

Clarinda Community School District
Regular Meeting
Wednesday, September 23, 2020 at 4:00 PM
McKinley Central Office and Zoom (Link found on district website under
Menu – District Office – Zoom Link)

Agenda

1. Call to Order

The President will call the meeting to order using the gavel if necessary. The President will request those with communication devices to either turn them off or place them on silent mode. This may be a good time to introduce any special guests.

1. A binder labeled Public Copy of Board Materials and containing board meeting materials is available for public review at the table at the side of the room.
2. A sign-in sheet is located at the table at the side of the room. All guests are asked to sign it to show attendance.
3. Meeting agendas are available for the public at the table at the side of the room.
4. Meeting agendas, materials, and minutes are also available on the district web page.

2. Pledge of Allegiance

The President will ask the members and audience to face the flag for the Pledge of Allegiance.

3. Roll Call

The President will ask for roll call.

4. Audience to Visitors

The President will ask the audience if they have any comments on the items on the agenda. This gives the public the opportunity to comment on agenda items prior to Board decisions/actions. Each community member wanting to comment to the board will be granted two minutes to speak. Please be prepared to give your name and address. The Board will listen to public comment and in accordance with district policy 213 and direct questions to the superintendent or the appropriate staff.

5. Approval of Agenda

If members have items to be added to the agenda, now is the time. If you have items that you want removed from the agenda, or removed from the Consent Agenda for discussion, make the request at this time. The President will call for a motion and second to approve the agenda.

6. Consider Consent Agenda Items

The President will ask for a motion to accept the Consent Agenda as presented or amended. With a motion and a second, the President will call for the vote.

6.1 Approve Minutes of the September 9, 2020 Regular Meeting.

6.2 Approve the Bills

The bill listing is attached for your review and approval. The reports (general fund, hot lunch, etc.) is included in the bill listing.

6.3 Approve Open Enrollment Requests for 2020-2021 School Year

In accordance with Iowa Code, administration recommends approving the open Enrollment requests. These requests are for the 2020-2021 school year.

Open Enrollment into the district 2020-2021: 2 from Southwest Valley, second grade and fifth grade; 1 from Shenandoah, eleventh grade (Zoey Greever); 2 from South Page, third grade (Grayson Johnson) and sixth grade, (Karson Johnson)

Open Enrollment out of the district 2020-2021: 1 to CAM, tenth grade (Alissa Harbin)

6.4 Approve Recommendations to Hire for 2020-2021 School Year

Administration is requesting to hire for the 2020-2021 school year. Please accept the following recommendations for hire to meet district staffing needs:

Shala Stroud as Football Cheer Coach

Misty Wissel as Basketball Cheer Coach

LeAnn Mackey as an Associate at the High School

Kelley Lacey as a Bus Driver

7. Recognition and Reports

The President will call for recognition and reports as identified on the agenda.

7.1 7/8th Grade Report

Mrs. Honnold will give this report.

7.1 Financial Reports

Mr. Pedersen will give his report.

7.2 Superintendent

Mrs. Bergman will give her report.

8. New Business

8.1 Consider Approving Request for Modified Allowable Growth and Supplemental Aid for the 2019-2020 School Year Special Education Deficit

ACTION

As a standard practice, administration asks the board to consider approving the application for additional allowable growth and supplemental aid. In addition to the overall general operating fund budget, school districts monitor revenues and expenditures of the special education program and report annually to the Department of Education. Districts can spend more than they take in for special education, but the excess expense must be covered with general fund dollars. When the district reports a negative fund balance in special education, that state allows districts to recover the spending authority for those expenditures. For the 2019-2020 fiscal year, the district spent approximately \$365,235.41 (\$339,270.92 for 2018-19) more than receivable revenue and is approximately \$25,964.49 more than the previous year. The School Budget Review Committee (SBRC) will consider allowing recovery of the budget authority in October.

Administration recommends approving the Request for Modified Allowable Growth and Supplemental Aid for FY20 Special Education deficit.

RECOMMENDATION

Approve request for Modified Allowable Growth and Supplemental Aid for the 2019-2020 school special education deficit.

