erosion and maintain waterways and tiles, and building lots and all other areas of the farm where access is possible. Operator agrees, on termination of the lease, to yield prompt possession of the farm to the Owner.
11. **Owner's Duties:** Owner shall provide Operator with quiet enjoyment of the property subject to the terms and conditions of this lease.

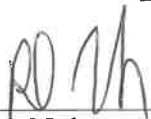
12. **Compensation:** Operator shall have the right to take away from the farm any movable buildings and fixtures which he/she has replaced upon the farm at his/her own expense. Such moving must be done within 60 days after termination of the lease. The Operator must leave the premises from which such improvements are removed in as good condition as they were before said removal or compensate the Owner for damages. Each party shall present to the other all such claims for compensation in writing at the termination of the lease. The Operator shall receive compensation from the Owner for the undepreciated value for the **following items** upon termination of the lease provided that the value and date of completion are documented.

Item a. N/A **Item b.** _____ **Item c.** _____ **Item d.** _____

13. **Transfer of Interest:** The Operator agrees not to lease or sublet any part of the Real Estate nor assign this lease to any other person, nor sublease any or all of the property described herein without prior written permission of the Owner. This lease shall be binding upon the heirs, assignees, or successors in interest of both parties. If the Owner should sell or otherwise transfer title to the Real Estate, the Owner will do so subject to the provisions of this lease.
14. **Changes in Lease Terms:** The conduct, representation, or statement of either party, by act or omission shall not be construed as a material alteration of this lease until such provision is reduced to writing and executed by both parties as an addendum to this Lease.
15. **Right of Entry:** The Owner reserves the right to enter the premise at any time for any reason. Upon notice of the lease termination, the Operator agrees to permit the Owner or the Owner's lessee or agent to enter the premise to do customary tillage and operations on any land from which the current crops have been harvested.
16. **Violation of Terms:** If the Operator fails to keep any agreement contained in this lease, the lease shall then terminate, and the Owner or legal representative shall have the right to take immediate possession of the premises.
17. **Land Stewardship:** In the spirit of promoting improved land stewardship, the Operator and Owner reserve the right to reach mutual agreement on additional soil conservation practices not currently practiced such as annual no-till farming for all crops and/or planting cover crops. The Owner will reduce per acre lease cost in the amount mutually agreeable to the Operator to promote land stewardship improvements.
18. **Other Provisions:** The property is subject to development by Owner. Should development activities occur during the term of this Lease, Operator agrees to cooperate with Owner in such activities. However, should such activities cause damage to Operator's crops, Owner shall reasonably compensate Operator.

19. **No Other Lease.** This Lease supersedes and supplants any other lease between the parties for this same property.

In Witness whereof, we agree to the terms and conditions of this lease and we affix our signatures this _____ day of _____, 2021.



Rick Nolan
Operator

7073 21st Avenue
P. O. Box 40
Van Horn, Iowa 52346
Telephone: 319-350-3105

Cedar Rapids Community School District

By: _____
Board President

By: _____
Board Secretary

2500 Edgewood Rd. NW
Cedar Rapids, Iowa 52405
Telephone: 319-558-2216

CONSENT AGENDA

BA-22-175 **Agreement – Cedar Rapids Community School District and THINK SAFE, INC. – 2021-2022 School Year (David Nicholson/Sandy Byard)**

Exhibit: BA-22-175.1-9

Action Item

Pertinent Fact(s):

The purpose of the Agreement is to perform Instructor-led Training Services relating to:

- Automated External Defibrillator (AED)
- Cardio Pulmonary Resuscitation (CPR)
- Universal Precautions (UP)
- First Aid

Recommendation:

It is recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and THINK SAFE, INC for the 2021-2022 School Year.

Think Safe Contract No. CRCSD103

Consulting Services Agreement

This Consulting Services Agreement (this “**Agreement**”) is made as of the ___ day of December, 2021 (the “**Effective Date**”), between **RETRAC, INC. d/b/a THINK SAFE, INC.**, a Corporation of the State of Iowa with principal offices at: 1445 C Street SW, Cedar Rapids, IA 52404 (“**Consultant**”), and **Cedar Rapids Community School District**, an Iowa public school corporation with its current principal address at 2500 Edgewood Road N.W., Cedar Rapids, IA 52405 (the “**District**”). Consultant and the District may hereinafter be referred to individually as a “Party” or collectively as the “Parties.”

Statement of Facts

The District desires consulting services as further described in the Statement of Work (“Schedule A”) and the District Purchase Orders issued pursuant to this Agreement and Consultant is willing and able to provide such Services to the District in accordance with the Terms and Conditions set forth in this Agreement.

Agreement

NOW, THEREFORE, in consideration of the facts set forth in the Statement of Facts and the mutual promises set forth below, the Parties agree:

1. **Definitions.** As used herein, the following terms have the following meanings and all other capitalized terms used in this Agreement shall have the meaning given herein:
 - a. “**Business Day**” means any day, other than Saturday or Sunday or holiday, on which banks are generally open for business in Cedar Rapids, Iowa.
 - b. “**Claims**” means any and all claims, actions, demands, losses, findings, causes of action, penalties, determinations, and fines, including reasonable attorney and expert fees.
 - c. “**Emergency**” means a sudden unforeseen crisis or event that requires immediate action.
 - d. “**Services**” shall mean the services to be provided by Consultant pursuant to this Agreement and as more fully described in the applicable Purchase Order.
 - e. “**Site**” shall mean the District location at which the Services are rendered, if applicable.
2. **Services.**
 - a. Purchase Orders. Consultant shall provide to the District the consulting Services described in the attached Statement of Work attached hereto and incorporated herein as Schedule A. Prior to commencement of each consulting Service activity, the District may issue a Purchase Order or provide a written request by email to Consultant for training services which may contain additional specifics related to the Services to be performed. Such Purchase Orders and/or written email requests may by reference include Consultant’s agreed upon Proposal as well as the District’s requests related to the Services to be performed.
 - b. Emergency Services. Absent Emergency, no Service shall be performed until Consultant has received the District’s Purchase Order and/or written email request and confirmed receipt of either. Unless otherwise mutually agreed, no additional terms or conditions shall be added to the District’s Purchase Order or written email request.

3. **Fees and Expenses.** As compensation for the Services provided pursuant to this Agreement, the District shall pay Consultant the charges as set forth in the applicable Purchase Order which are set out in Schedule A. Applicable rate changes shall be submitted by Consultant to the District at least sixty (60) days prior to the anniversary date of the Agreement, and shall not be effective until such time as the District's designated representative in Section 15 approves said rate changes. All amounts stated herein are in U.S. Dollars. In addition to the District paying Consultant's invoice for Services rendered within thirty (30) days of receipt of invoice, the District also reserves the option to pay Consultant for actual Services rendered through credit card payment provided Consultant presents the District with an invoice for Services prior to payment and does not cause the District to incur additional process handling fees. ***The Client is a tax-free entity.*** Consultant shall be responsible for payment of compensation to its employees and shall withhold and pay to the appropriate authorities all taxes, FICA, workers' compensation premiums and any similar taxes and assessments associated with or arising from Consultant's employment relationship with its employees.
4. **Term; Termination.**
 - a. Term. Unless otherwise terminated as provided herein, this Agreement shall be in effect for a period of one (1) year from the date this Agreement is executed by the Parties, and shall renew automatically for additional one (1) year terms thereafter, subject to adjustments for pricing increases.
 - b. For Convenience. Notwithstanding anything contained herein to the contrary, the District shall have the right to terminate this Agreement at any time and for any reason, without cause, upon at least thirty (30) days' prior written notice to Consultant. If the District elects to terminate this Agreement under this provision during the Consultant's engagement as described in the applicable Purchase Order and/or email request, it shall pay Consultant for those Services actually rendered prior to the effective date of such termination, whether or not such Services are completed.
5. **Independent Contractor.**
 - a. Independent Contractor. The District and Consultant agree and acknowledge that Consultant is an independent contractor to the District under this Agreement and shall be at all times solely responsible for itself, as well as its employees, agents, and contractors as to workmanship, accidents, injuries, wages, supervision and control. As such, Consultant shall exercise independent judgment as to the time, place and manner of performing its Services. To the extent that Consultant's exercise of judgment causes action or inaction by Consultant that is in violation of this Agreement, such exercise of its right to independent judgment shall not be a defense to the District's causes of action for such breach. This Agreement may not be altered in any manner so as to change the relationship of Consultant from that of independent contractor or to alter Consultant's responsibilities. Consultant shall not be deemed to be an agent for the District in connection with the Services or any activities related hereto, nor shall Consultant have the authority to bind or create any liability or obligation for the District with respect to third parties and under no circumstances shall Consultant have any authority to execute any contracts, letters of intent or any other documents binding the District or representatives of the District in any way.
6. **Protection of Employees and Public.**
 - a. All Services: Compliance with Laws. Consultant will ensure that it is in full compliance with all requirements of federal, state and local laws, standards, codes and regulations applicable to the Services ("Laws"), including those Laws applicable to the protection of the District and Consultant's employees and members of the public. Said Laws include, but are not limited to: Safety Laws, Laws prohibiting discrimination against any employee or applicant for employment because of race, creed, color, sex, national origin, age or

disability; unemployment insurance Laws and federal Social Security Laws; Workers' Compensation Laws; and environmental Laws. Consultant further agrees to comply with the following:

- i.) All provisions of Executive Order 11246, as amended by Executive Order 11375 and all rules, regulations, and relevant orders of the Secretary of Labor related to equal employment opportunity as in effect on the date of this Agreement, including without limitation, the equal opportunity clause set forth at 41 C.F.R. 60-1.4(a);
- ii.) All provisions of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 USC 2012) and all rules, regulations, and relevant orders related to employment of Vietnam veterans as in effect on the date of this Agreement, including without limitation, the affirmative action clause set forth at 41 C.F.R. 60-250.4;
- iii.) All provisions of the Rehabilitation Act of 1973, as amended, and all rules, regulations, and relevant orders related to employment of a Person with a Disability as in effect on the date of this Agreement, including without limitation, the equal opportunity clause set forth at 41 C.F.R. 60-741.5(a);
- iv.) All provisions of Executive Order 13496 and 29 CFR Part 471, Appendix A to Subpart A, requiring the posting of the "Employee Rights Under the National Labor Relations Act" notice; and
- v.) All provisions of the United States Foreign Corrupt Practices Act.

b. On Site Services:

Substance Abuse Program. In order to maintain a safe, healthy and efficient work environment, and to minimize absenteeism and tardiness, the District requires that the Site be a drug and alcohol free environment. Prior to commencement of Services on the District's Site, Consultant must have a substance abuse program ("Substance Abuse Program") in place and reasonably acceptable to the District. The District reserves the right to review the Substance Abuse Program prior to commencement of the Services or at any time during the term of this Agreement or any pending investigation of any accident or incident.

Testing and Certification. Consultant will test its employees, contractors or agents as appropriate throughout the term of this Agreement in accordance with Consultant's Substance Abuse Program. During the term of this Agreement, Consultant shall provide, as reasonably requested by the District, one or more certifications as to Consultant's compliance with its Substance Abuse Program of all its employees, contractors or agents providing the Services. Consultant's employees, contractors and agents will be subject to a drug and alcohol test based on their involvement in or cause of an accident or incident reportable under applicable laws which causes personal injury or property damage. Consultant's employees, contractors and agents will be subject to a drug and alcohol test based on a reasonable and articulated belief that the employee or agent is using or has recently abused alcohol or drugs. All testing shall be paid for in full by Consultant.

Compliance with the District's Policies. Consultant shall comply with all rules, policies and procedures of the District related to security, safety, environmental requirements, or conduct while on or at any Site.

7. **The District's Responsibilities.** *The District shall provide Consultant's personnel, at the District's expense, with reasonable access, as determined in the sole discretion of the District, to such District-owned facilities as Consultant may reasonably require for the performance of the Services, but only to the extent necessary for the performance of the Services.*

8. **Confidentiality.** Consultant recognizes and acknowledges that certain information considered to be proprietary or confidential by the District, including but not limited to contractual information, trade secrets, computer codes, formulas, methods, inventions and devices that are or may be in the future developed, used by or in the possession of the District, or created and submitted by Consultant hereunder, constitutes a valuable, special and unique asset of the District. Consultant shall not, without the prior written permission of the District, disclose such proprietary or confidential information to any person, firm, corporation, association or other entity for any reason or purpose whatsoever. In the event that Consultant is required by applicable law or regulation or by other legal, judicial or regulatory process to disclose any confidential or proprietary information, Consultant shall provide the District with prompt notice of such requirement in order to allow the District to seek an appropriate protective order or other remedy, and will consult with the District with respect to taking steps to resist or narrow the scope of such request or legal process.

In the event of a breach or threatened breach by Consultant of the provisions of this Section, the District shall be entitled to an injunction restraining Consultant from so doing. Nothing herein shall be construed as prohibiting the District from pursuing any other remedies available to the District for such breach or threatened breach. Unless specifically agreed to in writing between the parties for a particular project, to the extent this Section is inconsistent with an executed confidentiality or other non-disclosure agreement between Consultant and the District which is applicable to the Services performed, the provisions of this Section 8 shall govern.

9. **Representations and Warranties.**

Warranty and Remedy. Consultant represents, warrants and covenants to the District that the Services provided shall be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of the Services rendered. Consultant further represents, warrants and covenants to the District that the Services shall conform to the specifications set forth in any of the contract documents as described in Section 20.

CONSULTANT MAKES NO OTHER WARRANTY WITH RESPECT TO THE SERVICES, WHETHER STATUTORY, ORAL, WRITTEN, EXPRESS OR IMPLIED. THE DISTRICT ACKNOWLEDGES THAT THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE.

10. **Insurance.**

a. Coverage Requirements. Consultant shall, at its sole expense, keep the following insurance coverages in full force during the term of this Agreement:

- i. Workers' Compensation coverage with statutory limits and Occupational disease and Employers' Liability coverage with limits of \$500,000.
- ii. Commercial General Liability Insurance with limits not less than \$500,000 per occurrence.
- iii. Errors and Omissions Insurance with limits not less than \$500,000 Coverage under a professional liability insurance policy.

