

			Charles City Community Schools COVID Decision Matrix	
		Campus Positive Cases: 5 Day Rolling Average (Includes Staff and Students)		
		Low: Less than 2% of normal registered on- campus attendance	Moderate: Between 2% -5% of normal registered on-campus attendance	High: More than 5% normal registered on-campus attendance
	Low Positivity Rate Less than 10%	On-Site Learning	On-Site Learning	On-Site Learning or Remote Learning Based On County Health Recommendation of Community Spread
Floyd County Community Transmission <i>(14 day - rolling positivity rate per Iowa Department of Public Health would need 3 consecutive days per Public Health guidance to request a State Remote Waiver)</i>	Moderate Positivity rate 10-20%	On-Site Learning	On-Site Learning	Remote/Online Learning *requires DE approval
	High Positivity rate Greater Than 20%	On-Site Learning or Remote Learning Based On County Health Recommendation	On-Site Learning or Remote Learning Based On County Health Recommendation of Community Spread	Remote/Online Learning *requires DE approval
This Matrix applies for all grade levels PK-12				
There is no hybrid option with this Matrix per state orders and guidelines. Students may choose full on-site or School to You.				
Decisions on Full Remote will be made individually for each campus based on their positivity numbers				
Campuses may move to remote learning if adequate essential staff are not available and with an approved waiver by the Iowa Department of Education				
Public health may order the schools into remote based on conditions if necessary, regardless of this matrix				
Staff positive case would count for any campus that the staff member is regularly scheduled to work				
Waivers for Remote Learning would be for 2 week windows with up to 48 hours of transition time in and out of remote learning. Extensions may be filed on a remote waiver if conditions warrant.				



