

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
May 14, 2018 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Jean Fichter
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Public Hearing - FY 2017-18 Budget Amendment
5. Welcome to Audience
6. Public Forum
7. Consent Agenda

- a. Minutes
- b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
- c. Personnel Requests

Contracts: (pending final requirements met)

Danielle Gilliland	First Grade	BA Step 1/\$37,015
Holly Martin	MS Special Education	MA Step 6/\$46,515
Alisha Fleck	HS Biology	BA Step 1/ \$37,015
Ty Ratliff	7 th Boys Basketball	\$2,739
Derek Howard	MS Softball	\$2,591
Emily Beadle	9 th Softball	\$3,590
Naela Thornton	HS Language Arts	BA Step 1/\$37,015
Jacquelyn Sunderman	Kindergarten	BA Step 1/\$37,015
Zachary Dotzler	HS Language Arts	BA Step 1/\$37,015
Kady VanFosson	Elem Special Education	BA Step 1/\$37,015

Resignations: (effective end of school year)

Ty Ratliff	Asst. HS Boys Basketball
Berkley Stanton	HS Library Associate
Sonia Morrison	IT Assistant
Kristen Finical	PK Teacher
Breanna Dyche	PK Teacher

Retirements:

Sandy Hilding	HS Principal
Phyllis Fundermann	4 th Grade Teacher

Contract Modifications

Kristy O'Rourke	Reduce contract from 189 to 186 days	\$42,390
Ashleigh Sons	.5 Fall Musical to 1.0 Fall Musical	\$ 1,666
Lisa Holmes	Add pay differential of time and a half for hours past 5:00 pm for board secretary service	

Transfers:

Dawnette Leslie	Kindergarten to Title 1
Traci Toms	2 nd Grade to PK

Summer Camp Instructors @ \$25/hr:

Becky Sturm	Theresa Swank
Dawnette Leslie	Carleen Perry
Cindy Novinger	Amy Nielsen
Trina Baldwin	Angel Dawson
Betsy Max	Jenny Stephens
Renee Kettwick	Ellen Christensen
Maria Blake	

Summer Camp Associates @ \$15/hr:

Shari Pitman	Michelle Tillman
Sonia Willers	Kristi Vance
Brittany Comstock	Allison Jensen
Tammy Lauman	Janet Dukes
Cori Feller	Terri Henderson

Summer TAG Camp Instructors @\$25/hr:

Kelly Carey	Mary Karr
Traci Toms	Angie Hunter

- d. Fundraising Requests
 - *on attached sheet
- e. Grant Request
 - i. Pick a Better Snack Grant
 - ii. Project Produce – Fruit and Veggie Grant
 - iii. Farm to Summer Grant
 - iv. Fresh Fruit/Vegetable Grant
- f. Out of State Travel Requests
 - HS Health Class (9-12th) to Our Body – The Universe Within in Omaha, NE on May 17th
- g. Early Graduation Request for Dec. 2018: (pending all requirements are met)
 - Brock Davis
 - Grace Gordon

8. Action Items

- a. Approve Budget Amendment for FY 18
- b. Approve Audit for FY 17
- c. Approve administrative restructuring plan and assignments effective July 1, 2018
- d. Approve Agreement between Fremont County Fair Association, Fremont County Extension Council and Shenandoah CSD
- e. Approve Shared Automotive Teaching Position with Sidney Community School District
- f. Approve Sharing Agreement for School Business Manager with South Page Community School District
- g. Approve 28E Sharing Agreement for ELL Teacher with Clarinda Community School District
- h. Approve Repayment of Loan of \$75,000 from Nutrition Fund to General Fund
- i. Approve Concurrent Enrollment Faculty Agreement and Concurrent Enrollment Agreements with Iowa Western Community College
- j. Approve Contract with Complete Weddings and Events for Homecoming Dance DJ Services for 2018
- k. Approve Substitute Teacher Pay (Daily Rate) \$120.00
- l. Approve Master Service Agreement for Frontline Central
- m. Approve Low Bid to install carpeting in downstairs hallways of Middle School with Sheridan Decorating at \$41,847.24
- n. Approve Low Bid for Summer Concrete work with R&R Concrete for \$28,465
- o. Award Technology Bid to CDW
 - i. \$1.00 Buy Out Lease for \$173,872.33 (annual payment)
 - ii. Buy White Glove Service \$12,858.12
- p. Award Bid for Cases (To Be Announced)
- q. Approve Property Damage Insurance Quote minus item 060 Environmental Control Components Consisting of Movable and Maintainable Parts