11. **Indemnification.** The Parties each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.
12. **Force Majeure.** It is understood that at times unavoidable delays result from causes which may reasonably be presumed to be beyond the control of Consultant or the District, such as: acts of providence, floods, fortuitous events, unavoidable accidents, riots, strikes, and lock outs. Should the progress of the Services be or seem to be delayed at any time for such causes, Consultant shall at once notify the District in writing of the occurrence, in order that a record of the same may be made. Should it be decided by the District that the delay was unavoidable, a corresponding extension of time for the completion of the Services may be allowed by the District not to exceed the actual number of days such unavoidable delays accrued, but it is distinctly understood that should Consultant fail or neglect to notify the District as above provided, such omission shall be construed as a waiver of all claims and rights to extension of time for the completion of the Services on account of such delays. Consultant and/or the District shall in good faith use such effort as is reasonable under all the circumstances known to that Party at the time to remove or remedy the cause(s) and mitigate the damages.
13. **Governing Law.** This Agreement, and any and all Claims arising out of Services performed hereunder, shall be governed by the laws of the state of Iowa.
14. **Conflicts of Interest.** During the term of this Agreement, Consultant shall not engage in any activity or take any position that shall, in the commercially reasonable judgment of the District, be detrimental or adverse to the District and its interests. The District agrees that Consultant may engage in consulting services for other entities without violating this provision.
15. **Compliance with Laws.** In addition to its obligations under Section 6, Consultant acknowledges that it shall at all relevant times during the term of this Agreement observe and abide by all applicable international, federal, state and local laws, rules, ordinances, decrees, orders, mandates, regulations, codes and standards of any lawful regulatory body in connection with the Services performed hereunder.
16. **Notices between the Parties.** All notices, requests, demands and other communications which are required or may be given under this Agreement, including all documents delivered pursuant to this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic or digital transmission method; the Business Day after it is sent, if sent for next Business Day delivery to a domestic address by recognized overnight delivery service (Federal Express or UPS); and upon receipt, if sent by certified or registered mail, return receipt requested. All communications related to this Agreement shall be to the persons listed below or to such other persons as the Parties may specify in writing:

CONSULTANT:

THINK SAFE, INC.

Paula Wickham
4080 1st Avenue NE
Main Office 110
Cedar Rapids, IA 52402
Email: pwickham@think-safe.com
Phone: 319-377-5125 or 888-473-1777
FAX: 319-377-4224

THE DISTRICT:

Cedar Rapids Community School District
NAME:
2500 Edgewood Road NW

Cedar Rapids, IA 52405

Email:

Phone:

FAX:

17. **Books and Records.** Consultant agrees to maintain books and records relating to the Services for a period of seven (7) years from the termination date of this Agreement and, if requested, to make such books and records available to the District at a reasonable time and place for inspection.

18. **Miscellaneous.**

- a. Prior Agreements. This Agreement supersedes all previous agreements between the Parties with respect to the subject matter hereof and shall be binding upon the Parties, their respective successors, assigns, subsidiaries, affiliates, legal representatives and administrators.
- b. Amendments. No modification, amendment or waiver of any provision of this Agreement shall be effective unless approved in writing by both Parties.
- c. Assignment. Neither Party may assign or delegate this Agreement without the prior written consent of the other Party. Any assignment without such consent shall be void and of no effect. Notwithstanding the foregoing, no consent shall be necessary if a Party merges or consolidates with or into, or transfers substantially all of its assets to, another entity, in which case this Agreement may be assigned to such successor entity and shall be binding upon and inure to the benefit of such successor entity. Any and all assignments or delegations contrary to this provision shall be void and of no effect.
- d. Originals. A facsimile or imaged copy of this Agreement (including the facsimile or imaged signatures of the Parties' authorized representatives thereon) shall for all purposes be deemed equivalent to an original (including the original signatures of the authorized representatives thereon).
- e. Severability. If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- f. Construction. The Parties acknowledge that this is a negotiated document. No Party to this Agreement shall be deemed to be the drafter of it and any construction of its terms shall be without regard to any rules of construction concerning the drafter.
- g. Headings. The headings in this Agreement are finding aids only and shall have no effect on the meaning of the terms of this Agreement.

19. **No Consequential Damages.**

- a. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR THE PAYMENT OF DOWNTIME, PURCHASE OF REPLACEMENT POWER, LOSS OF CAPITAL, LOST PROFITS OR ANY SIMILAR CONSEQUENTIAL DAMAGE.

20. **Contract Documents.**

This Agreement represents the complete understanding of the Parties and shall govern over all other documents and oral representations making all other representations of the Parties null and void. The

terms and conditions of this Agreement shall govern the following documents, and shall control over any conflicting term or condition found therein.

The following documents are part of this Agreement:

The District's Purchase Order (or written request/email) referencing this Agreement
Schedule A - Statement of Work

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have signed this Agreement by their authorized officers or agents as of the date first written above.

THE DISTRICT

Cedar Rapids Community School District

Authorized Signature

Printed Name and Title

CONSULTANT

Retrac, Inc. d/b/a ThinkSafe, Inc.

Authorized Signature

Paula Wickham, President

SCHEDULE A STATEMENT OF WORK

Consultant shall perform the services as more fully described in The District's Purchase Orders or Written Email Requests referencing this Agreement. A general description of the Services for purposes herein shall be limited to:

Scope of Work:

Consultant shall perform Instructor-led Training Services as noted below:

- Automated External Defibrillator (AED)
- Adult Child Infant Cardio Pulmonary Resuscitation (CPR)
- Universal Precautions (UP) & Bloodborne Pathogens (BBP) Review
- Basic First Aid to include Epinephrine Administration/Severe Allergic Reaction Procedures

Instructor-led Safety training will be performed at the various District designated locations in the Cedar Rapids area. Instructor-led Training needs to be in accordance with then prevailing ILCOR / American Heart Association (AHA) / American Red Cross (ARC) National CPR & First Aid Science Standards and Guidelines.

Consultant is expected to provide:

- Dummies, manikins, AED trainers, Epinephrine auto injector trainers, and other training equipment
- Training materials & handouts
- Attendance tracking sheets / rosters
- Training schedules
- Audio/Visual tools
- Completion certifications (2 yr certificates) from Accredited Agency (IOHSA or AHA equivalent)

Payment Schedule: Consultant shall be paid at the end of each Instructor-led training session within thirty (30) days of receipt of invoice.

Lay Rescuer Adult & Child & Infant Courses

\$49 per person – this price is all inclusive for an onsite instructor-led training in **Adult Child Infant CPR, AED, First Aid, and Universal Precautions**. Meals, hotel, mileage, training materials, etc. are included in the cost. This course will meet DHS/Iowa Department of Education professional standards and is designed for Lay Rescuer emergency response appropriate for childcare/school/educational facilities and health services staffing personnel job duties / volunteer lay rescuer responder standards.

Minimum Charge per Class: \$980.00 (20 people) ***To allow a bulk 25% discount

Price Schedule Based Upon: Annual training numbers of 90 minimum per year *** (2-3 large classes/yr)

Classes can be scheduled at District Sites with a Minimum of 8 attendees required for minimum billing.

New hires or existing employees of the District can enroll in Think Safe's onsite "open enrollment" classes but only through self-registration and prepay at \$65.00 per person rates. However, if CRCSD staff (with school purchasing or credit card) calls in advance and pays by credit card for an "open enrollment" class seat the District can prepay with credit card at rate of \$49.00 per person.

While this service agreement is in effect, Think Safe provides AED program management services and free license use of www.firstvoicemanager.com as an ancillary service at no charge. Think Safe provides free delivery and maintenance/servicing on AED equipment/accessories as part of this program, including AED use event data download assistance and return to service assistance. AED accessories are billed at bulk pricing wholesale rates.

CONSENT AGENDA

BA-22-176 **Amended Agreement - Cedar Rapids Community School District and Tanager Place - 2021-2022 School Year (Nicole Kooiker)**

Exhibit: BA-22-176.1

Action Item

Pertinent Fact(s):

Tanager Place will provide a Student/Family Support Specialist for Hoover Elementary (to be hired) through June 30, 2022 to support connections with mental health services that promote learning loss recovery. Building ESSER funding will be used to pay the prorated cost of the additional support based on the date of hire for the position.

Recommendation:

It is recommended that the Board of Education approve the Amended Agreement between the Cedar Rapids Community School District and Tanager Place for the 2021-2022 School Year.

**AMENDED AGREEMENT BETWEEN
THE CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
AND Tanager PLACE
FOR ONSITE SERVICES PROVIDED AT DISTRICT BUILDINGS**

THIS AMENDMENT is made and entered into on the **6th** day of **December 2021**, by and between the Cedar Rapids Community School District (the “District”) and **Tanager Place (Tanager)**. The parties agree to the following revisions:

Section 3G:

Disperse funding for a Student/Family Support Specialist serving Hoover Elementary School. Cost will be prorated based on the hire date for the position through 6/30/2022 and invoiced c/o Clint Stone, Hoover Elementary Principal.

Appendix A: Scope of Services

- *Provide a Student/Family Support Specialist for Hoover Elementary with the following responsibilities:*
 - *Provide pandemic recovery support for students, families, and staff*
 - *Provide SEBH support connected to learning loss support for students*
 - *Engage in outreach and coordination of services to support needs*
 - *Provide case management and interventions for educational and emotional success*
 - *Offer prevention services in alignment with school preferences (i.e. trainings, roundtables, whole school support, teacher consultation and collaboration, student enrichments, support circles, attending school meetings, etc.)*
 - *Provide individual, group, family and crisis engagement with students in need*
 - *Identify appropriate interventions and supports for individual students*

Cedar Rapids Community School District

By: _____

Board Secretary

Date: _____

Tanager Place

By: _____

Date: _____

CONSENT AGENDA

BA-22-177 **Memorandum of Understanding - Cedar Rapids Community School District, Sioux City Community Schools, Des Moines Community Schools, Waterloo Schools, and Woodbine Community Schools and Career and Technical Education Advocacy Consortium - 2021-2022 School Year (John Rice/Tara Troester)**

Exhibit: BA-22-177.1

Action Item

Pertinent Fact(s):

The Cedar Rapids Community School District, Waterloo Schools, Sioux City Community Schools, Des Moines Community Schools, and Woodbine Community Schools are proposing a Memorandum of Understanding between our districts to support, advocate, and collaborate in advancing legislative, fiscal, and district support for Career and Technical Education statewide.

The participating school districts, located in different regions and representing a combination of large and small schools, are seen as state leaders in Career and Technical Education programming. District personnel will prioritize key areas which will benefit all districts within the state as well as work with state and federal legislators to create additional funding streams and student opportunities within CTE.

The Memorandum of Understanding will be in effect from December 13, 2021 through June 30, 2022, with an understanding that if the Agreement is successful, we will look for an extension for the following fiscal year.

Recommendation:

It is recommended that the Board of Education approve the Memorandum of Understanding between the Cedar Rapids Community School, Sioux City Community Schools, Des Moines Community Schools, Waterloo Schools, and Woodbine Community Schools and Career and Technical Education Advocacy Consortium for the remainder of the 2021-2022 School Year.

**CAREER AND TECHNICAL EDUCATION ADVOCACY CONSORTIUM
MEMORANDUM OF UNDERSTANDING**

1. **PURPOSE.** The purpose of this Memorandum of Understanding (MOU) is to formalize the Career and Technical Education Advocacy Consortium (CTEAC) commitment between the Career Academy Program (Sioux City Community School District), IGNITE (Waterloo Community School District), Central Campus (Des Moines Community School District), Iowa BIG (Cedar Rapids Community School District) and IGNITE Pathways (Woodbine Community School District). By signing this MOU, each school district affirms their commitment to support, advocate and collaborate in advancing legislative, fiscal and district support of Career and Technical Education statewide.

2. **DESCRIPTION.** Pursuant to Iowa Department of Education guidelines, CTEAC will operate as a consortium focused on CTE advocacy within the state of Iowa. Participating school districts will garner local school district buy in as well as policy and legislative support from decision makers within their region for the advancement of CTE programming and funding. Participating organizations will encourage cooperation and collaboration of CTE idea sharing in an effort to create additional funding streams and student opportunities for CTE within the state. Additionally, encouraging staff and student visits to innovative programming within the state is recommended.

3. **PARTICIPATING CTEAC CONSORTIUM ORGANIZATIONS AND SCHOOL DISTRICT RESPONSIBILITIES:**
 - a. Engage policy makers locally to facilitate new and innovative CTE language supporting the advancement of student opportunities.
 - b. Promote legislative solutions to create new funding streams for CTE programming.
 - c. Commit to meeting regularly as a consortium focused on growth and advancement of CTE programming, policy and funding.
 - d. Coordinate with local AEA is on creative CTE solutions to existing loopholes and gaps within CTE policy and programming.
 - e. Establish a CTEAC liaison with the Iowa Department of Education in an effort to work in conjunction with the innovative practices already underway.
 - f. Represent CTEAC on STEM and CTE partnerships at the local, regional and state level.
 - g. Advocate for resource, programming and student exchanges within already established innovative CTE programming in the state and region.

CTEAC Member Signature

Community School District

Board Secretary Signature

Cedar Rapids Community School District

CONSENT AGENDA

BA-22-178 Tabulation - Server Replacement (Jeff Lucas/Blake Wedel/Carissa Jenkins)

Exhibit: BA-22-178.1

Action Item

Pertinent Fact(s):

1. CRCSD 's current host servers running our VMWare virtual infrastructure were last purchased 6 years ago and need to be replaced.
2. Provided are the four bids received to replace the hardware.

Recommendation:

It is recommended that the Board of Education approve the Tabulation – Server Replacement.