The Comet Shop



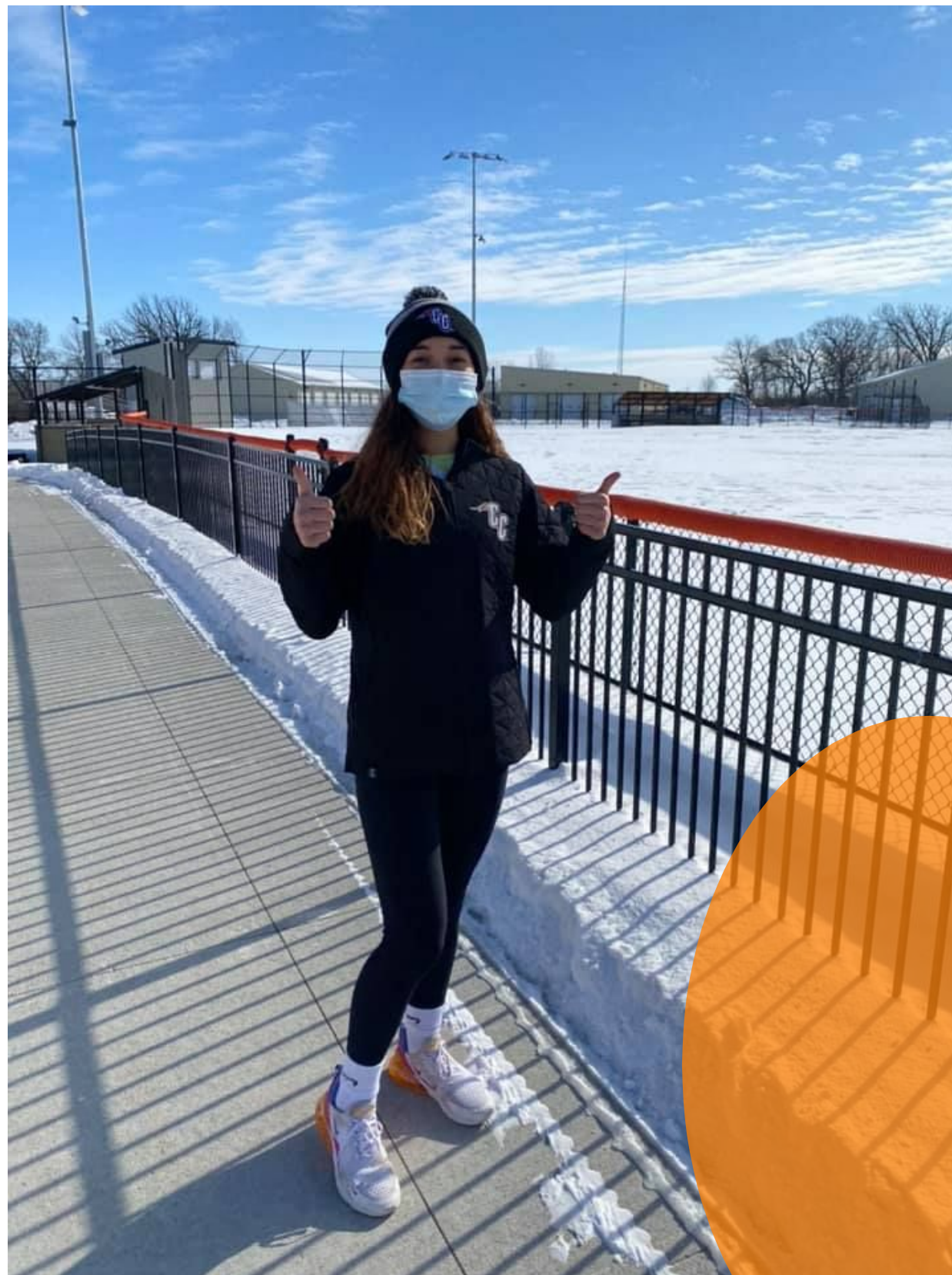


Student Driven

Pictured: John Stroop, Lincoln Joslin, Cameron Kakac, Kolten Patten, Ian Collins, Kaden Barry, Katie Sindt, Lucas Teepe, Gabe Rogstad, Lydia Staudt, Aubrey Hoeft, Cole White, Aidan Shannon, Clayton Wright, Madi Johnson, Ava Thompson, Lauren Staudt, Alex Wohlers, Alexis Ver Meer, Claire Eckenrod, Claire Girkin

Not Pictured: Taylor Quade, Keely Collins, Logan Carey, Trever Heitz, Keegan Bollman





Who we are

“ We're students of Charles City High School working to put the most unique Comet merchandise in your hands. Everything we sell is hand-picked or hand-created by students in our school. We work every aspect of the business along the way. We hope you enjoy the products as much as we do!



Our mission



**Redefine the school's
“look” while learning
through real-life
business experiences.**



Our vision

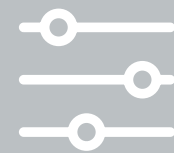
**Become part of the
community through
selling Comet apparel
that appeals to the
Comet supporters.**



Our structure



Product Design



Inventory



Accounting &
Financials



Marketing &
Promotion



Events & Sales

More than *just* Business Standards

In December, Claire Girkin and Alexis Ver Meer took on a project to make commercials. These commercials included a variety of different products from The Comet Shop. The videos were created to reach out to the community in a entertaining way.



Comet Foundation Mini-Grant

In October, Claire Girkin, applied for the Comet Foundation Mini-Grant. The grant was applied to the purchase of a Square Register, Barcode Printer, and Barcode Scanner. We have set up a Square account already to have the option of using a card to help keep track of inventory, financing, and much more.



Latest work

- ★ **Comets Against Cancer**
February is cancer awareness month. In honor of this, we created a line of Comets Against Cancer apparel. This was very popular and sold well.




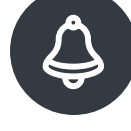
- ★ **Cancer Awareness**
A portion of the proceeds will go to the American Cancer Society.

This donation will be \$525



SWOT analysis



-  Teamwork, Ideas, Leaders
-  Communication between classes, Advertising
-  Community, Expansion of products
-  Competitors, Sustainability of Comet Gear

