

HARLAN COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS - REGULAR MEETING
ELECTRONIC MEETING
HOSTED IN THE BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL

Join Zoom Meeting
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Meeting ID: 703 757 122

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April 6, 2020

Upon Adjournment of Budget Hearing

AGENDA

F. Call meeting to order and determination of a quorum

G. Public Forum

In accordance with Policy 213 - Public Participation in Board Meetings the board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board has set aside this specific time for public comment.

*Citizens wishing to address the board during public comment must notify the board secretary **no later than 2 hours** prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.*

Normally, speakers will be limited to five minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

H. Approve the Agenda

I. Presentations

J. Discussion Items

1. COVID-19 Update
2. Special Board Meeting
3. Quarterly Review of Annual Board Priorities
4. Superintendent Self-Evaluation
5. Administrator Report

1. Bill Mueller – Middle School Principal
2. Scott Frohlich – High School Principal

K. Action Items:

1. Resignation of Personnel
 1. Heath Stein – MS/HS PE Teacher; MS Boys Basketball Coach, MS Boys Football Coach
2. Approve the 2020-2021 Budget
3. Approval of Budget Guarantee Resolution
RESOLVED, that the Board of Directors of Harlan Community School District, will levy property taxes for fiscal year 2020-2021 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.
4. Approval of Drivers Education contract with Drive Safely, LLC
5. Adoption of the Iowa Department of Education's option of Voluntary Educational Enrichment Opportunities to include contact with district teachers as practical for the duration identified in the Governor's State of Public Health Emergency declaration
6. Approval of Addendum to Resolution for Pandemic Response and Emergency Suspension of Policy

L. Policy Review

1. Policy Review/Approval – First Reading/Final Review
 - Policy 500 – Objectives for Equal Educational Opportunities for Students
 - Policy 501.1 – Resident Students
 - Policy 501.2 – Nonresident Students
 - Policy 501.3 – Compulsory Attendance
 - Policy 501.4 – Entrance – Admissions
 - Policy 501.6 – Student Transfers In
 - Policy 501.7 – Student Transfers Out or Withdrawals
 - Policy 501.9 – Student Absences – Excused
 - Policy 501.10 – Truancy – Unexcused Absences
 - Policy 501.11 – Student Release During School Hours
 - Policy 501.13 – Students of Legal Age
 - Policy 501.14 – Open Enrollment Transfers – Procedures as a Sending District
 - Policy 501.15 – Open Enrollment Transfers – Procedures as a Receiving District
 - Policy 501.16 – Homeless Children and Youth
 - Policy 502.1 – Student Appearance

Policy 502.2 – Care of School Property/Vandalism
Policy 502.4 – Student Complaints and Grievances
Policy 502.5 – Student Lockers
Policy 502.6 – Weapons
Policy 502.7 – Smoking – Drinking – Drugs
Policy 502.8 – Search and Seizure
Policy 502.8R1 – Search and Seizure Regulation
Policy 502.9 – Interview of Students by Outside Agencies
Policy 502.11 – Systems Monitoring
Policy 503.1 – Student Conduct
Policy 503.1R1 – Student Suspension
Policy 503.2 – Expulsion
Policy 503.3 – Fines-Fees-Charges
Policy 503.3E1 – Standard Fee Waiver Application
Policy 503.3R1 – Student Fee Waiver and Reduction Procedures
Policy 503.4 – Good Conduct Rule
Policy 503.5 – Corporal Punishment

M. Upcoming Events and Community Updates

N. Adjournment

HARLAN COMMUNITY SCHOOL DISTRICT
ANNUAL DISTRICT PRIORITIES

July 2019 – June 2020

*First Quarter Review (10/7/19)

*Second Quarter Review (1/20/20)

*Third Quarter Review (4/6/20)

FOCUS AREA: FINANCIAL PLANNING

DISTRICT PRIORITY: Maximize district resources to provide quality facilities and educational programs.

OBJECTIVES TO ADDRESS PRIORITY:

1. HCSD will monitor the financial health of the district, ensuring accountability and transparency in board making decisions.
2. HCSD will ensure that the district budget aligns with district goals.
3. HCSD will continue to develop the capacity for financial optimization.

ACTION STEPS:

1. Identify work related efficiencies through the review and revisions of job descriptions.
 - *Contacted other school agencies to obtain copies of their job descriptions and researched some online
 - *Met with heads of departments and district-level employees to better understand their job duties
 - *Gathered examples job descriptions and consulted with colleagues and firms regarding job descriptions
 - *Completed job descriptions for central office staff
2. Identify and implement processes and procedures that will promote accountability and transparency.
 - *Added attachments to the board packets online for patron/public accessibility
 - *Created video for upcoming ISL and PPEL
 - *All board members using district email and google docs for improved communication which enhances accountability and transparency within the organization
 - *Additional financial information in monthly board packet beginning October 21
 - *Developed procedures and documents for staff to input snow day make up, TQM and TLC.
 - *Held a patron budget workshop
3. Identify the critical facility and programming needs of the district.
 - *Meeting on 9/18/19 with head of maintenance, principals, and head custodians to plan for identification of needs.
 - *Campus tours with Director of Maintenance and head custodians of each building to gather and document information regarding custodial, maintenance, facility items
 - *Held MS/HS campus tour in conjunction with community engagement
 - *Weekly custodial meetings are held at the MS to discuss project updates and planning.