Bid # 1483 R750 Dell Servers		
	Vendor	Total
	Dell Technologies	\$80,089.98
	Networks Inc	\$104,677.50
	Open Sytems of Cleveland Inc	\$110,533.62
	Sunflower Lab LLC	\$114,817.68
	<p>We have worked straight with Dell on my consultation phone calls relating to our server ladscape for the past many years. There bid was very competitive. Because we already have a strong working relationship with them we we are requesting the approval to move forward with this purchase.</p>	

CONSENT AGENDA

**BA-22-179 Tabulation – Musical Instruments - 2021-2022 School Year
(Carissa Jenkins/Beth Davies)**

Exhibit: BA-22-179.1-2

Action Item

Pertinent Fact(s):

The purchase of Musical Instruments is funded by the Instructional Support Levy (ISL) and funds are allocated on an annual basis. Funds are used for non-repairable/replacement equipment at CRCSD middle and high schools.

Recommendation:

It is recommended that the Board of Education approve the Tabulation - Musical Instruments for the 2021-2022 School Year.

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Purchasing Department
2500 Edgewood Rd NW
Cedar Rapids, Iowa 52405
December 2021

Tabulation – Musical Instruments (Bid 1478)

Furnish 66 various instrumental music equipment items as per bid specifications.

Summary of the awards follows.

<u>Barnard Instrument Repair</u>	<u>1 item</u>	<u>\$4,000.00</u>
Baritone Saxophone		
<u>Music & Arts</u>	<u>8 items</u>	<u>\$2,220.86</u>
Trumpet Mouthpiece, Saxophone Mouthpiece, Clarinet Mouthpiece, Sax Neck Strap, Speaker Stands, Field Frame, Triangle, Trombone Mute		
<u>Schultz Strings</u>	<u>16 items</u>	<u>\$18,900.00</u>
Bass Outfit, Cello Bows (Different Sizes), Cello $\frac{3}{4}$, Cello $\frac{4}{4}$, Bass Bow, Viola 5.5", Viola 15", Viola 16", Violin Bows $\frac{3}{4}$, Violin Bows $\frac{4}{4}$, Violin Case $\frac{3}{4}$, Violin Case $\frac{4}{4}$, Violin $\frac{3}{4}$, Violins $\frac{4}{4}$		
<u>Steve Weiss Music</u>	<u>13 items</u>	<u>\$3,379.00</u>
Bass Drum Beater, Bell Kit Set, Bells, Snare Drum, Cymbal Mallets, Timpani Bell Mallets (Different Brands), Triangle, Vibraphone Mallets		
<u>Sweetwater Music Ed Tech</u>	<u>4 items</u>	<u>\$349.82</u>
Trombone Mouthpiece Kit, Trumpet Mute, Trumpet Cup Mute, Keyboard Stand		
<u>Washington Music Center</u>	<u>6 items</u>	<u>\$1,439.80</u>
Bass Rosin, Mouthpiece Adapter, Pitch Pipe, Trombone & Case, Harmony Director, Soft Case for Harmony Director		
<u>West Music</u>	<u>18 items</u>	<u>\$35,183.28</u>
Timpani, Marimba, Saxophones & Cases, Bass Clarinet, Bass Drum & Stand, Cello Strings, Horn, Euphonium, Flute, Glockenspiel, Passive Speakers, Piano, Saxophone, Trombone, Trumpets (Different Models), Xylophone		
<u>Total Purchases</u>		<u>\$65,472.76</u>

Barnard Instrument Repair is located in Cedar Rapids, Ia.
Music & Arts Centers is located in Frederick, MD.
Schultz Strings is located in Cedar Rapids, IA.
Steve Weiss Music is located in Willow Grove, PA.
Sweetwater Music Ed Tech is located in Fort Wayne, IN.
Washington Music Center is located in Wheaton, MD.
West Music Company is located in Coralville, IA.

Bids were sent to twenty-two (22) vendors. Nine (9) responses were received.

RECOMMENDATION

The yearly instrument purchase through the Instructional Support Levy (ISL) is used to replace instruments that are no longer usable or purchase additional instruments for the band and orchestra programs in the Cedar Rapids Community School District. When selecting bids for the yearly instrument purchase, the lowest bid price is always selected except in the event that the instrument requires play-testing and adjustment by a professional instrument technician or intricate assembly. String, woodwind, and brass instruments often require adjustments beyond what many online companies offer when an instrument comes directly from the factory. Local vendors generally include this play-test and professional adjustment before delivery of the instrument. For such instruments that require more care and maintenance, working with a local vendor also provides greater ease when dealing with warranties. Additionally, with the intricate assembly that is required of keyboard instruments that come directly from the factory (such as xylophones, marimbas, vibraphones, etc.), local vendors generally offer assembly of these instruments at no additional charge above the bid price. Those factors help our music programs save money in the long run from our repair budgets and provide much needed assembly assistance to our music teachers.

CONSENT AGENDA

BA-22-180 Tabulation - District Vehicle - Transit Cargo Van (Carissa Jenkins/ Jon Galbraith)

Exhibit: BA-22-180.1

Action Item

Pertinent Fact(s):

1. Due to unexpected circumstances, per Board Regulation 702.1a, the purchase of a used/new in-stock van is in process to purchase immediately. The lead time for a new vehicle is extremely long and the market for procuring a used van is scarce.
2. The vehicle for purchase is a Ford Transit Cargo Van 250 or equivalent for Buildings and Grounds use as soon as possible. PPEL funding has been identified to cover the cost of the vehicle.

Recommendation:

It is recommended that the Board of Education approve the Tabulation for District Vehicle - Transit Cargo Van.

2016 Ford Transit Cargo

250 3dr SWB Low Roof Cargo Van w/60/40 Passenger Side Doors • 56,416 miles

Uftring Weston Pre-Owned Center

Open Now • (309) 214-9271

Peoria, IL



Carsforsale.com may record phone calls for business purposes; by calling you agree to Carsforsale.com's [Terms and Conditions of Use](#) and [Privacy Policy](#).

5 Photos

Share



\$31,990

Price excludes tax, title, license, and a documentary service fee.

\$476/mo*

[Calculator](#) ▾

Email Seller

Text Seller

First Name *

First Name *

Last Name *

Last Name *

Email Address *

Email Address *

Phone

Phone

Message

I'm interested and want to know more about the 2016 Ford Transit Cargo you have listed for \$31,990 on Cars For Sale.

116 / 1000

Do you have a trade-in?

SEND EMAIL

Email me price drops for this vehicle

By clicking "SEND EMAIL", I consent to be contacted by Carsforsale.com and the dealer selling this car at any telephone number I provide, including, without limitation, communications sent via text message to my cell phone or communications sent using an autodialer or prerecorded message. This acknowledgment constitutes my written consent to receive such communications. I have read and agree to the [Terms and Conditions of Use](#) and [Privacy Policy](#) of Carsforsale.com.

VEHICLE INFO

CONSENT AGENDA

BA-22-181 Tabulation – Cedar Rapids Community School District - Library Book Collection Development Project (Craig Barnum/Carissa Jenkins)

Exhibit: BA-22-181.1-3

Action Item

Pertinent Fact(s):

1. CRCSD has \$1.5M in ESSER funding available to allocate to updating its school library book collections. The office of Digital Literacy leveraged cooperative purchasing contracts to identify potential source(s) of supply and requested quotes for materials and services.
2. Teacher Librarians will work collaboratively to review their book collections to purchase updated titles that provide representation of their students. The project will begin with the current school and year and span implementation over the next 18-24 months.
3. Supplier proposals were reviewed by a committee of three and compared against each other using a decision criterion for pricing and service performance.

Recommendation:

It is recommended that the Board of Education approve the Tabulation – Cedar Rapids Community School District - School Library Book Collection Development Project and Award the Bid to Follett.

TEAM TOTALS

EVALUATION MATRIX FORM

Request for Proposal

Title: **CRCS D Library Book Collection Development Project**Vendor: **MACKIN**

TEAM MEMBERS --->

		A	B	C	Points Scored		Weighting Factor		Weighted Total Score
	Evaluation Criteria								
1	Ability to analyze & generate reports on our collection data for currency	5	5	5	15	x	0.05	%	0.75
2	Ability to analyze & generate reports our collection data for diversity	5	4	5	14	x	0.05	%	0.70
3	Ability to curate current & diverse books to have our librarians select purchases from	5	5	4	14	x	0.10	%	1.40
4	Professional book reviews embedded in vendor purchasing software	5	4	4	13	x	0.05	%	0.65
5	Vendor catalog and inventory that includes a wide selection of K-12 books, graphic novels, manga	4	5	5	14	x	0.10	%	1.40
6	Availability of perpetual eBooks for 6-12th grades	3	5	5	13	x	0.05	%	0.65
7	Price structure/discount for books	4	4	4	12	x	0.15	%	1.80
8	Warranty on books with vendor-trademarked binding	3	5	3	11	x	0.05	%	0.55
9	Cost of processing books (spine & barcode labels, label covers, Mylar dust jackets)	5	5	4	14	x	0.10	%	1.40
10	Cost of processing paperback books with factory cover (like contact paper)	4	5	4	13	x	0.05	%	0.65
11	Ability to generate full Marc records	5	5	4	14	x	0.05	%	0.70
12	Ability to respond to our site specifications (some genre labels, some not - depends on library)	5	5	4	14	x	0.05	%	0.70
13	Ability and potential cost of helping to genrify remaining collection	5	4	4	13	x	0.05	%	0.65
14	Ability to process orders and ship affordably within a reasonable timeframe	3	3	3	9	x	0.05	%	0.45
15	Responsive customer service if errors were made including returns	4	4	5	13	x	0.05	%	0.65
Matrix Totals								1.00	13.10

The ratings are as follows:

0 = Does not meet requirements

1 = Does not meet requirements (below average, very weak)

3 = Meets requirements (meets requirements as outlined in the technical requirements section)

4 = Meets requirements (above average)

5 = Meets requirements (exceeds expectations)

Each member of the evaluation team prepares an evaluation matrix for each proposal by checking the score which reflects his/her evaluation of the vendor's capability regarding each criterion (5 is the best score, 1 the worst).

Here's what will happen as items are all collected from the team members:

The weighted total scores [ie the matrix total]

Vendor-by-vendor, the matrix totals are added together, then divided by the number of matrices to determine the vendor's overall average score.

Prepared by:

Michelle Kruse \ Carissa Jenkins

TEAM TOTALS**EVALUATION MATRIX FORM**

Request for Proposal

Title: CRCSO Library Book Collection Development Project**Vendor: PERMA BOUND****TEAM MEMBERS --->**

		A	B	C	Points Scored		Weighting Factor		Weighted Total Score
1	Ability to analyze & generate reports on our collection data for currency	5	4	3	12	x	0.05	%	0.6
2	Ability to analyze & generate reports our collection data for diversity	5	3	3	11	x	0.05	%	0.55
3	Ability to curate current & diverse books to have our librarians select purchases from	4	4	3	11	x	0.10	%	1.1
4	Professional book reviews embedded in vendor purchasing software	3	4	3	10	x	0.05	%	0.5
5	Vendor catalog and inventory that includes a wide selection of K-12 books, graphic novels, manga	4	3	3	10	x	0.10	%	1
6	Availability of perpetual eBooks for 6-12th grades	3	3	3	9	x	0.05	%	0.45
7	Price structure/discount for books	5	5	4	14	x	0.15	%	2.1
8	Warranty on books with vendor-trademarked binding	5	5	4	14	x	0.05	%	0.7
9	Cost of processing books (spine & barcode labels, label covers, Mylar dust jackets)	5	4	4	13	x	0.10	%	1.3
10	Cost of processing paperback books with factory cover (like contact paper)	3	3	3	9	x	0.05	%	0.45
11	Ability to generate full Marc records	3	4	3	10	x	0.05	%	0.5
12	Ability to respond to our site specifications (some genre labels, some not - depends on library)	5	4	3	12	x	0.05	%	0.6
13	Ability and potential cost of helping to genrify remaining collection	5	4	3	12	x	0.05	%	0.6
14	Ability to process orders and ship affordably within a reasonable timeframe	5	4	4	13	x	0.05	%	0.65
15	Responsive customer service if errors were made including returns	4	4	3	11	x	0.05	%	0.55
Matrix Totals								1.00	11.65

The ratings are as follows:

0 = Does not meet requirements

1 = Does not meet requirements (below average, very weak)

3 = Meets requirements (meets requirements as outlined in the technical requirements section)

4 = Meets requirements (above average)

5 = Meets requirements (exceeds expectations)

Each member of the evaluation team prepares an evaluation matrix for each proposal by checking the score which reflects his/her evaluation of the vendor's capability regarding each criterion (5 is the best score, 1 the worst).

Here's what will happen as items are all collected from the team members:

The weighted total scores [ie the matrix total]

Vendor-by-vendor, the matrix totals are added together, then divided by the number of matrices to determine the vendor's overall average score.

Prepared by:

Michelle Kruse \ Carissa Jenkins

TEAM TOTALS**EVALUATION MATRIX FORM**

Request for Proposal

Title: CRCSO Library Book Collection Development Project**Vendor: FOLLETT****TEAM MEMBERS --->**

		A	B	C	Points Scored		Weighting Factor		Weighted Total Score
	Evaluation Criteria								
1	Ability to analyze & generate reports on our collection data for currency	5	5	5	15	x	0.05	%	0.75
2	Ability to analyze & generate reports our collection data for diversity	5	5	5	15	x	0.05	%	0.75
3	Ability to curate current & diverse books to have our librarians select purchases from	5	5	4	14	x	0.10	%	1.40
4	Professional book reviews embedded in vendor purchasing software	5	5	4	14	x	0.05	%	0.70
5	Vendor catalog and inventory that includes a wide selection of K-12 books, graphic novels, manga	4	5	4	13	x	0.10	%	1.30
6	Availability of perpetual eBooks for 6-12th grades	3	3	4	10	x	0.05	%	0.50
7	Price structure/discount for books	3	5	5	13	x	0.15	%	1.95
8	Warranty on books with vendor-trademarked binding	5	4	4	13	x	0.05	%	0.65
9	Cost of processing books (spine & barcode labels, label covers, Mylar dust jackets)	5	5	4	14	x	0.10	%	1.40
10	Cost of processing paperback books with factory cover (like contact paper)	3	3	3	9	x	0.05	%	0.45
11	Ability to generate full Marc records	5	5	4	14	x	0.05	%	0.70
12	Ability to respond to our site specifications (some genre labels, some not - depends on library)	5	5	4	14	x	0.05	%	0.70
13	Ability and potential cost of helping to genrify remaining collection	5	4	4	13	x	0.05	%	0.65
14	Ability to process orders and ship affordably within a reasonable timeframe	5	4	3	12	x	0.05	%	0.60
15	Responsive customer service if errors were made including returns	5	5	4	14	x	0.05	%	0.70
Matrix Totals								1.00	13.20

The ratings are as follows:

0 = Does not meet requirements

1 = Does not meet requirements (below average, very weak)

3 = Meets requirements (meets requirements as outlined in the technical requirements section)

4 = Meets requirements (above average)

5 = Meets requirements (exceeds expectations)

Each member of the evaluation team prepares an evaluation matrix for each proposal by checking the score which reflects his/her evaluation of the vendor's capability regarding each criterion (5 is the best score, 1 the worst).