8.2 Consider Approving the Application for the Coronavirus Relief Fund Future Ready Iowa Employer Innovation Fund Grant

ACTION

Clarinda Economic Development Corporation and CCSD acknowledge their continued support of Iowa Western Community College's CEAM program, which brings area high schools and industries together to provide opportunities to students to pursue high-demand careers in advanced manufacturing careers in our area. The Coronavirus Relief Fund Future Ready Iowa Employer Innovation Fund Grant will help give youth and families the opportunity to stay in rural communities by providing skilled jobs with competitive wages and advancement opportunities.

RECOMMENDATION

Approve the Application for the Coronavirus Relief Fund Future Ready Iowa Employer Innovation Fund Grant.

8.3 Consider Approving the Fundraising for the Industrial Technology Department

ACTION

The Industrial Technology department is requesting to raise funds for additional tools, equipment, and safety materials to use in class. The current classes are building various projects including chairs, shelves, bag game boards, and work benches. Examples of fundraising would include but are not limited to selling chairs – unpainted for \$75 a piece or painted for \$100, having a silent auction for two painted Cardinal chairs, and board games such as corn hole and rings. Additional fundraiser items would be approved by the Superintendent.

RECOMMENDATION

Approve the fundraising for the Industrial Technology Department upon approval of the Superintendent.

8.4 Consider Approving the COVID-19 Emergency Work From Home Employee Agreement

ACTION

To continue providing appropriate educational opportunities to students during COVID-19, CCSD may require employees or employees may request to work from home and not at their building site location for a period of time. This work from home arrangement, teleworking, will only be in affect if CCSD determines it necessary and appropriate. Once CCSD determines teleworking is no longer necessary and/or appropriate, it will cease to be an option for employees and they will be required to report to their building site for work.

RECOMMENDATION

Approve the COVID-19 Emergency Work From Home Employee Agreement.

9. Meeting Announcements:

Please note the schedule of meetings.

9.1 Our next regular meetings are on Wednesday, October 14, 2020 at 4:00 p.m. in the Board Room at McKinley and via Zoom.

9.2 Iowa Association of Schools Boards 75th Annual Convention, November 17-19, 2020
This year the convention will be held online. Please contact Mrs. McKinnon by September 27 if you plan on attending.

10. Adjournment

The President will call for a motion and a second to adjourn the meeting.

Minutes of Regular Meeting

The Board of Directors Clarinda Community School District

A Regular Meeting of the Board of Directors of Clarinda Community School District was held Wednesday, September 9, 2020, beginning at 4:00 PM in the McKinley Central Office for Board Members and Zoom for Public (Link found on district website under Menu - District Office - Zoom Link).

1. Call to Order

President Jones called the meeting to order at 4:00 pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

The following board members were present: President Jones, Vice President Sunderman, Bergren, Meyer, and Pulliam.

4. Audience to Visitors

President Jones welcomed all visitors to the meeting.

5. Approval of Agenda

A motion was made by Sunderman, seconded by Bergren, to approve the agenda. Motion carried 5-0.

6. Consider Consent Agenda Items

A motion was made by Meyer, seconded by Sunderman, to approve the consent agenda items. Motion carried 5-0.

6.1 Approve Minutes of the August 26, 2020 Regular Meeting.

6.2 Approve the Bills

Director Meyer found the bills in order.

6.3 Approve Open Enrollment Requests for 2020-2021 School Year

Open Enrollment into the district 2020-2021: 1 from Shenandoah, ninth grade (Brooklyn Pickens); 1 from Bedford, Kindergarten (Sutton Humphrey); 1 from South Page, first grade (Logan Achterberg)

Open Enrollment out of the district 2020-2021: 3 to Bedford, Kindergarten (Nolan Saurborn), Kindergarten (Kameron Larabee), second grade (Ruger Fister)