9. Discussion Items

- a. 900 Section Policy Review
- b. City Greenhouse Partnership
- c. Head Start Partnership
- d. Tennis Court Repairs

10. Informational Items

Next Regular Meeting – June 11, 2018 at 5:00 p.m.

11. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – April 9, 2018
Administration Board Room

Call to Order:

Board President Greg Ritchey called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, Board Secretary Lisa Holmes and School Business Official Sherri Ruzek.

Mission Statement:

The SCSD Mission Statement was read by Director Adam Van Der Vliet.

Public Hearing:

A public hearing was opened at 5:01 p.m. on the 2018-19 Budget. With no one addressing the board, the hearing was closed at 5:02 p.m. A public hearing was opened at 5:02 p.m. on the 2018-19 District Calendar. With no one addressing the board the hearing was closed at 5:03 p.m.

Welcome to Audience:

Board President Greg Ritchey welcomed everyone to the meeting.

Open Forum:

With approximately 60 visitors in attendance, the following people addressed the board on behalf of Bryan Diekmann: Dwight Mayer, Todd McGinnis, Chris Cook, Bob Sweeney and Jason Beal. A letter was also read by Todd McGinnis in the absence of Andy Campbell.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Dana Johnson, Food Service - \$11.57/hr probationary. STEM Extended Learning/After School Camp Instructor (2nd Session): Mary Peterson. Resignations: Jennifer Johnson, Title I; Jennifer Chapa, HS Language Arts; Lindsey Phipps, Special Education; Joe Skahill, Transportation Director; Brent Ehlers, 7th Grade Basketball – effective end of school year and Jerry Josephson, substitute bus driver – effective immediately. Fundraising Requests: on attached sheet. Grant Requests: Kay Anderson Foundation, Greater Shenandoah Foundation and Rapp Trust for Spanish Proficiency Testing. Out of State Travel Requests: on attached sheet. Motion to Approve by Director Langley, 2nd by Director Fichter. 5 Ayes – Motion passes.

Action Items:

Director Langley made a motion to accept Superintendent Dr. Kerri Nelson's recommendation to not renew the contract for Bryan Diekmann for HS Head Football Coach and Summer Weights for 2018-19. The motion was seconded by Director Fichter. Ayes – Fichter, Langley, Anderson, Ritchey; Nays – Van Der Vliet – Motion passes.

Approve the Budget for FY 2018-19. Motion by Director Anderson, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve the School Calendar for 2018-19. Motion by Director Van Der Vliet, 2nd by Director Fichter. 5 Ayes – Motion passes.

Approve base salary increase or hourly wage for all administrators, superintendent, supervisors and non-negotiated staff for 1.6%. Motion by Director Fichter, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve Textbook Fee for 2018-19 at \$50.00. Motion by Director Langley, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Administrative Reports:

Technology Update – IT Director Richard Morgan-Fine told the board that the lease on the computers and chromebooks is up in June. An estimate of what the district would need to include student chromebooks, 15 inch teacher chromebooks, administrative laptop devices, desktop devices, bags and licenses would be roughly \$539,146.00. This can be a purchase price or divided into a 3 year lease.

Illustrative Mathematics – Mr. Monte Munsinger and Mr. Jason Shaffer gave a presentation to the board regarding illustrative mathematics. It is a free program that is supported by the Department of Education and is built to align with Iowa Core.