FOCUS AREA: COMMUNITY ENGAGEMENT

DISTRICT PRIORITY: Maximize transparent communication by providing meaningful feedback and input opportunities toward continuous improvement efforts to strengthen family, school, and community partnerships.

OBJECTIVES TO ADDRESS PRIORITY:

1. HCSD will enhance our communication process to inform and engage stakeholders in our community.
2. HCSD will develop outreach opportunities that reinforce learning and engage the community in support of all educational and extracurricular endeavors.
 - * (High School) - Offered MTSS sessions for parents during the fall parent teacher conferences. The list of sessions were sent out for parents that were offered during the conference times. Teachers, counselors and instructional coach lead the MTSS sessions for parents.
 - *(High School) - Teachers at the high school are expected to communicate with 5 parents and 5 students per/quarter to discuss behaviors, learning and ultimately building relationships.
 - *Elementary family reading night committee is currently planning our family reading night.

ACTION STEPS:

1. Examine current practices to promote community engagement efforts designed to gather information from stakeholders that will assist in informing the board on the targeted needs of the district.
 - *Community Engagement event being planned for March 9 with staff engagement on Febr. 19
 - *Community Engagement event completed and information being summarized.
2. Examine current practices to identify areas in which HCSD can enhance the dissemination of information to stakeholders.
 - *Reviewing uses of our current use of alert system to send communications, email communications from Powerschool, publication of handbooks and manner in which campuses disseminate information
3. Increase the social media presence of the district.
 - *Collecting login information for all district related social media accounts
 - *Activated a HCSD Cyclone Activities twitter account
 - *Elementary twitter account
 - *District Facebook page has been created and have reclaimed the High School and Middle School “Unofficial” Facebook pages so that they are under the scope of the HCS District account. Working to reclaim the “Unofficial” elementary pages. Reclaimed pages have had setting changed so that public posting is no longer allowed - only page managers can post or tag these accounts.

FOCUS AREA: FACILITIES

DISTRICT PRIORITY: Provide quality facilities to allow for continuous improvement and benefit to students in educational and extracurricular programs.

OBJECTIVES TO ADDRESS PRIORITY:

1. HCSD will provide a safe and secure learning environment.
2. HCSD will identify and prioritize existing facility needs.

ACTION STEPS:

1. Develop a process to evaluate and inform school safety needs.
 - * Initiated a committee to start reviewing district safety plans and programming. The committee has met once and attended two regional safety trainings
 - * Gathering information regarding campus procedures
 - * Safety Committee meets weekly to review safety procedures. Developed and implemented training for staff, invited substitute teachers on January 3, 2020
 - * Met with Shelby County Emergency Management regarding maps, have additional meetings with Shelby County Emergency Management to coordinate a multi-agency meeting
 - * Implemented consistent badging across the district
 - * Worked with FMCTC to tie our speaker and intercom system together on each side of Durant street
 - * Implementing quarterly trainings
 - * Working to put together a safety drill/s schedule for the MS.
 - * This area has really kicked into high gear with each building having a representative and leading the development of a consistent plan for the district.
2. Examine existing facility needs and challenges and develop a plan to address identified needs.
 - * Meeting on 9/18/19 with head of maintenance, principals, and head custodians to plan for identification of needs.
 - * Met with representatives from CMBA Architects to review the Master Planning and obtaining additional documents from the study
 - * Met with Trane representatives to discuss current maintenance plan and elementary chillers
 - * Met with CMBA on 1/15/20 to look at additional documents outlining facility needs
 - * Master list of facilities needs is partially developed
3. Maximize the use of energy efficient technology to save money over time.
 - * Continue to convert to more efficient lighting and plumbing fixtures
 - * Continue to use the control system to optimize air flow and efficiencies

FOCUS AREA: STUDENT PERFORMANCE

DISTRICT PRIORITY: Develop and implement plans using instructional best practices, formative and summative assessments, and student data to ensure that all students are college and career ready.

OBJECTIVES TO ADDRESS PRIORITY:

1. HCSD will consistently perform above the state and GHAEA averages on the new Iowa Assessment at all grade levels utilizing a 5-year average.
2. Maintain cohort graduation rates of 94% or higher.
3. Identify ways in which we can enhance student's knowledge and exposure to emerging technologies and technical career opportunities.

ACTION STEPS:

1. Research and develop an articulated curriculum cycle.
2. Develop and articulate curriculum that is aligned with Iowa State Standards.
 - *(High School) Math, Science and English have identified essential standards that all students will master in each course at the high school.

*Lisa is working on putting Iowa Core Standards into PowerSchool so that K-5 teachers can tie assignments to a standard. This is part of the implementation of standards based report card

*(High School)PLC groups meet daily. They are creating formative assessments to measure student learning for the identified essentials. The formative assessments guide instruction to meet student needs for these essential standards.

*Elementary school Math Cadre has recently made decisions about the purchase of new math curricula to be implemented for the 2020-2021 school year.

*Elementary lead team is studying a process called “teacher clarity” in order to develop a more robust system of delivering common curriculum to all elementary students.

*MS departments have identified concepts for reteaching/checking for understanding based on the ISASP results.