6.4 Approve Recommendation to Hire for 2020-2021 School Year

Curtis Maassen, Assistant Middle School Football Coach

6.5 Approve Resignations for the 2020-2021 School Year

Will Bauman, Middle School Basketball Coach

Danni Samuelson, High School Associate and Cheer Coach

7. Recognition and Reports

7.1 Principal Report – 7th-12th Grade Building

Mrs. Green explained the block scheduling; students for the first semester will have four classes each quarter. Teachers are eating with the students in their classrooms. Building Trades classes have built shelves, work benches and bag yard games. She

discussed the adjustments for the students such as wearing masks, physical distancing, temperature taking, and plexiglass dividers. She complimented the band, players, students, and spectators for wearing masks at the football game. Carroll Kuemper principal commended CCSD fans who attended the volleyball game Thursday night; they came to the game wearing facial coverings. The coaches and athletes were good to work with as well.

7.2 Financial Reports

Mr. Pedersen stated the financial report is the actual funds in the bank accounts as of August 31. The week of September 21 the auditor will be in-house to complete field work. Reports due on September 15 include Certified Annual Report, Transportation Annual Report, and Special Education Supplement Report. In October he and Mrs. Bergman will be attending the IFSIS Financial Conference. State financial aid does not come in July and August but should resume in September. He shared two salary and experience graphs from Forecast 5.

7.3 Superintendent

Mrs. Bergman reported the CASA report is close to being done. Coming up is a Labor Relations Conference from IASB and she will send a staff member. She and Kim Williams are close to setting the Employee Relations Dream Team. The Administration is continuing its *Speed of Trust* learning. A COVID employee agreement is being created in case the district needs to go to online learning. The hospital and district are working on a flu clinic for staff and trying to include students. She is working with Kelly Kline, Stacy Pulliam, and district staff on the district health policies. She shared a message from Mr. Porter that Friday's football game will be moved to Red Oak; the weather has not cooperated. He is working on adjusting Senior Night. The Homecoming Committee is requesting coronation be held on Wednesday, September 23 at 7:00. Emergency drills will still be done in the buildings and buses.

7.4 Board Correspondence

Meyer – Congratulations to Chase McAndrews for being elected to the State Youth Broadband Advisory Council.

8. New Business

8.1 Consider Approving the Home School Assistance Teacher Contracts for 2020-2021

A motion was made by Pulliam, seconded by Bergren, to approve contracts with Lexy Davies to serve as the Home School Assistance teacher for the 2020-2021 school year. Motion carried 5-0.

8.2 Consider Approving the Cooperative Agreement with University of Northern Iowa

A motion was made by Sunderman, seconded by Meyer, to approve the Cooperative Agreement with University of Northern Iowa. Motion carried 5-0.

8.3 Consider Approving the Selection of Mrs. Bergman to the 2020-2021 Leadership Iowa Class

A motion was made by Pulliam, seconded by Meyer, to approve the selection of Mrs. Bergman to the 2020-2021 Leadership Iowa class. Motion carried 5-0.

8.4 Consider Approving the Mask Donations

A motion was made by Meyer, seconded by Sunderman, to approve the donations of masks to the District from Grace Crosby and Anchor Homes. Motion carried 5-0.

8.5 Consider Approving the Application for COVID-19 CARES Act Relief Grant

A motion was made by Bergren, seconded by Meyer, to approve the application for COVID-19 CARES Act Relief Grant and addendum. Motion carried 5-0.

8.6 Consider Approving Paying \$26,304 to 3D Construction, Inc. for replacing the cement slab at Garfield Elementary

A motion was made by Sunderman, seconded by Bergren, to approve paying \$26,304 for the cement slab at Garfield Elementary. Motion carried 5-0.

9. Meeting Announcements:

9.1 Our next regular meetings are on Wednesday, September 23, 2020 and October 7, 2020 at 4:00 p.m. in the Board Room at McKinley and via Zoom.

9.2 Iowa Association of School Boards 75th Annual Convention, November 17-19, 2020
This year the convention will be held online.

10. Adjournment

A motion was made by Sunderman, seconded by Bergren, to adjourn the meeting at 4:50 pm.
Motion carried 5-0.