Discussion Items:

Transportation Needs – Dr. Kerri Nelson will be looking at bids to replace a bus or busses and possibly some small vehicles. Stock busses might be an option.

Equipment Breakdown Insurance – School Business Official Sherri Ruzek explained to the board how this type of insurance worked. It would be a good way to recoup some money back into the general fund.

Policy Review 800 Section – The board reviewed the 800 section of board policy.

Next Board Meeting: Regular Meeting – May 14, 2018 at 5:00 p.m.

Adjournment at 6:29 pm. Motion by Director Fichter, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – April 18, 2018
Administration Board Room

Call to Order:

Board President Greg Ritchey called the meeting to order at 7:46 am.

Roll Call:

Roll Call was answered by Directors Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, Board Secretary Lisa Holmes and School Business Official Sherri Ruzek.

Mission Statement:

The SCSD Mission Statement was read by Director Kip Anderson.

Consent Agenda:

Personnel Requests: Contracts: Ty Ratliff, Head HS Football Coach; Crystal Wittmer, .5 Yearbook Sponsor; Nancy Bowery, Accompanist; Jack Linqvist, Substitute Bus Driver pending requirements are met. Resignations: Catherine Bettag, HS Language Arts; Kristin Moore, MS Associate; Mary Peterson, .5 Fall Musical Director; Larry George, Substitute Bus Driver – all effective end of school year. Retirements: JoAn Ullerich, Bus Driver – effective end of school year. Motion to Approve by Director Fichter, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Next Board Meeting: Regular Meeting – May 14, 2018 at 5:00 p.m.

