

**CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
Monday, April 25, 2022 @ 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-22-306 Public Hearing – Kennedy HS – Pavement Improvement Project  
(Jason Lietz) .....3

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

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

**CONSENT AGENDA**

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# AGENDA

**CALL TO ORDER** – President David Tominsky

**APPROVAL OF AGENDA** – President David Tominsky

“I move that the agenda of Monday, April 25, 2022 Board of Education meeting be approved as set forth, and that each item is considered ready for discussion and/or action.”

**MOTION/2<sup>ND</sup>/ROLL CALL ACTION**

## **PUBLIC HEARING**

**BA-22-306      Public Hearing – Kennedy High School - Pavement 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 April 25, 2022, 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 Pavement 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.

**Board Meeting: Monday, April 25, 2022**

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

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

**CONSENT AGENDA**

**BA-22-000/15 Minutes –Board Meeting on April 11, 2022 and Special Board Meeting on April 14, 2022 (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 Board Meeting held on April 11, 2022 and the Special Board Meeting held on April 14, 2022.

**Board Meeting: Monday, April 25, 2022**

**CONSENT AGENDA**

**BA-22-001/11 Approval of Claims Report - March 2022 (David Nicholson)**

Exhibit: BA-22-001/11.1-6

**Action Item**

**Pertinent Fact(s):**

The Approval of Claims Report is required by Iowa Code §§ 279.29 and 279.30 and Board Regulation 704.1. Claims for the period of March 1 - 31, 2022 totaled \$20,499,563.90.

**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 March 31, 2022.

**Cedar Rapids Community School District  
Summary of Expenditures and Payroll for Month Ending March 31, 2022**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Capital Projects Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
<b>Electronic Payments</b>							
Period Ending 3/04	\$ 3,141.02	\$ 241.12	\$ -	\$ 379.05	\$ 139.92	\$ 25.00	\$ 3,926.11
Period Ending 3/11	14,671.25	2,002.34	-	-	34.94	-	16,708.53
Period Ending 3/18	26,788.66	120.00	90.80	-	131.60	-	27,131.06
Period Ending 3/25	5,410.87	545.32	-	-	31.92	403.27	6,391.38
Period Ending 3/31	6,456,229.90	30,311.43	83,112.00	10,105.00	161,446.76	51,738.05	6,792,943.14
<b>Approved Warrants and Voids</b>							
Period Ending 3/04	\$ 524,140.45	\$ 45,059.25	\$ 4,646.78	\$ 53,618.89	\$ 143,194.51	\$ 1,739.30	\$ 772,399.18
Period Ending 3/11	566,996.98	45,525.82	7,936.80	165,230.39	162,417.52	102.46	948,209.97
Period Ending 3/18	1,630,584.74	15,532.08	81,626.30	106,811.72	-	-	1,834,554.84
Period Ending 3/25	415,373.96	29,884.69	176,309.00	1,514,222.82	46,407.38	-	2,182,197.85
Period Ending 3/31	57,657.99	(1,150.00)	90.00	-	1,125.92	235.90	57,959.81
	<b>\$ 9,700,995.82</b>	<b>\$ 168,072.05</b>	<b>\$ 353,811.68</b>	<b>\$ 1,850,367.87</b>	<b>\$ 514,930.47</b>	<b>\$ 54,243.98</b>	<b>\$ 12,642,421.87</b>
<b>Payrolls - Net</b>	<u>7,550,632.33</u>	<u>2,273.79</u>	<u>-</u>	<u>-</u>	<u>245,991.79</u>	<u>58,244.12</u>	<u>7,857,142.03</u>
<b>Total Expenditures</b>	<u>\$ 17,251,628.15</u>	<u>\$ 170,345.84</u>	<u>\$ 353,811.68</u>	<u>\$ 1,850,367.87</u>	<u>\$ 760,922.26</u>	<u>\$ 112,488.10</u>	<u>\$ 20,499,563.90</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**  
**March 4, 2022**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Capital Projects Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
<b>Electronic Payments</b>							
EFT FILE	\$ 3,141.02	\$ 241.12	\$ -	\$ 379.05	\$ 139.92	\$ 25.00	\$ 3,926.11
<b>Approved Warrants and Voids (Entered By Batch)</b>							
	\$ 524,140.45	\$ 45,059.25	\$ 4,646.78	\$ 53,618.89	\$ 143,194.51	\$ 1,739.30	\$ 772,399.18
<b>Total</b>	<u><u>\$ 527,281.47</u></u>	<u><u>\$ 45,300.37</u></u>	<u><u>\$ 4,646.78</u></u>	<u><u>\$ 53,618.89</u></u>	<u><u>\$ 143,334.43</u></u>	<u><u>\$ 1,764.30</u></u>	<u><u>\$ 776,325.29</u></u>

**Cedar Rapids Community School District**  
**List of Paid Bills for Period Ending**  
**March 11, 2022**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Capital Projects Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
<b>Electronic Payments</b>							
EFT FILE	\$ 14,671.25	\$ 2,002.34	\$ -	\$ -	\$ 34.94	\$ -	\$ 16,708.53
<b>Approved Warrants and Voids (Entered By Batch)</b>							
	\$ 566,996.98	\$ 45,525.82	\$ 7,936.80	\$ 165,230.39	\$ 162,417.52	\$ 102.46	948,209.97
<b>Total</b>	<u><u>\$ 581,668.23</u></u>	<u><u>\$ 47,528.16</u></u>	<u><u>\$ 7,936.80</u></u>	<u><u>\$ 165,230.39</u></u>	<u><u>\$ 162,452.46</u></u>	<u><u>\$ 102.46</u></u>	<u><u>\$ 964,918.50</u></u>



**Cedar Rapids Community School District  
List of Paid Bills for Period Ending  
March 18, 2022**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Capital Projects Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
<b>Electronic Payments</b>							
EFT FILE	\$ 26,788.66	\$ 120.00	\$ 90.80	\$ -	\$ 131.60	\$ -	\$ 27,131.06
<b>Approved Warrants and Voids (Entered By Batch)</b>							
	\$ 1,630,584.74	\$ 15,532.08	\$ 81,626.30	\$ 106,811.72	\$ -	\$ -	1,834,554.84
<b>Total</b>	<u><u>\$ 1,657,373.40</u></u>	<u><u>\$ 15,652.08</u></u>	<u><u>\$ 81,717.10</u></u>	<u><u>\$ 106,811.72</u></u>	<u><u>\$ 131.60</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,861,685.90</u></u>

**Cedar Rapids Community School District**  
**List of Paid Bills for Period Ending**  
**March 25, 2022**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Capital Projects Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
<b>Electronic Payments</b>							
EFT FILE	\$ 5,410.87	\$ 545.32	\$ -	\$ -	\$ 31.92	\$ 403.27	\$ 6,391.38
<b>Approved Warrants and Voids (Entered By Batch)</b>							
Warrants	\$ 415,373.96	\$ 29,884.69	\$ 176,309.00	\$ 1,514,222.82	\$ 46,407.38	\$ -	\$ 2,182,197.85
<b>Total</b>	<u><u>\$ 420,784.83</u></u>	<u><u>\$ 30,430.01</u></u>	<u><u>\$ 176,309.00</u></u>	<u><u>\$ 1,514,222.82</u></u>	<u><u>\$ 46,439.30</u></u>	<u><u>\$ 403.27</u></u>	<u><u>\$ 2,188,589.23</u></u>

**Cedar Rapids Community School District**  
**List of Paid Bills for Period Ending**  
**March 31, 2022**

	<u>General Fund (10)</u>	<u>Student Activity Fund (21)</u>	<u>Management Fund (22)</u>	<u>Capital Projects Funds (33,36,40)</u>	<u>Food and Nutrition Fund (61)</u>	<u>Day Care Fund (62)</u>	<u>Total All Funds</u>
<b>Electronic Payments</b>							
EFT FILE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACH Payments	6,456,229.90	30,311.43	83,112.00	10,105.00	161,446.76	51,738.05	6,792,943.14
<b>Approved Warrants and Voids (Entered By Batch)</b>							
Warrants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Deduction	\$ 60,700.62	\$ -	\$ 90.00	\$ -	\$ 1,125.92	\$ 235.90	\$ 62,152.44
Voids	\$ (3,042.63)	\$ (1,150.00)	\$ -	\$ -	\$ -	\$ -	\$ (4,192.63)
<b>Total</b>	<b><u>\$ 6,513,887.89</u></b>	<b><u>\$ 29,161.43</u></b>	<b><u>\$ 83,202.00</u></b>	<b><u>\$ 10,105.00</u></b>	<b><u>\$ 162,572.68</u></b>	<b><u>\$ 51,973.95</u></b>	<b><u>\$ 6,850,902.95</u></b>

**CONSENT AGENDA**

**BA-22-003/06 Budget Summary Report – March 2022 (David Nicholson)**

Exhibit: BA-22-003/06.1-9

**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 March, 2022.

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

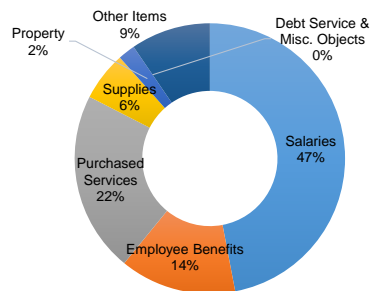
For the Period Ending March 31, 2022

### All Funds Summary Breakdown

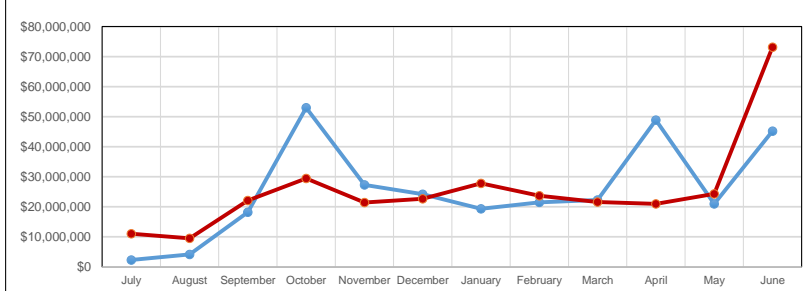
(With Comparative Totals For the Period Ended July, 2020 - March, 2021)

	All Funds FY2021	All Funds FY2022	% Incr/(Decr)	General Fund	Activity Fund	Management Fund	Sales Tax Fund	PPEL	Debt Service	School Nutrition	Other 60 Funds	
<b>REVENUES</b>												
Local	\$66,816,175	\$66,553,192	(0.39%)	\$51,976,030	\$1,498,096	\$4,945,197	\$283,073	\$6,306,590	\$168,719	\$287,313	\$1,088,174	
Intermediate	\$0	\$0		0	0	0	0	0	0	0	0	
State	\$89,596,153	\$91,540,671	2.17%	77,136,014	0	123,219	14,106,812	142,301	0	32,324	0	
Federal	\$11,808,662	\$20,917,691	77.14%	11,315,160	0	0	0	0	585,174	8,954,537	62,821	
Other Financing Sources/Income Items	\$64,545,616	\$13,272,574	(79.44%)	1,415,142	0	0	1,238,629	1,499,050	9,035,448	0	84,305	
<b>TOTAL REVENUE</b>	<b>\$232,766,605</b>	<b>\$192,284,128</b>	<b>(17.39%)</b>	<b>\$141,842,346</b>	<b>\$1,498,096</b>	<b>\$5,068,417</b>	<b>\$15,628,514</b>	<b>\$7,947,941</b>	<b>\$9,789,341</b>	<b>\$9,274,175</b>	<b>\$1,235,299</b>	
<b>EXPENDITURES</b>												
Salaries	\$89,619,948	\$88,990,754	(0.70%)	\$85,862,763	\$15,946	\$18,733	\$0	\$0	\$0	\$2,371,053	\$722,259	
Employee Benefits	\$27,669,391	\$26,347,945	(4.78%)	24,220,547	1,956	1,268,462	0	0	0	660,375	196,605	
Purchased Services	\$32,810,668	\$40,937,714	24.77%	14,218,766	277,064	2,977,811	16,645,982	6,786,808	0	12,787	18,496	
Supplies	\$8,873,144	\$11,126,371	25.39%	6,971,352	835,947	0	4,916	12,756	0	3,221,251	80,149	
Property	\$2,789,342	\$3,882,700	39.20%	1,398,486	77,119	0	2,090,319	217,225	0	99,222	329	
Debt Service & Misc. Objects	\$0	\$0		0	0	0	0	0	0	0	0	
Other Items	\$60,581,684	\$18,065,240	(70.18%)	206,467	58,364	202,549	10,131,262	1,151,678	6,308,266	613	6,041	
<b>TOTAL EXPENDITURES</b>	<b>\$222,344,176</b>	<b>\$189,350,724</b>	<b>(14.84%)</b>	<b>\$132,878,381</b>	<b>\$1,266,397</b>	<b>\$4,467,554</b>	<b>\$28,872,478</b>	<b>\$8,168,466</b>	<b>\$6,308,266</b>	<b>\$6,365,302</b>	<b>\$1,023,879</b>	
<b>SURPLUS / (DEFICIT)</b>	<b>\$10,422,429</b>	<b>\$2,933,405</b>	<b>(71.85%)</b>	<b>\$8,963,964</b>	<b>\$231,699</b>	<b>\$600,862</b>	<b>(\$13,243,964)</b>	<b>(\$220,525)</b>	<b>\$3,481,075</b>	<b>\$2,908,873</b>	<b>\$211,420</b>	
<b>FUND BALANCE</b>												
Beginning of Period				\$33,565,373	\$1,751,616	\$7,836,833	\$36,283,011	\$14,085,891	\$12,606,787	\$811,837	(\$435,888)	
End of Period				\$42,529,338	\$1,983,314	\$8,437,696	\$23,039,048	\$13,865,366	\$16,087,862	\$3,720,710	(\$224,468)	

**FY 2022 | YTD Expenditures by Object**



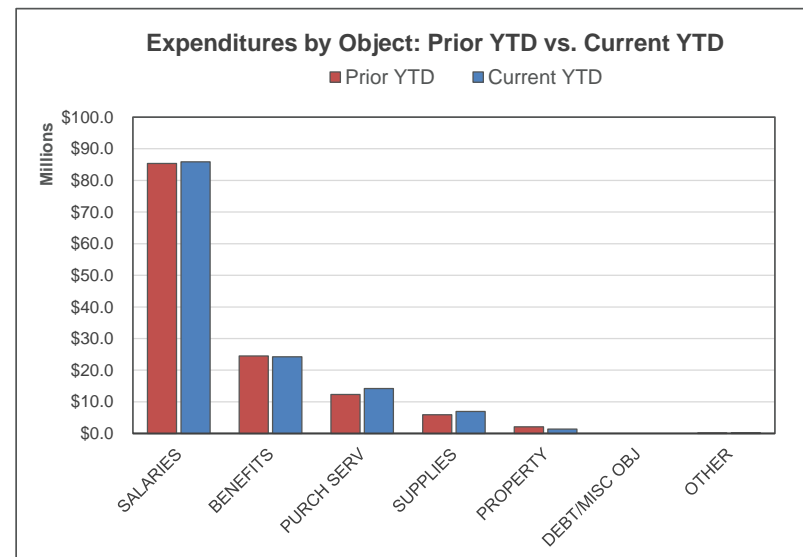
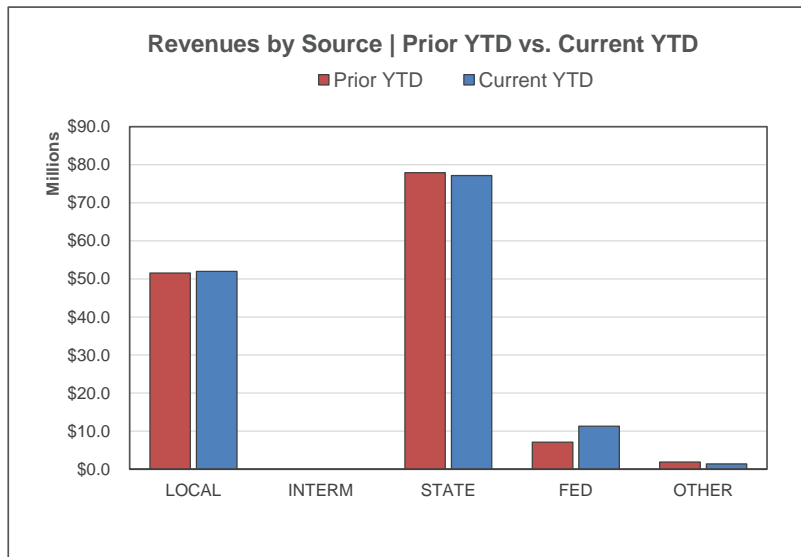
**FY 2022 | Projected Revenues / Expenditures**



# General Fund | Financial Summary

For the Period Ending March 31, 2022

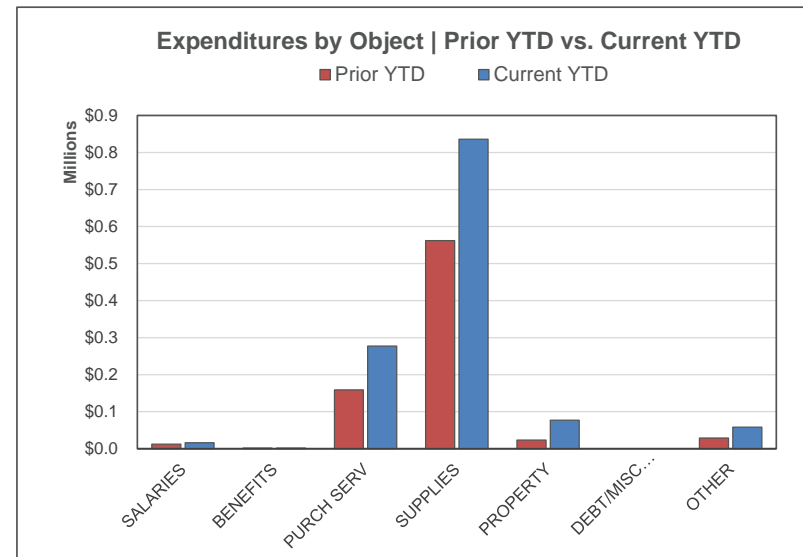
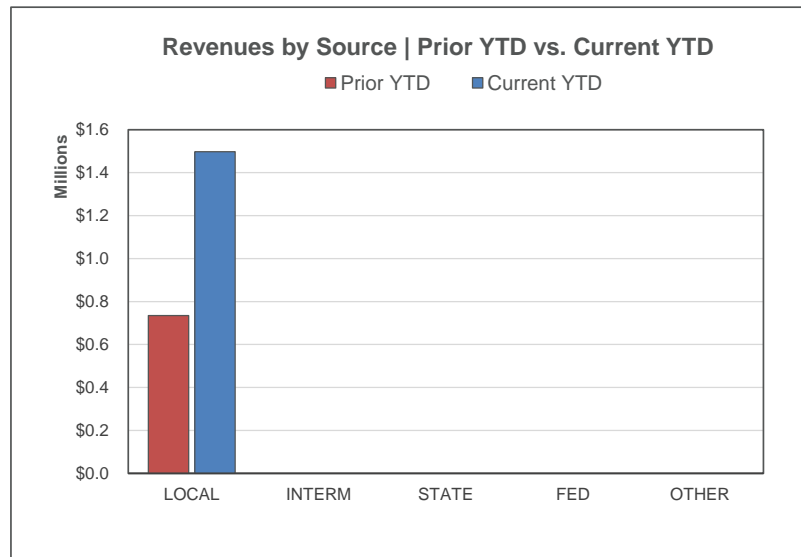
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$51,553,150	\$86,751,306	59.43%	\$51,976,030	\$87,214,056	59.60%
Intermediate	0	0		0	0	
State	77,916,423	120,681,188	64.56%	77,136,014	120,119,906	64.22%
Federal	7,081,284	16,600,792	42.66%	11,315,160	12,939,976	87.44%
Other Financing Sources/Income Items	1,852,242	3,747,716	49.42%	1,415,142	590,000	239.85%
<b>TOTAL REVENUE</b>	<b>\$138,403,099</b>	<b>\$227,781,001</b>	<b>60.76%</b>	<b>\$141,842,346</b>	<b>\$220,863,938</b>	<b>64.22%</b>
<b>EXPENDITURES</b>						
Salaries	\$85,337,851	\$141,243,891	60.42%	\$85,862,763	\$135,890,119	63.19%
Employee Benefits	24,477,192	37,200,948	65.80%	24,220,547	34,619,917	69.96%
Purchased Services	12,319,952	22,933,518	53.72%	14,218,766	21,232,514	66.97%
Supplies	5,938,580	8,667,381	68.52%	6,971,352	12,063,379	57.79%
Property	2,118,606	3,594,966	58.93%	1,398,486	1,272,852	109.87%
Debt Service & Misc. Objects	0	0		0	0	
Other Items	164,554	9,155,681	1.80%	206,467	13,166,087	1.57%
<b>TOTAL EXPENDITURES</b>	<b>\$130,356,735</b>	<b>\$222,796,385</b>	<b>58.51%</b>	<b>\$132,878,381</b>	<b>\$218,244,868</b>	<b>60.88%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$8,046,364</b>	<b>\$4,984,616</b>		<b>\$8,963,964</b>	<b>\$2,619,070</b>	
<b>ENDING FUND BALANCE</b>	<b>\$36,627,121</b>			<b>\$42,529,876</b>		