*Following up from last quarter the elementary lead team is scheduled to participate in the “teacher clarity” workshop this summer with the intent to roll this out for the following school year. After the study of it’s process and effectiveness this process has now been selected as our means of streamlining our curricular efforts.

3. Practice data-informed program and instructional planning in the implementation of Tier II and Tier III Interventions.

*The elementary school lead team and MTSS Cadre has researched and developed an MTSS handbook that is being implemented in the area of literacy.

*The elementary Math Cadre has been established in order to study mathematical practices for Tier I, Tier II, and Tier III interventions.

* Professional development was/is provided to elementary staff members who are delivering the instruction of interventions. The training components included Phonics and Phonological Awareness.

*Elementary PLC teams meet on a quarterly basis to review data from Tier III interventions in order to determine grouping and instructional needs.

*High school uses common formative data to group our MTSS session in which students sign up on an as-needed basis or they are invited to the department teacher.

*High school MTSS sessions include Tier II, Tier III, and enrichment. The majority of the MTSS sessions are targeting Tier II and enrichment.

*High school has daily PLC for teachers to create a formative assessment, analyze formative student performance data and discuss effective teaching strategies, which are used during interventions.

*Middle school Lang. Arts and Math departments have developed progress monitoring systems to track those students receiving Tier II and Tier III interventions/instruction and their progress.

*Each department is reading/watching and discussing articles/webinars monthly that contain research based strategies for their curricular area in the Middle School.

*MS has continued with the above mentioned practices.

* Elementary is in the beginning stages of Tier III interventions with our at-risk/behavior students. This is an area that really needs to be address at this level. We are working with Boys Town in order to put in place a building wide plan.

*(High School) PD lessons provided training in creating formative assessment, collecting and analyzing data, and differentiating instruction. MTSS sessions are held to meet the needs of students who are non-proficient as well as advanced in the essential skill areas.

*(High School) Special education staff are researching programs that are research based and explicit to meet the needs of resource students. Trainings have been planned for the future.

*(High School) Staff have met with AEA literacy consultants to evaluate the success of the Reading program and how to increase effectiveness even more.

* Middle School Math Dept. attended professional development on MTSS Progress Monitoring for Math put on by Green Hills AEA.

4. Implement a district-wide (common) data management system where data analysis informs instruction to ensure student achievement growth.

*Personnel have listened to presentations on PowerSchool Unified Classroom, Panorama, and Midas software

* Special education is using AIMSweb Plus to have consistency across buildings.

*MS SPED PLC is requesting the continuation of AIMSweb Plus as the district's progress monitoring tool for next year and years to come. It is a good tool to measure growth and they want a consistent tool to utilize year after year.

* This area is a high priority for the elementary. At this point we are looking at different funding sources for the options as well as selecting the system that has the best opportunities for student success.

**Middle School Board Report
April 6, 2020**

**Harlan Community Educational Enrichment Plan
HCSD Middle School**

6 - 8 th Grade	
Priorities: <ul style="list-style-type: none">• Literacy• Math• Science• Social Studies• Elective Classes• Human Connection Activities• Primary communication between teachers and students will be through e-mail, Zoom, and Haiku.	
Recommend Learning Time:	
Math	30-45min/day, 2 times per week (Mon/Thurs)
Science	30-45 min/day, 2 times per week (Mon/Thurs)
Literacy	30-45 min/day, 2 times per week (Tues/Fri)
Social Studies	30-45min/day, 2 times per week (Tues/Fri)
Elective Classes	30-45 min/day, 1 time per week (Wednesdays)
Human Connection Activity	15-30 min/day, 1 time per week
<ul style="list-style-type: none">• On-line Learning is not required at these grade levels and no new material will be presented with an expectation of mastery.• On-line learning opportunities will be designed to help students maintain skills and standards and stay connected with their teachers and classmates.• Learning may be supported through digital resources, prepared videos describing a learning activity, interactive Zoom meetings, e-mails, or links to appropriate activities and materials.• Special Education Teachers will communicate directly with families regarding modifications, deletions or additions to learning opportunities for students with an IEP.• Parents and students are encouraged to e-mail our teachers with questions regarding a strategy or practice activity.• Staff members will regularly check e-mail between the hours of 9 AM and 3 PM, Monday through Friday.• If you would like to receive a phone call from a teacher, please feel free to use e-mail to schedule that communication.	

The Middle School staff has reported great participation numbers from their students. We will continue to modify our approach to meet the students' needs and interests. I can't thank the staff enough for all their efforts and cooperation in this time of providing learning opportunities remotely. Along with student learning occurring, many of our staff have acquired some new technology skills from each other. It has been rewarding to watch the kids and staff interacting in a different, yet effective way. Thanks go out to students, staff, and parents! Joined As One!!!

High School

Board Report

April 6

ACT Test- We are possibly rescheduling the ACT test in July.

Prom is scheduled for June 6th. - Half of the Hawkeye 10 schools have rescheduled Prom with the contingency of canceling without the return to school; the other half have canceled at this time. Several ADs mentioned they do not want to have Prom after the school year is over or beyond May.

Community Service Day - The Community Service Day is canceled for this Spring, which is a great day for our youth to give back to the community. The district believes that sponsoring an event that creates any gathering or extraneous contact is not prudent at this time.