Adjournment at 7:48 am. Motion by Director Anderson, 2nd by Director Langley. 5 Ayes – Motion passes.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES		February 28, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (Bank Iowa)	\$1,299.46	\$1,299.79	\$1,300.03	\$1,287.25	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$29,723.26	\$29,729.98	\$29,001.81	\$29,008.25	\$0.00	\$0.00
Beg Balance Checking (Century)	\$1,266,024.34	\$1,409,921.02	\$948,927.07	\$633,527.84	\$603,626.01	\$593,865.67
Beg Balance Savings (Century)	\$2,285,380.30	\$1,411,107.08	\$1,140,000.56	\$1,747,000.51	\$2,970,914.33	\$2,979,811.00
Revenues	\$162,127.47	\$264,311.19	\$1,355,738.01	\$2,221,476.73	1,052,466.93	\$1,000,626.54
Expenditures	-\$911,519.63	-\$996,404.35	-\$1,070,989.17	-\$1,071,091.05	-1,054,212.12	-\$971,892.22
End Balance Checking (Bank Iowa)	\$1,299.79	\$1,300.03	\$1,287.25	\$0.00		
End Balance Savings (Bank Iowa)	\$29,729.98	\$29,736.81	\$29,008.25	\$0.00		
End Balance Checking (Century)	\$1,409,921.02	\$948,927.07	\$633,527.84	\$603,626.01	593,865.67	\$461,235.61
End Balance Savings (Century)	\$1,411,107.08	\$1,140,000.56	\$1,747,000.51	\$2,970,914.33	2,979,811.00	\$3,141,352.61
Total General Fund	\$2,852,057.87	\$2,119,964.47	\$2,410,823.85	\$3,574,540.34	\$3,573,676.67	\$3,602,588.22
Management Fund (22)						
Beg Balance Checking (Bank Iowa)	\$6,287.32	\$6,288.44	\$6,289.58	\$6,290.68	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$13,466.24	-\$19,809.48	\$5,193.70	\$5,196.48	\$5,200.88	\$6,345.07
Beg Balance Savings (Century)	\$542,891.64	\$345,106.38	\$320,244.29	\$338,116.94	\$344,538.23	\$324,677.81
Revenues Checking	\$2,215.86	\$142.23	\$17,876.53	\$135.01	\$142.77	\$138.82
Expenditures Checking	-\$233,275.72				-\$18,859.00	\$0.00
End Balance Checking (Bank Iowa)	\$6,288.44	\$6,289.58	\$6,290.68	\$0.00		
End Balance Savings (Bank Iowa)						
End Balance Checking (Century)	-\$19,809.48	\$5,193.70	\$5,196.48	\$5,200.88	\$6,345.07	\$6,350.50
End Balance Savings (Century)	\$345,106.38	\$320,244.29	\$338,116.94	\$344,538.23	\$324,677.81	\$324,811.20
Total Management Fund	\$331,585.34	\$331,727.57	\$349,604.10	\$349,739.11	\$331,022.88	\$331,161.70
SAVE Fund (33)						
Beg Balance Checking (Bank Iowa)	\$4,176.66	\$4,177.41	\$4,178.17	\$4,178.91	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$5,003.46	\$5,004.59	\$5,005.55	\$5,006.66	\$0.00	\$0.00
Beg Balance Checking (Century)	\$31,741.11	\$31,753.18	\$31,772.66	-\$48,158.08	\$51,702.97	\$51,616.86
Beg Balance Savings (Century)	\$1,694,920.06	\$1,750,787.83	\$1,800,303.84	\$1,849,757.09	\$1,808,378.10	\$1,808,378.10
Revenues Checking	\$90,804.95	\$84,288.38	\$84,223.10	\$84,222.71	109,119.52	\$86,620.52
Expenditures Checking	-\$34,923.23	-\$34,751.17	-\$114,698.74	-\$34,926.22	-34,863.17	-\$44,559.56
End Balance Checking (Bank Iowa)	\$4,177.41	\$4,178.17	\$4,178.91	\$0.00		
End Balance Savings (Bank Iowa)	\$5,004.59	\$5,005.55	\$5,006.66	\$0.00		
End Balance Checking (Century)	\$31,753.18	\$31,772.66	-\$48,158.08	\$51,702.97	51,616.86	\$41,848.50
End Balance Savings (Century)	\$1,750,787.83	\$1,800,303.84	\$1,849,757.09	\$1,808,378.00	1,882,720.56	\$1,934,549.88
Total SAVE Fund	\$1,791,723.01	\$1,841,260.22	\$1,810,784.58	\$1,860,080.97	\$1,934,337.42	\$1,976,398.38
PPEL Fund (36)						
Beg Balance Checking (Bank Iowa)	\$3,201.02	\$3,201.59	\$3,202.17	\$3,202.73	\$0.00	\$0.00
Beg Balance Savings (Bank Iowa)	\$16,461.39	\$16,465.11	\$16,468.89	\$16,472.55	\$0.00	\$0.00
Beg Balance Checking (Century)	\$2,248.70	\$2,808.34	\$13,676.00	\$266,035.25	\$180,432.14	\$180,432.14
Beg Balance Savings (Century)	\$549,000.87	\$464,685.94	\$451,880.54	\$160,043.95	\$354,293.36	\$383,192.91
Revenues Checking	\$5,690.53	\$12,207.51	\$58,267.21	\$174,700.11	\$28,969.56	\$52,158.37
Expenditures Checking	-\$89,441.53	-\$14,140.89	-\$97,740.33	-\$85,729.09	-\$40,942.12	-\$46,117.42
Expenditures Accts Pay						
End Balance Checking (Bank Iowa)	\$3,201.59	\$3,202.17	\$3,202.73	\$0.00		
End Balance Savings (Bank Iowa)	\$16,465.11	\$16,468.89	\$16,472.55	\$0.00		
End Balance Checking (Century)	\$2,808.34	\$13,676.00	\$266,035.25	\$180,432.10	\$139,560.03	\$93,523.24
End Balance Savings (Century)	\$464,685.94	\$451,880.54	\$160,043.95	\$354,293.36	\$383,192.91	\$435,270.65
Total PPEL Fund	\$487,160.98	\$485,227.60	\$445,754.48	\$534,725.46	\$522,752.94	\$528,793.89