These minutes are as recorded by the board secretary and subject to **approval at the next regular board meeting.**

Nancy Fulk-McKinnon
Board Secretary

Vendor Name	Invoice Detail Description	Invoice Detail Amount
Checking Account ID 1	Fund Number 10 GENERAL FUND	
Allbaugh, Bobbi Jo	Scorer VB Tournament 9/5/20	130.00
Vendor Name Allbaugh, Bobbi Jo		<u>130.00</u>
Amazon Capital Services	Classroom Supplies	133.14
Amazon Capital Services	Traffic Cones	128.40
Amazon Capital Services	Lenovo Chromebook C340 2-in-1 11.6" HD T	4,900.87
Vendor Name Amazon Capital Services		<u>5,162.41</u>
Brown's Repair & Supply, Inc.	Labor - Buses/Small Vehicles	2,165.00
Brown's Repair & Supply, Inc.	Lube - Buses/Small Vehicles	180.69
Brown's Repair & Supply, Inc.	Parts - Buses/Small Vehicles	1,238.03
Vendor Name Brown's Repair & Supply, Inc.		<u>3,583.72</u>
Brown, Brooke	Scorer VB Tournament	130.00
Vendor Name Brown, Brooke		<u>130.00</u>
Clarinda Herald Journal	Board Legals - Registration	299.00
Clarinda Herald Journal	Board Legals - Guidelines	250.00
Clarinda Herald Journal	Board Legals - Alternative School	59.94
Clarinda Herald Journal	Board Legals - Special Mtg	78.03
Clarinda Herald Journal	Board Legals - Vendor Report	61.65
Clarinda Herald Journal	Board Legals - Salaries	105.19
Clarinda Herald Journal	Board Legals - Help Wanted	275.00
Clarinda Herald Journal	Board Legals - Meeting Minutes	117.26
Vendor Name Clarinda Herald Journal		<u>1,246.07</u>
Committee for Children	Second Step Curriculum 5/6	658.00
Vendor Name Committee for Children		<u>658.00</u>
Easter's True Value	Batteries and White Out	38.26
Vendor Name Easter's True Value		<u>38.26</u>
Glenwood Community School District	August APEX Program (8 days-2 Students)	2,854.53
Vendor Name Glenwood Community School District		<u>2,854.53</u>
HOWARD, STORM	Scorer BB - 7/2/20	58.02
HOWARD, STORM	Scorer BB - 7/6/20	58.02
HOWARD, STORM	Scorer BB - 7/7/20	58.02
Vendor Name HOWARD, STORM		<u>174.06</u>
Iowa Communications Network	Internet Service - 08/01/20-8/31/20	487.90
Vendor Name Iowa Communications Network		<u>487.90</u>
Iowa Dept of Administrative Services	TSA Annual Administration Fee for 403b R	550.00
Vendor Name Iowa Dept of Administrative Services		<u>550.00</u>
K & K Graphics, LLC	Lanyards for the District	544.40
Vendor Name K & K Graphics, LLC		<u>544.40</u>
Leadership Iowa	Leadership Iowa Tuition for Superintende	2,800.00
Vendor Name Leadership Iowa		<u>2,800.00</u>

Clarinda Community School District
09/22/2020 11:14 AM
Vendor Name

Board Report - Detail
09/23/2020 General Fund

Page: 2
User ID: NANCY

Invoice Detail Description

Invoice Detail
Amount

PowerSchool Group/Schoology, INC. Schoology Increase 20/21

127.36

Vendor Name PowerSchool Group/Schoology, INC.

127.36

Rieman Music, Inc. Flute Book 2
Rieman Music, Inc. Clarinet Book 2
Rieman Music, Inc. Bass Clarinet Book
Rieman Music, Inc. Alto Sax 2
Rieman Music, Inc. F horn 2
Rieman Music, Inc. Trumpet 2
Rieman Music, Inc. Trombone 2
Rieman Music, Inc. Baritone 2
Rieman Music, Inc. Tuba 2

26.97
44.95
8.99
35.96
8.99
53.94
62.93
26.97
8.99
278.69

Vendor Name Rieman Music, Inc.