# Activity Fund | Financial Summary

For the Period Ending March 31, 2022

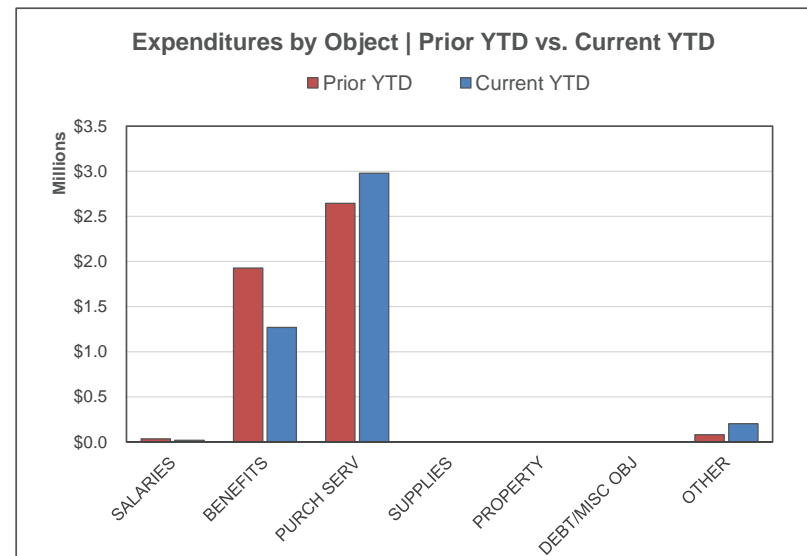
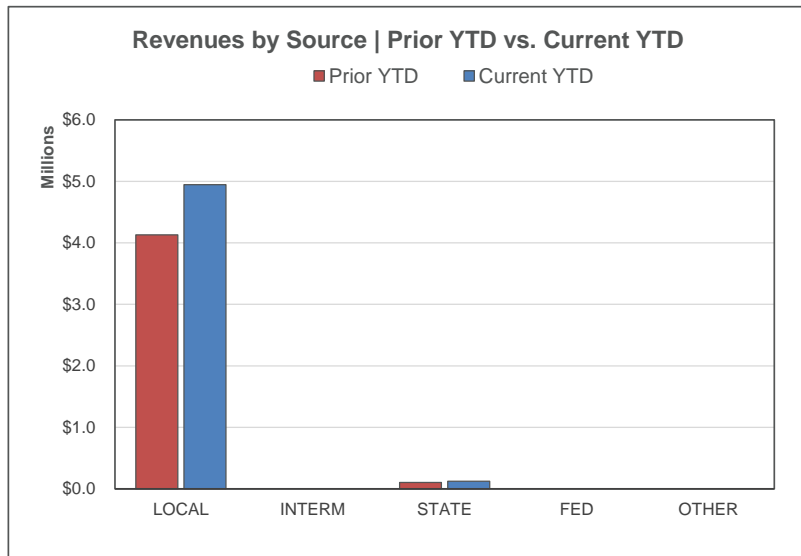
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$734,560	\$1,128,229	65.11%	\$1,498,096	\$0	
Intermediate	0	0		0	0	
State	0	0		0	0	
Federal	0	0		0	0	
Other Financing Sources/Income Items	0	160,121	0.00%	0	0	
<b>TOTAL REVENUE</b>	<b>\$734,560</b>	<b>\$1,288,350</b>	<b>57.02%</b>	<b>\$1,498,096</b>	<b>\$0</b>	
<b>EXPENDITURES</b>						
Salaries	\$12,251	\$17,289	70.86%	\$15,946	\$0	
Employee Benefits	1,533	2,064	74.27%	1,956	0	
Purchased Services	159,093	232,584	68.40%	277,064	0	
Supplies	561,893	830,786	67.63%	835,947	0	
Property	23,622	27,692	85.30%	77,119	0	
Debt Service & Misc. Objects	0	0		0	0	
Other Items	28,997	49,399	58.70%	58,364	0	
<b>TOTAL EXPENDITURES</b>	<b>\$787,388</b>	<b>\$1,159,814</b>	<b>67.89%</b>	<b>\$1,266,397</b>	<b>\$0</b>	
<b>SURPLUS / (DEFICIT)</b>	<b>(\$52,828)</b>	<b>\$128,536</b>		<b>\$231,699</b>	<b>\$0</b>	
<b>ENDING FUND BALANCE</b>	<b>\$1,570,251</b>			<b>\$1,983,314</b>		



# Management Fund | Financial Summary

For the Period Ending March 31, 2022

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$4,129,013	\$7,296,630	56.59%	\$4,945,197	\$8,624,224	57.34%
Intermediate	0	0		0	0	
State	104,058	206,013	50.51%	123,219	244,168	50.46%
Federal	0	0		0	0	
Other Financing Sources/Income Items	0	0		0	0	
<b>TOTAL REVENUE</b>	<b>\$4,233,071</b>	<b>\$7,502,643</b>	<b>56.42%</b>	<b>\$5,068,417</b>	<b>\$8,868,392</b>	<b>57.15%</b>
<b>EXPENDITURES</b>						
Salaries	\$34,106	\$61,072	55.84%	\$18,733	\$20,233	92.59%
Employee Benefits	1,927,886	4,137,411	46.60%	1,268,462	4,729,565	26.82%
Purchased Services	2,644,639	2,661,789	99.36%	2,977,811	3,011,046	98.90%
Supplies	0	0		0	0	
Property	0	0		0	0	
Debt Service & Misc. Objects	0	0		0	0	
Other Items	80,569	210,795	38.22%	202,549	215,000	94.21%
<b>TOTAL EXPENDITURES</b>	<b>\$4,687,199</b>	<b>\$7,071,066</b>	<b>66.29%</b>	<b>\$4,467,554</b>	<b>\$7,975,844</b>	<b>56.01%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(\$454,128)</b>	<b>\$431,577</b>		<b>\$600,862</b>	<b>\$892,548</b>	
<b>ENDING FUND BALANCE</b>	<b>\$6,951,128</b>			<b>\$8,437,696</b>		

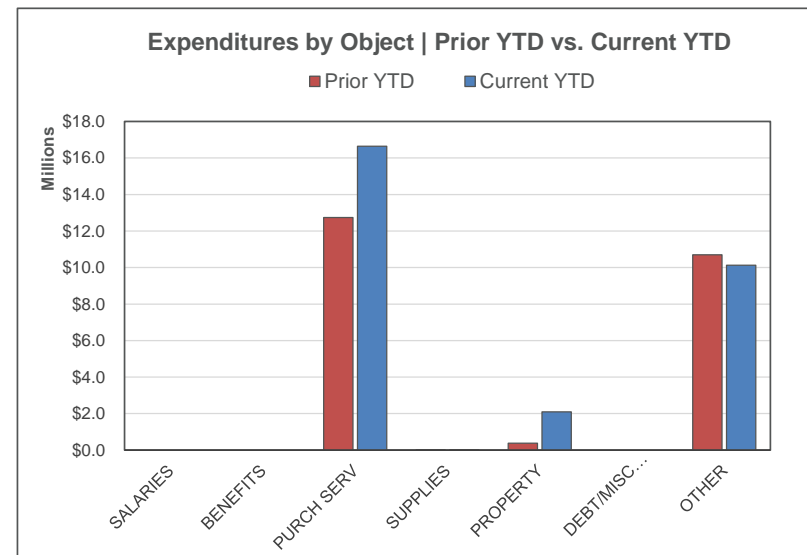
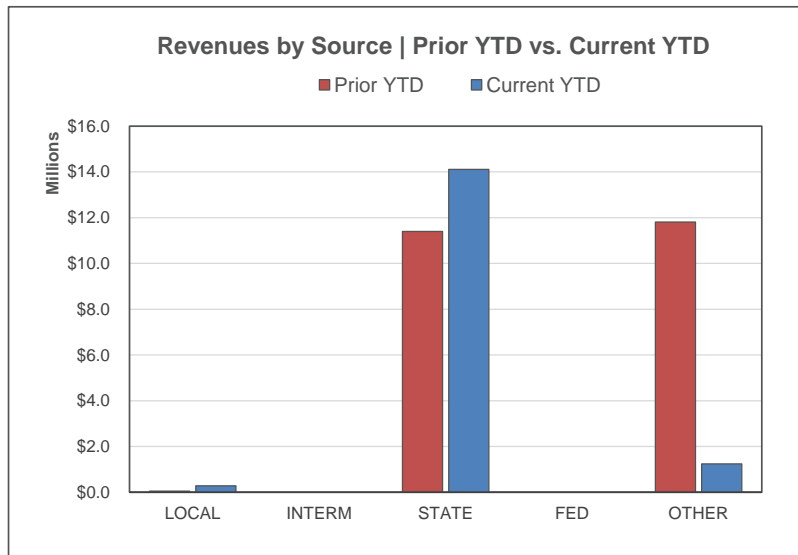




# Sales Tax Fund | Financial Summary

For the Period Ending March 31, 2022

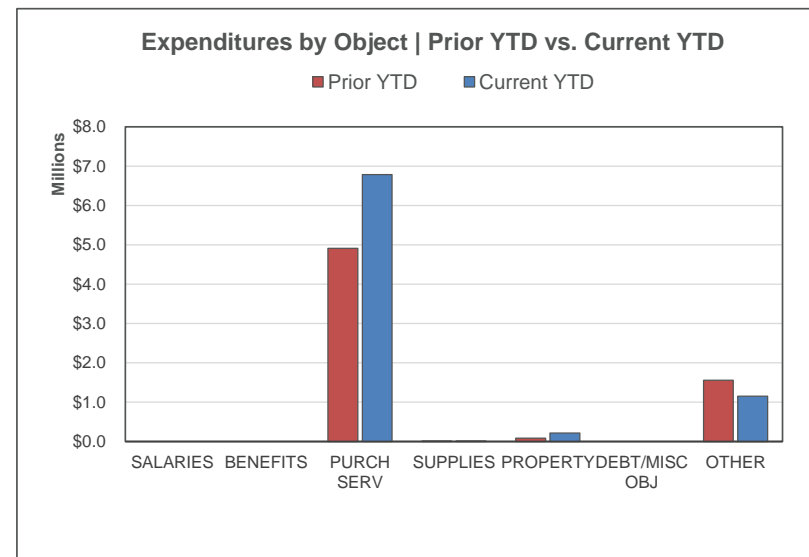
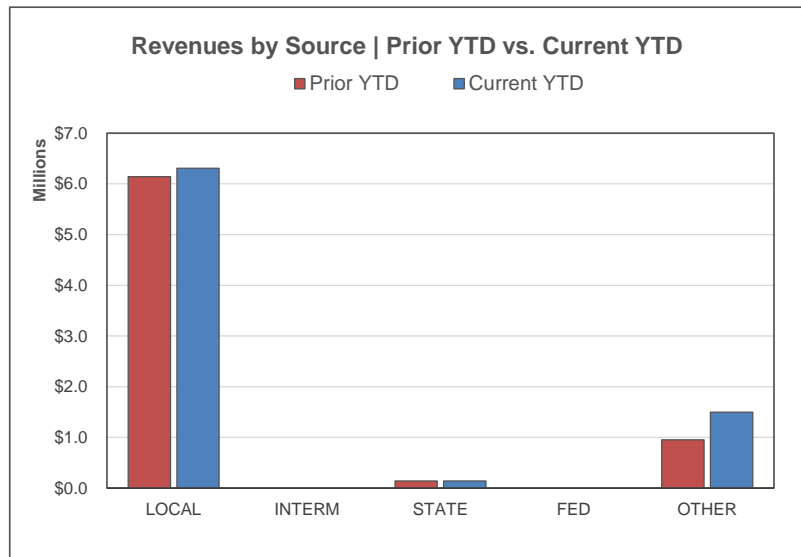
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$50,331	\$96,794	52.00%	\$283,073	\$195,784	144.58%
Intermediate	0	0		0	0	
State	11,402,350	16,827,764	67.76%	14,106,812	18,149,467	77.73%
Federal	0	0		0	0	
Other Financing Sources/Income Items	11,811,137	19,770,403	59.74%	1,238,629	2,047,000	60.51%
<b>TOTAL REVENUE</b>	<b>\$23,263,818</b>	<b>\$36,694,960</b>	<b>63.40%</b>	<b>\$15,628,514</b>	<b>\$20,392,251</b>	<b>76.64%</b>
<b>EXPENDITURES</b>						
Salaries	\$0	\$0		\$0	\$0	
Employee Benefits	0	0		0	0	
Purchased Services	12,739,084	22,126,929	57.57%	16,645,982	22,633,614	73.55%
Supplies	13	13	100.00%	4,916	0	
Property	373,502	427,852	87.30%	2,090,319	2,409,627	86.75%
Debt Service & Misc. Objects	0	0		0	0	
Other Items	10,696,281	14,305,665	74.77%	10,131,262	13,745,791	73.70%
<b>TOTAL EXPENDITURES</b>	<b>\$23,808,880</b>	<b>\$36,860,459</b>	<b>64.59%</b>	<b>\$28,872,478</b>	<b>\$38,789,032</b>	<b>74.43%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(\$545,062)</b>	<b>(\$165,499)</b>		<b>(\$13,243,964)</b>	<b>(\$18,396,781)</b>	
<b>ENDING FUND BALANCE</b>	<b>\$35,903,449</b>			<b>\$23,039,048</b>		



# PPEL | Financial Summary

For the Period Ending March 31, 2022

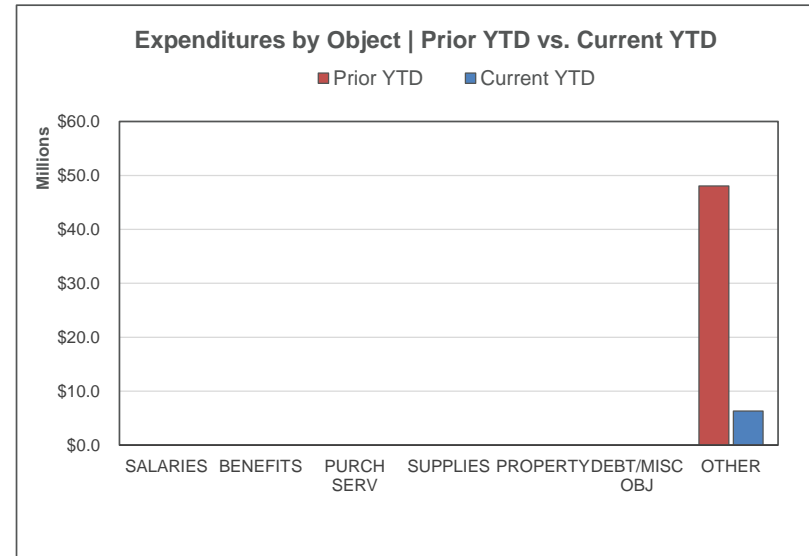
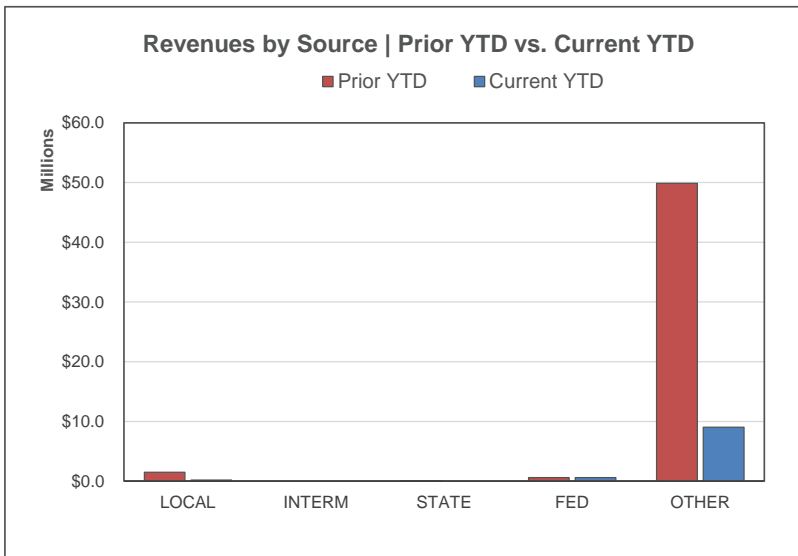
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$6,144,696	\$10,822,581	56.78%	\$6,306,590	\$10,854,325	58.10%
Intermediate	0	0		0	0	
State	141,939	781,012	18.17%	142,301	281,847	50.49%
Federal	0	0		0	0	
Other Financing Sources/Income Items	951,001	1,044,089	91.08%	1,499,050	1,939,750	77.28%
<b>TOTAL REVENUE</b>	<b>\$7,237,635</b>	<b>\$12,647,682</b>	<b>57.22%</b>	<b>\$7,947,941</b>	<b>\$13,075,922</b>	<b>60.78%</b>
<b>EXPENDITURES</b>						
Salaries	\$0	\$0		\$0	\$0	
Employee Benefits	0	0		0	0	
Purchased Services	4,912,448	7,062,501	69.56%	6,786,808	9,126,260	74.37%
Supplies	11,892	16,537	71.91%	12,756	0	
Property	86,441	1,083,888	7.98%	217,225	1,259,100	17.25%
Debt Service & Misc. Objects	0	0		0	0	
Other Items	1,561,065	2,377,242	65.67%	1,151,678	4,161,053	27.68%
<b>TOTAL EXPENDITURES</b>	<b>\$6,571,846</b>	<b>\$10,540,169</b>	<b>62.35%</b>	<b>\$8,168,466</b>	<b>\$14,546,413</b>	<b>56.15%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$665,789</b>	<b>\$2,107,514</b>		<b>(\$220,525)</b>	<b>(\$1,470,491)</b>	
<b>ENDING FUND BALANCE</b>	<b>\$12,644,166</b>			<b>\$13,865,366</b>		



# Debt Service | Financial Summary

For the Period Ending March 31, 2022

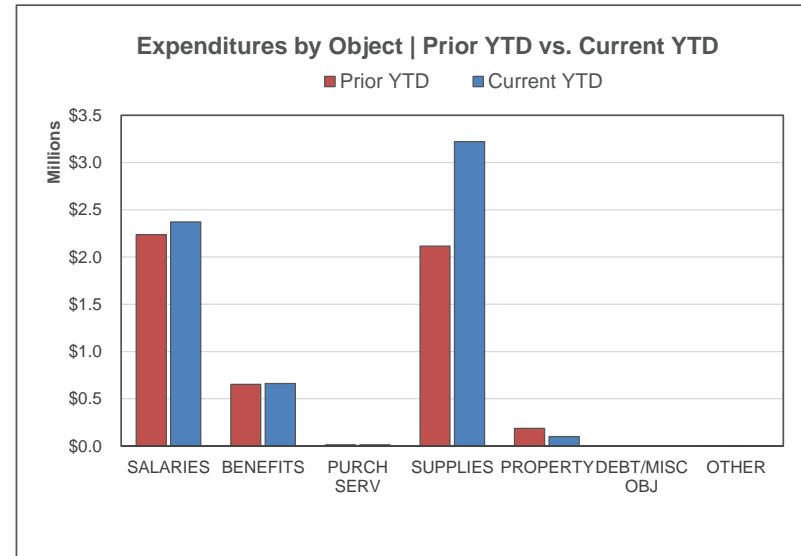
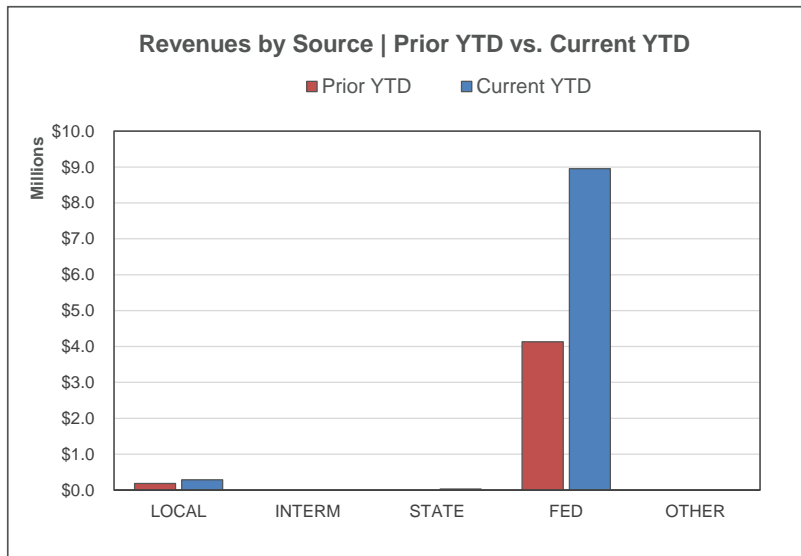
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$1,474,736	\$2,509,504	58.77%	\$168,719	\$171,500	98.38%
Intermediate	0	0		0	0	
State	31,382	62,131	50.51%	0	0	
Federal	584,553	584,553	100.00%	585,174	584,553	100.11%
Other Financing Sources/Income Items	49,864,431	52,777,217	94.48%	9,035,448	11,933,344	75.72%
<b>TOTAL REVENUE</b>	<b>\$51,955,102</b>	<b>\$55,933,405</b>	<b>92.89%</b>	<b>\$9,789,341</b>	<b>\$12,689,397</b>	<b>77.15%</b>
<b>EXPENDITURES</b>						
Salaries	\$0	\$0		\$0	\$0	
Employee Benefits	0	0		0	0	
Purchased Services	0	0		0	0	
Supplies	0	0		0	0	
Property	0	0		0	0	
Debt Service & Misc. Objects	0	0		0	0	
Other Items	48,045,827	56,057,243	85.71%	6,308,266	11,932,743	52.87%
<b>TOTAL EXPENDITURES</b>	<b>\$48,045,827</b>	<b>\$56,057,243</b>	<b>85.71%</b>	<b>\$6,308,266</b>	<b>\$11,932,743</b>	<b>52.87%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$3,909,276</b>	<b>(\$123,838)</b>		<b>\$3,481,075</b>	<b>\$756,654</b>	
<b>ENDING FUND BALANCE</b>	<b>\$16,639,901</b>			<b>\$16,087,862</b>		