Here's what will happen as items are all collected from the team members:

The weighted total scores [ie the matrix total]

Vendor-by-vendor, the matrix totals are added together, then divided by the number of matrices to determine the vendor's overall average score.

Prepared by:

Michelle Kruse \ Carissa Jenkins

CONSENT AGENDA

**BA-22-182 Purchasing Register - Computers - 2022-2026 School Years
(Jeff Lucas/Carissa Jenkins)**

Exhibit: BA-22-182.1

Action Item

Pertinent Fact(s):

1. CRCSD regularly replaces computing devices and is requesting bids for new devices including laptops, Chromebooks, docks and monitors.
2. The contract for computers will determine pricing for the next four years with provisions to renew for an additional year based on satisfactory performance and contract compliance. ESSER funding will be used to purchase computer replacements.
3. CRCSD will purchase approximately 4500 Chromebooks for students in the coming years.

Recommendation:

It is recommended that the Board of Education approve the Purchasing Register - Computers for 2022-2026 School Years.

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

Purchasing Department
2500 Edgewood Rd NW
Cedar Rapids, IA 52405

PURCHASING REGISTER

Purchases for approval or ratification

Description: Computers

School: District Wide

Budget Year: 2022 - 2026

First Notice Date: December 14, 2021

Second Notice Date: December 21, 2021

Bid Due Date: January 10, 2022

Estimated Cost: \$7.4 Million over 4 years

CONSENT AGENDA

BA-22-183 **Purchasing Register - IMC/Classroom Furniture (Andrew Dooley/Carissa Jenkins)**

Exhibit: BA-22-183.1

Action Item

Pertinent Fact(s):

Several schools have expressed interest in refreshing furniture in their IMCs and classrooms. The District will combine the requests for purchase into one project in order to combine efforts for solicitation and leverage discounts based on larger volume award opportunity. Each school will assist in creating the spec for bid and will be responsible for final vendor selection and funding.

Recommendation:

It is recommended that the Board of Education approve the Purchasing Register - IMC/Classroom Furniture.

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

Purchasing Department
2500 Edgewood Rd NW
Cedar Rapids, IA 52405

PURCHASING REGISTER

Purchases for approval or ratification

Description: IMC & Classroom Furniture

School: District Wide

Budget Year: 2021-2022

First Notice Date: December 14, 2021

Second Notice Date: December 21, 2021

Bid Due Date: January 12, 2022

Estimated Cost: \$

CONSENT AGENDA

BA-22-184 **Final Approval - Hiawatha Elementary School - Roofing Improvement Project - Bid Package 2 - Certificate of Substantial Completion (Jon Galbraith)**

Exhibit: BA-22-184.1-3

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$146,300.00 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on August 6, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District - Hiawatha Elementary School - Roofing Improvement Project - Bid Package 2.



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCSO 2021-22 Roof Improvements Bid Package 2 - Hiawatha Elementary School Cedar Rapids, Iowa	CONTRACT INFORMATION: Contract For: General Construction Date: February 09, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 10, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Black Hawk Roof Company, Inc. 619 E 19th Street Cedar Falls, Iowa 50613

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Total Project

Solum Lang Architects,
LLC

ARCHITECT *(Firm Name)*

SIGNATURE

Darci Lorensen, Architect

PRINTED NAME AND TITLE

August 6, 2021

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See attached Punch List

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$21,500

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Black Hawk Roof
Company, Inc.

CONTRACTOR *(Firm
Name)*

Cedar Rapids Community
School District

OWNER *(Firm Name)*

Mike Kerker

SIGNATURE

SIGNATURE

Mike Kerker

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

8/11/21

DATE

DATE

TO (OWNER): Cedar Rapids CSD
2500 Edgewood Rd NW
Cedar Rapids, IA 52405

PROJECT: Hiawatha Elementary School

APPLICATION NO: 3
PERIOD TO: 10/31/2021

DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Black Hawk Roof Co., Inc
619 E. 19th St
Cedar Falls, IA 50613

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	146,300.00
2. Net Change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	146,300.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	146,300.00
5. RETAINAGE:		
a. 0.00% of Completed Work	\$	0.00
b. 0.00% of Stored Material	\$	0.00
Total retainage (Line 5a + 5b)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE	\$	146,300.00
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	138,985.00
8. CURRENT PAYMENT DUE	\$	7,315.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Black Hawk Roof Co., Inc
619 E. 19th St Cedar Falls, IA 50613

By:

Date: 10/28/21

State of: IA

County of: Black Hawk

Subscribed and Sworn to before me this

28 Day of Oct 20 21

Notary Public:

My Commission Expires 2/1/24



ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 7,315.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Solum Lang Architects

By:

Date: 11/17/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Cedar Rapids CSD
2500 Edgewood Rd NW
Cedar Rapids, IA 52405

PROJECT: Hiawatha Elementary School

APPLICATION NO: 3
PERIOD TO: 10/31/2021

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): Black Hawk Roof Co. Inc
619 E. 19th St
Cedar Falls, IA 50613

VIA (ARCHITECT):

**ARCHITECT'S
PROJECT NO:**

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	General Requirements	7,315.00	7,315.00	0.00	0.00	7,315.00	100.00	0.00	0.00
Roofing									
2	Labor	47,594.00	47,594.00	0.00	0.00	47,594.00	100.00	0.00	0.00
3	Material	71,391.00	71,391.00	0.00	0.00	71,391.00	100.00	0.00	0.00
Sheet Metal									
4	Labor	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00	0.00	0.00
5	Material	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	0.00
REPORT TOTALS		\$146,300.00	\$146,300.00	\$0.00	\$0.00	\$146,300.00	100.00	\$0.00	\$0.00

CONSENT AGENDA

**BA-22-185 Final Approval - Washington High School - Masonry Repair Project -
Certificate of Substantial Completion (Jason Lietz)**

Exhibit: BA-22-185.1-4

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$249,720, plus net change orders in the amount of \$3,670.00, for a final contract price of \$253,390.00 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on August 20, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District - Washington High School - Masonry Repair Project.

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/CMa

PAGE ONE OF TWO PAGES

TO OWNER:

Cedar Rapids Community School District
2500 Edgewood Road NW
Cedar Rapids, IA 52405

PROJECT:

CRCSD 2021-22 Masonry Repairs
Washington High School
Cedar Rapids, IA

APPLICATION NO: Pay App #3
BSM INV. NO: 5032
PERIOD TO: 8/31/2021
PROJECT NO: 20022-G
BSM PROJECT NO: BSM#21011
CONTRACT DATE: 2/9/2021

Distribution to:

OWNER
 CONSTRUCTION
MANAGER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:

Bi-State Masonry, Inc.
3511 8th Street
Rock Island, Illinois 61201

VIA CONSTRUCTION MANAGER:

CONTRACT FOR: Masonry Repairs

VIA ARCHITECT: Solum Lang Architects, LLC

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>249,720.00</u>
2. Net change by Change Orders	\$	<u>3,670.00</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>253,390.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>253,390.00</u>
5. RETAINAGE:		
a. 0% of Completed Work (Column D + E on G703)	\$	<u>0.00</u>
b. % of Stored Material (Column F on G703)	\$	<u>0.00</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>0.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	<u>253,390.00</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>240,720.50</u>
8. CURRENT PAYMENT DUE	\$	<u>12,669.50</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>0.00</u>

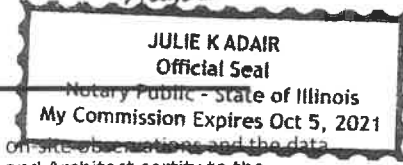
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$3,670.00	\$0.00
TOTALS	\$3,670.00	\$0.00
NET CHANGES by Change Order	\$3,670.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Bi-State Masonry, Inc.

By: *Chris Belser* Date: 8/25/2021
Chris Belser

State of: Illinois County of: Rock Island
Subscribed and sworn to before me this 25th day of August 2021
Notary Public: *Julie K Adair*
My Commission expires: 05/05/2021



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on ~~on-site observations and the data~~ comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 12,669.50

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:
By: _____ Date: _____
ARCHITECT: Solum Lang Architects
By: *Darci Fournier* Date: 11/18/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: Pay App #3
APPLICATION DATE: 8/25/2021
PERIOD TO: 8/31/2021
PROJECT NO: 20022-G

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Mobilization	\$13,795.00	\$13,795.00	\$0.00		\$13,795.00	100%	\$0.00	\$0.00
2	Tuckpoint Norman Brick	\$197,100.00	\$197,100.00	\$0.00		\$197,100.00	100%	\$0.00	\$0.00
3	Water Repellent	\$21,900.00	\$21,900.00	\$0.00		\$21,900.00	100%	\$0.00	\$0.00
4	Joint Sealant	\$2,750.00	\$2,750.00	\$0.00		\$2,750.00	100%	\$0.00	\$0.00
5	Thru Wall Flashing	\$9,000.00	\$9,000.00	\$0.00		\$9,000.00	100%	\$0.00	\$0.00
6	Brick Replacement	\$875.00	\$875.00	\$0.00		\$875.00	100%	\$0.00	\$0.00
7	Sign Removal	\$1,300.00	\$1,300.00	\$0.00		\$1,300.00	100%	\$0.00	\$0.00
8	Equipment	\$3,000.00	\$3,000.00	\$0.00		\$3,000.00	100%	\$0.00	\$0.00
9	Change Order #1	\$2,625.00	\$2,625.00	\$0.00		\$2,625.00	100%	\$0.00	\$0.00
10	Change Order #3	\$1,045.00	\$1,045.00	\$0.00		\$1,045.00	100%	\$0.00	\$0.00
	GRAND TOTALS	\$253,390.00	\$253,390.00	\$0.00	\$0.00	\$253,390.00	100%	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

AIA® Document G704® - 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCSD 2021-22 Masonry Repairs - Washington High School Cedar Rapids, Iowa	CONTRACT INFORMATION: Contract For: General Construction Date: February 09, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 25, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Bi-State Masonry, Inc. 3511 8th Street Rock Island, Illinois 61201

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)
Entire Project

Solum Lang Architects,
LLC
ARCHITECT *(Firm Name)*


SIGNATURE

Darci Lorensen, Architect
PRINTED NAME AND TITLE

August 20, 2021
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
See Attached Punch List

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$1500

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Bi-State Masonry, Inc.

CONTRACTOR (Firm
Name)

Cedar Rapids Community
School District

OWNER (Firm Name)



SIGNATURE

Chris Belser

PRINTED NAME AND TITLE

11/18/2021

DATE

SIGNATURE

PRINTED NAME AND TITLE

DATE

CONSENT AGENDA

BA-22-186 **Final Approval - Washington High School - Driveway Improvement Project - Certificate of Substantial Completion (Jason Lietz)**

Exhibit: BA-22-186.1-2

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$316,442.80, plus net change orders in the amount of \$17,338.86, for a final contract price of \$333,781.66 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on July 23, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District - Washington High School - Driveway Improvement Project.

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCS D 2021-22 Driveway Improvements - Washington High School Cedar Rapids	CONTRACT INFORMATION: Contract For: General Construction Date: April 14, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 10, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Midwest Concrete, Inc. 9835 Cottingham Road Peosta, Iowa 52068

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)
Total Project

Solum Lang Architects, LLC		Darci Lorensen, Architect	July 23, 2021
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED


A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
See attached Punch List

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within (60) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$1,200

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)
Contractor to provide watering & care for new seedings through August 15th. Maintain intake protection devices for silt protection until grass is established.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Midwest Concrete, Inc.		Ryan Coates, President	8-12-21
CONTRACTOR <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
Cedar Rapids Community School District			
OWNER <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE

Application and Certificate for Payment

TO OWNER: Cedar Rapids Community School Dist. PROJECT: CRCSO 2021-22 Driveway Imp Washington High School APPLICATION NO: Final Distribution to: OWNER
 2500 Edgewood Rd NW PERIOD TO: ARCHITECT
 Cedar Rapids IA 52405 VIA ARCHITECT: Solum Lang Architects LLL CONTRACT FOR: general const. CONTRACT DATE: April 14, 2021 CONTRACTOR
 FROM CONTRACTOR: Midwest Concrete Inc. 9835 Cottingham Rd. Keosauqua, IA 52008 1101 Old Marion Rd. NE Cedar Rapids, IA 52402 PROJECT NOS: / / FIELD
 OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

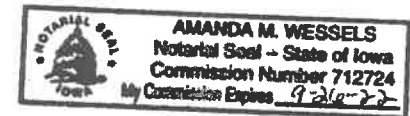
1. ORIGINAL CONTRACT SUM \$316,442.80
 2. Net change by Change Orders \$ 17,338.86
 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$333,781.66
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$333,781.66
 5. RETAINAGE:
 a. 5 % of Completed Work (Column D + E on G703) \$ 16,689.08
 b. _____ % of Stored Material (Column F on G703) \$ _____
 Total Retainage (Lines 5a + 5b or Total in Column I of G703)..... \$ 16,689.08
 6. TOTAL EARNED LESS RETAINAGE \$ 317,092.58
 (Line 4 Less Line 5 Total)
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 317,092.58
 (Line 6 from prior Certificate)
 8. CURRENT PAYMENT DUE \$ 16,689.08
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ \$0.00
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: Wick George Date: 10-4-21
 State of: Iowa

County of: Dubuque
 Subscribed and sworn to before me this 4th day of Oct. 2021

Notary Public: Amanda Wesels
 My Commission expires: 9-26-22



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 16,689.08

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Solum Lang Architects
 By: Darci Founser Date: 11/17/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ \$17,338.86	\$
Total approved this Month	\$ \$0.00	\$
TOTALS	\$ \$17,338.86	\$
NET CHANGES by Change Order	\$ 17,338.86	

CONSENT AGENDA

BA-22-187 Final Approval - Jefferson High School - Locker Room Upgrade Project - Certificate of Substantial Completion (Jon Galbraith)

Exhibit: BA-22-187.1-4

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$672,700.00, plus net change orders in the amount of \$16,490.84, for a final contract price of \$689,190.84 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on August 6, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District - Jefferson High School - Locker Room Upgrade Project.