US Bank Copies overage 07/01/20-08/1/20
US Bank Copies overage 07/01/20-08/01/20

30.56
6.84
37.40

Vendor Name US Bank

Fund Number 10

18,802.80

Clarinda Community School District
09/22/2020 11:27 AM
Vendor Name

Board Report - Detail
09/23/2020 Management Fund

Page: 1
User ID: NANCY

Invoice Detail Description

Invoice Detail
Amount

Checking Account ID 3 Fund Number 22 MANAGEMENT FUND
Clarinda Reg Health Center Jerry Dane Byerly CMA
Vendor Name Clarinda Reg Health Center

48.74
48.74
48.74

Fund Number 22

Clarinda Community School District
09/22/2020 11:30 AM
Vendor Name

Board Report - Detail
09/23/2020 Capital Projects

Page: 1
User ID: NANCY

Invoice Detail Description

Invoice Detail
Amount

Checking Account ID 3
3D Construction Inc

Fund Number 33 CAPITAL PROJECTS FUND
Remove and Replace playground slab at Ga

26,304.00
26,304.00

Vendor Name 3D Construction Inc

Page County Treasurer

Property Taxes for 1180 S 16th St. Build

20,781.25
20,781.25

Vendor Name Page County Treasurer

US Bank

Copy Machine Lease - 09/01//20 - 10/01/2

1,441.38

US Bank

Supply Freight

5.99

Vendor Name US Bank

1,447.37

Fund Number 33

48,532.62

Clarinda Community School District
09/22/2020 11:20 AM
Vendor Name

Board Report - Detail
09/23/2020 Activity Fund

Page: 1
User ID: NANCY

Invoice Detail Description

Invoice Detail
Amount

Checking Account ID 4	Fund Number 21	ACTIVITY FUND	75.00
Atlantic High School	Volleyball Entry Fee JV Tournament 9/12/		75.00
Vendor Name Atlantic High School			
BRUNNER, DARCY	Volleyball Official 9/5/2020		165.00
Vendor Name BRUNNER, DARCY			165.00
CARNES, REGG	Football Official V 9/4/2020		115.00
Vendor Name CARNES, REGG			115.00
Clarinda Flower Shop	Long Stem Roses		40.50
Clarinda Flower Shop	Presentaion Flowers - 1 doz Roses		50.00
Clarinda Flower Shop	2 - Mini Boutineers		6.00
Clarinda Flower Shop	Adult Female Boutineer		5.00
Clarinda Flower Shop	Adult Male Bountineers		30.00
Clarinda Flower Shop	Delivery		4.00
Clarinda Flower Shop			135.50
Vendor Name Clarinda Flower Shop			
DEGASE, MATT	Volleyball Official 8th 9/10/2020		70.00
DEGASE, MATT	Volleyball Official 8th 9/17/2020		70.00
Vendor Name DEGASE, MATT			140.00
Easter's True Value	Soil for FFA Greenhouse		27.80
Vendor Name Easter's True Value			27.80
Honnold, Brad	Football Official V 9/4/2020		115.00
Vendor Name Honnold, Brad			115.00
Keefe, Nick	Volleyball Official V 9/5/20		165.00
Vendor Name Keefe, Nick			165.00
Kettwick, Renee	Volleyball Official V 9/5/20		165.00
Kettwick, Renee	Volleyball Official JV/V 9/17/20		110.00
Kettwick, Renee	Volleyball Official 9th 9/17/20		30.00
Vendor Name Kettwick, Renee			305.00
LONG, JOHN	Football Official V 9/4/2020		115.00
Vendor Name LONG, JOHN			115.00
Nahnsen, John	Volleyball Official 9/5/2020		165.00
Vendor Name Nahnsen, John			165.00
Nightser, Julien	Football Official V 9/4/2020		115.00
Vendor Name Nightser, Julien			115.00
Pace, Rick	Volleyball Official 9/10/2020		70.00
Vendor Name Pace, Rick			70.00
Perry, Dennis	Volleyball Official JV/V 9/17/20		110.00
Vendor Name Perry, Dennis			110.00
Red Oak Community Schools	Co Ed Entry Fee 9/14/20		120.00
Vendor Name Red Oak Community Schools			120.00