# School Nutrition | Financial Summary

For the Period Ending March 31, 2022

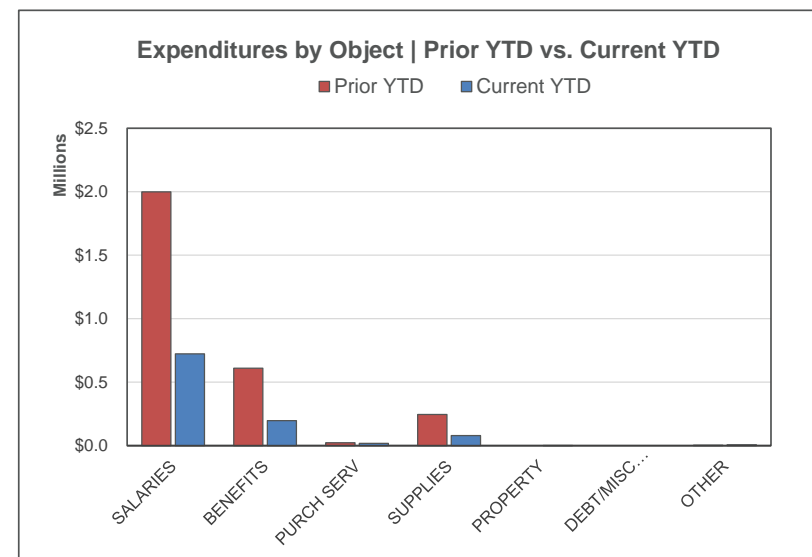
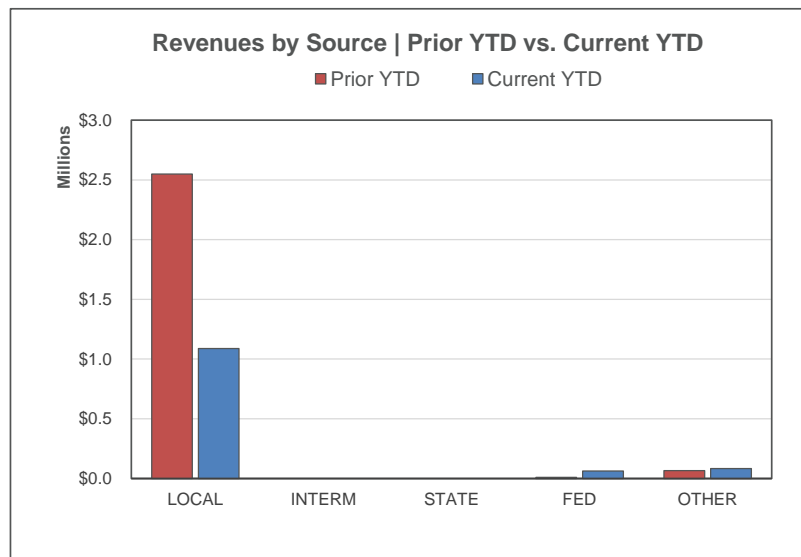
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$181,401	\$258,825	70.09%	\$287,313	\$321,500	89.37%
Intermediate	0	0		0	0	
State	0	56,484	0.00%	32,324	0	
Federal	4,132,834	8,043,263	51.38%	8,954,537	9,657,000	92.73%
Other Financing Sources/Income Items	0	66,944	0.00%	0	0	
<b>TOTAL REVENUE</b>	<b>\$4,314,235</b>	<b>\$8,425,516</b>	<b>51.20%</b>	<b>\$9,274,175</b>	<b>\$9,978,500</b>	<b>92.94%</b>
<b>EXPENDITURES</b>						
Salaries	\$2,236,921	\$3,385,553	66.07%	\$2,371,053	\$2,945,623	80.49%
Employee Benefits	652,615	1,328,965	49.11%	660,375	1,180,785	55.93%
Purchased Services	12,462	32,633	38.19%	12,787	35,000	36.54%
Supplies	2,114,480	4,075,871	51.88%	3,221,251	4,323,785	74.50%
Property	187,171	114,647	163.26%	99,222	275,000	36.08%
Debt Service & Misc. Objects	0	0		0	0	
Other Items	1,067	563,269	0.19%	613	1,171,000	0.05%
<b>TOTAL EXPENDITURES</b>	<b>\$5,204,716</b>	<b>\$9,500,938</b>	<b>54.78%</b>	<b>\$6,365,302</b>	<b>\$9,931,193</b>	<b>64.09%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(\$890,481)</b>	<b>(\$1,075,421)</b>		<b>\$2,908,873</b>	<b>\$47,307</b>	
<b>ENDING FUND BALANCE</b>	<b>\$996,777</b>			<b>\$3,721,485</b>		



# Other 60 Funds | Financial Summary

For the Period Ending March 31, 2022

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>REVENUES</b>						
Local	\$2,548,288	\$3,226,107	78.99%	\$1,088,174	\$1,123,460	96.86%
Intermediate	0	0		0	0	
State	0	0		0	0	
Federal	9,990	114,499	8.73%	62,821	101,240	62.05%
Other Financing Sources/Income Items	66,806	141,646	47.16%	84,305	108,434	77.75%
<b>TOTAL REVENUE</b>	<b>\$2,625,084</b>	<b>\$3,482,253</b>	<b>75.38%</b>	<b>\$1,235,299</b>	<b>\$1,333,134</b>	<b>92.66%</b>
<b>EXPENDITURES</b>						
Salaries	\$1,998,820	\$2,425,027	82.42%	\$722,259	\$992,248	72.79%
Employee Benefits	610,165	464,183	131.45%	196,605	259,977	75.62%
Purchased Services	22,991	27,400	83.91%	18,496	19,505	94.83%
Supplies	246,285	157,428	156.44%	80,149	88,950	90.11%
Property	0	1,747	0.00%	329	1,800	18.28%
Debt Service & Misc. Objects	0	0		0	0	
Other Items	3,325	6,058	54.88%	6,041	6,670	90.57%
<b>TOTAL EXPENDITURES</b>	<b>\$2,881,586</b>	<b>\$3,081,842</b>	<b>93.50%</b>	<b>\$1,023,879</b>	<b>\$1,369,150</b>	<b>74.78%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(\$256,502)</b>	<b>\$400,411</b>		<b>\$211,420</b>	<b>(\$36,016)</b>	
<b>ENDING FUND BALANCE</b>	<b>(\$1,092,800)</b>			<b>(\$224,468)</b>		



## CONSENT AGENDA

### **BA-22-004/11 Statement of Receipts, Disbursements, and Cash Balances Report - March 2022 (David Nicholson)**

Exhibit: BA-22-004/11.1-3

#### **Action Item**

#### **Pertinent Fact(s):**

The Statement of Receipts, Disbursements, and Cash Balances Report is required by Iowa Code Chapter 291 and by Board Regulation 703.2. Cash receipts for the month ended March 31, 2022 were \$30,012,273.64 and cash disbursements were \$24,009,873.87. The investment balance on March 31, 2022 was \$71,627,047.27. At the end of the 3rd quarter, \$288,568.95 of Book Fees was collected as compared to \$276,557 the prior year. Based on estimated revenues, the percentage of collections is up 1.0% this year compared to the prior year. Audit Committee Review of Selected Local Revenues received through March 31, 2022 were \$66,553,192.

#### **Recommendation:**

It is recommended that the Board of Education approve the Statement of Receipts, Disbursements, and Cash Balances Report for the month of March 2022.

**CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCES  
MONTH ENDED MARCH 31, 2022**

<u>CASH</u>	<u>BALANCE</u> <u>2/28/2022</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u> <u>3/31/2022</u>
<b><u>General and Management Funds</u></b>				
10-General Fund	\$ 10,862,101.31	\$ 20,298,472.06	\$ 17,263,967.51	\$ 13,896,605.86
22-Management Fund	1,440,184.70	377,574.34	372,060.21	1,445,698.83
Total - General and Management Funds	<u>12,302,286.01</u>	<u>20,676,046.40</u>	<u>17,636,027.72</u>	<u>15,342,304.69</u>
<b><u>Student Activity Fund</u></b>				
21-Student Activity Fund	1,439,053.62	295,476.73	220,076.64	1,514,453.71
21-Cash on Hand	3,900.00	-	-	3,900.00
Total-Student Activity Fund	<u>1,442,953.62</u>	<u>295,476.73</u>	<u>220,076.64</u>	<u>1,518,353.71</u>
<b><u>Food &amp; Nutrition Fund</u></b>				
61-Food & Nutrition Fund	2,470,089.26	1,170,302.01	764,009.18	2,876,382.09
61-Petty Cash	2,305.50	-	-	2,305.50
Total - Food & Nutrition Fund	<u>2,472,394.76</u>	<u>1,170,302.01</u>	<u>764,009.18</u>	<u>2,878,687.59</u>
<b><u>Daycare Fund</u></b>				
62-Five Seasons Daycare Fund	1,497,375.94	159,304.44	115,504.60	1,541,175.78
<b><u>Capital Projects Funds</u></b>				
33-Secure Adv. Vision for Educ. (SAVE) Fund	985,237.51	2,851,106.72	2,577,442.50	1,258,901.73
36-Physical Plant & Equip (PPEL) Fund	1,786,178.74	3,922,266.75	1,759,111.80	3,949,333.69
40-Debt Service Fund	150,714.43	937,770.59	937,701.43	150,783.59
Total - Schoolhouse Funds	<u>2,922,130.68</u>	<u>7,711,144.06</u>	<u>5,274,255.73</u>	<u>5,359,019.01</u>
<b>TOTAL CASH - ALL FUNDS</b>	<u>\$ 20,637,141.01</u>	<u>\$ 30,012,273.64</u>	<u>\$ 24,009,873.87</u>	<u>\$ 26,639,540.78</u>

**INVESTMENTS**

**RESTRICTED INVESTMENT FUNDS**

**Schoolhouse Fund-Held for Bond Payments**

33-SAVE Fund - Sinking Funds/UMB	\$ 1,348,962.20	\$ 31.08	\$ -	\$ 1,348,993.28
40-Debt Service Fund - Sinking Funds/UMB	13,964,383.81	937,808.81	-	14,902,192.62
<b>TOTAL RESTRICTED INVESTMENTS</b>	<u>\$ 15,313,346.01</u>	<u>\$ 937,839.89</u>	<u>\$ -</u>	<u>\$ 16,251,185.90</u>

**UNRESTRICTED INVESTMENT FUNDS**

<u>General and Management Funds</u>	<u>BALANCE</u> <u>2/28/2022</u>	<u>PURCHASES</u>	<u>MATURITIES</u>	<u>BALANCE</u> <u>3/31/2022</u>
10-General Fund	\$ 20,000,000.00	\$ -	\$ 4,000,000.00	\$ 16,000,000.00
10-General Fund CD's ISJIT	13,483,374.62	33.95	-	13,483,408.57
22-Management Fund	7,000,000.00	-	-	7,000,000.00
Total - General and Management Funds	<u>40,483,374.62</u>	<u>33.95</u>	<u>4,000,000.00</u>	<u>36,483,408.57</u>
<b><u>Student Activity Fund</u></b>				
21-Student Activity Fund	420,976.09	46,611.17	-	467,587.26
<b><u>Food &amp; Nutrition</u></b>				
61-Food & Nutrition Fund	1,500,000.00	-	-	1,500,000.00
<b><u>Capital Projects Funds</u></b>				
33-Secure Adv. Vision for Educ. (SAVE) Fund	22,141,033.37	132.61	-	22,141,165.98
36-Physical Plant & Equip (PPEL) Fund	12,000,000.00	-	2,000,000.00	10,000,000.00
40-Debt Service Fund	1,034,885.46	-	-	1,034,885.46
Total - Schoolhouse Funds	<u>35,175,918.83</u>	<u>132.61</u>	<u>2,000,000.00</u>	<u>33,176,051.44</u>
<b>TOTAL UNRESTRICTED INVESTMENTS</b>	<u>\$ 77,580,269.54</u>	<u>\$ 46,777.73</u>	<u>\$ 6,000,000.00</u>	<u>\$ 71,627,047.27</u>

<u>BALANCES</u>	<u>GENERAL</u> <u>FUND</u>	<u>STUDENT</u> <u>ACTIVITY FUND</u>	<u>FOOD &amp;</u> <u>NUTRITION FUND</u>	<u>DAYCARE</u> <u>FUND</u>	<u>CAPITAL PROJECTS</u> <u>FUND</u>	<u>ALL</u> <u>FUNDS</u>
Cash	\$ 15,342,304.69	\$ 1,518,353.71	\$ 2,878,687.59	\$ 1,541,175.78	\$ 5,359,019.01	\$ 26,639,540.78
Restricted Funds	-	-	-	-	16,251,185.90	16,251,185.90
Investments	36,483,408.57	467,587.26	1,500,000.00	-	33,176,051.44	71,627,047.27
<b>Total</b>	<u>\$ 51,825,713.26</u>	<u>\$ 1,985,940.97</u>	<u>\$ 4,378,687.59</u>	<u>\$ 1,541,175.78</u>	<u>\$ 54,786,256.35</u>	<u>\$ 114,517,773.95</u>

**CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT  
BOOK FEE COLLECTIONS REPORT - FY22  
THIRD QUARTER ENDED - MARCH 2022**

School Name	2021-2022								2020-2021							3rd% Change in Percent
	Certified Enrollment			Total					Total			3rd Quarter				
	C.E.	C.E.	C.E.	C.E.	Estimated	Actual	Percent	C.E.	Estimated	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	1st	2nd	3rd	Annual			
	Full	Reduced	Free	FTEs	Revenue	Amount	Revenue	FTEs	Revenue	Quarter	Quarter	Quarter	Revenue			
<b>\$96.00F/\$59.00R</b>																
0109 Jefferson	574	162	809	1,545	\$ 64,662.00	\$ 38,678.95	59.8%	1,441	\$ 62,737.00	\$ 11,623.00	\$ 15,928.00	\$ 33,376.00	\$ 49,423.00	53.2%	6.6%	
0114 Kennedy	1,168	91	482	1,741	117,497.00	84,619.00	72.0%	1,661	111,958.00	32,596.50	50,215.00	84,220.00	102,598.61	75.2%	-3.2%	
0127 Metro	51	24	233	308	6,312.00	576.00	9.1%	230	5,175.00	96.00	192.00	1,056.00	1,307.00	20.4%	-11.3%	
0118 Washington	601	96	575	1,272	63,360.00	37,480.00	59.2%	1,189	58,502.00	20,243.00	25,122.00	34,155.00	43,977.00	58.4%	0.8%	
0136 Virtual Academy	125	23	250	398	5,245.00	1,211.00	23.1%	598	21,828.00	96.00	96.00	96.00	605.00	0.4%	22.7%	
<b>Total High Schools</b>	<b>2,519</b>	<b>396</b>	<b>2,349</b>	<b>5,264</b>	<b>251,831.00</b>	<b>162,564.95</b>	<b>64.6%</b>	<b>5,119</b>	<b>238,372.00</b>	<b>64,654.50</b>	<b>91,553.00</b>	<b>152,903.00</b>	<b>197,910.61</b>	<b>64.1%</b>	<b>0.5%</b>	
<b>\$57.00F/\$36.00R</b>																
0209 Franklin	230	45	259	534	14,730.00	12,183.00	82.7%	486	13,356.00	7,624.00	9,136.00	11,803.00	13,108.00	88.4%	-5.7%	
0214 Harding	371	45	296	712	22,767.00	17,238.00	75.7%	706	22,755.00	7,275.00	12,773.00	17,979.00	21,516.00	79.0%	-3.3%	
0218 McKinley	182	50	254	486	12,174.00	9,096.00	74.7%	493	11,730.00	3,171.00	4,311.00	7,884.00	10,119.00	67.2%	7.5%	
0227 Roosevelt	137	79	344	560	10,653.00	7,134.00	67.0%	550	11,016.00	6,299.00	6,677.00	7,532.00	9,331.00	68.4%	-1.4%	
0232 Taft	364	34	176	574	21,972.00	16,816.50	76.5%	544	20,418.00	9,233.00	10,715.00	15,156.00	17,923.00	74.2%	2.3%	
0236 Wilson	83	47	272	402	6,423.00	3,669.00	57.1%	357	6,393.00	1,155.00	2,403.00	3,402.00	4,329.00	53.2%	3.9%	
<b>Total Middle Schools</b>	<b>1,367</b>	<b>300</b>	<b>1,601</b>	<b>3,268</b>	<b>88,719.00</b>	<b>66,136.50</b>	<b>74.5%</b>	<b>3,136</b>	<b>85,668.00</b>	<b>34,757.00</b>	<b>46,015.00</b>	<b>63,756.00</b>	<b>76,326.00</b>	<b>74.4%</b>	<b>0.1%</b>	
<b>\$31.00F/\$19.00R</b>																
0418 Arthur	71	21	143	235	2,600.00	1,993.00	76.7%	256	3,191.00	801.00	1,075.00	2,119.00	2,553.00	66.4%	10.3%	
0431 Cleveland	78	25	179	282	2,893.00	1,154.00	39.9%	301	3,310.00	689.00	720.00	1,223.00	1,721.00	36.9%	3.0%	
0433 West Willow	244	26	120	390	8,058.00	5,341.00	66.3%	370	7,591.00	1,917.00	3,970.00	4,714.00	6,421.00	62.1%	4.2%	
0445 Erskine	146	22	108	276	4,944.00	3,648.00	73.8%	310	5,605.00	1,290.00	2,692.00	3,412.00	4,125.00	60.9%	12.9%	
0463 Garfield	36	22	151	209	1,534.00	677.00	44.1%	229	1,479.00	391.00	577.00	701.00	801.00	47.4%	-3.3%	
0636 Gibson	444	17	60	521	14,087.00	11,403.00	80.9%	510	13,286.00	4,750.00	5,804.00	10,286.00	12,362.00	77.4%	3.5%	
0610 Grant	63	31	195	289	2,542.00	1,091.50	42.9%	299	3,248.00	212.00	541.00	1,299.00	1,907.00	40.0%	2.9%	
0481 Grant Wood	99	26	166	291	3,563.00	2,506.00	70.3%	282	3,429.00	1,178.00	2,015.00	2,511.00	2,890.00	73.2%	-2.9%	
0490 Harrison	40	37	192	269	1,943.00	1,118.00	57.5%	304	2,691.00	379.00	491.00	932.00	1,542.00	34.6%	22.9%	
0502 Hiawatha	112	35	132	279	4,137.00	3,073.00	74.3%	287	3,859.00	1,209.00	2,313.00	3,290.00	3,755.00	85.3%	-11.0%	
0505 Hoover	39	50	276	365	2,159.00	1,517.00	70.3%	367	2,555.00	801.00	1,428.00	1,902.00	2,321.00	74.4%	-4.1%	
0627 Jackson	222	10	50	282	7,072.00	5,904.00	83.5%	307	7,253.00	3,007.00	4,433.00	5,780.00	6,734.00	79.7%	3.8%	
0517 Johnson	71	28	235	334	2,733.00	2,536.00	92.8%	397	3,196.00	1,588.00	1,898.00	2,427.00	2,980.00	75.9%	16.9%	
0526 Kenwood	112	38	213	363	4,194.00	2,310.00	55.1%	383	4,545.00	1,018.00	1,657.00	2,060.00	2,958.00	45.3%	9.8%	
0544 Madison	85	10	70	165	2,825.00	2,097.00	74.2%	185	3,166.00	913.00	1,378.00	2,315.00	2,674.00	73.1%	1.1%	
0558 Nixon	87	30	187	304	3,267.00	1,969.00	60.3%	314	3,816.00	868.00	1,364.00	2,735.00	3,293.00	71.7%	-11.4%	
0569 Pierce	211	14	102	327	6,807.00	6,103.00	89.7%	354	7,148.00	2,902.00	4,409.00	6,252.00	6,667.00	87.5%	2.2%	
0580 Taylor	37	29	203	269	1,698.00	305.00	18.0%	284	1,705.00	217.00	255.00	710.00	748.00	41.6%	-23.6%	
0589 Truman	122	27	91	240	4,295.00	2,427.00	56.5%	263	4,131.00	1,476.00	1,631.00	2,649.00	2,966.00	64.1%	-7.6%	
0608 Van Buren	60	43	260	363	2,677.00	1,742.00	65.1%	385	3,059.00	762.00	1,370.00	1,525.00	2,011.00	49.9%	15.2%	
0616 Wright	44	31	174	249	1,953.00	953.00	48.8%	262	2,398.00	372.00	496.00	1,056.00	1,528.00	44.0%	4.8%	
<b>Total Elementaries</b>	<b>2,423</b>	<b>572</b>	<b>3,307</b>	<b>6,302</b>	<b>85,981.00</b>	<b>59,867.50</b>	<b>69.6%</b>	<b>6,649</b>	<b>90,661.00</b>	<b>26,740.00</b>	<b>40,517.00</b>	<b>59,898.00</b>	<b>72,957.00</b>	<b>66.1%</b>	<b>3.5%</b>	
<b>GRAND TOTAL</b>	<b>6,309</b>	<b>1,268</b>	<b>7,257</b>	<b>14,834</b>	<b>\$ 426,531.00</b>	<b>\$ 288,568.95</b>	<b>67.7%</b>	<b>14,904</b>	<b>\$ 414,701.00</b>	<b>\$ 126,151.50</b>	<b>\$ 178,085.00</b>	<b>\$ 276,557.00</b>	<b>\$ 347,193.61</b>	<b>66.7%</b>	<b>1.0%</b>	