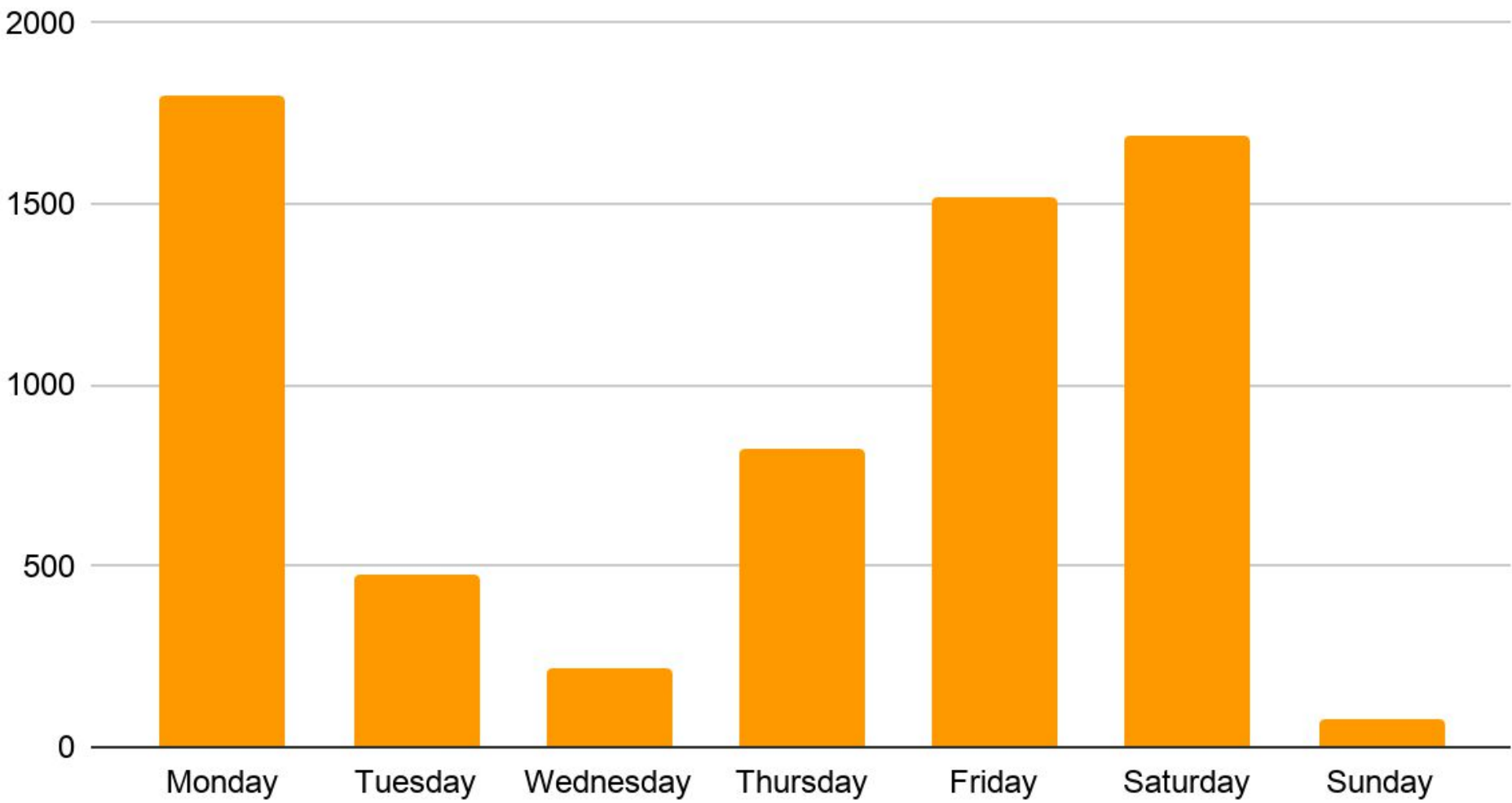


Financials

This occurs on the days we have a physical store location for customers to see the merchandise.

★ HIGHEST SALES DAYS ★

Sales by Day



Financials

★ TOTAL SALES SINCE OPENING

Dec 1, 2020 - Feb 17, 2021

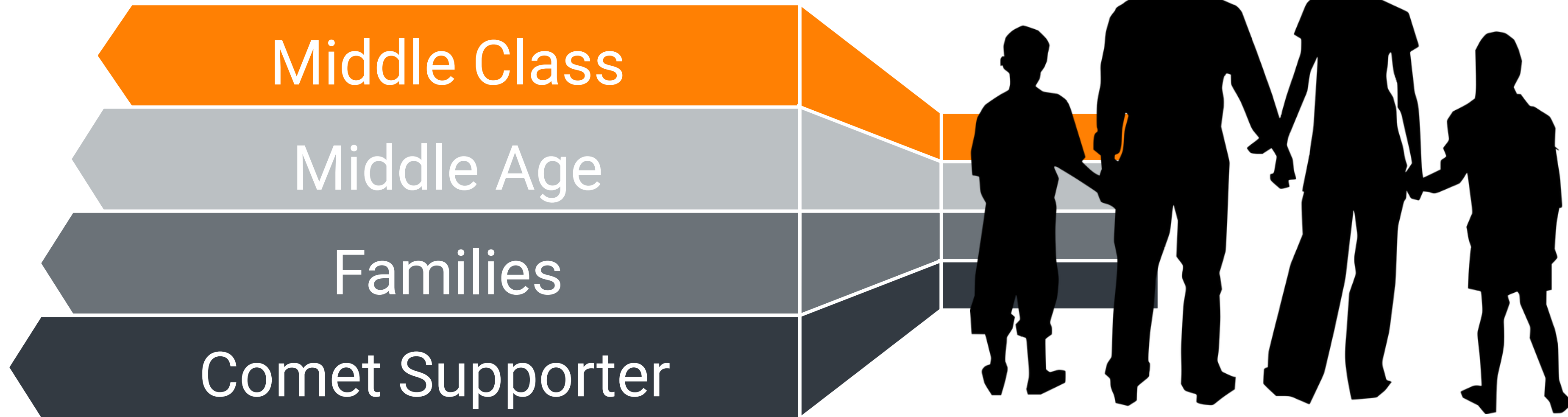
\$6,271

★ TOTAL ASSET VALUE:

\$12,630



Primary Customer



PROPOSAL

“We would like to propose taking this authentic learning experience further. Our desire is to rent 403 N Jackson Street – owned by Mike & Vicki Soblick to operate our retail business. The building was most recently the Hair Forum.



Cost

Rent- \$700/ month (\$8,400/year)

Utilities-\$105/month (\$1,260/year)

Water- \$30/month (\$360/year)

Internet- \$49/month (\$588/year)

Insurance is still unknown

Total- \$10,608 + Insurance

Student Employee \$8/hr (11 hours/week)

Adult Supervisor \$10/hr (11 hours/ week)


Total- \$10,296/year

Furniture & Fixtures- \$5,000

Misc. Expense - \$4,000

Total Estimate for 12 months- \$30,000





ONLINE:
All Day
Every Day

Storefront Hours



Thursday 11a.m. - 6p.m.

11-3pm Students in class & work experience (also to include TAP)
3-6pm Paid positions



Friday 11a.m. - 6p.m.