Clarinda Community School District
09/22/2020 11:20 AM
Vendor Name

Board Report - Detail
09/23/2020 Activity Fund

Page: 2
User ID: NANCY

Invoice Detail Description

Invoice Detail
Amount

Shenandoah High School Volleyball Tournament 9/5/2020
Vendor Name Shenandoah High School

85.00
85.00

Stumps Printing Company Inc RED & SILVER GRAND CORONATION COMBO
Stumps Printing Company Inc Shipping
Vendor Name Stumps Printing Company Inc

43.34
23.95
67.29

Taylor, Bryce Football Official V 9/4/2020
Vendor Name Taylor, Bryce

115.00
115.00

Trophies Plus Volleyball Medals 2020-2021
Trophies Plus XC Medals 2020-2021
Trophies Plus Ribbons XC
Trophies Plus Volleyball Trophy
Trophies Plus XC Trophy
Trophies Plus Shipping
Trophies Plus Plates for unused trophies
Vendor Name Trophies Plus

59.70
193.03
160.00
29.99
59.98
25.00
28.00
555.70

Williams, Cindy Volleyball Official V 09/05/20
Vendor Name Williams, Cindy

165.00
165.00

WILSON CASE Modified Double Pro-2 Case
Vendor Name WILSON CASE

2,997.00
2,997.00

Fund Number 21

5,923.29



September 9, 2020

Attention: Corona Virus Relief Fund Future Ready Iowa Employer Innovation Fund

Clarinda Economic Development Corporation and the Clarinda Community School District acknowledge our continued support of Iowa Western Community College's CEAM program. This program brings together area high schools and industry, providing opportunities for students to pursue high-demand careers in advanced manufacturing careers in our area. .

Our organizations strongly support the CEAM program and their application for the Corona Virus Relief Fund Future Ready Iowa Employer Innovation Fund. This program helps give youth and families the opportunity to stay in our rural communities by providing skilled jobs with competitive wages and advancement opportunities.

We value our longstanding relationship with Iowa Western and its continued contributions to our community. We look forward to continuing our partnership. With your support, we have the opportunity to develop our youth and continue to grow our community.

Sincerely,

A blue ink signature of Renee Riedel, written in a cursive style.

Renee Riedel, Executive Director
Clarinda Economic Development Corporation

A blue ink signature of Chris A. Bergman, written in a cursive style.

Chris Bergman, Superintendent
Clarinda Community School District

Industrial Technology Class Project

Purpose: To raise funds for tools and materials.

Price:

\$75 per chair

\$100 per chair if painted (can be different design than shown)

Contact: Justin Ridnour

Phone: 712-542-5167

Email: jridnour@clarindacsd.org



Silent Auction for Cardinal Chairs

Industrial Technology Class is raising funds for tools and materials for class.

Bid end time: Kick off of Clarinda Homecoming Football Game Friday Sept 25, 2020

Bid sheets will be available at the home volleyball game Thursday Sept 24th and at the football game Friday Sept 25 until kick off.

Winner will be announced at halftime of the football game.

Need not to be present to win.



Clarinda Community School District
COVID-19 Emergency Work from Home Employee Agreement

In order to provide appropriate educational opportunities to students during the current state of emergency related to COVID-19, the Clarinda Community School District ("the District") may require employees and/or employees may request to work at home and away from their regular building site location for a finite period of time. This work from home arrangement (also referred to as "teleworking") will only be in effect to the extent the District determines it is necessary and appropriate. Once the District determines teleworking is no longer necessary and/or appropriate, teleworking will cease to be an option for employees, and employees will be required to report to their regular building site location for work.

The following constitutes an agreement ("Agreement") regarding the terms and conditions of working from home (teleworking) between the District and the following District employee ("Employee"):

Employee Name (*Printed*)

Employee Title

This Agreement shall be effective the following date: _____ and shall continue until such time as the District determines teleworking is no longer necessary and/or appropriate, as outlined above.