**Cedar Rapids CSD Local Revenue**  
For the Period Ending March 31, 2022

	Current Year Budget				Prior Year Actuals			Current Year vs Prior Year	
	Annual Budget	Current YTD	Remaining Budget	Current YTD % of Budget	Prior Year	Prior YTD	Prior YTD % of Actual	CYTD vs PYTD Variance	CYTD vs PYTD % Difference
<b>Local Revenues</b>									
1110 Property Taxes	\$69,167,592	\$40,236,466	\$28,931,126	58.17%	\$68,069,062	\$66,586,421	97.82%	(\$26,349,955)	(39.60%)
1130 Income taxes	\$7,754,594	\$6,470,209	\$1,284,385	83.44%	\$7,651,108	\$7,651,108	100.00%	(\$1,180,899)	(16.60%)
1170 Excise Taxes	\$2,778,570	\$1,313,560	\$1,465,010	47.27%	\$2,844,264	\$2,844,264	100.00%	(\$1,530,704)	(52.70%)
1190 Other taxes	\$130,000	\$76,602	\$53,398	58.92%	\$115,579	\$112,248	97.12%	(\$35,646)	(38.20%)
1310 Tuition from individuals (excluding summer school)	\$0	\$12,181	(\$12,181)		\$14,451	\$14,326	99.14%	(\$2,145)	
1320 Other Government Sources	\$4,415,500	\$1,746,349	\$2,669,151	39.55%	\$4,390,802	\$4,390,802	100.00%	(\$2,644,453)	(60.40%)
1360 Tuition from summer school	\$2,000	\$6,785	(\$4,785)	339.25%	\$3,075	\$150	4.88%	\$6,635	334.40%
1410 Transportation fees from individuals	\$20,000	\$38,034	(\$18,034)	190.17%	\$17,207	\$16,727	97.21%	\$21,307	93.00%
1440 Transportation from other private sources	\$80,000	\$54,633	\$25,367	68.29%	\$1,197	\$1,197	100.00%	\$53,436	(31.70%)
1510 Interest on investments	\$12,000	\$3,898	\$8,102	32.48%	\$11,115	\$6,288	56.57%	(\$2,390)	(24.10%)
1740 Fees	\$365,100	\$297,519	\$67,581	81.49%	\$358,534	\$250,104	69.76%	\$47,415	11.70%
1790 Other activity income	\$200,500	\$96,903	\$103,597	48.33%	\$136,473	\$136,473	100.00%	(\$39,570)	(51.70%)
1910 Rentals	\$104,360	\$81,088	\$23,272	77.70%	\$98,941	\$68,254	68.98%	\$12,834	9.70%
1920 Contributions and donations from private sources	\$81,000	\$213,055	(\$132,055)	263.03%	\$323,828	\$312,934	96.64%	\$166,400	166.40%
1940 Textbook sales and rentals	\$4,000	\$591	\$3,409	14.77%	\$3,980	\$3,887	97.66%	(\$3,296)	(82.90%)
1950 Miscellaneous Revenues from other LEAs/AEAs	\$951,240	\$388,464	\$562,776	40.84%	\$944,510	\$944,510	100.00%	(\$556,046)	(59.20%)
1960 Sale of Services	\$450,000	\$345,557	\$104,443	76.79%	\$510,123	\$320,727	62.87%	\$24,830	13.90%
1980 Refund of Prior Year's Expenditures	\$75,000	\$267,584	(\$192,584)	356.78%	\$48,717	\$48,712	99.99%	\$218,872	256.80%
1990 Miscellaneous Revenue	\$622,600	\$326,553	\$296,047	52.45%	\$1,208,341	\$1,168,095	96.67%	(\$841,543)	(44.20%)
<b>Total General Fund</b>	<b>\$87,214,056</b>	<b>\$51,976,030</b>	<b>\$35,238,026</b>	<b>59.60%</b>	<b>\$86,751,306</b>	<b>\$84,877,225</b>	<b>97.84%</b>	<b>(\$32,901,196)</b>	<b>(38.20%)</b>
1510 Interest on investments	\$0	\$93	(\$93)		\$1,123	\$942	83.90%	(\$849)	
1710 Admissions	\$0	\$344,956	(\$344,956)		\$160,232	\$106,594	66.53%	\$238,362	
1730 Student organization membership dues and fees	\$0	\$290,057	(\$290,057)		\$146,931	\$129,189	87.93%	\$160,868	
1740 Fees	\$0	\$6,905	(\$6,905)		\$6,860	\$5,330	77.70%	\$1,575	
1790 Other activity income	\$0	\$569,042	(\$569,042)		\$522,442	\$425,741	81.49%	\$143,301	
1920 Contributions and donations from private sources	\$0	\$270,225	(\$270,225)		\$247,015	\$224,826	91.02%	\$45,400	
1990 Miscellaneous Revenue	\$0	\$16,818	(\$16,818)		\$43,627	\$11,709	26.84%	\$5,109	
<b>Total Student Activity Fund</b>	<b>\$0</b>	<b>\$1,498,096</b>	<b>(\$1,498,096)</b>		<b>\$1,128,229</b>	<b>\$904,331</b>	<b>80.15%</b>	<b>\$693,765</b>	
1110 Property Taxes	\$8,230,807	\$4,745,959	\$3,484,848	57.66%	\$6,875,553	\$6,725,694	97.82%	(\$1,979,735)	(40.20%)
1170 Excise Taxes	\$328,167	\$155,140	\$173,027	47.27%	\$287,838	\$287,838	100.00%	(\$132,698)	(52.70%)
1190 Other taxes	\$12,000	\$9,038	\$2,962	75.32%	\$11,697	\$11,359	97.11%	(\$2,321)	(21.80%)
1510 Interest on investments	\$2,000	\$1,315	\$685	65.75%	\$1,534	\$1,022	66.67%	\$293	(9.90%)
1980 Refund of Prior Year's Expenditures	\$50,750	\$33,151	\$17,599	65.32%	\$119,078	\$119,078	100.00%	(\$85,927)	(34.70%)
1990 Miscellaneous Revenue	\$500	\$594	(\$94)	118.86%	\$930	\$629	67.64%	(\$35)	51.20%
<b>Total Management Levy Fund</b>	<b>\$8,624,224</b>	<b>\$4,945,197</b>	<b>\$3,679,027</b>	<b>57.34%</b>	<b>\$7,296,630</b>	<b>\$7,145,621</b>	<b>97.93%</b>	<b>(\$2,200,424)</b>	<b>(40.60%)</b>
1510 Interest on investments	\$5,000	\$4,140	\$860	82.79%	\$10,866	\$6,791	62.49%	(\$2,651)	20.30%
1990 Miscellaneous Revenue	\$190,784	\$278,933	(\$88,149)	146.20%	\$85,928	\$85,928	100.00%	\$193,005	46.20%
<b>Total SAVE Fund</b>	<b>\$195,784</b>	<b>\$283,073</b>	<b>(\$87,289)</b>	<b>144.58%</b>	<b>\$96,794</b>	<b>\$92,719</b>	<b>95.79%</b>	<b>\$190,354</b>	<b>48.80%</b>
1110 Property Taxes	\$10,408,417	\$6,058,013	\$4,350,404	58.20%	\$10,181,893	\$9,966,135	97.88%	(\$3,908,122)	(39.70%)
1170 Excise Taxes	\$378,960	\$179,153	\$199,807	47.27%	\$392,598	\$392,598	100.00%	(\$213,446)	(52.70%)
1190 Other taxes	\$16,000	\$10,448	\$5,552	65.30%	\$15,954	\$15,494	97.12%	(\$5,045)	(31.80%)
1510 Interest on investments	\$2,500	\$2,457	\$43	98.28%	\$3,625	\$2,296	63.34%	\$161	34.90%
1920 Contributions and donations from private sources	\$43,448	\$52,395	(\$8,947)	120.59%	\$0	\$0		\$52,395	
1990 Miscellaneous Revenue	\$5,000	\$4,124	\$876	82.48%	\$228,511	\$228,511	100.00%	(\$224,386)	(17.50%)
<b>Total PPEL Fund</b>	<b>\$10,854,325</b>	<b>\$6,306,590</b>	<b>\$4,547,735</b>	<b>58.10%</b>	<b>\$10,822,581</b>	<b>\$10,605,034</b>	<b>97.99%</b>	<b>(\$4,298,444)</b>	<b>(39.90%)</b>
1110 Property Taxes	\$0	\$0	\$0		\$2,251,174	\$2,203,471	97.88%	(\$2,203,471)	
1170 Excise Taxes	\$0	\$0	\$0		\$86,802	\$86,802	100.00%	(\$86,802)	
1190 Other taxes	\$0	\$16	(\$16)		\$3,528	\$3,426	97.10%	(\$3,410)	
1510 Interest on investments	\$171,500	\$168,703	\$2,797	98.37%	\$168,000	\$83,026	49.42%	\$85,678	48.90%
<b>Total Debt Service Fund</b>	<b>\$171,500</b>	<b>\$168,719</b>	<b>\$2,781</b>	<b>98.38%</b>	<b>\$2,509,504</b>	<b>\$2,376,724</b>	<b>94.71%</b>	<b>(\$2,208,005)</b>	<b>3.70%</b>
1510 Interest on investments	\$1,000	\$306	\$694	30.61%	\$589	\$334	56.64%	(\$28)	(26.00%)
1620 Daily sales-non-reimbursable programs	\$110,500	\$93,950	\$16,550	85.02%	\$33,850	\$33,304	98.39%	\$60,647	(13.40%)
1630 Special Food Functions & Institutional Income	\$150,000	\$141,980	\$8,020	94.65%	\$146,723	\$110,201	75.11%	\$31,779	19.50%
1920 Contributions and donations from private sources	\$0	\$0	\$0		\$68,000	\$68,000	100.00%	(\$68,000)	
1960 Sale of Services	\$25,000	\$1,287	\$23,713	5.15%	\$479	\$347	72.41%	\$941	(67.30%)
1990 Miscellaneous Revenue	\$35,000	\$49,790	(\$14,790)	142.26%	\$9,185	\$9,185	100.00%	\$40,605	42.30%
<b>Total School Nutrition Fund</b>	<b>\$321,500</b>	<b>\$287,313</b>	<b>\$34,187</b>	<b>89.37%</b>	<b>\$258,825</b>	<b>\$221,369</b>	<b>85.53%</b>	<b>\$65,944</b>	<b>3.80%</b>
1840 Custody & child care services	\$1,099,000	\$1,081,570	\$17,430	98.41%	\$1,090,861	\$869,128	79.67%	\$212,441	18.70%
1960 Sale of Services	\$0	\$0	\$0		\$83,844	\$56,016	66.81%	(\$56,016)	
1990 Miscellaneous Revenue	\$24,460	\$6,604	\$17,856	27.00%	\$24,706	\$18,507	74.91%	(\$11,903)	(47.90%)
<b>Total Child Care Fund &amp; Before and After School Programs</b>	<b>\$1,123,460</b>	<b>\$1,088,174</b>	<b>\$35,286</b>	<b>96.86%</b>	<b>\$1,199,411</b>	<b>\$943,651</b>	<b>78.68%</b>	<b>\$144,523</b>	<b>18.20%</b>
1840 Custody & child care services	\$0	\$0	\$0		\$2,025,257	\$1,818,831	89.81%	(\$1,818,831)	
1990 Miscellaneous Revenue	\$0	\$0	\$0		\$1,439	\$1,372	95.35%	(\$1,372)	
<b>Total Community Service Enterprises - Fund 65</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,026,696</b>	<b>\$1,820,202</b>	<b>89.81%</b>	<b>(\$1,820,202)</b>	
<b>Total Local Revenues</b>	<b>\$108,504,849</b>	<b>\$66,553,192</b>	<b>\$41,951,657</b>	<b>61.34%</b>	<b>\$112,089,976</b>	<b>\$108,986,877</b>	<b>97.23%</b>	<b>(\$42,433,685)</b>	<b>(35.90%)</b>

## CONSENT AGENDA

**BA-22-005/10 Investments Report – March 2022 (David Nicholson)**

Exhibit: BA-22-005/10.1

### **Information Item**

#### **Pertinent Fact(s):**

The Investments Report summarizes investment transactions for the month of March 2022. Investments purchased during the month totaled \$46,777.73, and investments redeemed during the month totaled \$6,000,000.00. The current interest rate for US Bank is 0.020%, in comparison to 0.03% at US Bank in March 2021. The current interest rate for Iowa Schools Joint Investment Trust (ISJIT) for March 2022 is 0.011%, in comparison to 0.02% in March 2021. In November 2021 an ISJIT CD was purchased and is receiving a 0.1% interest rate.

**INVESTMENTS - March 2022**

				<u>TOTAL INVEST</u> (Purchases)	<u>TOTAL REDEEM</u> (Maturities)	
<b><u>General fund</u></b>						
Redeem	March 17, 2022	\$	4,000,000.00	US Bank	-	4,000,000.00
Interest	March 31, 2022	\$	33.95	US Bank~ISJIT Mar'22 Int	33.95	-
				<b>Fund Total</b>	33.95	4,000,000.00
<b><u>Management Fund</u></b>						
N/A					-	-
				<b>Fund Total</b>	-	-
<b><u>Student Activity Fund</u></b>						
Invest	March 7, 2022	\$	9,400.00	US Bank	\$ 9,400.00	\$ -
Invest	March 30, 2022	\$	37,129.85	US Bank	\$ 37,129.85	\$ -
Interest	March 31, 2022	\$	75.84	US Bank	75.84	\$ -
Interest	March 31, 2022	\$	5.48	US Bank	5.48	-
				<b>Fund Total</b>	46,611.17	-
<b><u>Food &amp; Nutrition Fund</u></b>						
N/A					-	-
				<b>Fund Total</b>	-	-
<b><u>Secure an Advanced Vision for Education Fund (SAVE)</u></b>						
Invest	March 31, 2022		132.61	US Bank	132.61	-
				<b>Fund Total</b>	132.61	-
<b><u>Physical Plant &amp; Equipment Fund (PPEL)</u></b>						
Redeem	March 17, 2022	\$	2,000,000.00	US Bank		2,000,000.00
				<b>Fund Total</b>	-	2,000,000.00
<b><u>Debt Services Fund</u></b>						
N/A					-	-
				<b>Fund Total</b>	-	-
<b><u>GRAND TOTAL</u></b>					<b>\$ 46,777.73</b>	<b>\$ 6,000,000.00</b>

## CONSENT AGENDA

### **BA-22-008/12 Open Enrollment - Denial 2021-2022 School Year (John Rice)**

Exhibit: BA-22-008/12.1

#### **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 2022-2023 School Year.

**Board Meeting: Monday, April 25, 2022**

**OPEN ENROLLMENT DENIALS  
2022-2023 SCHOOL YEAR**

**EXIT Denial**

<u>Parent</u>	<u>Student</u>	<u>Grade</u>	<u>Resident District</u>	<u>Requested District</u>
A. & J. Kauder	K. Kauder	8	Cedar Rapids Community School District	Benton Community School District
Reason: Application filed late with no good cause				
E. Chase	F. Chase	7	Cedar Rapids Community School District	Benton Community School District
Reason: Doesn't meet failure to reasonably respond to a student's academic failure criteria				
P. & R. Kongshaug	C. Kongshaug	8	Cedar Rapids Community School District	Clear Creek Amana School District
Reason: Application filed late with no good cause				
W. Schwan	D. Metzger	9	Cedar Rapids Community School District	Marion Independent School District
Reason: Application filed late with no good cause				

**TOTALS: 2 Benton CSD  
1 Clear Creek Amana SD  
1 Marion ISD**

**CONSENT AGENDA**

**BA-22-009/17 Personnel Report (Linda Noggle)**

Exhibit: BA-22-009/17.1-6

**Action Item Motion/2<sup>nd</sup>/Roll Call**

**Recommendation:**

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

**BA-22-009/17 Personnel Report (Linda Noggle)**

**APPOINTMENTS - SALARIED STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Boomershine, Alex	\$55,350.00	Industrial Technology Jefferson	8/9/22
Bundy, Corbin	\$48,100.00	Social Studies McKinley	8/9/22
Busch, Katie	\$46,000.00	Special Education To Be Determined	8/9/22
Charipar, Donna	\$2,193.00	WM Track Assistant MS (Temp Contract) Harding	2021-2022 School Year
de Jager, Allison	\$50,450.00	Early Learning To Be Determined	8/9/22
Distler, Emily	\$51,450.00	Early Learning To Be Determined	8/9/22
Elceser, Abigail	\$49,350.00	Science Franklin	8/9/22
Hazlett, Heather	\$55,950.00	Early Learning To Be Determined	8/9/22
Kegel, Allyson	\$46,000.00	Band Taft	8/9/22
Orr, Tyneisha	\$68,800.00	School Nurse ELSC	8/9/22
Ramey, Devin	\$53,550.00	Kindergarten Garfield	8/9/22
Schmidt, Samuel	\$50,450.00	Industrial Technology Washington	8/9/22
Weiland, Benjamin	\$60,660.00	Accounting Specialist ELSC	4/25/2022
Zeien, Melissa	\$50,450.00	Early Learning To Be Determined	8/9/22

**RESIGNATIONS - SALARIED STAFF**

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Arends, Miranda	Personal	POMS/Dance Team Kennedy	End 21-22 School Year
Breuer, Nicholas	Personal	Activities Coordinator (Schedule C) Wilson	End 21-22 School Year
Breuer, Nicholas	Personal	Football MS Wilson	End 21-22 School Year
Breuer, Nicholas	Personal	MN Basketball Wilson	End 21-22 School Year
Breuer, Nicholas	Personal	MN Track Wilson	End 21-22 School Year
Christensen, Drew	Personal	Baseball Assistant Washington	3/23/2022
Cornally, Shawn	Personal	Lead Teacher Iowa BIG	End 21-22 School Year
Crawford, Emma	Personal	Kindergarten Van Buren	End 21-22 School Year
DeMaree, Rachael	Personal	Choreographer & Vocal Music Asst Jefferson	End 21-22 School Year
Duncan, Annie	Personal	3rd Grade Wright	End 21-22 School Year
Edwards, Jason	Personal	WM Basketball Head Jefferson	End 21-22 School Year
Ehrle, Suzette	Personal	Language Arts Wilson	End 21-22 School Year
Farley, Amy	Personal	Vocal Music Washington	End 21-22 School Year
Farley, Amy	Personal	Vocal Music Assistant Washington	End 21-22 School Year
Fitzpatrick, Krystal	Personal	Cheerleading Head Washington	End 21-22 School Year



Fox, Alex	Personal	Football MS McKinley	End 21-22 School Year
Hadenfeldt, Jennifer	Personal	Instructional Coach Garfield	End 21-22 School Year
Hansen, Amber	Personal	Vocal Music Cleveland/Madison	End 21-22 School Year
Hynek, Dennis	Personal	Football MS Harding	End 21-22 School Year
Jackson, Richard	Personal	Football MS Roosevelt	End 21-22 School Year
Jackson, Richard	Personal	MN Track Roosevelt	End 21-22 School Year
Jameson, Ann	Personal	Science Jefferson	End 21-22 School Year
Kress, Amanda	Personal	5th Grade Van Buren	End 21-22 School Year
Logeman, Isaac	Personal	Student Government Washington	End 21-22 School Year
Lowe, Samantha	Personal	Induction Coach ELSC	End 21-22 School Year
Norton, Hayley	Personal	Volleyball Assistant Jefferson	End 21-22 School Year
O'Brien, Matthew	Personal	Social Studies Kennedy	End 21-22 School Year
Rambo, Abigail	Personal	Volleyball Assistant Jefferson	End 21-22 School Year
Reinert, Bree	Personal	5th Grade Hoover	End 21-22 School Year
Rischer, Nicole	Personal	Math Roosevelt	End 21-22 School Year
Small, Sarah	Personal	Kindergarten Garfield	End 21-22 School Year
Sodawasser, Andrew	Personal	4th Grade Grant Wood	End 21-22 School Year

Thompson, Adam	Personal	Wellness Wilson	End 21-22 School Year
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**RETIREMENT - SALARIED STAFF**

<u>Name</u>		<u>Assignment</u>	<u>Effective Date</u>
Becher, Thomas		Special Education Taft	End 21-22 School Year
Lammers, William		Drama & Drama Tech Washington	End 21-22 School Year
Muters, Scott		Vocal Music Harding	End 21-22 School Year

**APPOINTMENTS - HOURLY STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Glover, Trinity	\$15.50	Paraprofessional Truman	4/25/2022
Grapes, Randy	\$16.91	Custodian II Floater ELSC	4/25/2022
Scott, Cathy	\$12.32	Food Service Asst Taft	4/18/2022
Smith-Gibbs, Armani	\$15.50	Paraprofessional Kennedy	4/18/2022
Spicer, Ashli	\$15.50	Paraprofessional Truman	4/18/2022
White, Denise	\$14.31	Bus Attendant ELSC	4/25/2022

**CHANGE OF GRADE / POSITION - HOURLY STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Griffin, David	\$12.32	Food Service Asst Cleveland	4/18/2022
Price, Mari	\$14.14	Cashier Washington	4/18/2022

**RESIGNATIONS - HOURLY STAFF**

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Feye, Sarah	Personal	Custodian II Floater ELSC	4/11/2022
Fowler, Elizabeth	Personal	Health Secretary Arthur	4/27/2022
Geesey, Jean	Personal	Custodian I Lead – 3rd Shift Washington	4/15/2022
Hewitt, Renee	Personal	Secondary Cook McKinley	4/7/2022
Hobson, Rochunda	Personal	Bus Attendant ELSC	4/18/2022
Jasper, Julie	Personal	Paraprofessional Hiawatha	4/11/2022
Kyte, Callie	Personal	Paraprofessional Van Buren	End 21-22 School Year
Ledesma, Joan	Personal	Crossing Guard Wright	End 21-22 School Year
Olds, Taymara	Personal	Paraprofessional Metro	4/15/2022
Perry, Jill	Personal	Bus Attendant ELSC	4/1/2022
Smith, June	Personal	Paraprofessional Van Buren	End 21-22 School Year
Thulin, Trevor	Personal	Custodian II Kennedy	4/25/2022
Tolbert, Shekita	Personal	Bus Attendant ELSC	4/18/2022
Voelker, Breck	Personal	Paraprofessional Cedar River Academy	4/19/2022

**RETIREMENTS - HOURLY STAFF**

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Ahrendsen, Lawana	Elem Asst Mgr Erskine	End 21-22 School Year
Volesky, Deb	Elem Mgr Erskine	End 21-22 School Year

**SHORT TERM CONTRACTS**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Lamb, Molly	\$8,500.00	Scholar Camp Site leader	4/29/2022

**EDUCATIONAL REIMBURSEMENT**

<u>Name</u>	<u>Reimbursement Amount</u>	<u>Block</u>	<u>Effective Date</u>
Cuebas, Hector	\$675.00	4	4/25/2022

## CONSENT AGENDA

**BA-22-011/09 Policy Manual – Review & Revisions –**201.9 “Gifts to Board Members”, 506.10 “Employee ID Badge/Keycard/Keys”, 402 “Library & Instructional Materials”, 402.1 “Library Operations”, 402.7 “Legal & Ethical Use of Information Resources”, 402.7a “Guidelines for Fair Use of Copyrighted Materials”, 406.3 “School Improvement Advisory Committee”, 506.13 “Employee Interaction with Students”, 511 “Voluntary Retirement Incentive Program – All Staff”, 513 “Religious Ornamentation in the Workplace”, 513.1 “Religious Ornamentation in the Workplace”, 602.4a “In-District Attendance Permits – Regular Ed”, 602.6 “Open Enrollment Applications”, and 602.6a “Open Enrollment Requests” **(Noreen Bush/Laurel Day)**

Exhibit: BA-22-011/09.1-27

### 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 policies, regulations and procedures that have 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
201.9	Gifts to Board Members	Revised
506.10	Employee ID/Keycard/Keys	Revised
402	Library & Instructional Materials	Reviewed
402.1	Library Operations	Revised
402.7	Legal & Ethical Use of Information Resources	Reviewed
402.7a	Guidelines for Fair Use of Copyrighted Material	Revised
406.3	School Improvement Advisory Committee	Revised
506.13	Employee Interaction with Students	Revised
511	Voluntary Retirement Incentive Program – All Staff	Revised
513	Religious Ornamentation in the Workplace	Revised
513.1	Religious Ornamentation in the Workplace	Revised
602.4a	In-District Attendance Permits	Reviewed
602.6	Open Enrollment Applications	Revised
602.6a	Open Enrollment Requests	Revised

## **Gifts to Members of the Board of Directors**

Members of the Board of Directors may receive a gift on behalf of the school district. A Board member or an immediate family member of a Board member shall not, directly or indirectly, accept or receive any gift or series of gifts from a \*restricted donor. A Board member or an immediate family member of a Board member shall not solicit any gift or series of gifts from a restricted donor at any time.

A restricted donor may give, and a Board member or the Board member's immediate family member may accept an otherwise prohibited nonmonetary gift or a series of otherwise prohibited nonmonetary gifts if the nonmonetary gift or series of nonmonetary gifts is donated within thirty days to a public body, the department of administrative services, or a bona fide educational or charitable organization, if no part of the net earnings of the educational or charitable organization inures to the benefit of any private stockholder or other individual. All such items donated to the department of administrative services shall be disposed of by assignment to state agencies for official use or by public sale.

\*A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the Board member's official duty in a way that is greater than the effort on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee.
- Informational material relevant to a Board member's official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format.
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
- An inheritance.
- Anything available or distributed free of charge to members of the general public without regard to the official status of the Board member.
- Items received from a bona fide charitable, professional, educational or business organization to which the Board member belongs as a dues paying member if the items are given to all members of the organization without regard to individual members' status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.
- Actual expenses of a Board members for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the Board member has participation or presentation responsibilities.
- Plaques or items of negligible resale value given as recognition for the public services of the Board member.
- Food and beverages provided at a meal that is part of a bona fide event or program at which the Board member is being honored for public service.
- Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
- Items or services solicited or given to a state, national or regional government organization in which the state of Iowa or the school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations, whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting.

- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or the school district is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.
- Funeral flowers or memorials to a church or nonprofit organization.
- Gifts which are given to a Board member for the Board member's wedding or twenty-fifth or fiftieth wedding anniversary.
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the Board member's whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the Board member is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting.
- Gifts of food, beverages, travel or lodging received by a Board member if all of the following apply: (1) The Board member is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state or to develop markets for Iowa businesses or products. (2) The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting are not a gift. (3) The Board member plays a significant role in the presentation to the business or businesses on behalf of the Board member's agency.
- Gifts other than food, beverages, travel, and lodging received by a Board member which are received from a person who is a citizen of a country other than the United States and are given during a ceremonial presentation or as a result of a custom of the other country and are of personal value only to the Board member.
- Actual registration costs for informational meetings or sessions which assist the Board member in the performance of the Board member's official functions. The costs of food, drink, lodging, and travel are not "registration costs" under this paragraph. Meetings or sessions which a Board member attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a Board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a Board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the Board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to a Board member for services rendered as part of a private business, trade or profession in which the Board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a Board member of the district, but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each Board Member to know when it is appropriate to accept or reject gifts or an honorarium.

Legal Reference: Iowa Code §§ 68B  
~~1972 Op. Att'y Gen. 276~~  
~~1970 Op. Att'y Gen. 319~~

## Employee Identification Badge/Keycard/Keys

The District recognizes the importance of a safe and secure learning environment for students and staff. All District employees will be provided with and are required to wear a District-issued photo identification (ID) badge/keycard upon their person in a safe and highly visible location. In some instances, District employees may also be issued keys.

All employees are responsible for maintaining building security and assume responsibility for the safekeeping of the key/cards and their use. Loan, transfer, duplication, and/or ***unauthorized use*** of keys/cards is not permitted. Employee ID badges/keycards/keys are the property of the District and must be returned to the employee's direct supervisor upon resignation, termination, or retirement. ***Misuse of a District-issued Keycard/Badge/Keys may result in lost privileges and/or disciplinary action, up to and including termination.***

### Identification Badge/Keycard

The Human Resources Department will issue or replace employee ID badges/keycard. Employees requesting replacement or modification of an existing ID badge/keycard must contact the Human Resources Department.

Badge/keycard re-issuance may be free of charge for name and title changes providing the employee presents the existing badge/keycard to Human Resources upon request. Replacement of damaged, lost and stolen ID badges/keycard will be at the employee's expense.

### Keys/Locks

All keys are the property of the District and will be issued and maintained by the Buildings & Grounds Department. No person shall knowingly possess an unauthorized key or access card for the Cedar Rapids Community School District. In the event a key is lost or stolen, the employee will notify their direct supervisor/designee who will notify the Buildings and Grounds Department. Replacement of damaged, lost, and stolen keys, including the cost of installation, changing, or removal of locks may be at the employee's expense.

The installation, changing, or removal of locks shall be performed only by the Buildings & Grounds Department. Unauthorized installation of locks is prohibited on District property.

Approved: 12-11-06  
Revised: 02-23-09  
09-22-14  
09-23-19



Reviewed with no recommended revisions Policy 402

## LIBRARY AND INSTRUCTIONAL MATERIALS

The District will maintain a library in each school for use by employees and students. Certified employees of the District will be responsible for the selection of instructional materials for use in classrooms and libraries. Instructional staff shall be included in the selection of classroom instructional materials.

Selected materials should:

- Support the educational goals and objectives of the District
- Align with established selection procedures and criteria
- Foster respect and appreciation for cultural diversity and difference of opinion

The Instructional Materials Reconsideration Committee shall address formal requests for reconsideration of library and classroom instructional materials.

Approved: 01-09-78  
Reviewed: 11-13-89  
Revised: 12-11-89  
03-08-93  
Reviewed: 04-08-96  
08-09-99  
06-26-06  
Revised: 11-12-12  
07-16-18

Regulation 402.1

### Library Operations

Libraries play an important role in supporting the instructional program by providing materials and other resources needed to accomplish the educational mission of the District. The library shall be staffed by a qualified teacher librarian. The library shall be available to students and staff throughout the school day. Materials for the libraries shall be selected in accordance with **Board Policy Regulation 402.2**. It shall be the responsibility of the principal of the building in which the library is located to oversee the use of materials in the library.

**Cross Reference:**        **Regulation 402.2**

Reviewed: 11-13-89  
Approved: 12-11-89  
Revised: 02-22-93  
Reviewed: 04-08-96  
08-09-99  
06-26-06  
Revised: 11-12-12  
06-25-18

Reviewed with no recommended revisions Regulation 402.7

## **Legal and Ethical Use of Information Resources**

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

It is the responsibility of employees to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District will not be responsible for any violations of the copyright law by employees, students, visitors or volunteers. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the District received permission to perform a copyrighted work does not mean third parties can record and replay it. Posting performances to social media may be considered a violation of copyright law. Those who wish to record/replay programs, performances, or activities should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The District is not responsible for third parties violating the copyright law.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the principal, teacher-librarian or District Teacher Librarian Facilitator, who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

Approved: 05-23-88  
Reviewed: 11-13-89  
Revised: 01-25-93  
Reviewed: 04-08-96  
Revised: 10-11-99  
Revised: 09-13-04  
11-12-12  
06-25-18  
08-27-18

## Guidelines for Fair Use of Copyrighted Materials

Employees and students may make copies of copyrighted materials that fall within the following guidelines or where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the principal, teacher librarian, or technology facilitator. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
  - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

### Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the principal, teacher or teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term;
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

### Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;

- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

#### Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the principal, teacher librarian, or technology facilitator.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45-calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school District shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school District shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school District shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by Technology Services
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

### Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, ~~Power Points~~ *slide presentations*, podcasts, and websites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted, and materials are restricted from further use.

Approved: 05-09-88  
Reviewed: 01-13-89  
Revised: 01-25-93  
Reviewed: 04-08-96  
09-13-99  
Revised: 09-13-04  
11-12-12  
Reviewed: 08-27-18

Regulation 406.3

**School Improvement Advisory Committee**

A School Improvement Advisory Committee (SIAC) shall be established to ensure community involvement in:

- the determination of major educational needs;
- the determination and prioritization of student learning goals;
- the provision of long-range goals that include, but are not limited to, the state indicators that address reading, mathematics and science achievement;
- the harassment or bullying prevention goals, programs, training, and other initiatives.

At least annually, the School Improvement Advisory Committee shall provide input and may make recommendations to the Board of Education with regards to:

- Major educational needs
- Student learning goals
- Long-range and annual improvement goals aligned to the District Strategic Plan
- Harassment/bullying prevention initiatives
- Desired levels of student performance
- Progress toward meeting District goals

Committee membership shall include students, parents, teachers, administrators, and representatives from the local community. To the extent possible, committee membership has balanced representation of the following: race, gender, national origin, and disability. ~~(Gender balance is defined as half male and half female for even numbered committees or half plus one for odd numbered committees.)~~ The Superintendent/ designee shall serve as ex-officio Chair of the Committee.

Code of Iowa: 256.11  
Iowa Administrative Code: 281-12.2 (256)  
281-12.8 (256)

Approved: 11-14-88  
Reviewed: 11-13-89  
04-06-92  
Revised: 03-22-93  
Reviewed: 06-24-96  
Revised: 10-26-98  
10-23-00  
11-12-01  
12-10-12  
03-26-18

## Employee Interaction with Students

District employees and other non-District employees/volunteers providing services to the District are expected to maintain appropriate professional boundaries.

Behaviors that may be misconstrued *and/or inappropriate* include but are not limited to:

- Singling out students for favors
- Spending a majority of time with one student or a single group of students unless specifically part of one's work assignment
- Overly personal communications i.e. text messages, social media posts, emails, direct messaging
- Being alone with a student *for non-educational purposes*
- Giving gifts or money to *individual or groups of* students *that could be perceived as favoritism or special treatment*

~~Behaviors that are inappropriate unless specifically part of an education, co-curricular or counseling program include but are not limited to:~~

- Touching students frequently
- Inappropriate physical contact
- ~~Sharing~~ *Communicating* personal, *intimate or sexual, or otherwise inappropriate* situations with students
- Inviting current CRCS D students to one's home for social purposes
- Commenting on students' bodies in a sexual manner
- Making sexist comments
- ~~Being alone in a locked room with a student unless it is an emergency situation~~
- ~~Talking about student sexuality~~
- Meeting students during out-of-school hours and away from school grounds
- Teasing that is flirtatious or has the potential to demean a student
- Sending notes, letters, or electronic communications i.e. e-mails or texts, *social media posts, direct messages* to students unless an administrator, and parents as appropriate, is copied on the communication
- Transporting student(s) unless authorized by an administrator

If an employee encounters any inappropriate behavior or any other behavior that is concerning, it is the employee's responsibility to notify their immediate supervisor or the ~~Executive Director~~ Human Resource *Department*. Failure to abide by these expectations may result in discipline up to and including termination.

Approved: 09-12-11  
Revised: 10-22-18



## **VOLUNTARY RETIREMENT INCENTIVE PROGRAM ALL STAFF**

### **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.

*In the event that a workgroup outlined in Policy 511 is eliminated, the eligibility rules will be modified if the following circumstances have been met:*

*1) the employee would have met the requirements of the Voluntary Retirement Incentive Policy 511 eligibility rules for their workgroup within 12 months after their workgroup was eliminated, and, 2) the employee transfers to another benefit eligible workgroup under Policy 511, and, 3) the employee retires within 12 months after the workgroup is eliminated,*

*Then:*

*1) the District will recognize the employee's years of service in the workgroup that was eliminated, and, 2) the Policy 511 benefit for the employee will be calculated in accordance with the policy that was in place when the workgroup was eliminated.*

*In applying these provisions, the employee cannot have a break in service. If the employee does not retire within 12 months after their workgroup elimination then the standard eligibility provisions of Policy 511 will apply.*

### **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 10<sup>th</sup> 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.

<b>Personal illness days used per fiscal year</b>	<b>Days earned; prorated if FTE is less than 1</b>
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.

<b>Personal/Family Illness days used per fiscal year</b>	<b>Days earned; prorated if FTE is less than 1</b>
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.

<b>Personal illness days used per fiscal year</b>	<b>Days earned; prorated if FTE is less than 1</b>
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.

<b>Personal/family illness days used per fiscal year</b>	<b>Days Earned; prorated if FTE is less than 1</b>
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.

<b>Personal/family illness days used per fiscal year</b>	<b>Days earned; prorated if FTE is less than 1</b>
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.

<b>Personal/Family Illness days used per fiscal year</b>	<b>Days earned; prorated if FTE is less than 1</b>
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.

<b>Personal/Family Illness days used per fiscal year</b>	<b>Days earned; prorated if FTE is less than 1</b>
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  
 12-13-21

## **RELIGIOUS DECORATION ORNAMENTATION IN THE WORKPLACE**

The Cedar Rapids Community School District is a community whose members hold a variety of religious and philosophical views. As a public institution, the District respects the separation of church and state and will not *promote or disparage any religious belief or non-belief* ~~appear to support any religion~~. The appearance of support for a religious viewpoint must be balanced with respect for the rights of individuals to express religious views.

Approved: 10-24-11  
Revised: 06-11-18

Regulation 513.1

### **Religious Decoration Ornamentation in the Workplace**

Religious *symbols or decoration* ~~ornamentation~~ to support *or oppose* any religion *religious belief or non-belief* is not appropriate in a public institution. District employees should be respectful of the diversity of beliefs and refrain from displaying within public areas in the workplace any religious *symbols or decoration* ~~ornamentation~~ that may be seen as implying District support *or opposition* for a particular *religious belief or non-belief* ~~religious viewpoint~~.

*Employees should* ~~The District will~~ refrain from displaying religious *symbols or decoration* ~~ornamentation~~ within a public area on District property where members of the public may come to receive services or attend public events. Common *work* areas within District property may also be considered public spaces. ~~These are spaces that are shared by multiple employees in the performance of their jobs.~~ Such public areas would include gyms, auditoriums, break rooms, conference rooms, reception areas, classrooms, main offices, and work areas located at the Educational Leadership and Support Center. ~~Because these public areas are shared, and are not personal work areas, religious ornamentation is not appropriate.~~

Individual employees may exercise their right to express their religious views and display religious *symbols or decoration* ~~ornamentation~~ in their personal work areas and in their personal dress, *provided such religious symbols or decoration cannot be viewed as implying District support or opposition for a particular religious belief or non-belief*. Personal work areas and offices are areas occupied by a District employee and where the public generally does not enter. ~~However, the employee must consider whether religious ornamentation might be viewed as implying District support for that religion. In addition, the employee should consider that such a display may cause discomfort to individuals who enter their office to conduct District business. An employee's supervisor will decide whether religious ornamentation in a private office or work area is appropriate given these considerations.~~

Non-religious, seasonal items that may be used to decorate workspaces may include snowflakes, wreaths, garland, *evergreen trees*, and lights. ~~Evergreen trees are not considered to be religious ornamentation, according to U.S. Supreme Court decisions and are not prohibited in public areas. However, an evergreen tree displayed in a public area may not be decorated with religious ornaments.~~ Employees may display such decorations so as not to disrupt the work environment or violate the District's *Sustainability Plan* ~~Energy Management Program~~.

Approved: 10-10-11  
Revised: 05-14-18

## **In-District Attendance Permits - Regular Education**

Parents/guardians may request an In-District Attendance Permit for their student to attend a school outside of their resident attendance area for students that meet one of the following criteria:

- Student requires a transfer for documented safety reasons.
- Student has moved to a different school outside of their attendance zone and would like to continue at their current school.
- Student has a sibling currently attending the requested school.

Application forms are available on the District's website. Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership who may consult with the receiving and resident school administrators.

The following guidelines are in effect beginning with the 2019-2020 school year regarding promotion/transitional years (elementary to middle and middle to high):

In-district attendance permits granted during Elementary School:

- When a student transitions from elementary to middle school they will attend the designated middle school. If the designated middle school to which the student is permitted feeds to a single high school, the student will attend that high school without the need to renew a permit.

In-district attendance permits granted during Middle School:

- If the middle school to which the student is permitted feeds to a single high school, the student will attend that high school without need to renew the permit.
- If the middle school to which the student is permitted feeds to multiple high schools, the student will attend their high school of residence or reapply for a permit.

\*\*These guidelines during promotion/transitional years also apply to students who have participated in the lottery process at our magnet schools.

The following are additional considerations:

- In-district permits must be filled out for each student requesting a transfer.
- Students do not have a guarantee to keep the in-district permit beyond one year (unless noted above).
- Families are required to provide their own transportation for the student(s) when voluntarily transferring.
- If a request for an in-district attendance permit is denied, an appeal may be made in writing to the Deputy Superintendent whose decision on the matter shall be final.

All In-District Permits Are Subject to Cancellation Upon:

- Changes to in-district permit policies
- Changes to boundaries/attendance areas
- Change in student transportation needs
- Failure of the student to maintain adequate attendance and/ or behavior patterns
- Verification that voluntary school transfer request information provided was inaccurate or incomplete
- In-district permits are subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate level administrator.

Parents may cancel their student's permit at any time.

## Open Enrollment Applications

Open enrollment is the procedure allowing a parent/guardian to enroll a child in a public-school district other than the district of residence at no tuition cost. The “resident district” is the district of residence for school purposes of the parent/guardian and the district in which an open enrollment pupil will be counted for the purpose of generating state aid regardless of the District in which the pupil is enrolled. The “receiving district” is the non-resident public school district in which a parent/guardian desires to have the pupil enrolled. A parent/guardian residing in a school district may apply to enroll the parent’s or guardian’s child in a public school in another school district in accordance with the prescribed deadlines and procedures. The deadline for Open Enrollment applications is March 1<sup>st</sup> of the year preceding the school year for which the open enrollment is sought for students entering grades 1-12 and September 1<sup>st</sup> for students entering preschool special education or kindergarten.

Free transportation will not be provided to students who enter the District ~~under the Open Enrollment Law of 1989 as amended~~, unless such transportation is required by law. The District maintains the right to assign an open enrolled student to a particular school. Athletic restrictions may apply in some instances.

Requests to open enroll a child requiring special education will only be granted if the receiving district maintains a special education instructional program which is appropriate to meet the child’s educational needs, and enrollment of the child in the receiving district’s program would not exceed the maximum class size in rule adopted by the State Board of Education for that program.

A parent/guardian may appeal the decision of the Board of Education of a school district (resident or receiving) on any matter related to open enrollment pursuant to Iowa law.

Legal Reference: Iowa Code §§ 282.18  
I.A.C. 17

Code of Iowa: 282.18,  
Iowa Administrative Code: Chapter 17

Reviewed: 06-12-89  
Approved: 06-26-89  
Revised: 11-12-90  
Revised: 04-05-93  
04-14-97  
Reviewed: 11-23-98  
Revised: 09-10-01  
03-24-08  
01-13-14  
12-10-18

## Open Enrollment Requests

### Open Enrollment into the District

The parent/guardian of the student requesting to open enroll into the Cedar Rapids Community School District will submit an open enrollment request to the District by March 1<sup>st</sup> of the preceding school year for students entering grades 1-12 and September 1<sup>st</sup> for students entering preschool special education or kindergarten. The Cedar Rapids Community School District Board/designee will act upon the request for students in grades 1-12 by June 1<sup>st</sup> of the preceding school year or within 30 days if received after the March 1<sup>st</sup> deadline. Notification of either approval or denial of the request will be provided to the parent/guardian and the resident district within five days of the disposition of the application.

A request to open enroll into the District will be approved if:

- the student is in good standing with their current district and is not currently suspended or expelled,
- classroom space is sufficient,
- the appropriate instructional program is available, and
- the applicant qualifies for “good cause” as defined in Iowa Code.

### Open Enrollment Out of the District

Parents/guardians requesting open enrollment out of the Cedar Rapids Community School District for their student will notify the resident district (Cedar Rapids Community School District) and receiving school districts no later than March 1<sup>st</sup> of the preceding school year. The notice is made on forms developed by the Iowa Department of Education and available at each school site *and on the District website*. The open enrollment request will be forwarded by the parent/guardian to the receiving school district’s Board or their designee, who will act on the request no later than June 1<sup>st</sup> of the school year preceding the school year for which the request is made.

For children entering Kindergarten, the deadline for submitting an application for open enrollment is September 1<sup>st</sup> of the current school year.

After the March 1<sup>st</sup> deadline, a student must meet “good cause” as defined by the Iowa Department of Education to be eligible for a timeline waiver. ~~The following circumstances are considered “good cause” if the change occurred/began AFTER March 1<sup>st</sup>:~~

- ~~• Change in district of residence due to: family move, change in marital status, foster care, adoption, or treatment program~~
- ~~• Participation in a foreign exchange program~~
- ~~• Failure of negotiations for reorganization or whole grade sharing~~
- ~~• Serious health need or pervasive harassment~~
- ~~• Loss of accreditation or revocation of a private school or public charter school contract after March 1<sup>st</sup>~~

Applications filed under “good cause” will be acted upon within 30 days of receiving the request. Board action is required on all denied open enrollment applications.

Reference: Iowa Code § 282.18(3)  
Iowa Administrative Code 17.6(2)  
Iowa Department of Education Open Enrollment Handbook

Approved: 06-12-89  
Reviewed: 06-26-89  
Revised: 06-26-89  
Reviewed: 11-12-90  
Revised: 11-12-90  
Reviewed: 12-03-90  
Revised: 12-03-90  
Revised: 04-05-93  
Revised: 09-12-94  
04-14-97  
11-23-98  
09-10-01  
08-14-06  
01-13-14  
12-10-18



## CONSENT AGENDA

**BA-22-307**      **Agreement - Cedar Rapids Community School District and Isaac Newton Christian Academy - Nursing Training Services (David Nicholson/Sandy Byard)**

Exhibit: BA-22-307.1-2

### **Action Item**

#### **Pertinent Fact(s):**

1. Isaac Newton Christian Academy is requesting to contract services with the Cedar Rapids Community School District for diabetes training with their staff.
2. The Agreement will cover all of the Cedar Rapids Community School District's costs in providing services.

#### **Recommendation:**

It is recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Isaac Newton Christian Academy - Nursing Training Services.

AGREEMENT BETWEEN  
CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT AND  
ISAAC NEWTON CHRISTIAN ACADEMY

This Agreement made and entered into the <sup>23<sup>rd</sup></sup> day of March, 2022, by and between the Cedar Rapids Community School District (Cedar Rapids) and the Isaac Newton Christian Academy:

WHEREAS, Isaac Newton Christian Academy seeks to purchase nursing training services from Cedar Rapids Community School District; and

WHEREAS, Cedar Rapids and Isaac Newton Christian Academy believe that an agreement should be entered into with regard to Cedar Rapids nursing staff providing training to Isaac Newton Christian Academy.

NOW, THEREFORE, the Cedar Rapids Board of Directors and the Isaac Newton Christian Academy Board of Directors agree as follows:

1. Cedar Rapids shall be deemed the employer for purposes of rights and obligations under Iowa law and for purposes of compliance with federal and state laws relating to employment and employment benefits for the Nursing Personnel providing training support, subject to contributions by Isaac Newton Christian Academy pursuant to this agreement. The employment of the Nursing Personnel shall be governed by the policies, rules, regulations, and job descriptions of Cedar Rapids. The responsibility for the evaluation of the performance of the Nursing Personnel shall remain with Cedar Rapids, pursuant to its established procedures. Cedar Rapids' personnel policies and practices shall apply to and govern the Nursing Personnel's conduct and performance.
2. The Cedar Rapids Nursing Personnel will provide diabetes training to Isaac Newton Christian Academy staff in support of an Isaac Newton Christian Academy student newly diagnosed with diabetes. The details of the training provided by the Cedar Rapids Nurses will be determined by Cedar Rapids with input from Isaac Newton Christian Academy.
3. Cedar Rapids will bill actual cost of the nursing staff to provide the training including hourly wage, FICA and IPERS) as well as mileage at the federal rate. Isaac Newton Christian Academy will provide payment to Cedar Rapids of the amounts billed within thirty (30) days of receipt of a bill from Cedar Rapids.
4. Cedar Rapids and Isaac Newton Christian Academy each agree to indemnify and hold harmless the other from and against and 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, including any acts or omissions committed by the Transportation Personnel while providing services for each party pursuant to this agreement.
5. This Agreement shall automatically terminate at the start of school for Cedar Rapids or upon mutual agreement by both parties.
6. This agreement contains the entire understanding between Cedar Rapids and Isaac Newton Christian Academy and cannot be amended except in writing signed by Cedar Rapids and Isaac Newton Christian Academy.

7. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by the respective authorized representative of Cedar Rapids and Isaac Newton Christian Academy on the dates as hereinafter stated.

\_\_\_\_\_  
President, Board of Directors  
Cedar Rapids Community School District

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
President, Board of Directors  
Isaac Newton Christian Academy

  
\_\_\_\_\_  
Date

## CONSENT AGENDA

**BA-22-308      Addendum - Early Termination Commercial Lease Agreement-  
Thomas W. Farland & Julia K. Farland (David Nicholson)**

Exhibit: BA-22-308.1

### **Action Item**

### **Pertinent Fact(s):**

The Early Termination to the Commercial Lease Agreement is for the Iowa Big programming facility located at 5313 North Park Place NE. Scott Olson, the District's Realtor of Record, has worked with the owners to find another tenant to sublease the property from the District or end the lease early. The owners have agreed to approve an addendum to end the lease as of May 1, 2022 instead of July 31, 2022.

### **Recommendation:**

It is recommended that the Board of Education approve the Addendum - Early Termination Commercial Lease Agreement with Thomas W. Farland & Julia K. Farland for property located at 5313 North Park Place NE, Cedar Rapids, IA.

## EARLY TERMINATION LEASE ADDENDUM

The lease agreement executed on June 24, 2019 between Thomas W. Farland and Julia K. Farland (landlord) and Cedar Rapids School District d/b/a Iowa BIG (tenant) for a commercial lease at 5313 North Park Place NE, Cedar Rapids, Iowa to be modified by the following:

1. **TERM:** The last day of the lease term to be May 1, 2022 versus July 31, 2022.

2. **PAYMENT:** Termination is based on a May 1, 2022 payment as follows:

Rent/CAM - \$4,687 x 1.5	\$7,030.50
2021 CAM adjustment	1,399.00
2022 CAM adjustment	<u>466.00</u>
<b>Total Payment</b>	<b>\$8,865.50</b>

3. **SPACE CLEAN-UP:** Tenant shall remove remaining Iowa BIG equipment prior to terminate date. Carpet tile to remain.

### LANDLORD:

*Tom Farland*  
dotloop verified  
03/14/22 1:43 PM CDT  
YE72-ST14-DHFV-CFQB

Thomas W. Farland

\_\_\_\_\_  
Date

*Julie Farland*  
dotloop verified  
03/15/22 10:02 AM  
CDT  
CATV-RSRI-HGJU-H06D

Julia K. Farland

\_\_\_\_\_  
Date

### TENANT:

\_\_\_\_\_  
Cedar Rapids Community School  
District d/b/a Iowa BIG

\_\_\_\_\_  
Date

## CONSENT AGENDA

**BA-22-309**      **Agreement – Cedar Rapids Community School District and CommonLit – 2022-2023 School Year (John Rice)**

Exhibit: BA-22-309.1-2

### **Action Item**

### **Pertinent Fact(s):**

The on-going Agreement with CommonLit provides English Language Arts faculty with curricular resources, assessment options, and professional learning,

### **Recommendation:**

It is recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and CommonLit for the 2022-2023 School Year.



# **SCHOOL ESSENTIALS PRO**

## **SY22-23**

*Prepared for Cedar Rapids Community School District, IA on March 9, 2022*

**Grades 6-12**  
Middle & High schools  
10 school building(s)

**CommonLit Representative: Anjali Yadav, at [anjali.yadav@commonlit.org](mailto:anjali.yadav@commonlit.org)**

## CommonLit’s School Essentials PRO

Teachers and students will always have free access to CommonLit’s ever-growing library of free, high-quality, easy-to-use lessons. With [CommonLit School Essentials PRO](#), your team will get access to the tools you need to make the most of our **full digital literacy program**:

- **CommonLit’s Assessment Series:** Teacher access to the CommonLit Assessment Series. The CommonLit Assessment Series includes three benchmark assessments that are administered on CommonLit.org and assess student reading comprehension. These assessments allow teachers to evaluate student growth from the beginning to the end of the semester or school year.
- **CommonLit’s Administrator Data Dashboard:** Administrator access to digital data dashboards that track school-wide CommonLit usage and student performance.
- **CommonLit’s On-Demand Professional Development Portal:** Teacher and administrator access to 40+ training modules in CommonLit’s Professional Development Portal. These trainings include Assessment Series-specific modules and unit-specific training modules for teachers utilizing the CommonLit 360 curriculum.
- **Customized Onboarding & Partnership Experience:**
  - **Canvas Integration:** Teachers can import their classes from Canvas to CommonLit, students can complete assigned CommonLit lessons directly from their Canvas account, and teachers can send grades from CommonLit back to their Canvas gradebook.
  - **Rostering:** Automated rostering and SSO via Clever (or support with use of CommonLit’s Google Classroom integration).
  - **Dedicated account manager and priority support:** Priority technical support for teachers and administrators from the CommonLit Support Team.
  - **Virtual Training Webinars (Up to 2):** Our team of CommonLit experts will administer up to 2 live webinars to help teachers utilize CommonLit throughout the school year.

### Multi-Year Pricing Options

1-2 Year Contract	\$3,000 / school / year
3+ Year Contract	\$2,750 / school / year <i>(\$250 discount per school)</i>

### Quote for CommonLit School Essentials PRO for SY22-23

Number of Schools	Length of contract	Cost per school	Yearly Cost
10 school(s)	1 year	\$2,000 per school <i>33.3% discount per school</i>	\$20,000 per school year
		<b>Total Cost</b>	<b>\$20,000 for 1 year contract</b>

### Payment Schedule

Date	Payment Due
08/01/2022	100% of contract for SY22-23

Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please reach out to Anjali Yadav, at [anjali.yadav@commonlit.org](mailto:anjali.yadav@commonlit.org)



## CONSENT AGENDA

**BA-22-310 Agreement – Cedar Rapids Community School District and Greater Cedar Rapids Community Foundation - Group Violence Intervention - 2021-2023 Fiscal Years (Noreen Bush)**

Exhibit: BA-22-310.1-2

### **Action Item**

#### **Pertinent Fact(s):**

1. The on-going Agreement with the Greater Cedar Rapids Community Foundation, which includes the City of Cedar Rapids and Linn County, will provide continued project management and institutionalization for Group Violence Intervention (GVI) through June 2023. To accomplish the goal, the continued financial commitments from CRCSD, the City of Cedar Rapids, and Linn County is critical.
2. To date, Linn County has finalized their contribution for the current fiscal year, and the contribution for the 2022-23 fiscal year (\$50,000) has been budgeted. The City has made a partial contribution during the current fiscal year and is deciding how to provide the remainder of its funding for the current year and budget its contribution (\$100,000) for 2022-23.
3. The Greater CR Community Foundation respectfully requests that CRCSD continue its financial contribution of \$25,000 per year for both the 2021-22 and 2022-23 fiscal years.

#### **Recommendation:**

It is recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and the Greater Cedar Rapids Community Foundation to support the work around the Safe, Equitable, Thriving (S.E.T.) Task Force and Group Violence Intervention for the 2021-22 and 2022-2023 Fiscal Years.

## MEMORANDUM

To: Noreen Bush, Cedar Rapids Community School District  
From: Les Garner & Karla Twedt-Ball, Greater Cedar Rapids Community Foundation  
Date: April 11, 2022  
RE: Group Violence Intervention Progress & Staffing Update

The Community Foundation is pleased to continue our partnership with the Cedar Rapids Community School District to reduce gun violence in our community. We would like to provide a brief history of our work to date and an outline of the work going forward.

The Community Foundation opened the Creating Safe, Equitable & Thriving Communities Fund in 2018 with a three-year commitment from the City of Cedar Rapids, the Cedar Rapids Community School District, and Linn County. We hired a half-time program officer for the fund, and Rachel Rockwell joined the effort in February of 2019.

The SET Policy Committee selected gun violence as the first initiative of the SET Fund, in keeping with the issue that launched the SET Task Force effort. Rachel researched and identified the National Network for Safe Communities' Group Violence Intervention strategy in April 2019 and convened a community team to go to New York City in June 2019 to learn more about the model. The Community Foundation funded this trip with a grant from our Community Investment Fund. In December 2019, the SET Policy Committee formally agreed to proceed with GVI implementation, and in February the Community Foundation applied for funding from an anonymous funder to support the implementation. We were awarded a 3-year, \$465,000 matching grant in June 2020 which leveraged the on-going funding from the SET Fund partners. The grant 1) increased the program officer position to full-time through June 2023, 2) helped fund a technical assistance contract with the National Network for Safe Communities, which officially started on July 1, 2020, and 3) increased the dollar amount of grants to be awarded from the SET Fund.

In the fall of 2020, our SET grant cycle focused on building out components of Group Violence Intervention, with one of the grants funding a Community Outreach Worker at Foundation 2. By the spring of 2021, the Cedar Rapids Police Department had worked with the NNSC to analyze data and identify the core group of individuals involved in gun violence as victims or offenders. In May 2021, the CRPD and community teams officially launched "custom notifications" with high-risk individuals – delivering the message that the community is aware of their activity, will provide supports if they agree to change, and will stop them if they do not. Rachel, in her role as Program Officer and Interim GVI Manager, helped mobilize custom notifications, and Hesh Alsafi, Community Outreach Work at Foundation 2, provided on-going support to those who requested it (over half of those who received customs). In the summer of 2021, the SET Fund provided an additional grant to Foundation 2 to hire a position to help with support and outreach coordination, an emerging need.

Last fall, the SET Fund grant cycle specifically focused on fully implementing the support and outreach work, awarding a grant to Foundation 2 to fund the Community Outreach Worker, a Violence Prevention Specialist who helps coordinate the work, crisis response services, funding for the "big small stuff," and on-going training and development (through a subcontract with Central City Development Corporation). Foundation 2 is also receiving funding from Linn County Public Health through its Center for Disease Control

“PREVAYL” grant for youth violence prevention. This PREVAYL funding is supporting Foundation 2’s second Community Outreach Worker.

Rachel Rockwell resigned as the SET Program Officer/Interim GVI Project Manager as of March 3, and is now working on “GVI-adjacent” work at Central City Development Corporation, focusing on mobilizing the “community moral voice,” (the third component of GVI).

The GVI implementation is proceeding well. The Community Foundation’s contract with the National Network for Safe Communities goes through June 30, 2022, and the anonymous donor grant continues through June 30, 2023. In discussion with the NNSC, future benchmarks include:

- Finding a permanent home for the project management, and sustainable funding for the position
- Fully implementing a governance committee. This is different in composition and scope from the SET Policy Committee. Generally, GVI governance committees include top leadership from partners, including city leadership, law enforcement, prosecutors, juvenile justice, probation & parole, support & outreach, school district, and others as desired by a local community, and is convened by the GVI project manager.

GVI is a three-legged strategy. In addition to the Law Enforcement and Support & Outreach functions already discussed, the community moral voice work is a pivotal element of GVI, mobilizing the community against violence and bolstering a caring community structure. Central City Development Corporation is engaged in this strategy, and other organizations may formally and informally engage in this work. Finally, this is a collaborative, networked model that will benefit from continual attention to organizational relationships, identification of new services to offer GVI clients, and the health of the network as a whole.

Finally, let us address GVI staffing. For the 7-15 months, the Community Foundation will continue to support the project management of GVI. We will also manage the fall funding distribution to continue the support and outreach functions, and any other elements that may need to be added, as funding allows. This allows the partnership to maximize braided funding streams that include matching grants. After GVI is fully established with permanent partners and a community or governmentally-based project manager, the Community Foundation will fully transition back to a funder role.

The SET Fund was originally conceptualized as helping launch systemic responses to address the goals of the SET Task Force report, which included improving housing, educational success, economic well-being, community programming, and relationships with law enforcement. It will be the responsibility of the three SET funders – the City of Cedar Rapids, Linn County, and the Cedar Rapids Community School District – to decide whether the SET Fund should continue and what it would focus on next. Alternatively, the SET Fund may sunset as a separate fund. Even if this is the case, the GVI work is intended to continue for the long run.

Our work to date in implementing the Group Violence Intervention Strategy has been beyond our usual scope as a funder, but we are pleased to have been involved in such a critical issue for our community, and we are grateful for the many supportive partners that are committed to a safe, equitable, and thriving future for the youth and young adults of our community.

## CONSENT AGENDA

### **BA-22-311 Amended Agreement – Cedar Rapids Community School District and Iowa Vocational Rehabilitation Services – TAP Program - 2022-2023 School Year (Wendy Parker)**

Exhibit: BA-22-311.1-14

#### **Action Item**

#### **Pertinent Fact(s):**

1. TAP (Transition Alliance Program) is a results-driven program with a focus on assisting students with disabilities becoming career and college ready. The optimal goal for each TAP student is employment, whether that is directly out of high school, or after completing their postsecondary training.
2. The first year TAP was in place:  
260 current students had received Pre-ETS  
28 graduating seniors had services in place with IVRS  
As of today:  
395 current students have received Pre-ETS  
53 graduating seniors have services in place with IVRS
3. The TAP Job Coach position has been reclassified from nine-months to a twelve-months due to the program growth, increased scope of job responsibility, communication with various stakeholders - including business owners/supervisors, enhanced documentation requirements in case notes, the need to job coach students in the program nights, weekends, and summers, and a requirement of a 4-year degree.

#### **Recommendation:**

It is recommended that the Board of Education approve the Amended Agreement between the Cedar Rapids Community School District and Iowa Vocational Rehabilitation Services – TAP Program for the 2022-2023 School Year.

### AMENDMENT TO CONTRACT # 20-TAP-14

This amendment is dated July 16, 2021, and amends the Transition Alliance Program contract with beginning date of October 1, 2019 and ending date of September 30, 2021, between Iowa Vocational Rehabilitation Services and Cedar Rapids School District. The parties amend the contract as follows:

1. As permitted in Section III. Term; B. Renewals, IVRS hereby renews this contract for an additional 1 year term. The ending date of the contract will now be September 30, 2022.
2. Update Statement of Work and Performance Standards (Exhibit A), Annual Budget (Exhibit B), and Reports (Exhibit C) as attached.
1. Update Contract Shell Section IX. Termination:
  - **Adding:** H. Termination On Notice by Either Party. Following thirty (30) days' written notice, either party may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation. Following termination upon notice, IVRS will pay Contractor upon submission of invoices and proper proof of claim, for services provided and allowable expenditures incurred under this Contract up to and including the date of termination.
3. The total amount of the budget for October 1, 2021 to September 30, 2022 is **\$377,825.55.**

All other provisions of this contract and subsequent amendments remain in effect.

Iowa Vocational Rehabilitation Services

By: \_\_\_\_\_  
David L. Mitchell

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

Cedar Rapids CSD

By: \_\_\_\_\_

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

## **Exhibit A (Cash Transfer)**

### **Statement of Work and Performance Measures**

#### **INTRODUCTION**

The Transition Alliance Program (TAP) develops and implements a new pattern of service to youth with disabilities. TAP services are provided through a service coordination model with a goal of obtaining competitive integrated employment and successful IVRS closure (status 26) for eligible youth.

TAP does not replace existing education or transition services to youth that are mandated under the Individual with Disabilities Education Act (IDEA). While the School District may assign personnel who provide services covered by the IDEA to provide services under this Contract, the School District must carefully separate and document the hours and services provided by such personnel under the TAP program.

Contractor (also referred to as “School District”) shall provide year-round TAP services solely to: (i) youth with disabilities who are eligible and actively receiving vocational rehabilitation services or Pre-Employment Transition Services (Pre-ETS) to Potentially Eligible (PE) students on an IEP or covered under the provisions of section 504; and (ii) applicants for IVRS services, however the services for applicants will be limited to diagnostic and assessment services to determine eligibility to receive IVRS services and Pre-ETS activities to all applicants and Potentially Eligible individuals. An applicant may receive access to other TAP services after IVRS has: (i) determined the applicant is eligible for vocational rehabilitation services; (ii) removed the applicant from the waiting list using the order of selection priority as provided in the State Plan; and (iii) notified the School District.

#### **CONTRACTOR DUTIES AND RESPONSIBILITIES**

TAP staff will document all services that are delivered and provide the necessary documentation to IVRS in accordance with the performance measures. The following are the Pre-ETS Required and Coordinated Activities that TAP staff are required to provide to high school students with disabilities based on the student’s individualized needs:

##### Pre-ETS Required Activities

- **Job Exploration Counseling** - counseling to assist the student with a disability to learn and understand: the demands of the workforce, types of jobs available and skill requirements needed to perform essential functions of the job, and job exploration experiences so the student with a disability can make an informed choice regarding their vocational goal both in selection, training and preparation for that goal
- **Work-Based Learning Experiences** - in-school or after school opportunities or experiences that are outside the traditional school setting that is provided in

an integrated environment to the maximum extent possible, including internships

- **Counseling on Opportunities** - counseling on how to enroll in comprehensive transition or post-secondary educational programs at institutions of higher education and what should be considered in the decision-making regarding the post-secondary training environment including disability supports, course of study related to the program, etc.
- **Workplace Readiness Training** - designed to develop social skills and independent living skills in order to demonstrate the work ethic, attitudes, and behaviors for a competitive integrated employment environment
- **Self-Advocacy Instruction** - training, instruction and counseling on self-advocacy skill development and may include establishing opportunities for peer mentoring

#### Pre-ETS Coordinated Activities

- Attending IEP meetings
- Working with employers to develop work opportunities for students such as: internships, summer employment, paid/unpaid work experiences
- Working with school staff to coordinate Pre-ETS activities
- Attending person-centered planning meetings for individuals receiving social security benefit

The following are the Pre-ETS Authorized Activities that TAP staff can provide to support IVRS with improving the transition of students with disabilities from school to postsecondary education or an employment outcome:

#### Pre-ETS Authorized Activities

1. Implement effective strategies that increase independent living and inclusion in their communities and competitive integrated workplaces
2. Develop and improve strategies for individuals with intellectual and significant disabilities to live independently, participate in postsecondary education experiences, and obtain and retain competitive integrated employment
3. Provide training to vocational rehabilitation counselors, school transition staff, and others supporting students with disabilities
4. Disseminate information on innovative, effective, and efficient approaches to implement Pre-ETS
5. Coordinate activities with transition services provided by local educational agencies under IDEA
6. Apply evidence-based findings to improve policy, procedure, practice, and the preparation of personnel
7. Develop model transition demonstration projects
8. Establish or support multi state or regional partnerships involving State, LEAs, VR agencies, developmental disability agencies, private businesses, or other participants

9. Disseminate information and strategies to improve the transition to postsecondary activities of members of traditionally unserved and underserved populations

**Performance Measures:**

1. Case notes will be completed directly into the IRSS Interface within five working days.
2. All TAP staff will complete a Personal Activity Report (PAR) to track their time when completing contractor activities, including Pre-ETS activities, contract activities, and non-contract activities as applicable.
3. A minimum of 60% of staff time will be used for providing Pre-ETS Required and Coordinated Activities.

Contractor shall provide services in the following three core areas. All services to be provided hereunder shall be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus.

**I. Core Area 1: Referral and Eligibility Services**

**A. School District Responsibilities**

1. Potentially Eligible (PE): All students on an IEP or covered under the provisions of section 504 are considered PE. While a student is PE they can receive all Pre-ETS activities before applying for services. If a student is identified as needing more intensive services, the TAP Staff or IVRS Staff will recruit the student to apply for services.
2. Refer potential applicants to IVRS.
3. Provide any existing assessment or diagnostic information from school records to IVRS.
4. After IVRS notifies the School District that a student is on the waiting list, TAP is only able to provide Pre-ETS activities until the student is released from the waiting list.
5. Update IRSS Interface.

**B. Performance Measures**

1. The School District shall maintain the number of potential applicants referred to IVRS based on the referral number established during the baseline year or from the previous Federal Fiscal Year (FFY) that the performance measure was met.
2. TAP will provide Pre-ETS activities to PE students and VR eligible students on the waiting list.
3. Documentation requirements for the PE must be followed.

**C. IVRS Counselor Responsibilities**

1. Complete intake on applicants referred to IVRS by TAP staff.
2. Gather medical and psychological information on an applicant to determine eligibility. Use rubric in schools when appropriate for the student.
3. Provide diagnostic and assessment services for applicants while awaiting IVRS eligibility determination, if appropriate.



4. Inform the School District and the applicant of IVRS' eligibility decision and, if applicable, waiting list category.

## **II. Core Area 2: Individualized Plan for Employment**

The primary goal of TAP is for youth to be employed in competitive integrated employment by the time they have completed their TAP services. To achieve this goal, the School District will implement the IPE for each eligible student. The services to be provided by the School District include, without limitation:

### **A. School District Responsibilities**

1. Participate in Individual Education Program (IEP) meeting to train students on self-advocacy skills.
2. Provide input to the IVRS Counselor and the student to assist in the preparation of the Individualized Plan for Employment (IPE) by the IVRS counselor. The IPE will identify available types of jobs for the TAP student and provide a good match between job opportunities and the student's choices, interests, and abilities. The IPE will then outline the services and training that the student will need to work and live in the community after high school.
3. Develop, maintain and record partnerships with local businesses to create employment opportunities for eligible students and update the Business Services website with this information.
4. Collaborate and provide Pre-ETS activities that assists students with disabilities to explore, obtain and maintain employment. Pre-ETS activity information should be communicated with parents/guardians, school staff, IVRS staff and other team members.

#### Job exploration counseling offered by the School District:

- IEP assessments
- K-Navigator
- I Have a Plan/4 year planning
- Small group work with instructional trainers
- School counselors are available for additional counseling when requested
- The school offers a variety of career technical education courses to all students

#### New and expanded job exploration counseling provided by TAP:

- TAP may work with the school team to set up business tours to assist students in exploring a variety of career options.
- TAP staff may coordinate job shadow opportunities with informational interviews for students as appropriate, followed by individualized consultation based on the needs and abilities to assist in determining a job match.
- TAP may provide virtual job shadow opportunities when needed and as able to do so, when circumstances do not allow for students to attend in person job shadows.
- TAP staff may link students with partner agencies and outside resources to assist in career exploration (these may include Job Corps, Community Colleges, Iowa Workforce, Apprenticeship Programs, etc.).

- TAP staff may encourage and assist students in career planning.
- TAP staff may assist students in comparing post-secondary training options versus on-the-job training.
- TAP staff may provide additional interest inventories to students followed by individualized review of information and labor market information in their interest areas.

Work-based learning experiences provided by the School District:

- The school partners with Kirkwood Community College for the Workplace Learning Connections that connects business and education in work-based learning activities for students. This program offers job shadows, internships, and various career events.
- The school provides opportunities for the work experience program and co-op to students.