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCSD 2021-22 Locker Room Upgrades - Jefferson High School Cedar Rapids	CONTRACT INFORMATION: Contract For: General Construction Date: April 14, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 17, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Garling Construction 1120 11th Street Belle Plaine, Iowa 52208

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Total Project

Solum Lang Architects, LLC ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	Darci Lorensen, Architect PRINTED NAME AND TITLE	August 6, 2021 DATE OF SUBSTANTIAL COMPLETION
--	---	--	---

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See attached Punch List


The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$3,500

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Garling Construction CONTRACTOR <i>(Firm Name)</i> Cedar Rapids Community School District OWNER <i>(Firm Name)</i>	 SIGNATURE	Troy Pins PRINTED NAME AND TITLE	8-17-21 DATE
	SIGNATURE	PRINTED NAME AND TITLE	DATE

1120 11th Street
Belle Plaine, IA 52208

1101 Old Marion Rd NE
Cedar Rapids, IA 52402

FROM: 11/1/2021
TO: 11/1/2021

OTHER

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

Change Orders approved in previous months by Owner		APPROVED	DEDUCTIONS
Total		\$16,490.84	
Approved this Month			
Number	Date Approved		
TOTALS			
Net change by Change Orders		\$16,490.84	

1. ORIGINAL CONTRACT SUM	\$672,700.00
2. Net change by Change Orders	\$16,490.84
3. CONTRACT SUM TO DATE (Line 1 +- 2)	\$689,190.84
4. TOTAL COMPLETED & STORED TO DATE	\$689,190.84
(Column I on G703)	
5. RETAINAGE:	
a. <u>5.00%</u> of Completed Work	_____
(Column F + G on G703)	
b. _____ of Stored Material	_____
(Column H on G703)	
Total Retainage (Line 5a + 5b or Total in Column L of G703)	
6. TOTAL EARNED LESS RETAINAGE	\$689,190.84
(Line 4 less Line 5 Total)	

The undersigned contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

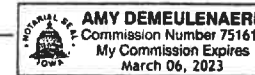
CONTRACTOR: Garling Construction, Inc.

BY: Tom DATE: 11-2-21

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$654,731.29
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$34,459.55
9. BALANCE TO FINISH, PLUS RETAINAGE	_____
(Line 3 less Line 6)	

State of: IA
Subscribed and sworn to before me this 2nd day of November, 2021

Notary Public: Amy Demeulenaere



My Commission Expires: 3-6-23

ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the **AMOUNT CERTIFIED**.

AMOUNT CERTIFIED	\$ 34,459.55
Thirty Four Thousand Four Hundred Fifty Nine Dollars and Fifty Five Cents	

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: Solum Lang Architects
By: Alexi Jensen

Date: 11/17/21

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, **APPLICATION AND CERTIFICATE FOR PAYMENT**, containing
 Contractor's signed Certification is attached. APPLICATION NO: 07 Page 3
 CONTRACT DATE: INVOICE NO: 002053
 FROM: 11/1/2021 PROJECT NO: 54161
 TO: 11/1/2021 ARCHITECT PROJECT NO: PO# 2200221

In tabulations below, amounts are stated to the nearest doll:
 Use **Column L** on Contracts where variable retainage for lin

A ITEM NO	B DESCRIPTION OF WORK	C BILLING CODES	D	E		G			J		L	
			SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND		BALANCE TO FINISH	
			AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE
1	GENERAL REQUIREMENTS		94,070.00	94,070.00	100%				94,070.00	100%		
2	EXISTING CONDITIONS		48,934.00	48,934.00	100%				48,934.00	100%		
3	CONCRETE		10,826.00	10,826.00	100%				10,826.00	100%		
4	MASONRY		58,932.00	58,932.00	100%				58,932.00	100%		
5	THERMAL & MOISTURE PROTECTION		4,006.00	4,006.00	100%				4,006.00	100%		
6	OPENINGS		4,265.00	4,265.00	100%				4,265.00	100%		
7	FINISHES		106,618.00	106,618.00	100%				106,618.00	100%		
8	SPECIALTIES		220,549.00	220,549.00	100%				220,549.00	100%		
9	PLUMBING & HVAC		117,788.00	117,788.00	100%				117,788.00	100%		
10	ELECTRICAL & SECURITY		6,712.00	6,712.00	100%				6,712.00	100%		
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
PAGE TOTALS			\$672,700.00	\$672,700.00	100%				\$672,700.00	100%		
REGULAR ITEM TOTALS			\$672,700.00	\$672,700.00	100%				\$672,700.00	100%		
CHANGE ORDERS			\$16,490.84	\$16,490.84	100%				\$16,490.84	100%		
GRAND TOTALS			\$689,190.84	\$689,190.84	100%				\$689,190.84	100%		

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column L on Contracts where variable retainage for line items may apply.

CONTRACT DATE: 11/1/2021
FROM: 11/1/2021
TO: 11/1/2021

APPLICATION NO:
INVOICE NO:
PROJECT NO:
ARCHITECT PROJECT NO:

A ITEM NO	B DESCRIPTION OF WORK	C CHANGE ORDER NUMBER	D BILLING CODES	E	F	G	H			I	J	K		L	M		N
				SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND TO DATE		BALANCE TO FINISH					
				AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED TO DATE		BALANCE	RETAINAGE				
1	Change Orders																
2	CO 1 T&M Work	COR1		15,004.65	15,004.65	100%						15,004.65	100%				
3	CO 2 Fire alarm and Caulking	COR 3-4		1,486.19	1,486.19	100%						1,486.19	100%				
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
	PAGE TOTALS			\$16,490.84	\$16,490.84	100%						\$16,490.84	100%				
	CHANGE ORDER TOTAL			\$16,490.84	\$16,490.84	100%						\$16,490.84	100%				
	REGULAR ITEMS TOTALS			\$672,700.00	\$672,700.00	100%						\$672,700.00	100%				
	GRAND TOTALS			\$689,190.84	\$689,190.84	100%						\$689,190.84	100%				

CONSENT AGENDA

BA-22-188 Final Approval - Jefferson High School - Auditorium Seating Project - Certificate of Substantial Completion (Jon Galbraith)

Exhibit: BA-22-188.1-3

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$184,000.00 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on July 29, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District - Jefferson High School - Auditorium Seating Project.



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCSO 2021-22 Auditorium Seating, Jefferson High School Cedar Rapids, Iowa	CONTRACT INFORMATION: Contract For: General Construction Date: March 10, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 10, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Garling Construction 1120 11th Street Belle Plaine, Iowa 52208

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Total Project

Solum Lang Architects, LLC		Darci Lorenson, Architect	July 29, 2021
ARCHITECT (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)


The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$1,000

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Garling Construction		Troy Pins President	8-12-21
CONTRACTOR (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE
Cedar Rapids Community School District			
OWNER (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

TO (OWNER): CEDAR RAPIDS SCHOOL DIST	PROJECT: Jefferson High School Auditorium Seating 1243 20th Street SW Cedar Rapids, IA 52404	APPLICATION NO: 06 INVOICE NO: 001955 PROJECT NO: 54158 ARCHITECT PROJECT NO: PO# 27242 OWNER PO NO: 54158	Distribution to: <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> LENDOR <input type="checkbox"/> GENERAL CONTRACTOR <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> OTHER
FROM: Ryan M Morelock (CONTRACTOR) Garling Construction, Inc. 1120 11th Street Belle Plaine, IA 52208	ARCHITECT: Solum Lang Architects 1101 Old Marion Rd NE Cedar Rapids, IA 52402	CONTRACT DATE: FROM: 9/1/2021 TO: 9/30/2021	
CONTRACT FOR: General Construction			

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

Change Orders approved in previous months by Owner	APPROVED	DEDUCTIONS
Total		
Approved this Month		
Number Date Approved		
TOTALS		
Net change by Change Orders		

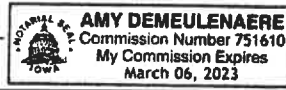
1. ORIGINAL CONTRACT SUM	\$184,000.00
2. Net change by Change Orders	
3. CONTRACT SUM TO DATE (Line 1 +- 2)	\$184,000.00
4. TOTAL COMPLETED & STORED TO DATE	\$184,000.00
(Column I on G703)	
5. RETAINAGE:	
a. <u>5.00%</u> of Completed Work	
(Column F + G on G703)	
b. _____ of Stored Material	
(Column H on G703)	
Total Retainage (Line 5a + 5b or Total in Column L of G703)	
6. TOTAL EARNED LESS RETAINAGE	\$184,000.00
(Line 4 less Line 5 Total)	

The undersigned contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Garling Construction, Inc.
BY: Tom DATE: 9-17-21

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$174,800.00
8. CURRENT PAYMENT DUE	\$9,200.00
9. BALANCE TO FINISH, PLUS RETAINAGE	
(Line 3 less Line 6)	

State of: IA
Subscribed and sworn to before me this 17th day of September, 2021
Notary Public: Amy Demeulenaere
My Commission Expires: 3-6-23



ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the **AMOUNT CERTIFIED**.

AMOUNT CERTIFIED	\$ 9,200.00
Nine Thousand Two Hundred Dollars and No Cents	

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: Solum Lang Architects
By: Darci Jensen Date: 10/14/21
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein.
Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, **APPLICATION AND CERTIFICATE FOR PAYMENT**, containing Contractor's signed Certification is attached.

CONTRACT DATE:
 FROM: 9/1/2021
 TO: 9/30/2021

APPLICATION NO: 06

Page 3

INVOICE NO: 001955

PROJECT NO: 54158

ARCHITECT PROJECT NO: PO# 27242

In tabulations below, amounts are stated to the nearest doll:
 Use **Column L** on Contracts where variable retainage for line

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE			PREVIOUS APPLICATION			COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
			AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE			
													AMOUNT	COMPLETE	
1	General Requirments		25,893.55	25,893.55	100%				25,893.55	100%					
2	Site Work		10,853.07	10,853.07	100%				10,853.07	100%					
3	Concrete		3,685.06	3,685.06	100%				3,685.06	100%					
4	Masonry		560.00	560.00	100%				560.00	100%					
5	Finishes		11,129.44	11,129.44	100%				11,129.44	100%					
6	Furniture		124,208.00	124,208.00	100%				124,208.00	100%					
7	Electrical		7,670.88	7,670.88	100%				7,670.88	100%					
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
PAGE TOTALS															
REGULAR ITEM TOTALS			\$184,000.00	\$184,000.00	100%				\$184,000.00	100%					
CHANGE ORDERS			\$184,000.00	\$184,000.00	100%				\$184,000.00	100%					
GRAND TOTALS			\$184,000.00	\$184,000.00	100%				\$184,000.00	100%					

CONSENT AGENDA

BA-22-189 **Final Approval – Franklin Middle School – Rooftop Unit Replacement Project - Certificate of Substantial Completion (Jon Galbraith/Tammy Carter)**

Exhibit: BA-22-189.1-3

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$245,000.00 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on October 29, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District – Franklin Middle School - Rooftop Unit Replacement Project.

AIA Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCSO 2021-22 RTU Replacement, Franklin Middle School Cedar Rapids, IA	CONTRACT INFORMATION: Contract For: General Construction Date: March 10, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 25, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Bowker Mechanical Contractors, LLC 1000 32nd Ave SW Cedar Rapids, IA 52404

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)
Entire Project as Described in the Construction Documents.

Solum Lang Architects, LLC <u>ARCHITECT (Firm Name)</u>	 <u>SIGNATURE</u>	Brad Lang, Partner + Architect <u>PRINTED NAME AND TITLE</u>	August 6, 2021 <u>DATE OF SUBSTANTIAL COMPLETION</u>
---	--	--	---

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

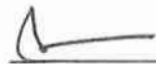
1. See attached Punchlist.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Bowker Mechanical Contractors, LLC <u>CONTRACTOR (Firm Name)</u>	 <u>SIGNATURE</u>	Jeff Wenzel <u>PRINTED NAME AND TITLE</u>	10/29/21 <u>DATE</u>
Cedar Rapids Community School District <u>OWNER (Firm Name)</u>	<u>SIGNATURE</u>	<u>PRINTED NAME AND TITLE</u>	<u>DATE</u>

PAYMENT APPLICATION

TO: Cedar Rapids CSD
Accounting Department
PO Box 879
Cedar Rapids IA 52406-0879

PROJECT NAME AND LOCATION: Franklin MS 2021-22 RTU Replacement
300 20th Street, NE
Cedar Rapids IA 52402

APPLICATION # 5

Distribution to:

FROM: Bowker Mechanical Contractors LLC
1000 32nd Ave SW
Cedar Rapids IA 52404

ARCHITECT: Solum Lang Architects LLC
1101 Old Marion Rd NE
Cedar Rapids IA 52402

PERIOD THRU: 11/30/2021

___ OWNER

Owner Project #: 20022- L

___ ARCHITECT

DATE OF CONTRACT: 3/10/2021

___ CONTRACTOR

Bowker Project #: 21M0445

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached

1. CONTRACT AMOUNT		245,000.00
2. SUM OF ALL CHANGE ORDERS		0.00
3. CURRENT CONTRACT AMOUNT (Line 1 + 2)		245,000.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)		245,000.00
5. RETAINAGE:		
A. 5% Of Completed Work (Columns D+ E on Continuation Page)	0.00	
B. 5% of Material Stored (Column F on Continuation Page)	0.00	
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus Line 5 Total)		245,000.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT:		232,750.00
8. CURRENT PAYMENT DUE:		12,250.00
9. BALANCE TO FINISH: Line 3 - Line 6	0.00	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	0.00	0.00
Total approved this month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES	0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Bowker Mechanical Contractors

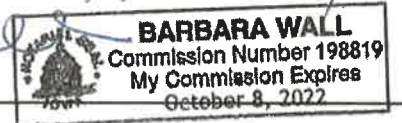
By: [Signature] Date: 11-22-21

State of: Iowa

County of: Linn

Subscribed and sworn to before me this 22nd day of November, 2021

Notary Public: [Signature]
My Commission Expires:



ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT:12,250.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that changed to match the certified amount.)

