



## Educational Services Center

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**Matthew Degner**  
Superintendent of Schools

**R Chace Ramey**  
Deputy Superintendent

Monday, June 1, 2026

To: Board of Directors  
Matt Degner, Superintendent

From: Carmen Gwenigale; Director of Curriculum, Instruction, and Assessment

RE: College and Career Transition Counselor Shared Personnel Agreement with Kirkwood Community College

The Iowa City Community School District and Kirkwood Community College have developed a Shared Personnel Agreement to continue supporting students' college and career readiness through a College and Career Transition Counselor (CCTC) position. The CCTC provides guidance and support to students as they explore postsecondary education, career pathways, workforce opportunities, and transition planning. Through this partnership, the counselor serves both organizations while helping strengthen connections between secondary education and postsecondary opportunities for students.

ATTACHMENT: Shared Personnel Agreement Between Kirkwood Community College and Iowa City Community School District

RECOMMENDATION: Recommend approval and signature of the Shared Personnel Agreement with Kirkwood Community College for the College and Career Transition Counselor position.

SHARED PERSONNEL AGREEMENT BETWEEN  
KIRKWOOD COMMUNITY COLLEGE AND IOWA CITY COMMUNITY SCHOOL DISTRICT

This Agreement made and entered into the 1<sup>st</sup> day of September 2025, by and between the Iowa City Community School District (ICCSA) and Kirkwood Community College (KCC):

WHEREAS, ICCSD and KCC seek a cooperative arrangement to share the services of a College and Career Transition Counselor; and

WHEREAS, ICCSD is a public school district organized and existing under laws of the State of Iowa; and

WHEREAS, KCC is a community college system organized and existing under laws of the State of Iowa; and

WHEREAS, this Agreement is subject to the provisions of Iowa Code Chapter 28E and/or Iowa Code section 280.15, as applicable.

NOW, THEREFORE, ICCSD's Board of Directors and KCC's Board of Trustees agree as follows:

1. KCC will carry the employment contract for the college and career transition counselor and shall be deemed the employer for purposes of rights and obligations under Iowa law and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by ICCSD pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of KCC. The responsibility for the evaluation of the counselor's performance shall remain with KCC, pursuant to its established procedures. KCC's personnel policies and practices shall apply to and govern the counselor's conduct and performance. The counselor will participate in ICCSD's and KCC's professional development, as needed.
2. The counselor's services will be shared by KCC with ICCSD. The details of the counselor's assignment between ICCSD and KCC will be determined jointly by the superintendent of ICCSD and the President at KCC. Duties and responsibilities in the school district will be determined and assigned by the superintendent and KCC. It is the intent of ICCSD and KCC that the counselor will provide services to ICCSD for approximately eighty percent (80%) of contracted time and KCC for approximately twenty percent (20%).
3. The counselor's annual cost (including salary, fringe benefits, and direct employment taxes) shall be calculated at the end of each semester and the total annual cost billed to ICCSD shall be as follows:
  - One position - no grant funds at this time
  - KCC and the district will evenly split the annual cost
  - CCTC assigned to ICCSD, Kayla Strand = \$96,031

	KCC	ICCSD
Year 1 2025-2026	50%	50%

ICCSD will provide payment to KCC of the amounts billed within thirty (30) days of receipt of a bill from KCC.

5. ICCSD and KCC each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.
6. KCC will provide the Workers Compensation Insurance coverage for the CCTC.
7. ICCSD and KCC agree to provide proof of liability insurance in connection with this understanding in which each has enrolled (General Liability - \$1,000,000 and Umbrella Liability). ICCSD agrees to have KCC named as an additional insured pursuant to the aforesaid liability policies.
8. At anytime the counselor's employment is terminated, ICCSD shall not be obligated to pay any more than the costs set out above, for actual services performed by the counselor.
9. The term of this Agreement shall be for the 2025-2026 school year; September 1, 2025 through June 30, 2026. This Agreement may be renewed pursuant to the mutual agreement of ICCSD and KCC. If the parties mutually agree to continue this Agreement for additional school years, a new agreement will be developed for the 2026-2027 school year consistent with the intent and agreement of the parties.
10. This agreement contains the entire understanding between ICCSD and KCC and cannot be amended except in writing signed by ICCSD and KCC.
11. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by ICCSD's and KCC's respective officers on the dates as hereinafter stated.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Kirkwood Community College

\_\_\_\_\_

Date

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Iowa City Community School District

\_\_\_\_\_

Date