New and expanded work-based learning experiences provided by TAP:

- TAP staff may work with students to become involved with the Workplace Learning Connections to ensure student engagement.
- TAP staff may recommend that students participate in work experience courses as appropriate (e.g. discrepancy in employability, students with IEPs).
- TAP staff may meet students at their work experience sites to provide students with suggestions on improvement.
- TAP staff may collaborate with IEP teams and encourage work experiences in students' interest areas.
- TAP staff may seek volunteer experiences for students to build work history and gain vocational experiences.
- TAP staff may provide instructional training to students who require additional support in paid employment.
- TAP staff may assist employers with workplace accommodations necessary for students to maintain employment.
- TAP staff may meet with employers to discuss expanding unpaid work experience into paid work experiences.
- TAP staff may connect students with the WIOA Youth Program (when available) to assist in paid work experience.
- TAP staff may coordinate work-based learning opportunities and informational interviews for students and provide individual consultation to help identify a job match.
- TAP staff may encourage and assist students in career planning.

Counseling on Opportunities offered by the School District:

- Students have the opportunity to take the Accuplacer/ASVAB/NCRC.
- Counseling staff may have individual senior meetings to assist students in post-secondary planning.
- Counselors offer workshops focused on financial aid, FAFSA completion, and Getting Ready for College.
- Students have the opportunity to attend college visits (local community college). Instructional Trainers assist with this process.

- A variety of college representatives and other training program representatives (i.e. Iowa Works) visit the school on a regular basis.
- All students may create a 4-year career and academic plan.
- Students have the opportunity to participate in courses at the school Regional Academies and obtain college credit if prerequisites are being met.

New and expanded counseling on opportunities provided by TAP:

- TAP staff may utilize college resources and the Career Planning Guide to assist students in making post-secondary decisions.
- TAP staff may assist students in identifying a variety of opportunities available to them including internships, apprenticeships, STEM activities, and connections to Career Pathways.
- TAP staff may discuss Accuplacer/ASVAB/NCRC scores as applicable and how scores affect career planning.
- TAP staff may set up tours of post-secondary training options based on student interest (local community college, Job Corps, etc.)
- TAP staff may actively participate in team meetings to offer information about post-secondary options. • TAP staff may link students with college disability services coordinators to discuss appropriate accommodations.
- TAP staff may connect students with outside agencies that provide training opportunities post-high school.
- TAP staff may assist students in practicing and preparing for the prerequisites for enrollment in PSEO (i.e. COMPASS test). TAP staff may work with the IEP team to assure students who qualify are considered for the PSEO classes that align with their IPE goal.
- TAP staff may assist students in completion of paperwork for post-secondary training such as FAFSA, college applications, etc.
- TAP staff may recommend that students participate in VITAL as appropriate, based on unmet needs in the IEP. (e.g. limited work history, lack of/limited appropriate work skills).

Workplace readiness training offered by the School District:

- Iowa Workforce representatives occasionally come to buildings to support workplace readiness.
- The school offers the work experience program to special education students as well as co-op for all students.
- Instructional trainers work with students to assist with the job application process.
- The IEP team assists with appropriate workplace behaviors, social skills, hygiene, attendance, etc. as needed as defined by the IEP assessments.
- Soft skills training may occur in directed studies classes based on needs listed in the IEP for students in the area of working.

New and expanded workplace readiness training offered by the TAP:

- TAP staff may help students fill out job applications and provide instruction on how to make follow-up phone calls.

- TAP staff may provide students assistance with developing a resume and a guide sheet to aid in the application process.
- TAP staff may assist students with mock interviewing.
- TAP staff may discuss job descriptions and work expectations with students and assist students in understanding positions they applied for.
- TAP staff may meet with students to discuss appropriate workplace behaviors, social skills, hygiene, attendance, etc.
- TAP staff may assist students in completing necessary paperwork once jobs are obtained (e.g. W-2 paperwork).
- TAP staff may provide financial literacy training and support.
- TAP staff may facilitate the delivery of IVRS' Customer Service Academy to students in a small group setting.
- TAP staff connect students with IVRS' Job Focus Group.
- TAP staff may provide education and support for students to make specific workplace requests like asking for more hours, asking to be cross-trained, or asking for time off.

Self-advocacy instruction offered by the School District:

- School counselors may provide individual self-advocacy training.
- Students receive self-advocacy training through a youth leadership program offered at the school.
- There is a great deal of self-advocacy provided as training within the IEP process to students.

New and expanded self-advocacy instruction offered by the TAP:

- TAP may work with school counselors to provide individual self-advocacy training.
  - TAP staff may encourage and support students in goal setting and self determination related activities • TAP staff may work with the IEP team to expand self-advocacy provided as training within the IEP progress to students.
  - TAP staff may work with students to learn about accommodations necessary in the workplace.
  - TAP staff may arrange meetings with students and employers to talk about accommodations and how to advocate for their own needs on the job.
  - TAP staff may support and assist students with obtaining documentation for I9 verification.
  - TAP staff may support students/families to connect with case managers and facilitate team meetings to coordinate wrap-around services for transition planning.
  - TAP Staff may support and assist students with obtaining and interpreting pay stub information
5. Provide students with supported short term paid work experiences.
  6. Provide short-term instructional training when needed.
  7. Place students in occupations that match their stated employment goal in their

- IPE.
8. Provide supported employment services utilizing the IVRS supported employment services process (if the student's needs are beyond what TAP is able to provide, the student will be discharged from TAP and referred to a Community Rehabilitation Provider [CRP] for services).
  9. Provide short-term job coaching to students that require on-the-job supports to be successful in maintaining employment.
  10. Provide assistance to students and employers to address and resolve any work-related behaviors.
  11. Update IRSS Interface and Business Services website within five working days.

#### **B. School District Performance Measures**

1. The TAP will maintain or increase the number of 26 closures from the prior year.
2. At least 50% of TAP students will obtain paid work experience while in high school.
3. 100% of employed (status 26) TAP students will earn at least minimum wage.
4. At least 50% of employed (status 26) TAP students will earn above minimum wage.
5. The TAP will have at least a 10% annual increase in the number of businesses that participate in partnership activities.

#### **C. IVRS Counselor Responsibilities**

1. Develop and maintain partnerships with local businesses to create employment opportunities for students.
2. Provide guidance and counseling services to TAP students.
3. Provide disability consultation services to School District and employers.
4. Determine when TAP student's employment is stabilized and close IVRS case.

### **III. Core Area 3: Follow-along and Follow-up Services**

Follow-along services are services provided that are designed to assure that the participant remains successfully employed and achieves a successful transition after rehabilitation (Status 26 closure). Follow-up services are at least annual contacts made by the School District with the individual after the follow-along services are completed and until the individual reaches age 25. The services to be provided by the School District include, without limitation:

#### **A. School District Responsibilities**

1. Make, at a minimum, quarterly contact with the TAP participant for a period of one year after Status 26 closure.
2. Make, at a minimum, annual contacts with the TAP participant during follow-up services until the participant reaches age 25 and/or is discharged from the program.
3. During follow-along and follow-up contacts, identify and provide any support services needed for the TAP participant to maintain or advance in employment.
4. Refer the TAP participant to adult agency service providers for new or additional services the participant may need.
5. Refer the participant back to IVRS if intensive, comprehensive services are needed.
6. Update IRSS Interface within five working days.

#### **B. School District Performance Measures**

1. The School District will contact 100% of participants receiving follow-along services on a quarterly basis during the first year after status 26 closure.
2. The School District will contact 100% of participants on an annual basis during follow-up services until the participant reaches age 25 and/or is discharged from the program.

**C. IVRS Counselor Responsibilities.**

1. Provide disability consultation services to School District as needed.
2. Provide post-employment services as appropriate.

(End of Exhibit A)

**Exhibit B  
ANNUAL BUDGET**

Budget for FFY2022

Expense	Amount
Salaries	\$239,344.96
Fringe Benefits	\$88, 679.06
Travel	\$4,000.00
Materials & Supplies	\$1,000.00
Cell Phone	\$2,400.00
Conference/Training <i>(capped@ \$5,000)</i>	\$4,500.00 339924.02
Federal Indirect Cost Rate= 11.15%	\$37,901.53
<b>Total Budget =</b>	<b>\$377,825.55</b>
<b>Cash Transfer Total =</b>	<b>\$188,912.78</b>
<i>*See Cash Transfer Payment Schedule</i>	

***\*Cash Transfer Payment Schedule:***

Payment is due on the 28th of each month, starting 10/28/2021 in the amount of \$20,990.31 for 8 monthly installments and the 9<sup>th</sup> installment of \$20,990.30 due 6/28/22. If the entire budget is not expended a refund may be due to the contractor. If the adjustment to the Cash Transfer Amount is \$5 or less, no refund will be due to the Contractor. If an increase in the budget is needed, an additional Cash Transfer Amount due is applicable.

**Budget Narrative**

**Salaries:** This budget line consists of the salary for 5 positions: 1 Facilitator, 3 Specialists, and 1 Job Coach. IVRS will only reimburse for the time the TAP employees devote to the TAP– this will be determined by the Personnel Activity Reports which will be completed at least monthly. This expense will be documented with Personnel Activity Reports, payroll journals, printouts from the district accounting system, etc.

**Fringe benefits:** This budget line consists of employer share of several fringe benefits for the TAP employees. The fringe benefits in this agreement are as follows: FICA/Medicare, IPERS, health insurance, life insurance, single-dental insurance, and long-term disability for the TAP employees. Reimbursement percentage is determined by the PAR. Payroll documentation including payroll journals, job description, and employment contract will be available to support all salary and fringe benefit costs charged to this agreement.

**Travel:** This budget line consists of mileage, meals, lodging, and other various travel expenses associated with the TAP. Mileage, meals and lodging will be claimed at current rates, and will not

exceed state rates. Detailed travel documentation will be kept for mileage and receipts will be kept for lodging, registrations, and travel expenses including meals. Documentation should include a categorizing of expenses to show the corresponding activity from the PAR (i.e. travel for required, coordination, etc.) based on the reason for the travel.

**Materials & Supplies:** This budget line consists of instructional supplies, office expenses, equipment, printing, computer, etc. All supply costs will be directly related to this agreement and invoices will be kept to document cost. Documentation should include a categorizing of expenses to show the corresponding activity from the PAR (i.e. supplies for required, coordination, etc.) based on the use of the supply.

**Cell Phone:** This budget line consists of costs associated with staff cell phones used for this project. This is a phone which is owned by Cedar Rapids Community Schools and issued to the staff. IVRS will not be charged for the purchase of the phones themselves. This expense will be documented with monthly invoices.

**Conference/Training:** This budget line consists of costs associated with attending conferences or training of the staff. Registration receipts, lodging, meal & other receipts and documentation required. Prior Approval is required for related costs for training and conferences (see Section VI. Compensation-J.) Please refer to the Prior Approval process or contact IVRS Financial for further guidance. This budget line is capped at \$5,000. Documentation should include an agenda for the training, which categorizes the sessions you plan to attend to show the corresponding activity from the PAR (i.e. session for required, coordination, etc.) based on the description of the session.

**Federal Indirect Cost Rate:** This budget line consists of indirect costs associated with the contract at the Contractor's federally approved indirect cost rate, which is 11.15%.

**Notification of Staff Changes:**

Please contact IVRS Financial and the contract manager as major staff changes occur. Please include the temporary plan for meeting the needs of this contract, who will cover those duties, an estimated timeframe for temporary change, permanent plan for replacement, and possible impact on the budget. Documentation required for your claim may change due to the staff changes.

**Miscellaneous:**

Additional documentation may be requested upon review of claims submitted in order to make sure costs are allowable, allocable and reasonable.

(End of Exhibit B)



## **EXHIBIT C REPORTS**

### **A. QUARTERLY PROGRESS REPORT**

#### **1. Overview**

Contractor shall submit a Quarterly Progress Report in which it will describe Transition Alliance Program (TAP) services and operations, participant characteristics, and outcomes achieved during the quarter. The quarters are based on the federal fiscal year, October 1-September 30.

#### **2. Quarterly Report Format**

IVRS will provide the Quarterly Report template to the Contractor to be used for the entire FFY. All four quarters will be reported on the same document along with IVRS Analysis/Recommendations for each quarter.

#### **3. Due Date and Submission**

Quarterly Progress Reports are due within five working days after the end of the quarter (January 7, April 7, July 8, and October 7). Contractor shall submit reports to the IVRS Resource Manager via electronic mail. Signatures and certification may be provided by electronic signature or in portable document format (PDF). Hard copies of the progress reports or attachments to it will not be accepted without the approval of the IVRS Resource Manager.

#### **4. Content**

- a. **Budget Status:** The Contract Financial Contact will be required to fill in this area based on the approved budget contained in the Contract, indicate if the Contractor is within budget and provide a report of expenditures for the reported period. If over budget, indicate by how much, the reasons why and the impact this will have on the project. Also, indicate the plan for addressing and remedying any actual or anticipated budget shortfalls. Changes to the Statement of Work due to budget considerations or changes in strategy must be approved by strategy must be approved by IVRS.
- b. **Primary Tasks:** Provide the updated Quarterly Progress Report which describes the work completed during the reporting period. Include or attach supporting documents or information as needed.
- c. **Problems or Delays:** Describe any unexpected problems encountered and the impact or possible impact on overall performance of the Contract.
- d. **Performance Measures:** Provide all performance measures as required in Exhibit A for the quarter and year-to-date.

## **B. YEAR END SUMMARY REPORT**

### **1. Overview**

Contractor shall submit a summary report at the end of the federal fiscal year in which it provides a description of the activities undertaken in performance of the Contract during the previous year, including examples of specific achievements and outcomes. The Contractor shall provide information demonstrating substantial progress in achieving the objectives of TAP and data that assists IVRS in demonstrating the usefulness and effectiveness (including cost-effectiveness) of TAP. Continued funding of TAP is contingent upon the satisfactory completion of the prior year's activities, including meeting the performance measures as provided in the Quarterly Progress Reports. Any performance measure not met at FFY will require a corrective action plan.

### **2. Due Date and Submission**

Year End Summary Report will be found within the Quarterly Progress Report for 4<sup>th</sup> Quarter and is due October 7, 2022. Contractor shall submit the report to the IVRS Resource Manager via electronic mail. Signatures may be provided by electronic signature or in portable document format (PDF). Hard copies of the reports or attachments to it will not be accepted without the approval of the IVRS Resource Manager.

(End of Exhibit C)

## CONSENT AGENDA

**BA-22-313      Award of Contract – Kennedy High School - Pavement Improvement Project  
(Jason Lietz)**

Exhibit: BA-22-313.1-3

### **Action Item**

#### **Pertinent Fact(s):**

1. The project consists of pavement improvement at Kennedy High School and the source of funding is the Physical Plant and Equipment Levy Fund (PPEL).
2. The low bid for the Kennedy High School Pavement Improvement Project is \$511,746.67. This includes the base bid in the amount of \$496,451.67, and alternate #1 in the amount of \$15,295.00. The low bidder is Midwest Concrete, Inc.

#### **Recommendation:**

It is recommended that the Board of Education Approve the Award of Contract to the low bidder, Midwest Concrete, Inc., for the Kennedy High School - Pavement Improvement Project.



March 22, 2022

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 Pavement Replacements – Kennedy High School

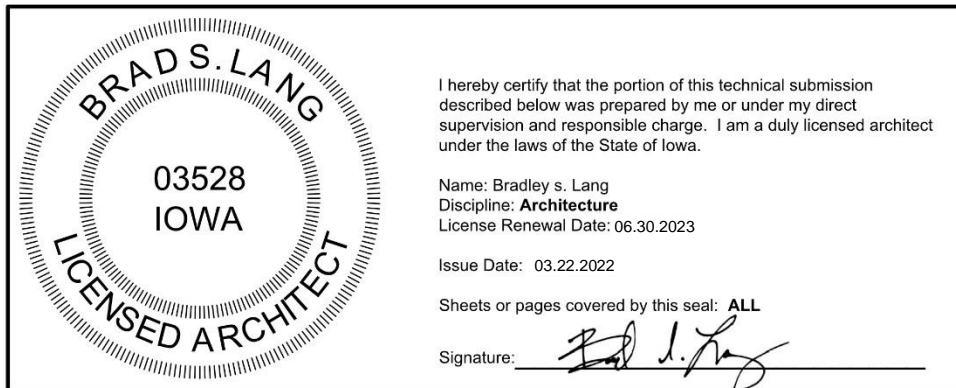
Dear Jon:

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: \$550,000.00**

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.

# BID TABULATION

<b>Owner:</b>	Cedar Rapids Community School District	<b>SLA Project No.:</b> 21030-C
<b>Project Name:</b>	<b>CRCSD 2022-23 Paving Replacements - Kennedy High School</b>	<b>Bid Date:</b> April 14, 2022
<b>Location:</b>	Cedar Rapids Community School District ELSC 2500 Edgewood Road NW	<b>Bid Time:</b> 2:30 PM (Local Time)

Bidders Name	BOOMERANG CORP.	EGGLESTON CONCRETE CONTRACTORS, INC	MIDWEST CONCRETE, INC.	TRICON GENERAL CONSTRUCTION, INC.						
<b>Address</b>	13225 CIRCLE DRIVE, SUITE A P.O. BOX 227 ANAMOSA, IA 52205	500 TOWER TERRACE RD CEDAR RAPIDS, IA 52411	9835 MIDWEST LANE PEOSTA, IA 52068	746 58TH AVE CT. SW CEAR RAPIDS, IA 52404						
<b>Bid Security: Included / Separate Envelope</b>	004313	5%	5%	5%						
<b>Addendum No. 1 Acknowledgment</b>	004113	X	X	X						
<b>Bidder Status Form</b>	004113.1	X	X	X						
<b>Authorization to Transact Business Wk Sheet</b>	004113.2	X	X	X						
<b>Non-Collusion Affidavit</b>	004113.3	X	X	X						
<b>Targeted Small Business (TSB) Form</b>	004113.4	X	X	X						
Item	Description	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>BASE BID</b>	ALL WORK TO REMOVE AND REPLACE PAVING PER PLANS AND SPECS IN AREAS INDICATED ON DOCUMENTS SHALL BE:	Lump Sum	Lump Sum	\$563,377.00	Lump Sum	\$527,810.00	Lump Sum	\$496,451.67	Lump Sum	\$523,000.00
<b>ALT 1</b>	INSTALL PERFORATED SUBDRAIN & DRAIN BASIN AS INDICATED ON DRAWINGS SHALL BE:	Lump Sum	Lump Sum	\$15,333.00	Lump Sum	\$6,800.00	Lump Sum	\$15,295.00	Lump Sum	\$8,000.00
<b>UNIT PRICE #1</b>	SUBGRADE STABILIZATION WITH SUITABLE SOIL PRIOR TO PLACEMENT OF FILL SHALL BE:	Cubic Yard	Cubic Yard	\$50.00	Cubic Yard	\$30.00	Cubic Yard	\$60.00	Cubic Yard	\$35.00
<b>UNIT PRICE #2</b>	SUBGRADE STABILIZATION WITH CRUSHED ROCK PRIOR TO PLACEMENT OF FILL SHALL BE:	Cubic Yard	Cubic Yard	\$60.00	Cubic Yard	\$35.00	Cubic Yard	\$71.00	Cubic Yard	\$50.00
<b>UNIT PRICE #3</b>	SUBGRADE STABILIZATION WITH CRUSHED ROCK ON GEO-GRID PRIOR TO PLACEMENT OF FILL SHALL BE:	Cubic Yard	Cubic Yard	\$70.00	Cubic Yard	\$41.00	Cubic Yard	\$73.00	Cubic Yard	\$60.00



April 14, 2022

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 Paving Replacements – Kennedy High School  
Cedar Rapids Community School District

JON:

Four (4) bids were received on April 14, 2022, for the above referenced project.

We have reviewed the bids which were provided to us. The apparent low bidder is Midwest Concrete, Inc., of Peosta, IA. 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.

**Midwest Concrete, Inc.**

<b>Base Bid:</b>	<b>All work to remove and replace paving per plans and specs as in areas indicated on documents shall be:</b>	<b>\$496,451.67</b>
<b>Alternate #1:</b>	<b>Install perforated subdrain &amp; drain basin as indicated on drawings shall be:</b>	<b>\$15,295.00</b>
	<b>TOTAL</b>	<b>\$511,746.67</b>

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,

Brad s. Lang, AIA  
Partner  
SOLUM LANG ARCHITECTS, LLC

Enclosure: Bid Tabulation Form

CC: Traci Rozek, CRCSD  
Jason Lietz, CRCSD  
Darci Lorensen, Solum Lang Architects

## CONSENT AGENDA

**BA-22-314      Tabulation – Auditing Services for the Cedar Rapids Community School District  
(David Nicholson)**

Exhibit: BA-22-314.1

### **Action Item**

#### **Pertinent Fact(s):**

1. As a result of the auditing contract with RSM – LLC (formerly known as McGladrey LLC) ending in June 2021, the District prepared a Request for Proposal (RFP) for Audit services and invited all Cedar Rapids area auditing firms, as well as other firms in the region, to submit a proposal.
2. The District received quotes from two firms that were then independently reviewed and scored by two members of the Audit Committee, as well as Dave Nicholson. A composite of all scores and each individual score is provided as an exhibit.
3. The full Audit Committee met on March 24, 2022 to review the recommendation by all three reviewers and unanimously supported the retainage of RSM-LLC to continue as the District’s auditing firm. The Audit Committee concurred and voted in favor of a three-year Agreement with RSM-LLC with an option to extend the Agreement for two additional years to a total of five years.

#### **Recommendation:**

It is recommended that the Board of Education approve the Tabulation for Auditing Services and award the bid to RSM LLC for three years with the option to extend the Agreement for two additional years to a total of five years.