Guidance Secretary/data associate position - We have 5 applicants and are looking to interview three, with a job offer by Monday, April 6.

Scheduling classes - A BIG thank you to Holly Borkowski, Jenni Svendsen, and Becky Mahoney, they have scheduled 500 students by text messaging and sent hundreds of emails. It was a huge undertaking, thanks for your dedication to our students.

Hawkeye 10 Academic Banquet is canceled for this spring. Hawkeye 10 principals are putting together a video to honor the award winners - Rachel Andersen and Lucy Borkowski are the Academic Award Winners from Harlan Comm. Carter Bendorf is the Hawkeye 10 Character Award Winner.

(16) weekly PLC Zoom meetings

Monday - ATM, Math

Tuesday - Guidance, Math

Wednesday - Math, Guidance, CTE, Hawkeye 10 admin

Thursday - Science, Math, Foreign Lang

Friday - Business, Math, English, Social Science, Lead Team

Once a week contacts

ESL - Ana Gill is in contact with the parents from our NonEnglish speaking families to make sure they are doing well and that they have the internet at their houses.

SPED - Teachers are making contact with students weekly.

504 Plans - Ms. Borkowski is contacting them on a weekly basis.

At-Risk students - Mrs. Schechinger emails 5 students a day to check-in.

Student Contact

Teachers were asked to contact a specific group of students to check on their current situation, how things are going at home and if any additional support is needed. There are a handful of students that we haven't heard from, but we are continuing to try to make contact and lend any additional help.

Activities update

Our student-athletes are being contacted by their in-season coach and given individual workouts. The coaches are strictly following the guidelines established by the Girls Union and Boys Association. We have had some coaches hold Zoom meetings with their student-athletes to check in and see their faces. Likewise, our fine arts are also offering learning opportunities and ways to maintain or improve their skills over this time period.

In addition to the annual awards, we also have a couple of underclassmen girls who are filling out applications for the student advisory board with the Iowa High School Girls Athletic Union.

Senior Scholarship

Seniors have been mailing in scholarship forms since school has not been in session. We have a good amount of applications being mailed daily.

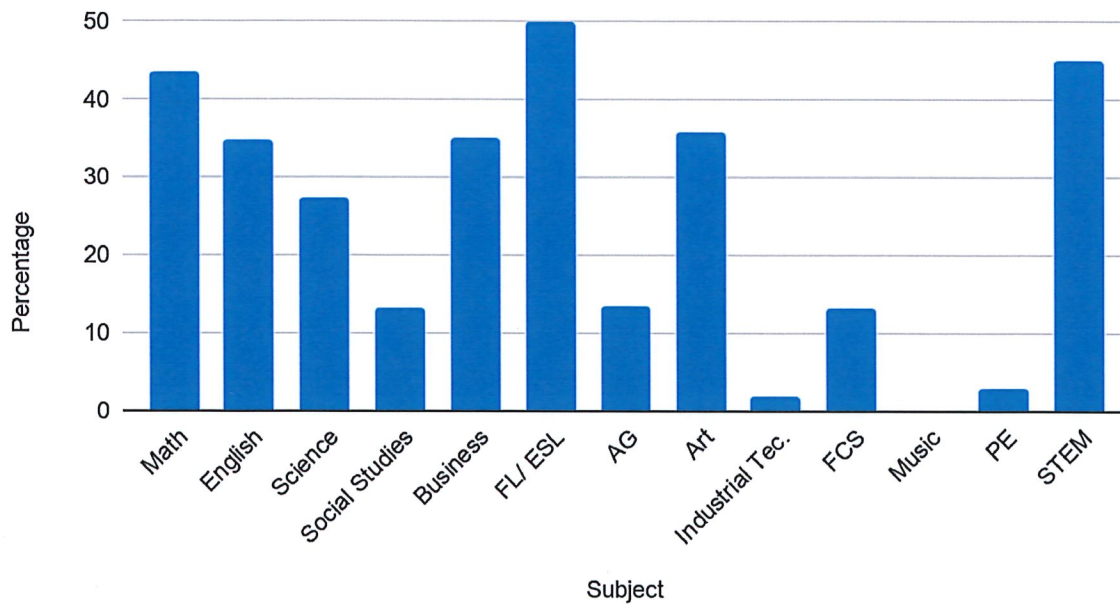
Classroom sanitizing and disinfecting

On their last day in the building, Associates assisted the custodial staff wiping down classroom surfaces and walls. As of last Friday (March 27th), all rooms in the high school building were sanitized and have been marked off not to enter.

Student Participation in Learning Opportunities

Teachers entered data to show student participation by departments.