11-3pm Students in class & work experience (also to include TAP)
3-6pm Paid positions

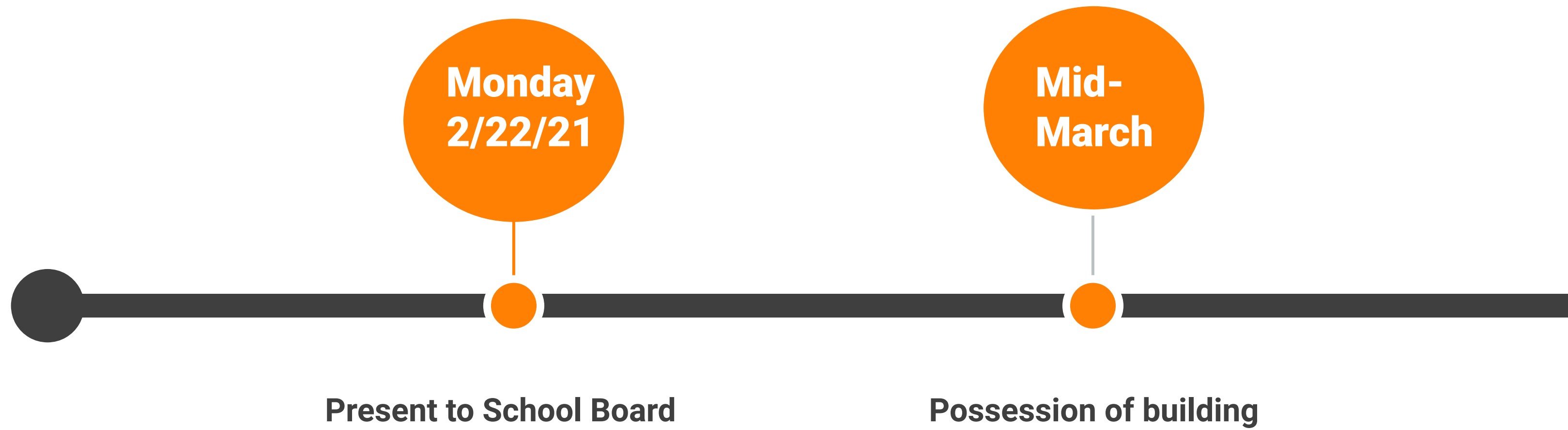


Saturday

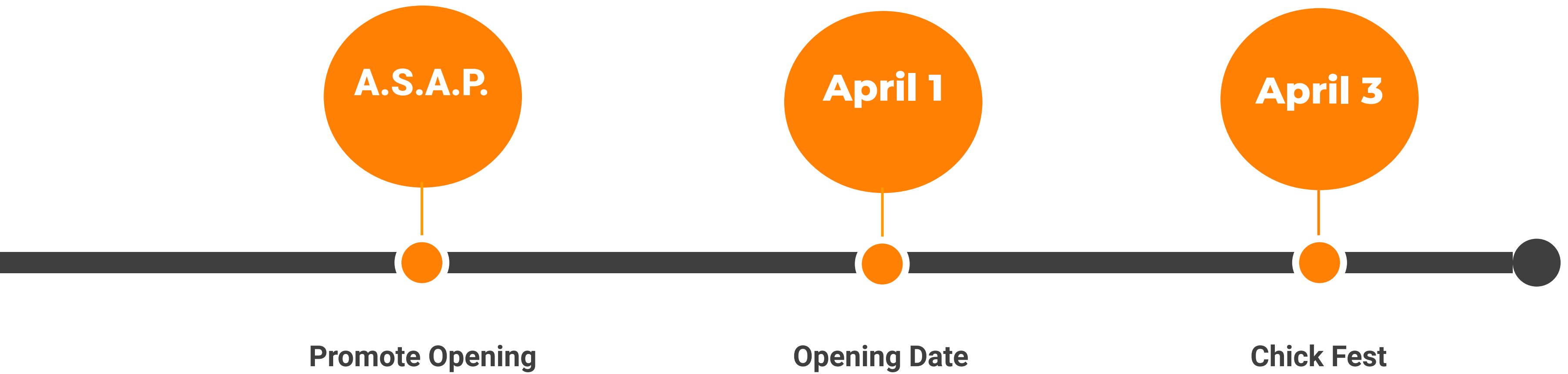
2 paid positions for 5 hour shift
(one student / one adult)



Timeline



Timeline Continued



Why the rush??



ASK

“

In the spirit of creating
compassionate, competent
problem solvers, would you
be willing to support our
effort through a financial
contribution of \$30,000?