ARCHITECT: Solum Lang Architects LLC

By: [Signature] Date: 12/2/2021

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

PAYMENT APPLICATION DETAILS

Customer: Cedar Rapids CSD

Application Number: 5

Project: Franklin MS 2021-22 RTU Replacement

For Period Ending: 11/30/2021

A	B	C	D	E	F	G		H	I
		Work Completed			Materials Presently Stored	Completed and Stored To Date	Total %	Balance To Finish	Retainage Value
Item Number - Description	Scheduled Value	From Previous Application	This Period Value						
01	Mobilization/General Conditions	8,500.00	8500.00	0.00	0.00	8500.00	100.00	0.00	0.00
02	Demolition	3,500.00	3500.00	0.00	0.00	3500.00	100.00	0.00	0.00
03	Mechanical Services	15,000.00	15000.00	0.00	0.00	15000.00	100.00	0.00	0.00
04	Mechanical Equipment	154,000.00	154000.00	0.00	0.00	154000.00	100.00	0.00	0.00
05	Curb Replacement and Roofing	25,000.00	25000.00	0.00	0.00	25000.00	100.00	0.00	0.00
06	HVAC Ductwork Modification	14,000.00	14000.00	0.00	0.00	14000.00	100.00	0.00	0.00
07	Temperature Controls	19,000.00	19000.00	0.00	0.00	19000.00	100.00	0.00	0.00
08	Electrical	4,500.00	4500.00	0.00	0.00	4500.00	100.00	0.00	0.00
09	Balancing	1,500.00	1500.00	0.00	0.00	1500.00	100.00	0.00	0.00
TOTAL:		245,000.00	245,000.00	0.00	0.00	245000.00	100.00	0.00	0.00

CONSENT AGENDA

BA-22-190 Final Approval - Grant Elementary School and Wilson Middle School - Restroom Upgrade Project - Certificate of Substantial Completion (Jon Galbraith)

Exhibit: BA-22-190.1-3

Action Item

Pertinent Fact(s):

The project was completed for the original contract price of \$301,000.00, plus net change orders in the amount of \$4,474.84, for a final contract price of \$305,474.84 and the funding was provided by the Physical Plant and Equipment Levy Fund (PPEL). The project was substantially completed on August 9, 2021.

Recommendation:

It is recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the Cedar Rapids Community School District - Grant Elementary School and Wilson Middle School - Restroom Upgrade Project.

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> CRCS D 2021-22 Restroom Upgrades, Grant Elementary and Wilson Middle Schools Cedar Rapids, Iowa	CONTRACT INFORMATION: Contract For: General Construction Date: March 10, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 25, 2021
OWNER: <i>(name and address)</i> Cedar Rapids Community School District Educational Leadership Support Center 2500 Edgewood Road NW Cedar Rapids, Iowa 52405	ARCHITECT: <i>(name and address)</i> Solum Lang Architects, LLC 1101 Old Marion Road NE Cedar Rapids, Iowa 52402	CONTRACTOR: <i>(name and address)</i> Unzeitig Construction Co 1619 F Avenue NE Cedar Rapids, IA 52402

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Total Project

Solum Lang Architects, LLC ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	Darci Lorenson, Architect PRINTED NAME AND TITLE	August 9, 2021 DATE OF SUBSTANTIAL COMPLETION
---	--	---	--

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See attached Punch List


The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within forty five (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$4200

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Unzeitig Construction Co CONTRACTOR <i>(Firm Name)</i> Name) Cedar Rapids Community School District OWNER <i>(Firm Name)</i>	 SIGNATURE	James Unzeitig, Vice President PRINTED NAME AND TITLE	8-26-21 DATE

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: Cedar Rapids Community Schools 2500 Edgewood Rd NW Cedar Rapids, IA 52405	PROJECT: Grant Elem – Wilson Middle Restroom Upgrades	APPLICATION NO: 6 PERIOD TO: 11-15-2021	Distribution to: OWNER <input type="checkbox"/>
FROM CONTRACTOR: Unzeitig Construction Co. 1619 F Avenue NE Cedar Rapids, IA 52404	VIA ARCHITECT: Solum Lang Architects LLC 1101 Old Marion Rd NE Cedar Rapids, IA 52402	CONTRACT FOR: CONTRACT DATE: 4-26-2021 PROJECT NOS: 22000307 / 27329 /	ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	301000.00
2. NET CHANGE BY CHANGE ORDERS	\$	4474.84
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	305474.84
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	305474.84
5. RETAINAGE:		
a. 5% of Completed Work (Columns D + E on G703)	\$	_____
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE	\$	305474.84
<i>(Line 4 minus Line 5 Total)</i>		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	290201.10
<i>(Line 6 from prior Certificate)</i>		
8. CURRENT PAYMENT DUE	\$	15273.74
9. BALANCE TO FINISH, INCLUDING RETAINAGE <i>(Line 3 minus Line 6)</i>	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 4474.84	\$
Total approved this month	\$	\$
TOTAL	\$ 4474.84	\$
NET CHANGES by Change Order	\$ 4474.84	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: [Signature] Date: 11/16/2021

State of: Iowa

County of: Linn

Subscribed and sworn to before me this

16th day of November 2021

Notary Public: [Signature]
My commission expires: 3-27-22



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 15273.74
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Solum Lang Architects
By: [Signature] Date: 12/6/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6

APPLICATION DATE: 11-16-2021

PERIOD TO: 11-15-2021

ARCHITECT'S PROJECT NO: 22000307

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)		
1	GENERAL REQ - LABOR	15996.00	15996.00			15996.00	100	0	
2	DEMOLITION	19690.00	19690.00			19690.00	100	0	
3	CONCRETE	2895.00	2895.00			2895.00	100	0	
4	MASONRY	29741.00	29741.00			29741.00	100	0	
5	HM DOORS & HARDWARE	9652.00	9652.00			9652.00	100	0	
6	STUDS & DRYWALL	23717.00	23717.00			23717.00	100	0	
7	CERAMIC TILE	58213.00	58213.00			58213.00	100	0	
8	ACOUSTIC CEILINGS	6163.00	6163.00			6163.00	100	0	
9	PAINTING	3136.00	3136.00			3136.00	100	0	
10	DIV 10 SPECIALTIES	19714.00	19714.00			19714.00	100	0	
11	COUNTERTOPS	8489.00	8489.00			8489.00	100	0	
12	PLUMBING	73962.00	73962.00			73962.00	100	0	
13	HVAC	11013.00	11013.00			11013.00	100	0	
14	ELECTRICAL	18619.00	18619.00			18619.00	100	0	
15	COR1-STEEL PLATE/MOD WILSON	1008.00	1008.00			1008.00	100	0	
16	COR2-CHANNEL WALL WILSON	737.81	737.81			737.81	100	0	
17	COR3-KITCHEN ITC 02	461.10	461.10			461.10	100	0	
18	COR5-CONCRETE FLOOR SLAB	1150.73	1150.73			1150.73	100	0	
19	COR6-WALL SAWING/A VOID CO	1117.20	1117.20			1117.20	100	0	
	GRAND TOTAL	305474.84	305474.84		0.00	305474.84	100	0	0.00

CONSENT AGENDA

**BA-22-191 Award of Contract – Kennedy High School - Roofing Improvement Project
(Jason Lietz)**

Exhibit: BA-22-191.1-3

Action Item

Pertinent Fact(s):

The project consists of the removal and replacement of existing roof systems at Kennedy High School and the source of funding is the Physical Plant and Equipment Levy (PPEL). The low bid for the Kennedy High School Roofing Improvement Project is \$280,946 from Black Hawk Roof Company.

Recommendation:

It is recommended that the Board of Education approve the Award of Contract to the low bidder, Black Hawk Roof Company, for the Kennedy High School - Roofing Improvement Project.



November 9, 2021

Mr. Jon Galbraith
Construction Projects Supervisor, Building and Grounds
Cedar Rapids Community School District
2500 Edgewood Road NW
Cedar Rapids, IA 52405

RE: Probable Cost of CRCSD 2022-23 Roof Improvements – Kennedy High School

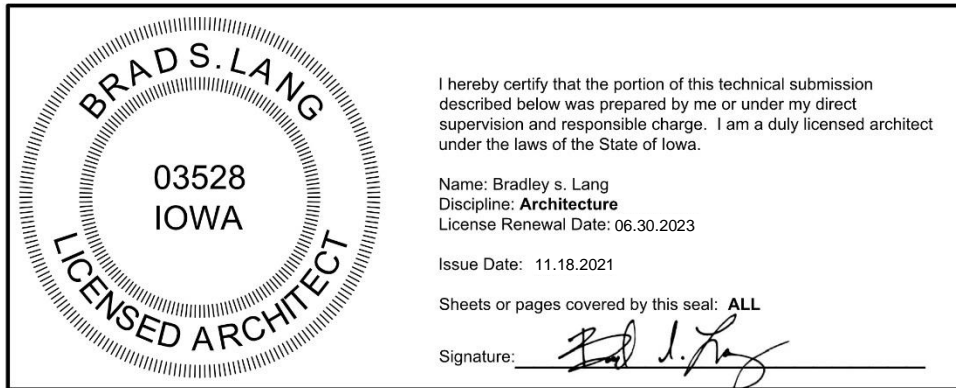
Dear Jon:

In accordance with Iowa Code 38.3(2), the total probable cost of labor, materials, equipment, and supplies (excluding architectural & engineering design and construction services) for the above-mentioned project is as follows:

Total Estimated Cost of Construction: \$280,000.00

Respectfully,

Bradley s. Lang, AIA
Solum Lang Architects



Copy: Jason Lietz, CRCSD

*The Architect, as a design professional familiar with the construction industry, has prepared the Opinion of Probable Construction Costs. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiation conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Opinion of Probable Construction Costs.



December 3, 2021

Mr. Jon Galbraith, Buildings and Grounds Manager, Cedar Rapids Community School District, Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405

RE: CRCSD 2022-23 Roof Improvements – Kennedy High School
Cedar Rapids Community School District

JON:

Six (6) bids were received on December 2, 2021, for the above referenced project.

We have reviewed the bids which were provided to us. The apparent low bidder is Black Hawk Roof Company located in Cedar Falls, Iowa. Our initial review did not discover any irregularities with this bid. We recommend that the Cedar Rapids Community School District proceed with your award process on the basis of the lowest bona fide bid as listed below. This award may be subject to submittal of acceptable bonds, insurance and other requirements of the Cedar Rapids Community School District. We are enclosing a copy of the bid tabulation for your use.

Black Hawk Roof Company

Base Bid:	Remove Existing Roof System and Replace as Specified	\$288,946.00
	TOTAL	\$288,946.00

Please contact our office of the award decision and we will proceed with obtaining the agreement, bonds and insurance.

Thank you for the opportunity to work with you on this project, and we look forward to continuing to do so throughout the construction process. If you have any questions, do not hesitate to contact us.

Respectfully,

A handwritten signature in black ink, appearing to read "Brad S. Lang". The signature is fluid and cursive.

Brad s. Lang, AIA
Partner
SOLUM LANG ARCHITECTS, LLC

Enclosure: Bid Tabulation Form

CC: Traci Rozek, CRCSD
Jason Lietz, CRCSD

CONSENT AGENDA

**BA-22-192 Award of Contract - Taft Middle School - Roofing Improvement Project
(Jason Lietz)**

Exhibit: BA-22-192.1-3

Action Item

Pertinent Fact(s):

The project consists of installation of new roofing over the existing gym dome roof at Taft Middle School and the source of funding is the Physical Plant and Equipment Levy (PPEL). The low bid for the Taft Middle School Roofing Improvement Project is \$788,000 from Advance Builders Corporation.

Recommendation:

It is recommended that the Board of Education approve the Award of Contract to the low bidder, Advance Builders Corporation, for the Taft Middle School Roofing Improvement Project.



November 9, 2021

Mr. Jon Galbraith
Construction Projects Supervisor, Building and Grounds
Cedar Rapids Community School District
2500 Edgewood Road NW
Cedar Rapids, IA 52405

RE: Probable Cost of CRCSD 2022-23 Roof Improvements – Taft Middle School

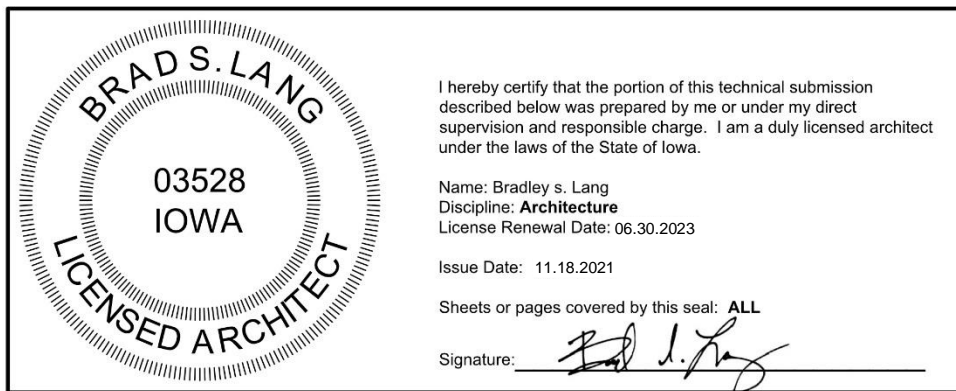
Dear Jon:

In accordance with Iowa Code 38.3(2), the total probable cost of labor, materials, equipment, and supplies (excluding architectural & engineering design and construction services) for the above-mentioned project is as follows:

Total Estimated Cost of Construction: \$790,000.00

Respectfully,

Bradley s. Lang, AIA
Solum Lang Architects



Copy: Jason Lietz, CRCSD

*The Architect, as a design professional familiar with the construction industry, has prepared the Opinion of Probable Construction Costs. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiation conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Opinion of Probable Construction Costs.