Participation % by Subject

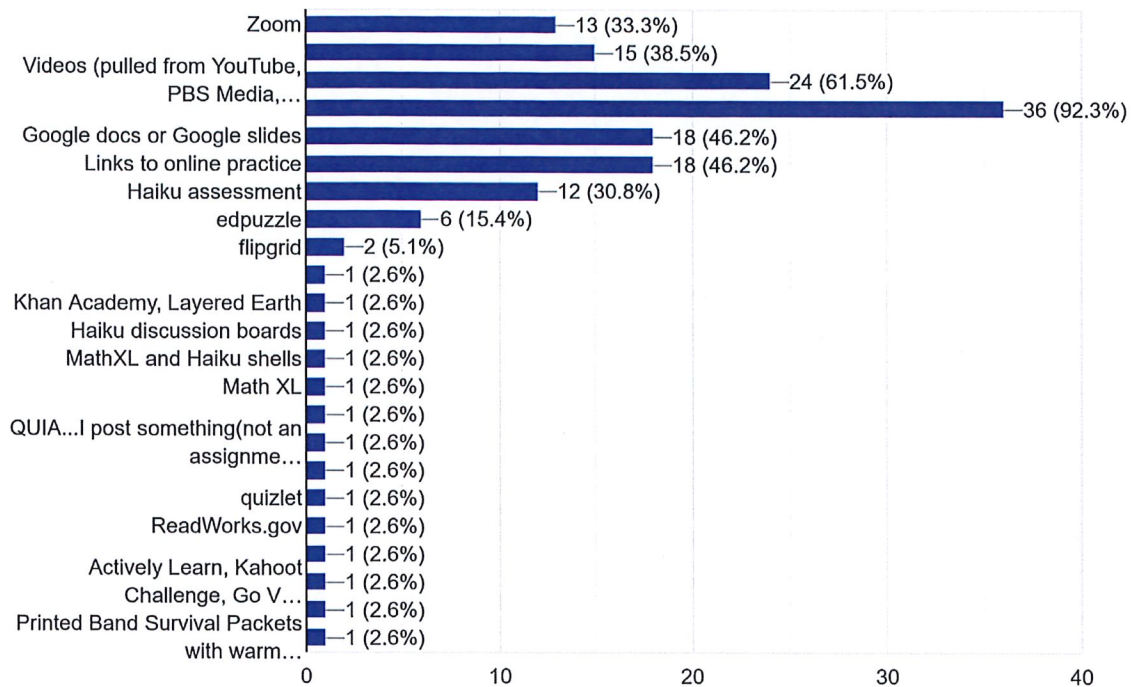


Teacher Learning Opportunities

Teachers are offering a variety of learning opportunities. All high school teachers completed a survey to show the types of learning opportunities and communication that is occurring at the high school.

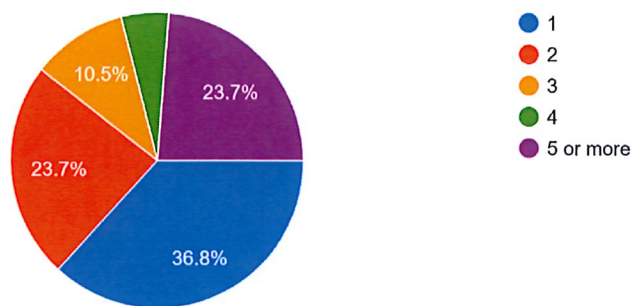
How are you providing learning opportunities? Choose all that apply.

39 responses



How many opportunities do you offer (on average) in a week?

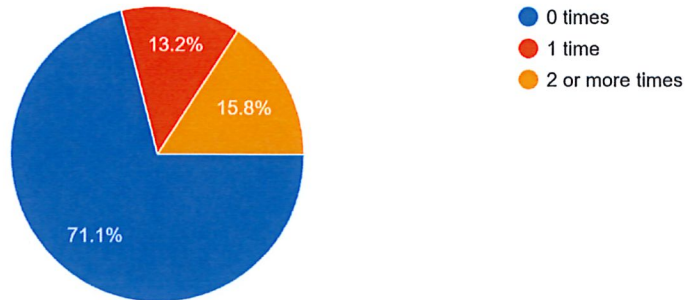
38 responses



(The green slice is 5.3%)

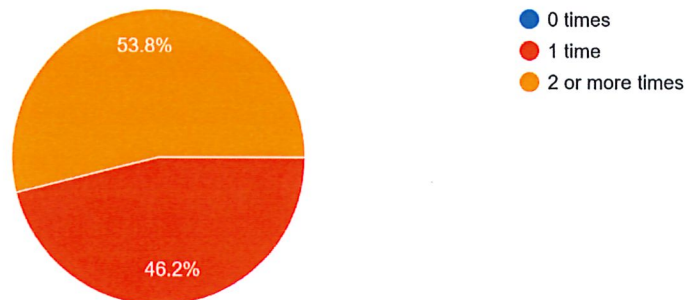
How often do you zoom with students in a week?