WASHINGTON

How it Works

- **IDL & Nuts n Bolts**
 - IDL meets Mondays w/Lincoln IDL (15-30 min)
 - IDL focuses on instructional decisions like professional development, remote learning, etc.
 - Nuts & Bolts meets M & W for 15 minutes
 - Nuts & Bolts focuses on building issues/problem solving, sharing information out & getting staff feedback
- **SOC (Span of Care)**
 - SOC Meets every other Tuesday
 - SOC focuses on moral of staff, answering clarifying questions, getting feedback on how things are going
 - Check in with teams in person 1/week (how are they doing and what they need)

Going Well

- Teams chosen by using a strength based measuring tool
- STY Sub Coverage (90 minutes once a cycle)
- Moral, Covid & Crisis care (flowers, treats, cards)
- Decisions made with staff feedback

Needs Improvement

- Consistent communication shared out
- Clearly defined roles of both teams
- Financial Support
- Coherts have created separation

LINCOLN

How it Works

- **IDL meets on Mondays**-IDL focuses on instructional decisions like professional development, remote learning, building decisions, etc.
- **SOC (Span of Care) & Nuts n Bolts meet M and W for 10 minutes**
- **Nuts and Bolts** : focuses on building issues/problem solving, sharing information out & getting staff feedback
- **SOC** -focuses on moral of staff, answering clarifying questions, getting feedback on how things are going with team members

Going Well:

- Small teams so can touch base with all members
- Consistently meeting
- Small building=close knit family
- On going events

Needs Improvement:

- Communication across campuses
- Tight schedules
- No collaboration time

MIDDLE SCHOOL

How it Works

- **IDL**
 - **Meet every two weeks**
 - **Vision, PD**
- **Team Leader Huddle**
 - **Meet on Tuesday and Wednesday mornings, and Thursday afternoon**
 - **Inform, Discuss, Decide**
 - **Mission - study table, lunch, conferences, STY, messages from administration**

Going Well:

- Staff input and feedback are encouraged
- Covid care - meals, notes
- Gift of time - classroom
- Keeping people in the know
- We rally in crisis as a family
- Inclusive and invitational of all staff

Needs Improvement:

- Look at strengths of leaders
- More purposeful span of care
- Span of Care is more reactive rather than proactive
- Even more & consistent communication

HIGH SCHOOL

How it Works

- **Nuts n Bolts & Span of Care**
Meet Once a week on Monday

Going Well:

- Covid Care
- Honest Feedback from Leaders
- Staff input and feedback are encouraged

Needs Improvement:

- Leaders chosen based on strengths
- Consistent Communication
- Consistent Gathering of Feedback

2021-2022 School Calendar – DRAFT

1080 Hours Calendar

Summary of Calendar:

Days/Hrs. in classroom:

1st Qtr. 41 days/266.50 hrs.

2nd Qtr. 40 days/260 hrs.

3rd Qtr. 47 days/305.50 hrs.

4th Qtr. 45 days/289 hrs.

Conferences 16 hrs.

Total Days 173

Calendar hrs. 1,137

Required hrs. 1,080

MAKE UP DAYS:

The 1st 3 snow make up days will be forgiven through extra built in hours. 3 additional days may be made up using professional learning days. Any days beyond these days will be added to the end of the school year.

CALENDAR LEGEND

Begin/End	
P/T Conference	
Prof. Learning	
New Teachers	
Holidays	
Vacation Days	

SCHOOL TIMES

Elementary 8:30 – 3:25

MS/HS 8:20 – 3:15

August 2021					Student Days/Hours	
M	T	W	Th	F		
			12	13		
16	17	18	19	20		
23	24	25	26	27	5	
30	31				2	
September 2021						
		1	2	3	3	
6	7	8	9	10	4	
13	14	15	16	17	5	
20	21	22	23	24	5	
27	28	29	30		3	
October 2021						
				1	1	
4	5	6	7	8	5	
11	12	13	14	15	5	
18	19	20	21	22	3	
25	26	27	28	29	5	
November 2021						
1	2	3	4	5	5	
8	9	10	11	12	5	
15	16	17	18	19	5	
22	23	24	25	26	2	
29	30				2	
December 2021						
		1	2	3	3	
6	7	8	9	10	5	
13	14	15	16	17	5	
20	21	22	23	24	3	
27	28	29	30	31		
January 2022						
3	4	5	6	7	4	
10	11	12	13	14	5	
17	18	19	20	21	4	
24	25	26	27	28	5	
31					1	
February 2022						
	1	2	3	4	3	
7	8	9	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	5	
28					1	
March 2022						
	1	2	3	4	4	
7	8	9	10	11	5	
14	15	16	17	18		
21	22	23	24	25	5	
28	29	30	31		3	
April 2022						
				1		
4	5	6	7	8	5	
11	12	13	14	15	5	
18	19	20	21	22	5	
25	26	27	28	29	5	
May 2022						
2	3	4	5	6	4	
9	10	11	12	13	5	
16	17	18	19	20	5	
23	24	25	26	27	3	
30	31					
June 2022						
	1	2	3	4		
7	8	9	10	11		