December 3, 2021

Mr. Jon Galbraith, Buildings and Grounds Manager, Cedar Rapids Community School District, Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405

RE: CRCSD 2022-23 Roof Improvements - Taft Middle School
Cedar Rapids Community School District

JON:

One (1) bids were received on December 2, 2021, for the above referenced project.

We have reviewed the bids which were provided to us. The apparent low bidder is Advance Builders Corporation located in Cedar Rapids, Iowa. Our initial review did not discover any irregularities with this bid. We recommend that the Cedar Rapids Community School District proceed with your award process on the basis of the lowest bona fide bid as listed below. This award may be subject to submittal of acceptable bonds, insurance and other requirements of the Cedar Rapids Community School District. We are enclosing a copy of the bid tabulation for your use.

Advance Builders Corporation

Base Bid:	New Roof Insulation and Fluid-Applied Membrane	\$788,000.00
	TOTAL	\$788,000.00

Please contact our office of the award decision and we will proceed with obtaining the agreement, bonds and insurance.

Thank you for the opportunity to work with you on this project, and we look forward to continuing to do so throughout the construction process. If you have any questions, do not hesitate to contact us.

Respectfully,

A handwritten signature in black ink, appearing to read "Brad S. Lang".

Brad s. Lang, AIA
Partner
SOLUM LANG ARCHITECTS, LLC

Enclosure: Bid Tabulation Form

CC: Traci Rozek, CRCSD
Jason Lietz, CRCSD

CONSENT AGENDA

BA-22-193 Approval – New Elementary at the Coolidge (West Willow) Elementary School Site - Food Service Equipment - Change Order #3 (Jon Galbraith)

Exhibit: BA-22-193.1

Action Item

Pertinent Fact(s):

1. Rapids Foodservice is the contractor for the project with a contract amount of \$400,156.00, and the source of funding is the Secure and Advanced Vision for Education Fund (SAVE).
2. Rapids Foodservice is requesting a Change Order in the amount of \$1,027.00, for a new contract amount of \$401,183.00.
 - Change Order 003 results from an owner's request for modifications to the trash counter.

Recommendation:

It is recommended that the Board of Education approve Change Order #3 to Rapids Foodservice for the New Elementary at the Coolidge (West Willow) Elementary School Site - Food Service Equipment.



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: <i>(Name and address)</i> 19213000 6225 1 st Ave NW Cedar Rapids, IA 52405	CONTRACT INFORMATION: Contract For: New Elementary at the Coolidge Site Date: April 13, 2020	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: November 30, 2021
OWNER: <i>(Name and address)</i> Cedar Rapids Community School District 2500 Edgewood Road NW Cedar Rapids, IA 52405	ARCHITECT: <i>(Name and address)</i> OPN Architects 200 5 th Ave. SE, Suite 201 Cedar Rapids, Iowa 52401	CONTRACTOR: <i>(Name and address)</i> Rapids Foodservice 6201 S Gateway Dr Marion, IA 52302

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


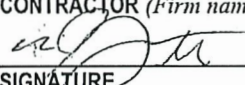
COR 003 Modifications to Trash Counter \$1,027.00
Total: \$1,027.00

The original Contract Sum was	\$ 401,021.00
The net change by previously authorized Change Orders	\$ -865.00
The Contract Sum prior to this Change Order was	\$ 400,156.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,027.00
The new Contract Sum including this Change Order will be	\$ 401,183.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

OPN Architects _____ ARCHITECT <i>(Firm name)</i>	Rapids Foodservice _____ CONTRACTOR <i>(Firm name)</i>	Cedar Rapids Community School District _____ OWNER <i>(Firm name)</i>
 _____ SIGNATURE	 _____ SIGNATURE	_____ SIGNATURE
Chad Schumacher _____ PRINTED NAME AND TITLE	Eric Schmitt, Vice-President _____ PRINTED NAME AND TITLE	Laurel Day - Board Secretary _____ PRINTED NAME AND TITLE
12.3.2021 _____ DATE	11/30/21 _____ DATE	_____ DATE

CONSENT AGENDA

BA-22-194 Preliminary Approval – Franklin Middle School - Window and Door Replacement Project (Jason Lietz)

Exhibit: BA-22-194.1

Action Item

Pertinent Fact(s):

1. The Administration herewith submit specification, and form of contract for Cedar Rapids Community School District – Franklin Middle School - Window and Door Replacement Project.
2. Schedule leading to award of contract:

Notice to Bidders	Publish	December 22, 2021
Receive Bids	2:30pm	January 11, 2022
Notice of Public Hearing	Publish	January 19, 2022
Hold Public Hearing	5:30pm	January 24, 2022
Award Contract	5:30pm	January 24, 2022
3. The project consists of the replacement of the existing windows and doors at Franklin Middle School. The Architect’s estimate for construction is \$2,350,000.00 and the funding source for the project is PPEL.

Recommendation:

It is recommended that the Board of Education approve the Preliminary Documents and Schedule - Window and Door Replacement Project - Franklin Middle School.



December 7, 2021

Mr. Jon Galbraith
Construction Projects Supervisor, Building and Grounds
Cedar Rapids Community School District
2500 Edgewood Road NW
Cedar Rapids, IA 52405

RE: Probable Cost of CRCSD 2022-23 Window and Door Replacement – Franklin
Middle School

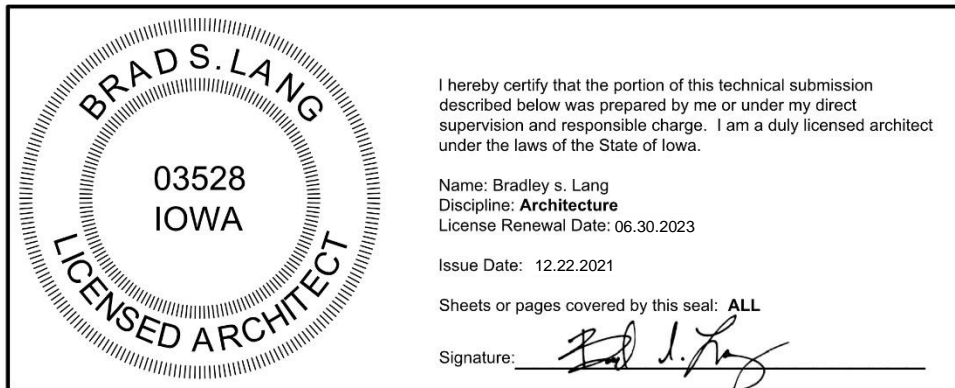
Dear Jon:

In accordance with Iowa Code 38.3(2), the total probable cost of labor, materials, equipment, and supplies (excluding architectural & engineering design and construction services) for the above-mentioned project is as follows:

Total Estimated Cost of Construction: \$2,350,000.00

Respectfully,

Bradley s. Lang, AIA
Solum Lang Architects



Copy: Jason Lietz, CRCSD

*The Architect, as a design professional familiar with the construction industry, has prepared the Opinion of Probable Construction Costs. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiation conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Opinion of Probable Construction Costs.

CONSENT AGENDA

BA-22-195 **Purchasing Register - Wireless Network Upgrade – Educational Leadership and Support Center & Kingston Stadium (Jeff Lucas/Carissa Jenkins)**

Action Item

Pertinent Fact(s):

The ELSC and Kingston Stadium wireless network hardware was last upgraded 4 years ago and needs replaced. The Technology team is seeking bids to replace the hardware for 50 Access Points.

Recommendation:

It is recommended that the Board of Education approve the Purchasing Register – Wireless Network Upgrade for the Educational Leadership and Support Center and Kingston Stadium.

CONSENT AGENDA

**BA-22-196 Purchasing Register - Wireless Network Upgrade - Elementary Schools
(Jeff Lucas/Carissa Jenkins)**

Action Item

Pertinent Fact(s):

The current wireless network hardware in the Elementary Schools was last upgraded 4 years ago and needs replaced. The Technology team is seeking bids to replace the hardware for 440 Access Points. The purchase payment will be offset by applying for eRate funding.

Recommendation:

It is recommended that the Board of Education approve the Purchasing Register - Wireless Network Upgrade for Elementary Schools.

CONSENT AGENDA

**BA-22-197 Purchasing Register - Wired Network Upgrade - Elementary Schools
(Jeff Lucas/Carissa Jenkins)**

Action Item

Pertinent Fact(s):

The Elementary Schools wired network hardware was last upgraded 6 years ago and needs replaced. The Technology team is seeking bids to replace the hardware for 100 Network Switches. The purchase payment will be offset by applying for eRate funding.

Recommendation:

It is recommended that the Board of Education approve the Purchasing Register - Wired Network Upgrades for the Elementary Schools.

CONSENT AGENDA

BA-22-198 **Base Wages - Cedar Rapids Organization of Teacher Associates (CROTA) – 2021-2023 School Years (Linda Noggle)**

Action Item **Motion/2nd/Roll Call**

Pertinent Fact(s):

Cedar Rapids Organization of Teacher Associates (CROTA)

- Increased wages for current employees to \$15.50 per hour or 3%, whichever results in a higher hourly rate for current employees.
- Increase starting wage to \$15.00 per hour.
- Increases effective January 8, 2022, for the remainder of the 2021-2022 School Year.
- There will be no changes to the base wages for the 2022-2023 School Year.
- Total cost of the increase is \$469,987 for salaries and benefits for the remainder of the 2021-2022 School Year. The total of all salaries and benefits for Teacher Associate employees in the Cedar Rapids School District will be \$10,943,301 for the 2022-2023 School Year.
- The parties have agreed to updating the 2021-2022 Teacher Associate Hiring Guide to reflect the agreed upon increase.

Recommendation:

It is recommended that the Board of Education approve the Base Wages for the Cedar Rapids Organization of Teacher Associates (CROTA) – 2021-2023 School Years.

ADMINISTRATION

BA-22-199 **Update - Truman Elementary School Transition
(Noreen Bush/Nicole Kooiker/Eric Christenson)**

Information Item

Strategic Plan/Focus Areas

- Culture
- Student Learning
- Workforce
- Systems and Resources

Pertinent Fact(s):

The Administration will provide an overview of the plan to transition Truman Elementary to an Early Learning Center.

ADMINISTRATION

BA-22-200 Resolution - Determining to Proceed with the Issuance of not to exceed \$25,000,000 School Infrastructure Sale Services and Use Tax Revenue Refunding Bonds and Taking Additional Action Thereon (David Nicholson)

Exhibit: BA-22-200.1-5

Action Item Motion/2nd/Roll Call

Strategic Plan/Focus Areas

- Culture
- Student Learning
- Workforce
- Systems and Resources

Pertinent Fact(s):

1. At the November 15, 2021 Board meeting, the Board approved moving forward with the refinancing of the \$25.185 million SAVE Revenue bonds Series 2019. Adjusted for inflation, the net present value of savings is estimated to be \$900 thousand.
2. A Public Hearing was held at 5:30 at the December 13, 2012 Board Meeting pursuant to the provision of Chapters 423E and 423F of the Code of Iowa.
3. After the Public Hearing, a petition (with signatures equal to not less than 100 voters or 30% of the number of voters at the last school official election) may be presented for up to, but not more than, 15 days after the public hearing, calling for an election of the bonds (simple majority to pass). If the petition is presented validly, then either the bond proposition must be abandoned, or an election must be scheduled. If the election fails, the bonds cannot be issued.

Recommendation:

Pending the outcome of the Public Hearing, it is recommended that the Board of Education approve the Resolution Determining to Proceed with the Issuance of not to exceed \$25,000,000 School Infrastructure Sale Services and Use Tax Revenue Refunding Bonds and Taking Additional Action Thereon.

MINUTES FOR HEARING AND
RESOLUTION ON THE ISSUANCE OF
SCHOOL INFRASTRUCTURE SALES,
SERVICES AND USE TAX REVENUE
REFUNDING BONDS

497698-00014

Cedar Rapids, Iowa

December 13, 2021

The Board of Directors of the Cedar Rapids Community School District, Iowa, met on the above date, at ____ o'clock __.m., at the Educational Leadership & Support Center, Cedar Rapids, Iowa.

The meeting was called to order by the President, and the roll was called showing the following named Directors present and absent:

Present: _____

Absent: _____.

• • Other Business • •

PUBLIC HEARING

This being the time and place specified for taking action on the proposal to issue not to exceed \$25,000,000 School Infrastructure Sales, Services and Use Tax Revenue Refunding Bonds, in one or more series, the Board Secretary announced that no written objections had been placed on file and no petition had been filed. Whereupon, the President called for any written or oral objections, and there being none, the President closed the public hearing.

MOTION TO ADOPT RESOLUTION

After due consideration and discussion, Director _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Director _____. The President put the question upon the adoption of said resolution, and the roll being called, the following named Directors voted:

Ayes: _____

Nays: _____.

Whereupon, the President declared the resolution duly adopted, as follows.

• • Other Business • •

At the conclusion of the meeting, and upon motion and vote, the Board of Directors adjourned.