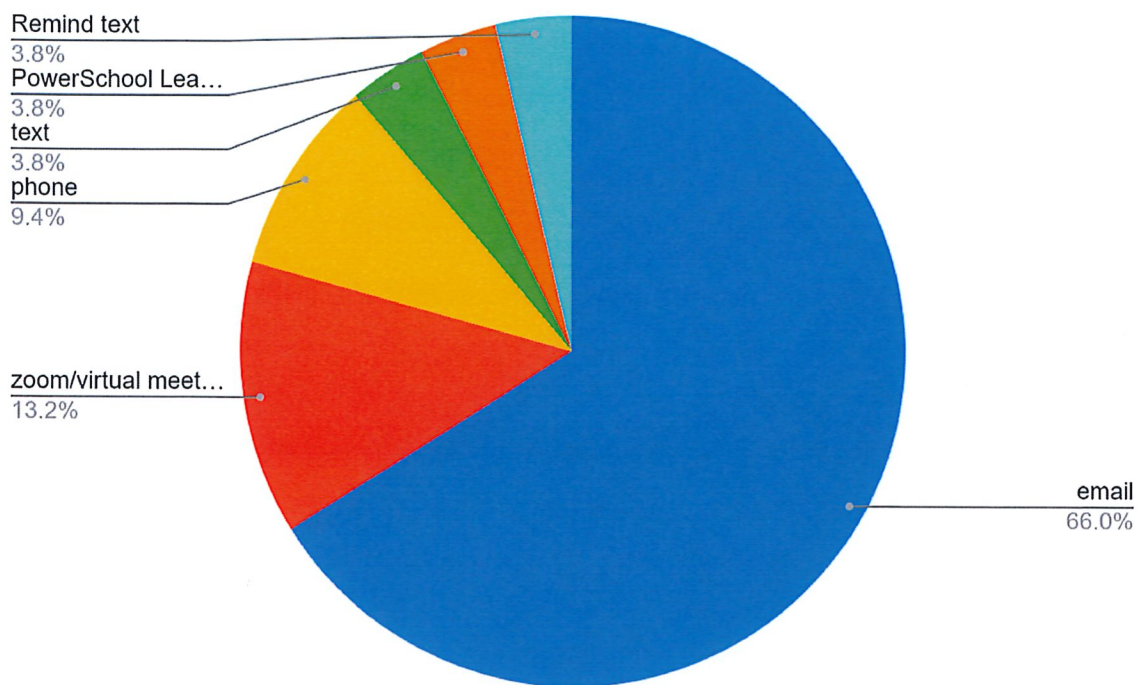
38 responses



How often do you contact students by phone or email in a week?

39 responses





NOTICE OF PUBLIC HEARING
Proposed Harlan School Budget Summary
Fiscal Year 2020-2021

Location of Public Hearing:

Date of Hearing: Time of Hearing:

Harlan Community School District Board Room

2102 Durant St.

Harlan, Iowa 51537

Join Zoom Meeting: <https://zoom.us/j/703757122>

4/6/2020

5:30 P.M.

Join Meeting by Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 703 757 122

The Board of Directors will conduct a public hearing on the proposed 2020/21 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

		Budget 2021	Re-est. 2020	Actual 2019	Avg %19-21
Taxes Levied on Property	1	6,797,330	6,121,298	6,008,977	6.4%
Utility Replacement Excise Tax	2	97,502	94,804	95,244	1.2%
Income Surtaxes	3	597,569	666,101	597,621	0.0%
Tuition/Transportation Received	4	968,000	968,000	968,998	
Earnings on Investments	5	45,030	47,730	64,789	
Nutrition Program Sales	6	380,000	378,400	351,517	
Student Activities and Sales	7	562,500	567,500	564,384	
Other Revenues from Local Sources	8	187,200	173,744	206,272	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	9,123,097	9,317,592	9,017,775	
Instructional Support State Aid	11	36,340	0	0	
Other State Sources	12	1,545,490	1,546,057	1,563,423	
Commercial & Industrial State Replacement	13	93,219	86,202	86,670	
Title I Grants	14	175,000	174,923	181,503	
IDEA and Other Federal Sources	15	557,500	549,182	591,643	
Total Revenues	16	21,165,777	20,691,533	20,298,816	
General Long-Term Debt Proceeds	17	0	0	0	
Transfers In	18	1,099,806	1,099,719	1,097,539	
Proceeds of Fixed Asset Dispositions	19	0	0	0	
Special Items/Upward Adjustments	20	0	0	0	
Total Revenues & Other Sources	21	22,265,583	21,791,252	21,396,355	
Beginning Fund Balance	22	4,001,232	4,342,393	4,404,245	
Total Resources	23	26,266,815	26,133,645	25,800,600	
*Instruction	24	12,841,624	12,728,967	12,328,296	2.1%
Student Support Services	25	442,262	436,814	416,647	
Instructional Staff Support Services	26	1,009,525	980,002	851,839	
General Administration	27	415,472	474,471	433,313	
School Administration	28	999,547	991,440	966,543	
Business & Central Administration	29	453,498	449,331	417,595	
Plant Operation and Maintenance	30	1,266,281	1,317,711	1,323,227	
Student Transportation	31	867,652	930,519	918,876	
This row is intentionally left blank	32	0	0	0	
*Total Support Services (lines 25-32)	32A	5,454,237	5,580,288	5,328,040	1.2%
*Noninstructional Programs	33	761,252	757,812	774,538	-0.9%
Facilities Acquisition and Construction	34	302,000	238,546	218,076	
Debt Service (Principal, interest, fiscal charges)	35	1,087,806	1,087,719	1,085,672	
AEA Support - Direct to AEA	36	689,718	639,362	626,046	
*Total Other Expenditures (lines 34-36)	36A	2,079,524	1,965,627	1,929,794	3.8%
Total Expenditures	37	21,136,637	21,032,694	20,360,668	
Transfers Out	38	1,099,806	1,099,719	1,097,539	
Other Uses	39	0	0	0	
Total Expenditures, Transfers Out & Other Uses	40	22,236,443	22,132,413	21,458,207	
Ending Fund Balance	41	4,030,372	4,001,232	4,342,393	
Total Requirements	42	26,266,815	26,133,645	25,800,600	
Proposed Property Tax Rate (per \$1,000 taxable valuation)					
		12.30250			

CONTRACT FOR DRIVER'S EDUCATION CONTRACTED SERVICES BETWEEN THE HARLAN COMMUNITY SCHOOL DISTRICT AND DRIVE SAFELY, LLC

The Harlan Community School District (District) and Drive Safely, LLC (Company) do wish to enter into a contract for contracted driver's education services beginning **July 1, 2020 and ending June 30, 2022**. The contract is for the purpose of providing driver's education program services to the District's students.