Aug 12 – 13	New Teacher Days
Aug 16 – 20	Professional Learning/Work Days
Aug 23	First Day Classes – HS/MS
Aug 23 – 24	Elementary Conferences
Aug 25	First Day Classes – Elementary
Sept 6	Labor Day – No School
Sept 27	Professional Learning – No School
Oct 20	End 1 st Qtr.
Oct 21	K-12 Conferences 11 a.m.-7 p.m. (No School)
Oct 22	Professional Learning – No School
Oct 25	Begin 2 nd Qtr.
Nov 24 – 26	Thanksgiving Break – No School
Dec 22	End 2 nd Qtr.
Dec 23 – 31	Winter Break – No School
Jan 3	Professional Learning – No School
Jan 4	Classes Resume
Jan 4	Begin 3 rd Qtr.
Jan 17	MLK Day – No School
Feb 4	Professional Learning – No School OR Snow Make Up Day
Mar 11	End 3 rd Qtr.
Mar 14 – 18	Spring Break – No School
Mar 21	Begin 4 th Qtr.
Mar 31	K-12 Conferences 11 a.m.- 7 p.m. (No School)
Apr 1	Professional Learning – No School OR Snow Make Up Day
May 6	Professional Learning – No School OR Snow Make Up Day
May 25	End 4 th Qtr.
May 25	Early Dismissal 11:20 & 11:30
May 26	Teacher Work Day
May 29	Graduation
May 30	Memorial Day – No School

2022-2023 School Calendar – DRAFT

1080 Hours Calendar

Summary of Calendar:

Days/Hrs. in classroom:

1st Qtr. 40 days/260 hrs.

2nd Qtr. 41 days/266.50 hrs.

3rd Qtr. 46 days/299 hrs.

4th Qtr. 46 days/295.50 hrs.

Conferences 16 hrs.

Total Days 173

Calendar hrs. 1,137

Required hrs. 1,080

MAKE UP DAYS:

The 1st 3 snow make up days will be forgiven through extra built in hours. 3 additional days may be made up using professional learning days. Any days beyond these days will be added to the end of the school year.

CALENDAR LEGEND

Begin/End	
P/T Conference	
Prof. Learning	
New Teachers	
Holidays	
Vacation Days	

SCHOOL TIMES

Elementary 8:30 – 3:25

MS/HS 8:20 – 3:15

August 2022					Student Days/Hours	
M	T	W	Th	F		
			11	12		
15	16	17	18	19		
22	23	24	25	26	4	
29	30	31			3	
September 2022						
			1	2	2	
5	6	7	8	9	4	
12	13	14	15	16	5	
19	20	21	22	23	5	
26	27	28	29	30	4	
October 2022						
3	4	5	6	7	5	
10	11	12	13	14	5	
17	18	19	20	21	3	
24	25	26	27	28	5	
31					1	
November 2022						
	1	2	3	4	4	
7	8	9	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	2	
28	29	30			3	
December 2022						
			1	2	2	
5	6	7	8	9	5	
12	13	14	15	16	5	
19	20	21	22	23	4	
26	27	28	29	30		
January 2023						
2	3	4	5	6	3	
9	10	11	12	13	5	
16	17	18	19	20	4	
23	24	25	26	27	5	
30	31				2	
February 2023						
		1	2	3	2	
6	7	8	9	10	5	
13	14	15	16	17	5	
20	21	22	23	24	5	
27	28				2	
March 2023						
		1	2	3	3	
6	7	8	9	10	5	
13	14	15	16	17		
20	21	22	23	24	5	
27	28	29	30	31	5	
April 2023						
3	4	5	6	7	3	
10	11	12	13	14	5	
17	18	19	20	21	5	
24	25	26	27	28	5	
May 2023						
1	2	3	4	5	4	
8	9	10	11	12	5	
15	16	17	18	19	5	
22	23	24	25	26	4	
29	30	31				
June 2023						
			1	2		

Aug 11 – 12	New Teacher Days
Aug 16 – 19	Professional Learning/Work Days
Aug 22	Professional Learning/Work Days
Aug 23	First Day Classes – HS/MS
Aug 23 – 24	Elementary Conferences
Aug 25	First Day Classes – Elementary
Sept 5	Labor Day – No School
Sept 26	Professional Learning – No School
Oct 19	End 1 st Qtr.
Oct 20	K-12 Conferences – 11a.m.-7p.m. (No School)
Oct 21	Professional Learning – School
Oct 24	Begin 2 nd Qtr.
Nov 23 – 25	Thanksgiving Break – No School
Dec 22	End 2 nd Qtr.
Dec 23 – 30	Winter Break – No School
Jan 2	Winter Break – No School
Jan 3	Professional Learning – No School
Jan 4	Classes Resume
Jan 4	Begin 3 rd Qtr.
Jan 16	MLK Day – No School
Feb 3	Professional Learning – No School OR Snow Make Up Day
Mar 10	End 3 rd Qtr.
Mar 10	P/T Conferences
Mar 13 – 17	Spring Break – No School
Mar 20	Begin 4 th Qtr.
Apr 6	K-12 Conferences 11a.m.-7p.m. (No School)
Apr 7	Professional Learning – No School OR Snow Make Up Day
May 5	Professional Learning – No School OR Snow Make Up Day
May 25	End 4 th Qtr.
May 25	Early Dismissal 11:20 & 11:30
May 26	Teacher Work Day
May 28	Graduation
May 29	Memorial Day – No School

SERVICE AGREEMENT

Service Agreement made this ____ day of _____, 2021, between Street Smarts, L.L.C. (hereinafter “Street Smarts”) and Charles City Community School District (hereinafter “CCCSD”).