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$461,235.61	\$473,406.39	\$141,807.49	\$166,770.90	\$7,202.43	\$0.00
Beg Balance Savings (Century)	\$3,141,352.61	\$3,138,698.66	\$3,047,430.18	\$2,876,960.41	\$4,069,912.59	\$0.00
Revenues	\$1,033,434.96	\$946,461.11	\$868,275.65	\$2,029,751.56		
Expenditures	-\$1,027,235.29	-\$1,370,078.49	-\$1,013,895.31	-\$997,154.81		
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$473,406.39	\$141,807.49	\$166,770.90	\$7,202.43		
End Balance Savings (Century)	\$3,138,698.66	\$3,047,430.18	\$2,876,960.41	\$4,069,912.59		
Total General Fund	\$3,612,105.05	\$3,189,237.67	\$3,043,731.31	\$4,077,115.02	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$6,350.50	\$3,354.19	\$2,935.39	\$2,941.11	\$2,951.86	\$0.00
Beg Balance Savings (Century)	\$324,811.20	\$294,962.58	\$295,091.30	\$295,230.31	\$295,881.10	\$0.00
Revenues Checking	\$155.07	\$135.92	\$144.73	\$204.54		
Expenditures Checking	-\$33,000.00	-\$426.00	\$0.00	\$457.00		
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$3,354.19	\$2,935.39	\$2,941.11	\$2,951.86		
End Balance Savings (Century)	\$294,962.58	\$295,091.30	\$295,230.31	\$295,881.10		
Total Management Fund	\$298,316.77	\$298,026.69	\$298,171.42	\$298,832.96	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$41,848.50	\$8,565.54	\$41,470.36	-\$75,766.17	\$19,009.88	\$0.00
Beg Balance Savings (Century)	\$1,934,549.88	\$1,966,593.99	\$1,882,664.00	\$1,994,138.11		
Revenues Checking	\$86,804.70	\$922.90	\$146,282.40	\$73,932.91		
Expenditures Checking	-\$88,043.55	-\$51,948.07	-\$152,044.82	-\$40,044.34		
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$8,565.54	\$41,470.36	-\$75,766.17	\$19,009.88		
End Balance Savings (Century)	\$1,966,593.99	\$1,882,664.00	\$1,994,138.11	\$1,933,250.63		
Total SAVE Fund	\$1,975,159.53	\$1,924,134.36	\$1,918,371.94	\$1,952,260.51	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (Century)	\$93,523.24	\$124,320.28	\$22,216.68	\$117,626.18	\$73,262.91	\$0.00
Beg Balance Savings (Century)	\$435,270.65	\$226,006.93	\$246,488.61	\$261,877.99	\$372,299.05	\$0.00
Revenues Checking	\$10,763.02	\$20,536.17	-\$15,413.69	\$110,687.83		
Expenditures Checking	-\$189,229.70	-\$102,158.09	\$95,385.19	-\$44,630.04		
Expenditures Accts Pay						
End Balance Checking						
End Balance Savings						
End Balance Checking (Century)	\$124,320.28	\$22,216.68	\$117,626.18	\$73,262.91		
End Balance Savings (Century)	\$226,006.93	\$246,488.61	\$261,877.99	\$372,299.05		
Total PPEL Fund	\$350,327.21	\$268,705.29	\$379,504.17	\$445,561.96	\$0.00	\$0.00