The Company will offer driver's education to the District at a set fee of \$340.00 per student. Students will be responsible for the entire cost of the program. If the student receives reduced price lunches, the district will provide half of the fee to be paid to the vendor; if they receive free lunches, the district will fully subsidize the student's driver's education costs to the vendor.

1. The Company will provide classes in driver's education for the District which include thirty (30) clock hours of classroom instruction for each student and six (6) hours of behind the wheel instruction for each student. It is the responsibility of the Company to provide lesson plans and to adjust time allocations and curriculum in accordance with state guidelines. These state guidelines are established and mandated pursuant to the Code of Iowa and the Iowa Administrative Code, including the following:
 - (a) Code of Iowa, Section 714.17-714.23 (right to advertise and sell courses of instruction)
 - (b) Code of Iowa Chapter 261B (Registration as a Secondary Education Institution)
 - (c) Proprietary School Bond in the amount of \$50,000 (dollars), or a letter of credit form a bank pursuant to Iowa Code Section 714.8(4)(a).
 - (d) Code of Iowa Chapter 321.178.1 (approval to grant driver's education certificates)
 - (e) 761 Iowa Administrative Code Sections 634.1 through 634.8 (Department of Transportation rules regarding Driver's Education Courses.)
2. The Company will determine behind the wheel schedules the first meeting of each session. If school is cancelled for weather conditions, driver's education will not be held. If school is cancelled for other reasons, driver's education may not be held, or be moved to an alternate location.
3. The Company will work with the Building Principal at Harlan Community High School to provide an appropriate meeting area for the class sections.
4. Students must meet the minimum age requirement to be enrolled in the course provided by the vendor.
5. The Company will schedule no more than three (3) students in the car at one time.
6. The Company will use state inspected vehicles in the program.
7. The Company will provide competent, licensed instructors certified by the State of Iowa. Each instructor shall have a current criminal records check paid for by the Company and on file
8. The Company will be responsible for providing the vehicles as well as the maintenance of the vehicles at the Company's sole expense, which includes but may not be limited to gas, oil, repairs, and tires. The Company will maintain certificates and registrations for all vehicles used, and all vehicles must be state inspected and approved for use in a driver's training program.
9. The Company will be responsible for maintaining adequate insurance during the term of the Agreement which will include, but may not necessarily be limited to:
 - a. \$1,000,000 Each Accident
 - b. \$2,000,000 Aggregate
 - c. Professional Errors and Omission Insurance

d. \$1,000,000 Umbrella Policy

The Company shall name the District as an additional insured and shall provide a copy of the Company's Certificates of Insurance in a form satisfactory to the District as a condition to the District's obligations under this Agreement. The Certificates of Insurance shall provide that the insurance is not cancelable without thirty (30) days prior written notice to the District. Furthermore, the Company agrees to indemnify and hold harmless the District, School Board, and their respective officers, representatives, agents, and employees from any and all claims, demands, actions, causes of actions, damages, costs, loss of service, expenses and compensation, including but not limited to, any and all claims for personal injury, death and property damage which may in any way arise from or out of the operation of the Company pursuant to the terms of this Agreement whether such operations are performed by the Company itself, or anyone directly or indirectly employed by it and irrespective of whether the instrumentality causing such personal injury, death or property damage is owned in whole or in part by the Company.

10. The Company will notify the District by telephone immediately following the occurrence of any injury to or death of any person or any damage to a vehicle which may in any way arise from the Company's use or operation of a vehicle used while providing driver's education services to the District. The Company shall provide a written report of the incident to the Superintendent of Schools within forty-eight (48) hours of such incident.
11. The Company shall follow and adhere to the rules and regulations established by the District and/or the Building Principal. Such rules include that smoking is not permitted in the school buildings, on school grounds, or in vehicles. Food and beverages are not permitted in the classroom or halls. The Company's failure to observe and implement the District's rules and regulations will be considered a breach of this Agreement by the Company.
12. The Company will be responsible for providing and filing for students and instructors the necessary lists, forms and, certificates with the District.
13. The Company will be responsible for the enrollment of students. The Company will provide any forms or information required in a timely manner, and will coordinate registration procedures with the Building Principal or his/her designee.
14. The District will provide a classroom facility, TV, overhead projector, computer projector, if needed and available, and wall screen.
15. The Company will provide at least one session of Driver's Education during the spring/summer. The Company will work with the Building Principal at Harlan Community High School to provide an appropriate number of class sessions.
16. The District will provide complete class lists of the driver's education students. In-district students will have first priority, but the non-district students may be allowed in the case of insufficient enrollment. The Company will provide supervision for all driver's education students at all times they are attending the driver's education classes and during their driving time.
17. The District has the right to terminate this Agreement for its convenience by providing ninety (90) days prior written notice, whereupon the District will pay the Company for services rendered to the date of termination as the Company's sole remedy.