WITNESSETH:

WHEREAS, Street Smarts is engaged in the business of driver education instruction; and

WHEREAS, CCCSD is seeking the services of an entity to provide Qualified Driver Education Instruction to its students; and

WHEREAS, Street Smarts and CCCSD desire to enter into a Service Agreement on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the above premises and of the mutual covenants herein contained, the parties hereto, agree as follows:

1. **Obligation.** The parties shall have the following obligations under this Agreement:
 - a. **CCCSD Obligations:**
 1. CCCSD shall make available to Street Smarts, during school hours, non-school hours and during the summer, a classroom, a TV and or access to projector and marker board for driver education classes.
 2. CCCSD shall make available suitable advertising and promotional venues for Street Smarts to promote its driver education program to the students.
 3. CCCSD will be responsible for payment of all Free Student and Reduced Student fees related to the driver education course.
 - b. **Street Smarts' Obligations.**
 1. Streets Smarts shall provide qualified driver education instruction (Instruction) for such students enrolled at CCCSD as elect to enroll in course of Instruction. Qualified Driver Education Instruction means a course of instruction necessary to enable students to obtain an Iowa driver's license if the students successfully pass the course of instruction and the driver's test administered by the State of Iowa.
 2. Street Smarts shall provide the necessary instructors and vehicles for such Instruction.
 3. Instruction can take place outside or during normal school hours, and at times mutually agreed upon by both parties.
 4. Street Smarts shall provide instructors who are properly licensed or certified, who will comply with reasonable rules established by CCCSD for

proper decorum in the classroom and who will not behave in a manner detrimental to the health, safety and spiritual well-being of the students.

5. Street Smarts will be responsible for collection all fees related to the driver education course.
2. Term. The duration of this contract shall be August 1, 2021 to July 31 2024, Street Smarts shall be obligated to provide the class necessary to meet the demands of students wishing to receive instruction.
3. Compensation. Street Smarts shall be compensated on a per student basis. CCCSD Schools shall assist the Street Smarts driving course by publishing notice and/or advertisements in the school newspaper and/or publications, and as otherwise agreed to by and between the parties. Street Smarts will be obligated in the collection of the fees due from students and CCCSD Schools.

Year	3-Year Contract	Free Student Fee
	Student Fee	
8/1/2021-7/31/2024	380.00	380.00

Changes that could affect pricing:

- a. Should the prices of fuel continue to increase \$3.75 and above during the contract, the student fee and Free/Reduce fee is subject to change. This change would be presented to CCCSD for approval before implementation.
- b. The State of Iowa is *tentatively* planning on formulating a statewide driver education curriculum. This new curriculum would increase the classroom hours from 30 to 40 hours and add four hours of driving behind the wheel with a certified instructor for a total of 10 hours. This increase of 14 additional mandated hours would cause the cost of driver education to rise. If these changes take place, the Student fee and Free/Reduced fee are subject to change. This will be presented to CCCSD schools for consideration and approval before implementation
- c. In the event that a student driver 1) does not bring their valid instruction permit to a drive time, or 2) fails to show up for a scheduled drive time with no prior notice to the instructor or Street Smarts, the student will be charged \$25 for the missed drive time to compensate the instructor(s) of Street Smarts for their time. A student driver who gives advance notice for not being able to meet at their scheduled time due to illness or exigent circumstances (family emergencies and situations that arise out of the student control) will not be charged the \$25 fee for the missed drive time.

4. Termination. Either party, without cause, upon ninety (90) days, written notice, may terminate this agreement.

This agreement may be terminated by either party upon a material breach by the other party subject to the following requirement: In the event of a material breach by one party, the non-breaching party shall be obligated to give the breaching party fifteen (15) days prior notice of such breach and no breach shall be deemed to have occurred hereunder if the breaching party cures the same within said fifteen (15) day period. Upon a second material breach by a party, the non-breaching party may terminate at will.

5. Notices. Any notice required or permitted hereunder shall be sent by registered or certified mail, postage prepaid, to the respective parties hereto at the addresses set forth below, or to such other addresses, or in care of such other person, as any party shall designate as its address for such notices by due notice hereunder:

If to Street Smarts:

Street Smarts, LLC
Attn: Daniel J. McElroy
PO Box 71658
Clive, Iowa 50325

If to CCCSD

Charles City Community School District
500 North Grand Ave.
Charles City, Iowa 50616

6. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.
7. Waiver of Breach. The waiver by either party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach or violation thereof.
8. Assignment. This Agreement shall not be assignable by either party without the other party's written permission.
9. Entire Agreement. This writing represents the entire Agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings of the parties in connection therewith; it may not be altered or amended except by an agreement in writing.
10. Binding Effect. Subject as aforesaid, this Agreement shall be binding upon and inure to

the benefit of the parties hereto and their representatives, heirs, executors, administrators, personal representatives, successors and assigns. If any provision of this Agreement shall be or become illegal or unenforceable, in whole or in part for any reason whatsoever, the remaining provisions shall nevertheless be deemed valid and binding.