SHENANDOAH ACCOUNT BALANCES		February 28, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Activity Fund (21)						
Beg Balance Checking	\$23,107.72	\$33,870.17	\$26,950.36	\$5,358.49	\$4,416.84	\$6,937.60
Beg Balance Savings	\$155,606.34	\$147,521.64	\$160,399.50	\$196,506.69	\$189,021.14	\$206,478.28
Revenues Checking	\$4,714.71	\$17,942.07	\$39,799.15	\$22,961.05	\$47,736.42	\$16,053.13
Revenues Savings						
Expenditures Checking	-\$1,436.96	-\$11,894.02	-\$25,283.83	-\$3,138.25	-\$27,758.52	-\$21,400.15
Expenditures Savings						
Accounts Payable						
End Balance Checking	\$33,870.17	\$26,950.36	\$5,358.49	\$4,416.84	\$6,937.60	\$5,538.99
End Balance Savings	\$147,521.64	\$160,489.50	\$196,506.69	\$189,021.14	\$206,478.28	\$202,529.87
Total Activity Fund	\$181,391.81	\$187,439.86	\$201,865.18	\$193,437.98	\$213,415.88	\$208,068.86
Scholarships (81)						
Beg Balance Checking	\$675.00	\$1,275.00	\$178.64	\$925.00	\$925.00	\$925.00
Beg Balance Savings	\$395,803.47	\$395,904.32	\$396,001.56	\$395,102.68	\$395,203.35	\$395,300.79
Revenues Checking	\$100.85	\$104.52	\$97.48	100.67	97.44	\$113.72
Revenues Savings						
Expenditures Checking	\$0.00	-\$1,100.00	-\$250.00			-\$75.00
Expenditures Savings						
End Balance Checking	\$1,275.00	\$178.64	\$925.00	\$925.00	\$925.00	\$850.00
End Balance Savings	\$395,904.32	\$396,001.56	\$395,102.68	\$395,203.35	\$395,300.79	\$395,414.51
Total Scholarships	\$397,179.32	\$396,180.20	\$396,027.68	\$396,128.35	\$396,225.79	\$396,264.51
Agency Fund (91)						
Beg Bal Checking	\$94.29	\$94.29	\$94.29	\$94.29	\$62.65	\$228.21
Beg Bal Savings	\$942.91	\$942.91	\$942.91	\$942.91	\$1,238.91	\$1,296.41
Revenues Checking						
Revenues Savings				\$296.00	\$257.50	\$121.75
Expenditures Checking				-\$31.64	\$34.44	-\$138.71
Expenditures Savings						
End Balance Checking	\$94.29	\$94.29	\$94.29	\$62.65	\$228.21	\$89.50
End Balance Savings	\$942.91	\$942.91	\$942.91	\$1,238.91	\$1,296.41	\$1,418.16
Total Agency Fund	\$1,037.20	\$1,037.20	\$1,037.20	\$1,301.56	\$1,524.62	\$1,507.66
Total Checking Acct 2	\$35,239.46	\$27,223.29	\$6,377.78	\$5,404.49	\$8,090.81	\$6,478.49
Total Savings Acct 2	\$544,368.87	\$557,433.97	\$592,552.28	\$585,463.40	\$603,075.48	\$599,362.54
Grand Total Acct 2	\$579,608.33	\$584,657.26	\$598,930.06	\$590,867.89	\$611,166.29	\$605,841.03
Reconciliation						
Bank Statement Checking	\$36,767.02	\$28,403.61	\$8,774.74	\$7,539.45	\$9,496.77	7383.49
Bank Statement Savings	\$147,766.29	\$161,432.41	\$197,449.60	\$190,260.05	\$207,774.69	203948.03
Bank Statement Savings	\$395,904.32	\$396,005.20	\$395,102.68	\$395,203.35	\$395,300.79	395414.51
Less Outstanding Checks	-\$1,527.56	-\$1,183.96	-\$2,396.96	-\$2,134.96	-\$1,405.96	-\$905.00
Outstanding Deposits/GJE	\$696.26	\$0.00				
Total Reconciliation	\$579,606.33	\$584,657.26	\$598,930.06	\$590,867.89	\$611,166.29	\$605,841.03
Amount Reconciliation Off	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SHENANDOAH ACCOUNT BALANCES		February 28, 2018				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Nutrition (61)						
Beg Balance Checking (Century Ban	\$9,340.97	\$1,561.62	\$1,561.69	\$1,561.76	\$0.00	\$0.00
Beg Balance Checking (Bank Iowa)	\$1,561.56	\$13,429.21	\$22,106.79	\$61,954.89	\$67,943.48	\$68,782.50
Revenues Checking	\$19,802.59	\$22,300.02	\$32,063.08	\$76,771.28	\$72,869.29	\$64,553.66
Expenditures Checking	-\$7,230.58	-\$13,622.37	-\$67,214.91	-\$72,344.45	-72030.27	-\$60,148.09
Loan to Hot Lunch Fund			\$75,000.00			
Payable Accounts						
End Balance Checking (Bank Iowa)	\$14,990.83	\$1,561.69	\$1,561.76	\$0.00	\$0.00	\$73,188.07
End Balance Checking (Century)		\$22,106.79	\$61,954.89	\$67,943.48	\$68,782.50	
Total Nutrition	\$14,990.83	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Grand Total Acct 3	\$14,990.83	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Reconciliation						
Bank Statement Checking (Bank Iowa)	\$1,561.62	\$1,575.12	\$1,575.19	\$0.00	\$0.00	
Bank Statement Checking (Century)	\$13,429.21	\$22,006.39	\$58,694.19	\$67,693.48	\$68,532.50	\$72,938.07
Less Outstanding Checks	-\$59.43	-\$205.03	-\$45.03	\$0.00	0	
Outstanding Withdrawals for Payro	\$250.00	\$292.00	\$3,292.30	\$250.00	250	\$250.00
Deposits in Transit						
Total Reconciliation	\$15,181.40	\$23,668.48	\$63,516.65	\$67,943.48	\$68,782.50	\$73,188.07
Amount Reconciliation Off	-\$190.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SHENANDOAH COMMUNITY SCHOOL DISTRICT
EXPENDITURES/EXPENSES TO CERTIFIED BUDGET COMPARISON
THROUGH April 2018