### 2022 Audit RFP Evaluation

Completed by Individual Reviewer

Completed by District

**Reviewers**

Angela Dockter

John Hammar

David Nicholson

		Reviewer A		Reviewer B		Reviewer C		Total Composite		
		CliftonLarsonAllen LLP	RSM	CliftonLarsonAllen LLP	RSM	CliftonLarsonAllen LLP	RSM	CliftonLarsonAllen LLP	RSM	
		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Fulfilled Manitory Requirements</b>										
<b>Expertise and experience</b>										
	Scoring									
1	The firm's recent experience and performance on comparable school district engagements.	0 to 15	10	15	9	15	8	15	9	15
2	The qualifications of the firm's professional personnel to be assigned to the engagement.	0 to 25	20	12	20	15	20	20	20.0	16
3	Organizational structure and size of the office performing the audit.	0 to 5	4	5	4	5	4	5	4.0	5
4	Organizational structure of entire firm to illustrate the resources available, technical consultation quality.	0 to 5	4	5	4	5	4	5	4.0	5
<b>Audit Approach</b>										
1	Adequacy of proposed staffing plan for various phases of the engagement	0 to 5	3	4	4	4	3	5	3.3	4.3
2	Adequacy of sampling techniques	0 to 5	4	2	4	3	4	5	4.0	3.3
3	Adequacy of analytial procedures	0 to 5	2	4	2	4	4	5	2.7	4.3
4	Understanding of work and timetable to complete audit	0 to 5	3	5	1	5	2	5	2.0	5.0
5	Commentary showing understanding of entity and general knowledge of what is required	0 to 5	3	5	2	5	2	5	2.3	5.0
<b>Cost Score</b>		0 to 25	24.95	25.00	24.95	25.00	24.95	25.00	24.95	25.00
<b>Total</b>			<b>77.95</b>	<b>82</b>	<b>74.95</b>	<b>86</b>	<b>75.95</b>	<b>95</b>	<b>228.84</b>	<b>263.00</b>
<b>Total Audit Hours</b>			650	750	650	750	650	750	650	750
<b>Price Score Detail</b>										
Audit 2022			80,325.00	81,600.00	80,325.00	81,600.00	80,325.00	81,600.00		
Audit 2023			84,525.00	84,225.00	84,525.00	84,225.00	84,525.00	84,225.00		
Audit 2024			88,725.00	87,225.00	88,725.00	87,225.00	88,725.00	87,225.00		
Total Three Year Cost			253,575.00	253,050.00	253,575.00	253,050.00	253,575.00	253,050.00		
<b>Cost Score</b>										
Lowest Three year cost of all bids received			253,050.00	253050	253,050.00	253050	253,050.00	253050		
Three year bid costs for this firm			253,575.00	253050	253,575.00	253050	253,575.00	253050		
Cost score ratio			99.79%	100.00%	99.79%	100.00%	99.79%	100.00%		
Maximum points			25	25	25	25	25	25		
cost Score			24.95	25.00	24.95	25.00	24.95	25.00		



## CONSENT AGENDA

**BA-22-315      Tabulation – Help Desk and Technician Ticketing System  
(Craig Barnum/Jeff Lucas/Carissa Jenkins)**

Exhibit: BA-22-315.1

### **Action Item**

### **Pertinent Fact(s):**

1. The current software comes with a higher annual licensing cost and is outdated in terms of end user experience and how it is supported on a district hosted server.
2. The competing software in the K12 education arena offers a cloud-hosted solution that offers better software integrations with many of our other software solutions to add greater functionality and brings more information together for a better experience for the end user and the technicians.
3. The IT team requested bids for the service and received three bids. Based on review, the recommendation is to award the contract to FreshWorks, Inc for the products and services desired.

### **Recommendation:**

It is recommended that the Board of Education approve the Tabulation – Help Desk and Technician Ticketing System to FreshWorks Inc.

### Ticketing System Tabulation

Vendors providing quotes (as requested)

Renewal of current service versus  
implementation of a replacement  
service

**Annual Licensing**  
**Implementation (one time)**

Cherwell (Current provider)	<b>FreshService</b>	Incident IQ
\$75,948.00	<b>\$48,480.00</b>	\$48,706.89
	<b>\$15,000.00</b>	\$2,495.00

**Cost**

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\$75,948.00	<b>\$63,480.00</b>	\$51,201.89
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## ADMINISTRATION

### **BA-22-316      Approve Publication and Scheduling a Public Hearing on the Fiscal Year 2021-22 Budget Amendment (David Nicholson)**

Exhibit: BA-22-316.1

#### **Action Item**

#### **Pertinent Fact(s):**

1. The District is limited in the spending of funds received by the school finance formula and by our Board approved budget certification. Therefore, the budget is amended to a level high enough to permit the spending of miscellaneous income received throughout the year. If such miscellaneous income does not materialize this year, our legal spending level will be reduced automatically. No additional taxes will be levied as a result of this amendment.
2. The budget certification has four legal expenditure classifications for all of the District funds taken as a whole, including the General Fund, Management Fund, PPEL Fund, Capital Projects Funds, Debt Service Fund, Student Activity Fund, Food & Nutrition Fund and Day Care Fund. Each classification has been amended to a level sufficient to allow the District to spend a portion of the beginning balances and unanticipated miscellaneous income. In addition, Other Expenditures were increased for the refinancing of the SAVE bonds. Amending the budget in this fashion on an annual basis allows the district to comply with the Code of Iowa, which requires that school district expenditures not exceed the "published" budget in any one of the four functional areas.
3. It is proposed that the FY2022 budget be amended in the four expenditure classifications as provided in the exhibit.

#### **Recommendation:**

It is recommended that the Board of Education approve Publication of the Fiscal Year 2021-2022 Budget Amendment and Schedule a Public Hearing to be held on Monday, May 9, 2022 Board Meeting at 5:30 PM.

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

Page 1

CEDAR RAPIDS School District  
Fiscal Year July 1, 2021 - June 30, 2022

The CEDAR RAPIDS School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022

**Meeting Date/Time:** 5/9/2022 05:30 PM**Contact:** Dave Nicholson**Phone:** (319) 558-1237**Meeting Location:** ELSC Building, 2500 Edgewood Rd. NW, Cedar Rapids, IA 52405

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

<b>EXPENDITURES</b>	<b>Total Budget as Certified or Last Amended</b>	<b>Amendment Increase</b>	<b>Total Budget After Current Amendment</b>	<b>Reason</b>
Instruction	145,448,091	8,286,128	153,734,219	Adjustment for ESSER/COVID funding
Total Support Services	83,742,390	8,948,205	92,690,595	Adjustment for ESSER/COVID funding
Noninstructional Programs	11,015,090	0	11,015,090	
Total Other Expenditures	65,097,442	0	65,097,442	
<b>Total</b>	<b>305,303,013</b>	<b>17,234,333</b>	<b>322,537,346</b>	

**LEARNING AND LEADERSHIP**

**BA-22-317      Off-Site Programming Update (Wendy Parker)**

Exhibit: BA-22-317.1-7

**Information Item**

**Strategic Plan/Focus Areas**

- Culture
- Student Learning
- Workforce
- Systems and Resources

**Pertinent Fact(s):**

The administration will provide an off-site programming update related to special education programs at Polk Alternative Education Center and Harrison Connections.

# CRCSD Off-Site Programming Update

April 25, 2022



# Goal - Reduce number of students moved to more restrictive settings

Year	Harrison Connections	Madison Connections	Polk	Taft Alt	Tanager School	Total
2012-13			116	18		134
2013-14			138	17		155
2014-15	34		148	12	91	285
2015-16	40		158	23	84	305
2016-17	31		169	18	81	299
2017-18	33		169	29		231
2018-19	18		113	19		150
2019-20	13	5	113			131
2020-21	14	6	62			82
2021-22	9		75			84
17-18 Tanager School Closed						
18-19 Elementary Building Behavior Techs Implemented						
19-20 Taft Alternative Closed						
19-20 Madison Connections Opened						
21-22 Madison Connections Closed						



## Current Off-Site Programs

- Polk Alternative Education Center
  - Currently serves students grades 6 to 12
  - Includes suspension program (SIAP) for MS and HS
- Harrison Connections
  - Currently services students grades K-5



# Celebrations

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- Proactive measures have resulted in less students moved to more restrictive settings
  - Building Behavior Techs in all of our elementary buildings
  - Increased use of our BCBA's and Behavior Coaches in a proactive way
  - Successful transitions for students from our off-sites back to the comprehensive buildings
  - Effectiveness of our building special education programs
  - Increased professional learning for all staff on behaviors
  - Professional learning for our Behavior Focus teachers, engagement specialists, paras, and behavior techs



## 22-23 Proposed Off-Site Programs

- Polk Alternative Education Center
  - Serve students K-12
  - Suspension Center (SIAP) for MS and HS

# Rationale for Transition



- **Staffing Needs**
- **Students Served**
- **Student Needs and Services**

# Feedback & Questions

## LEARNING AND LEADERSHIP

**BA-22-201/03 Cedar Rapids Community School District & Cedar Rapids Police Department - School Resource Officer Program - Update (Nicole Kooiker)**

Exhibit: BA-22-201/03.1-20

### **Information Item**

#### Strategic Plan/Focus Areas

- Culture
- Student Learning
- Workforce
- Systems and Resources

#### **Pertinent Fact(s):**

The administration will provide a high-level update on the work and progress towards our goals for the year, including data results, diversions used in place of charges, upcoming survey data, and a student update.

# SRO Board Update

April 25, 2022

# Program Goals

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 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 This Year (2021-2022)

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 are wearing soft uniforms or school gear with the exception of the winter months of Jan. and Feb.
5. No SRO's are permanently assigned to any middle school
6. SRO assistance plan implemented for K-8 Buildings

# Panorama Student Survey Questions:

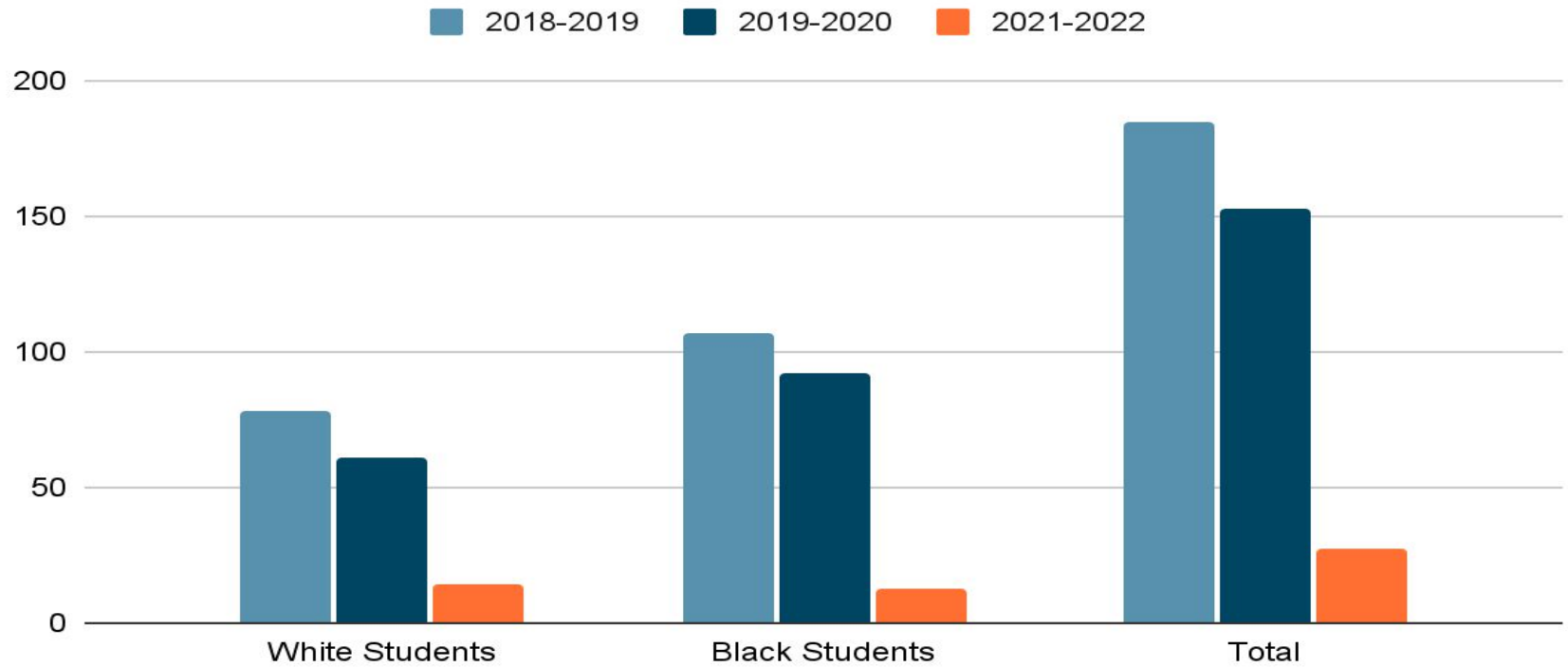
- 1) How safe or unsafe do you feel having an SRO at your school?
- 2) What is your level of comfort being around your school resource officer?
- 3) I have had interactions with our school resource officer
- 4) How positive or negative have your experiences been with the school resource officer at your school?
- 5) Does the SRO serve as positive role model in your school?

# Panorama Family Survey Questions

1. How physically safe do SRO's make students feel?
2. How do SRO's affect the relationship between students and police?
3. How do SRO's make students feel at school?
4. How would you rate your personal experience with SRO's in our school?
5. Do you feel SRO's are needed in our schools?

**Outcome 1 - Reduction in charges filed of all students by 50% or greater as measured by monthly reports from CRPD**

# High School Charges: Total by year to date (August - March)



# Reduction in Charges

Comparing August 2018 - March 2019 to August 2021 - March 2022, there has been an **87.9% reduction** in charges for Black students and an **82.1% reduction** in charges for white students. Overall, there has been an **85.4% reduction** in charges.



# Jefferson High School

1. When we have used diversions in place of arrests this past year as a shift in practice.
  
2. Impact of soft uniforms.

**Outcome 2 - 50% or greater reduction of the disproportionality of charges for black students as measured by monthly reports submitted from CRPD**

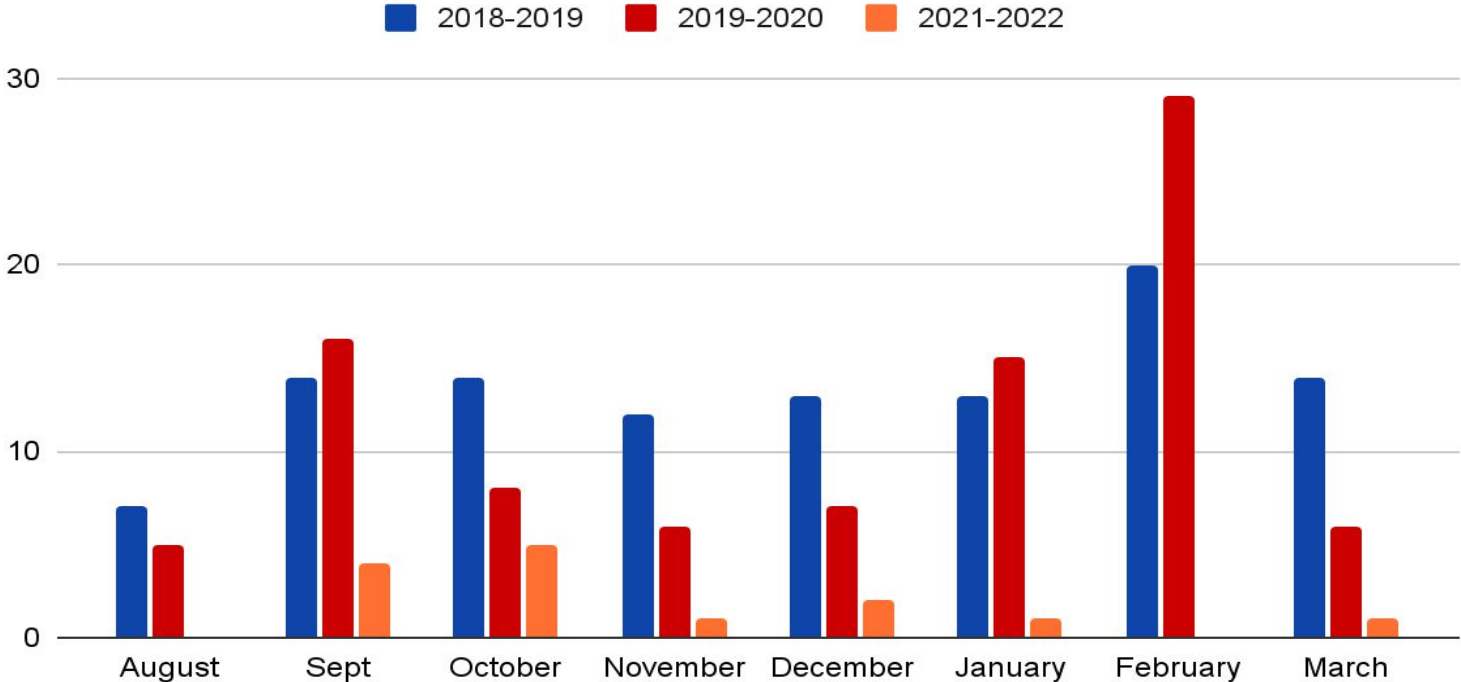


# Proportions based on Population

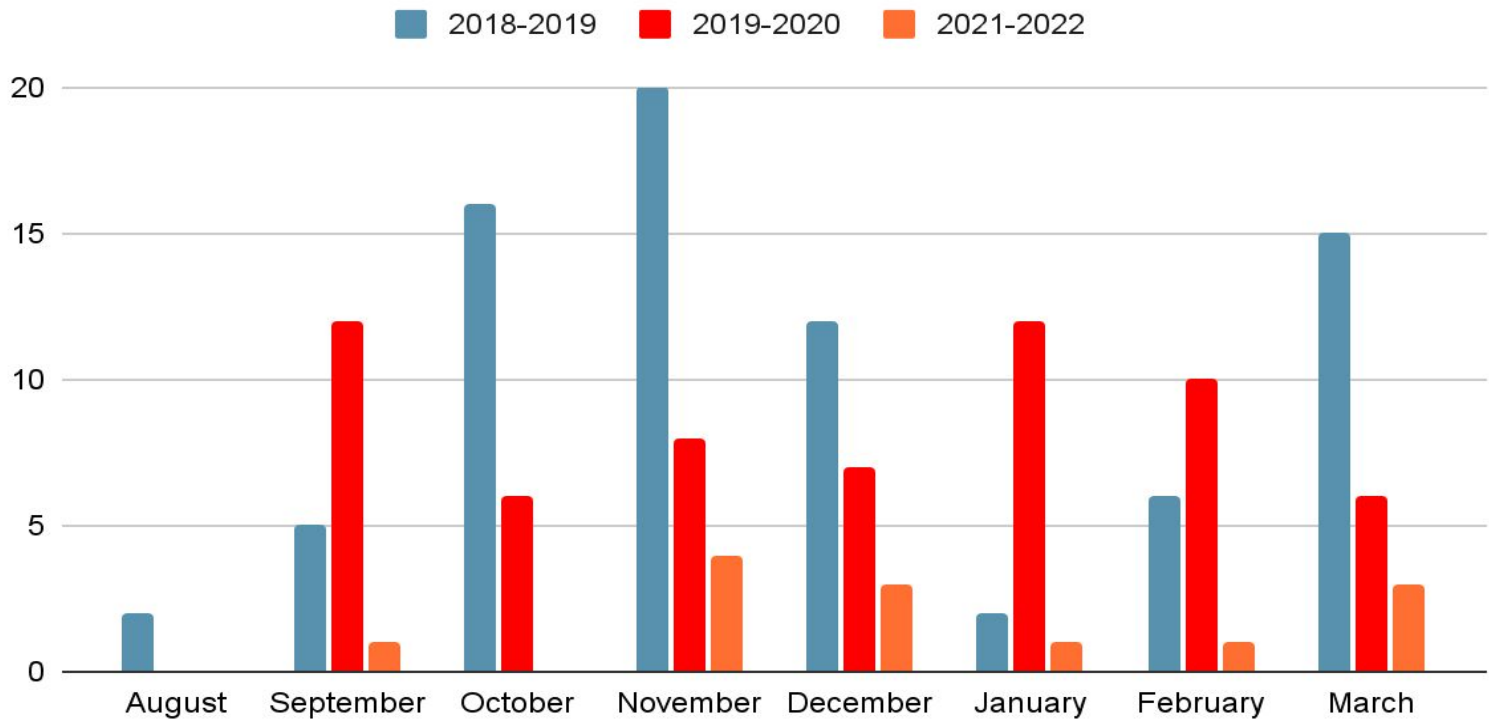
	Percentage of charges 18-19	Percentage of Charges 21-22	Percentage of High School Population
White Students	42%	<b>52%</b>	62.6%
Black Students	58%	<b>48%</b>	17.8%

\*based on August - March for both 18-19 and 21-22 years

# Number of Charges for Black High School Students



# Number of Charges for High School White Students



# Relative Risk for High School Students

Black students are **3.36 times** more likely to be charged than white students

Historically, Black students were **4.06 times** more likely to be charged than white students across the 17-18 to 20-21 school years using the data provided by the CRPD.

**Outcome 3 - Monthly reports received and reviewed by district leadership and SRO's with intentionality to metrics and outcomes**

**Outcome 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**

# Know your rights video

Link video to show

# Additional Contract Changes for 2022-2023

- 1) More clarity around our soft uniforms stating the SRO will work in the issued soft uniform attire when on duty as an SRO.
- 2) The school district will collect perception data from parents, students, and staff. (This is through Panorama survey)
- 3) CRPD and SRO's will pick up discarded student medicine for disposal at the end of each school year.



# Questions?

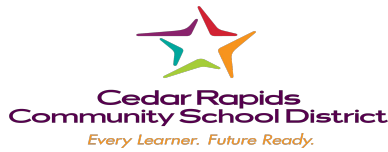
## BOARD GOVERNANCE

**BA-22-318      Exempt Meeting - Discuss Strategy Sessions for Union and Non-Union Employee Groups (David Tominsky)**

### **Information Item**

#### **Pertinent Fact(s):**

The Board of Education may meet in an Exempt Meeting on Monday, April 25, 2022 following the Regular Board Meeting for the purpose of discussing bargaining strategy and negotiations sessions for union and non-union employees. Exempt Meetings are not subject to the Open Meetings Law.



## SCHOOL BOARD CALENDAR

(Dates and times are tentative – please consult with the Board Secretary’s Office for more details)

### 2022- APRIL

Monday	Apr 25	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
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### 2022- MAY

Monday	May 9	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
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Thursday	May 26	7:00 PM	Jefferson HS Graduation	Alliant Energy Powerhouse
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Friday	May 27	7:00 PM	Kennedy HS Graduation	Alliant Energy Powerhouse
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Saturday	May 28	2:00 PM 7:00 PM	Metro HS Graduation Washington HS Graduation	DoubleTree Hotel Alliant Energy Powerhouse
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### 2022- JUNE

Wednesday	Jun 1		Last Day of Classes Early Dismissal	CRCSD
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Monday	Jun 13	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
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### 2022- JULY

Monday	Jul 11	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
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### 2022- AUGUST

Monday	Aug 8	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
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Monday	Aug 22	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
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Tuesday	Aug 23		First Day of Classes Early Dismissal	CRCSD
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ADJOURNMENT – President David Tominsky

**Board Meeting: Monday, April 25, 2022**