President

Attest:

Board Secretary

RESOLUTION NO. _____

Resolution determining to proceed with the issuance of not to exceed \$25,000,000 school infrastructure sales, services and use tax revenue refunding bonds, in one or more series, and taking additional action thereon

WHEREAS, the Cedar Rapids Community School District (the “School District”), in the County of Linn (the “County”), State of Iowa, is entitled to receive proceeds of a statewide sales, services and use tax for school infrastructure (the “School Infrastructure Tax”), the revenue from which is deposited into the State Secure an Advanced Vision for Education Fund and distributed to the School District pursuant to Section 423E.4 of the Iowa Code, as amended, (the “School Infrastructure Tax Revenues”) and which taxes are and will continue to be collected as set forth therein; and

WHEREAS, the School District has adopted a revenue purpose statement setting forth the purposes for which it may use the School Infrastructure Tax Revenues, including but not limited to school infrastructure projects, and such revenue purpose statement was approved by the authorized electors of the School District on November 5, 2019; and

WHEREAS, the School District, previously issued its \$25,185,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2019 (the “Series 2019 Bonds”), a portion of which are still outstanding and are optional for redemption on June 28, 2022 or any date thereafter; and

WHEREAS, the School District heretofore proposed to issue not to exceed \$25,000,000 School Infrastructure Sales, Services and Use Tax Revenue Refunding Bonds, in one or more series (the “Bonds”), pursuant to the provisions of Chapters 423E and 423F of the Code of Iowa, for the purposes of (1) refunding all or a portion of the Series 2019 Bonds, (2) funding any required reserve funds, and (3) paying related costs of issuance, and the School District has caused the publication of notice of the proposed action, has held a hearing thereon on December 13, 2021 and has not received any petition objecting to the issuance of the Bonds; and

WHEREAS, it is in the best interests of the School District to adopt this Resolution for the purpose of determining to proceed with the issuance of the Bonds;

NOW, THEREFORE, Be It Resolved by the Board of Directors of the Cedar Rapids Community School District, Iowa, as follows:

Section 1. The School District hereby determines to proceed with the issuance of the Bonds at its discretion in the future, if there is no appeal of this resolution to the District Court within fourteen days or if a legally sufficient petition has not been filed pursuant to Iowa Code Section 423F.4 within fourteen days.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved December 13, 2021.

President, Board of Directors

Attest:

Board Secretary

STATE OF IOWA
COUNTY OF LINN
CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

SS:

I, the undersigned, Board Secretary of the Cedar Rapids Community School District, hereby certify that the above and foregoing is a true and correct copy of the minutes of a meeting of the Board of the School District, held as therein shown with respect to holding a hearing on the issuance of School Infrastructure Sales, Services and Use Tax Revenue Refunding Bonds, including a true, correct and complete copy of the resolution referred to in such minutes.

WITNESS MY HAND this _____ day of December, 2021.

Board Secretary

LEARNING AND LEADERSHIP

BA-22-201 Cedar Rapids Community School District and Cedar Rapids Police Department - School Resource Officer Program - Update (Nicole Kooiker)

Exhibit: BA-22-201.1-16

Strategic Plan/Focus Areas

- Culture
- Student Learning
- Workforce
- Systems and Resources

Pertinent Fact(s):

Members of the collaborative principal/SRO team will provide a high-level update on the work and progress towards our goals for the year, including program modification implementation.

SRO Board Update December 13, 2021



Program Evaluation Update: School Resource Officers

- **Goals / Outcomes**
- **SRO Program Changes Implemented**
- **Trainings offered to SROs and Administrators**
- **Data for August through November of 2021**
- **Collaboration with HS Principals, SRO's, CRCSD, and CRPD**

Our goal is to :

- 1) Create an environment where all students feel safe and supported
- 2) Instill in all students and staff a sense of belonging
- 3) Educate and teach students about appropriate behaviors and responses through a restorative and trauma informed lens

Outcomes of Success by the end of the year

1. Reduction in charges filed of all students by 50% or greater as measured by monthly reports from CRPD
2. 50% or greater reduction of the disproportionality of charges for black students as measured by monthly reports submitted from CRPD
3. Monthly reports received and reviewed by district leadership and SRO's with intentionality to metrics and outcomes
4. SRO's taking on shared leadership with some of district safety initiatives such as lock down drills and run, hide, fight training for staff

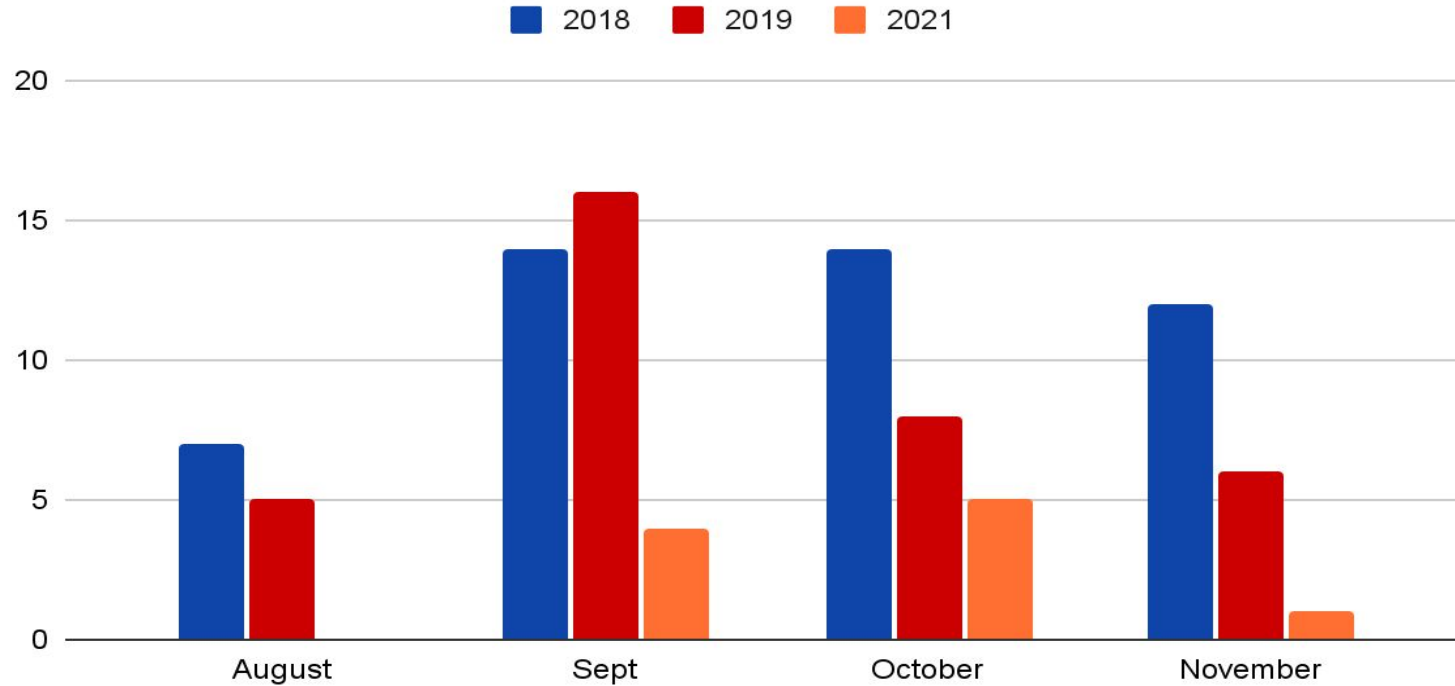
Changes Implemented: Restorative Approach

1. We are collecting monthly reports from CRPD and reviewing data as a team
2. SRO's have taught run, hide, fight to the staff in the various buildings across our district
3. SRO's have worked with building principals on facilitating, leading and organizing lock down drills
4. SRO's will begin wearing soft uniforms yet this month
5. No SRO's are permanently assigned to any middle school
6. SRO assistance plan implemented for K-8 Buildings

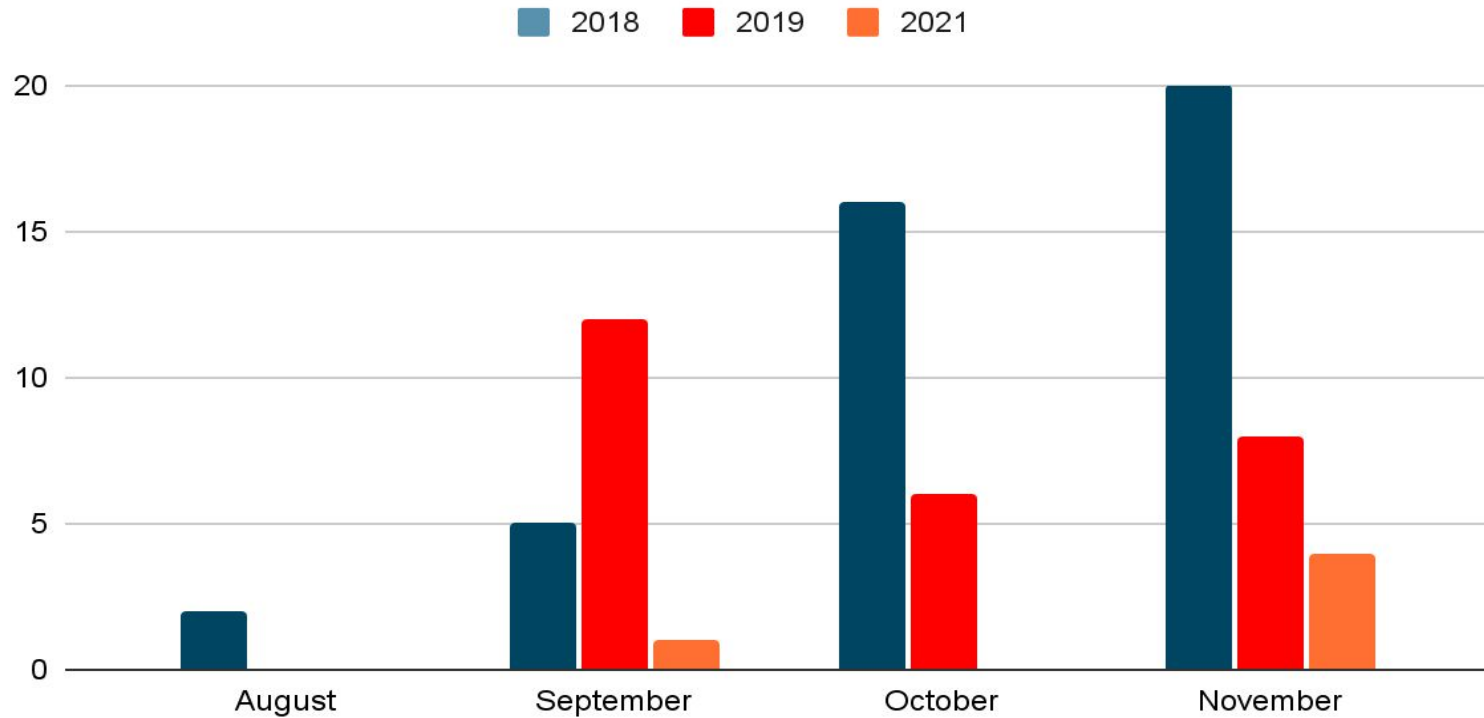
Principal/SRO Trainings:

1. De-escalation/CPI Training - September 29th and 30th
2. Intercultural Development Continuum - October 21st
3. Restorative Practices Training - October 28th and 29th
4. Trauma Informed Care - December 8th

Charges of Black High School Students



Charges of High School White Students



Comparing August through November data from 2018 with August through November 2021, there has been **88.4% reduction** in charges of white High School students and a **78.7% reduction** in charges of Black High School students.

Charges of students at McKinley and Roosevelt Middle Schools

	2018	2019	2021
White Students	4	3	0
Black Students	11	5	1
Total	15	8	1

High School Student Diversions August - November, 2021



**10 White Students
9 Black Students**

Collaboration with HS Principals, SRO's, CRCSD, and CRPD:

- 1. October 21st from 1:00 to 3:00**
- 2. November 11th from 1:00 to 3:00**
- 3. December 7th from 7:30 to 9:00**

As a collaborative team:

1. We review and analyze data
2. Created CRCSD Guide to Involvement with Law Enforcement
3. Defined our goals, values, and objectives
4. We learned together about restoring relationships and repairing harm
5. Worked through scenarios
6. Formed relationships and connections
7. Created and implemented the SRO Assistance Plan for K-8 Buildings

SRO Assistance for K– 8 Buildings

If you need access to an SRO and it is not an immediate emergency where you would call 911



Building Principals call their building level executive director. If they are not available, call Nicole Kooiker (515-608-3358)



Executive Director will ask the necessary questions and provide district support and call Nicole who will call Cory or Matt with the request for one of the floating SRO's



Building level executive directors will follow up with principals and support staff from the district and/or an SRO will report to the building for services.

Next Steps

- Strengthen and streamline data collection processes
- Continue to create systems of support for student behaviors including proactive measures
- Work on ways to reduce disproportionality
- Do deep data dives and continue to create systemic processes and procedures for CRCSD

Questions

BOARD GOVERNANCE

BA-22-202 **Closed Session – Evaluation of Professional Competency Pursuant to Code of Iowa Section 21.5(1)(i) (David Tominsky)**

Exhibit: Confidential Item

Action Item **Motion/2nd/Roll Call**

Pertinent Fact(s):

1. The Board of Education is asked to meet in Closed Session on Monday, December 13, 2021, immediately following the Board Meeting.
2. The suggested motion is as follows:

“I move that the Board of Education hold a Closed Session on Monday, December 13, 2021, to evaluate the professional competency of an individual(s) whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to those individual’s reputation and that the individual(s) has requested a Closed Session as provided in Section 21.5(1)(i) of the Iowa Code.

Recommendation:

It is recommended that the Board of Education meet in Closed Session on Monday, December 13, 2021, for the purpose of the Evaluation of Professional Competency as provided by the Iowa Code Section 21.5(1)(i).



SCHOOL BOARD CALENDAR

(Dates and times are tentative – please consult with the Board Secretary’s Office for more details)

2021- DECEMBER

Monday	Dec 13	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Wednesday	Dec 15	5:00 pm	Special Board Work Session	Via YouTube https://www.youtube.com/EngageCRschools/
Fri/Mon	Dec 24/27		Holiday Observances	Offices Closed
Thurs/Fri	Dec 30/31		Holiday Observances	Offices Closed

2022 - JANUARY

Monday	Jan 10	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Thursday	Jan 13	7:00 pm	Metro High School Winter Graduation	DoubleTree Hotel 350 First Ave NE
Monday	Jan 24	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW

2022- FEBRUARY

Monday	Feb 14	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Monday	Feb 28	5:30 pm	Board Regular Meeting & Work Session	ELSC, Board Room 2500 Edgewood Rd NW

2022- MARCH

Mon - Fri	Mar 14-18		CRCSD Spring Break	
Monday	Mar 28	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW

ADJOURNMENT – President David Tominsky

Board Meeting: Monday, December 13, 2021