INDEPENDENT CONTRACTOR:

It is the intention of the parties that the performance by the Company of its duties and obligations for the District shall be that of an independent contractor, and nothing herein shall create or imply an agency or employment relationship between the District and the Company. This Agreement shall not be deemed to constitute a joint venture or partnership between the parties. The Company agrees that as an independent contractor, the District will not provide insurance coverage for it and it is not covered under the District's workers' compensation insurance. The Company also agrees that it will not be treated or seek to be treated as an employee of the District for any purpose.

Drive Safely, LLC

Signature

Printed/Typed Name and Title

Date

Harlan Community School District

Signature

Printed/Typed Name and Title

Date



April 2, 2020

COVID-19 Guidance: Procedures for Continuous Learning

Introduction

The Governor has determined that it is in the public health interest of the state for Iowa schools to remain closed through April 30, 2020. To help districts and nonpublic schools accommodate student and family needs as flexibly as possible at this time, the Iowa Department of Education is providing further guidance on school closures and continuous learning.

In prior guidance, the Department provided all Iowa accredited nonpublic schools and public districts with two continuous learning options, and those continue to be in place. A complete explanation of each is available in the [Continuous Learning guidance](#).

Voluntary Educational Enrichment Opportunities	Required Educational Services
<p>This may include paper packets, teleconferencing, online instruction or other outreach activities.</p> <p>Student participation is voluntary, and no grading or credit is given. Enrichment opportunities require more than posting lists of activities students and families can do if they want to - schools need to engage with learners.</p>	<p>Continuous learning through the provision of approved educational services ensures that academic work is equivalent in effort and rigor to typical classroom work. All students are required to participate, attendance is taken, work is graded, and credit granted.</p> <p>Typically, instruction is provided through some type of online learning. Hybrid models of learning involving some online learning and other methodologies like paper packets are also available. These services must be approved by the Iowa Department of Education. The Department advises schools to take a flexible and lenient approach to attendance and truancy at this time.</p>

The table below describes the options available to districts and accredited nonpublic schools. **All CASA submissions will be open and available for districts and nonpublic schools in the COVID-19 folder no later than April 6.**

	No Continuous Learning	Voluntary Educational Enrichment Opportunities	Required Educational Services
Deadline for decision	April 10 in CASA	April 10 in CASA	April 10 in CASA
Application required	No	Public Districts: No, but the district must provide a brief description of what is being provided in CASA. This can apply to all grades served or only selected grades. Nonpublic schools: No, but the school must provide a brief description of what is being provided in CASA. This can apply to all grades served or only selected grades.	Public Districts: Yes, in CASA. This can apply to all grades served or only selected grades. Nonpublic schools: No.
Instructional days/hours waived	No. The time already waived by the legislature remains waived, but additional time will need to be made up.	Yes.	Yes.
Other required or recommended steps	Recommend schools use a template for planning to return to school. (To be released.)	Recommend schools and districts use the Template for Continuous Learning	Recommend schools and districts use the Template for Continuous Learning

Requirements

All public districts and accredited nonpublic schools are required to indicate which method of continuous learning they will use from April 13 through April 30 by submitting their responses in the CASA system no later than April 10. Districts and accredited nonpublic schools may choose not to offer continuous learning, in which case the Department will follow up to ensure that missed days of instruction are made up. The total required hours or days of instruction will be reduced by those already waived by the legislature.

Districts and accredited nonpublic schools may choose to provide Voluntary Educational Enrichment Opportunities without any additional approval from the Department. If a district or nonpublic school chooses this option, they must indicate their choice by April 10 in the CASA system and submit a brief description of the opportunities they will offer. This information will be collected by the Department but not approved or denied.

If a public district chooses to provide Required Educational Services the district must submit the Expedited Application to Provide Continuous Educational Services in CASA by April 10.

Accredited nonpublic schools may decide to provide Required Educational Services without applying to the Department for authority. Nonpublic schools are required to indicate this choice by April 10 in the Department's CASA system.

Any nonpublic school or district in Iowa can use the newly developed [Template for Continuous Learning](#) to determine where to start and what to consider as they offer opportunities and services to students.

Please note that any district or accredited nonpublic school may combine Voluntary Educational Enrichment Opportunities and Required Educational Services for different grade levels in any way that best serves the needs of their students. Districts and nonpublic schools are also welcome to begin with Voluntary Educational Enrichment Opportunities and move to Required Educational Services later. The application will remain open in CASA.

The Department will also send a survey to all nonpublic schools and districts in the next several days to assess statewide needs for assistance that can be met by the Department and the AEAs.

Addendum to the Resolution – Pandemic Response and
Emergency Suspension of Policy dated March 30, 2020

BE IT FURTHER RESOLVED that in light of this District-wide emergency closure, the Board authorizes the Superintendent to place hourly and classified non-exempt employees on paid administrative leave and to continue to pay them through April 30, 2020 during the period of school closure, and the Board shall reevaluate this authority for any school closure extending past April 30, 2020.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Board Secretary