Work Location & Hours

The Employee's home office address is (*insert address*): _____

The Employee is scheduled to work from home the following days/hours ("home office work time"):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Hours: _____

These are the days/hours the Employee is performing work for the District and is available to his/her supervisor and co-workers. Note that if the Employee is paid hourly (is a non-exempt employee), the Employee is required to maintain work from home hours consistent with those established by his/her supervisor and is required to accurately record all hours worked.

Compensation

The Employee agrees that work hours and paid time off schedules will conform to existing policies and procedures during the term of this Agreement. The Employee will be paid in accordance with state and federal law and District policies. Unless expressly provided for in this Agreement, the Employee will not be entitled to any compensation for use of the Employee's home as an office, including furniture, equipment, or supplies used; transportation for commuting to/from work when required by District; or any home costs for utilities incurred in the performance of the Employee's work-related duties, as outlined in this Agreement.

The Employee shall not work any overtime for which additional compensation might be due without prior, written approval from the Employee's supervisor or designee. If the Employee works compensable overtime without prior approval, the Employee agrees that such conduct may result in removal from this work from home arrangement and/or appropriate disciplinary action.

Requirements

The Employee agrees to keep his/her home office workspace in a safe condition, free from hazards and other dangers to the Employee and District equipment. The Employee's home office workspace should be free from distractions, including disturbances from family members, pets, and others during home office work time.

The Employee is responsible for maintaining availability, appropriate levels of production, and quality of work while teleworking. Inadequate availability, work production, and/or work quality may be cause for modification or

termination of the Employee's participation in teleworking. In such instance, the Employee may, without right of appeal, be required to return to work at their regular building site location or be subject to other arrangements, including reduction in pay or being required to use various types of paid time off if the situation continues.

Communication

In order to maintain close communication while working from home, the Employee shall:

- Notify their supervisor and necessary coworkers of any changes to their home office work schedule.
- Be available to their supervisor and coworkers by telephone/email during their home office work time.
- Return calls and emails in a timely manner.
- Answer the telephone professionally during their home office work time.

The Employee will agree with their supervisor on a plan for receiving assignments, returning assignments, and reporting to the supervisor during their home office work time. The Employee will maintain contact with their work unit and colleagues, including attending meetings during their home office work time when requested to do so by their supervisor.

Equipment & Expenses

The Employee and their supervisor shall determine the minimum equipment and software necessary for the Employee to complete assignments from their home office workspace in a timely, efficient, and professional manner. Any equipment provided by the District must be properly inventoried consistent with District procedures. The Employee is required to return any District property upon request. Failure to return District-issued equipment in a timely manner will result in the reasonable value of such equipment, as determined by the District, to be deducted from the Employee's next paycheck. By signing below, Employee agrees this is a valid wage withholding authorization under Iowa Code Chapter 91A.

The District will maintain all equipment owned by the District and/or will provide the Employee with guidance and/or training if the District determines it appropriate. The Employee will not perform maintenance or repairs on District-issued equipment without prior written approval from their supervisor. The Employee is responsible for all maintenance and repairs of Employee-owned equipment. Only District-owned software may be installed on District-issued equipment. The Employee may not install or download any software without prior written approval from their supervisor. All software used for home office work, whether owned by the District or the Employee, must be properly licensed by the software manufacturer.

The Employee is solely responsible for ongoing operating costs of the Employee's home office, such as telephone service fees, internet fees, utility costs, homeowner's or renter's insurance, and furniture or equipment rental fees. If teleworking causes the Employee to incur fees above the Employee's regular phone/internet fees, the District will *not* reimburse the Employee for said fees. The Employee should never purchase or rent equipment, services, or supplies on the assumption that the District will reimburse the cost.

Policies

The Employee agrees to abide by all District policies, procedures, and work rules, including all policies outlined in applicable Employee Handbook(s). It is expected that the Employee be familiar with all District policies, especially those concerning confidentiality, technology, computer use, internet use, and e-mail use.

EMPLOYEE ACKNOWLEDGMENT

I do hereby acknowledge receiving and fully reviewing this Agreement. By signing below, I agree to all the terms and conditions outlined in this Agreement.

Employee Signature

Employee Name (Printed)

Date

District Representative Signature

District Representative Name (Printed)

Date