11. Indemnification. Street Smarts shall defend, indemnify and hold CCCSD harmless from and against any and all liabilities, losses, damages, claims and expenses, including reasonable attorney's fees, arising in connection with or resulting from any claim made against CCCSD (a) by CCCSD students in connection with the participation of students in the instruction or (b) by Street Smarts' employees and agents in connection with the performance of those employees' and agents' duties pursuant to this Agreement or (c) by any other person in connection with activities of Street Smarts pursuant to this Agreement.
12. Insurance. Street Smarts agrees to obtain and keep in force during the terms of the Agreement, insurance coverage in the following amounts.
Comprehensive General Liability insurance with a minimum limit of:
 \$1,000,000 per occurrence for bodily injury
 \$ 500,000 per occurrence for property damage, or
 \$1,000,000 combined single limits
Automobile Liability Insurance with a minimum limit of:
 \$ 500,000 per person
 \$1,000,000 per occurrence for bodily injury
 \$ 250,000 per occurrence for property damage; or
 \$1,000,000 combined single limits
Workers Compensation Insurance as required by state law. The District shall receive a certificate of proof of insurance from Street Smarts before commences any Instruction each year.
13. Independent Contractor. Street Smarts is and independent Contractor and neither Street Smarts nor any of its officers, Employees or agents will be considered employees of the Hudson Community School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Attest:

Street Smarts, LLC

By: _____
Daniel J. McElroy

Title: _____
President

By: _____

Title: _____

Charles City Community School District

By: _____

Title: _____

By: _____

Title: _____

Charles City Community School District

February 12, 2021

BID TABULATION

	Car Storage	Building & Grounds Shed			
Countryside Construction	\$50,539.92	\$117,305.17			
Morton Building	\$77,772.00	\$154,896.00			
2021-22 Project Budget	\$105,000	\$125,000			

Note: the cement work is not part of these bids. The District will complete.

3 bids on 12 passenger vans

Bid #1 Mike Molstead motors.	2019 Chevy Express 12 passenger van 37,579 miles. \$22750
Bid #2 Community motors	2019 Chevy Express 12 passenger van 31,215 miles. \$23986
Bid #3 Karl Chevrolet	2018 Chevy Express 12 passenger van 52,759 miles. \$22378

I would like to purchase Bid #1 for \$22,750. The dealer is local. It is 1 year newer than the 2018 and has 15000 less miles.

Relocation Assistance Regulation and Procedure Agreement

When it is in the best interest of the Charles City Community School District (hereinafter "District") to facilitate the relocation of a new member of the certified or senior leadership teams ~~groups~~ (hereinafter "employee"), the District will provide relocation assistance to the employee in accordance with the provisions of this procedure.

1. **Eligibility-** From time to time, relocation assistance may be provided to a newly hired employee on a case-by-case basis; however, such agreement will be contingent upon the approval of the senior leadership ~~group~~ and the Superintendent.
2. **Residency Requirement** – Employees eligible for relocation assistance must move to within the boundaries of the District six months from the date of hire. In the event the employee moves out of the District within a year from their hire date, they must repay the District the full amount received for relocation assistance.
3. **Duration-** Any assistance provided under the terms of this procedure will be reconciled and disbursed within 60 days of the employee's move date.
4. **Advance-** An approved relocation assistance advance of up to 50% of the Relocation Quote may be requested and issued prior to the employees start date. The advance will be deducted from the employee's relocation invoices submitted for payment.
5. **Repayment-** If the employee rescinds his/her agreement to be employed by the District prior to his/her start date, the individual will be obligated to repay the District any monies issued. The employee must remain employed with the District for a period of one year. In the event the employee voluntarily severs employment prior to one year of service (from their hire date), they must repay the District the full amount received for relocation assistance.
6. **Payment-** The district provided relocation assistance is considered a reimbursable expense with receipt of employee paid invoices. Relocation expenses includes for example, professional movers' expenses, moving boxes, rental truck and gasoline. As a reimbursable expense this payment is not subject to taxes or inclusion on the employee's Form w-2.
7. **Agreement-** Each approved relocating employee will be provided with a Relocation Agreement that will set forth specific obligations of both parties. Such agreements must be approved by both parties before any Relocation payments can be made.

Employment Relocation Agreement

The Charles City Community School District (hereinafter "District") is providing in its offer of employment a Relocation Assistance Payment up to \$1,000.00 **for certified staff or \$2,000.00 senior leader staff** to _____ (hereinafter "Employee"). This amount will be paid to the employee upon receipt of employee paid moving expenses and within 60 days of the move date.

I hereby certify I have been given, and have reviewed the Relocation Assistance Policy and Procedures.

I agree to the terms and conditions set for in the Relocation Assistance Policy and Procedures.

I am requesting a Relocation Assistance Advance in the amount of \$_____ (not to exceed 50% of the Relocation Assistance Quote submitted for Payment and not more than 50% of the maximum assistance above).

New Employee Position _____

Employee Name (print) _____ Date _____

Employee Signature _____

Charles City Community School District **approved** by:

Superintendent ~~Witness~~ Name (print) _____ Date _____

Superintendent ~~Witness~~ Signature _____

Senior Leader Name (print) _____ Title _____

Signature _____ Date _____

Board Approved: May 13, 2019

Board Revised: February 22, 2021