	FUNCTION					TRUST FUND	ACTIVITY		
		GENERAL	MGMNT	AGENCY	PPEL				
OTHER {	INSTRUCTION	1XXX	\$5,715,283.58	\$146,438.18	\$399.32	\$1,100.95	\$2,425.00	\$243,625.86	
	SUPPORT SERVICES	2XXX	\$2,977,497.09	\$107,320.29		\$430,818.89			
	NON-INSTRUCTIONAL	3XXX		\$31,284.25					
	FACILITIES ACQ & CONST	4XXX				\$181,874.18			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$421,460.00						
	TRANSFERS	62XX	\$75,000.00						
	AUDITOR ADJ	69xx							
	TOTAL		\$9,189,240.67	\$285,042.72	\$399.32	\$613,794.02	\$0.00	\$2,425.00	\$243,625.86
	PUBLISHED BUDGET		\$14,307,706.00	\$505,284.00	\$0.00	\$1,159,216.00	\$0.00	\$335,041.00	
% USED		64.23%	56.41%	#DIV/0!	52.95%	#DIV/0!	#DIV/0!	72.72%	

% avg/mo/calc - 100%/12 mo X # months illustrated

0.00%

	FUNCTION	DEBT				TOTAL USED	PUB BUDGET	% OF BUDGET
		SAVE	SERVICE	NUTRITION	NOT USED			
INSTRUCTION	1XXX					\$6,109,272.89	\$8,929,000.00	68.42%
SUPPORT SERVICES	2XXX	\$108,057.62		\$294.70		\$3,623,988.59	\$4,310,100.00	84.08%
NON-INSTRUCTION	3XXX			\$533,204.35		\$564,488.60	\$582,000.00	96.99%
FACILITIES ACQ & CONST	4XXX	\$175,061.49				\$356,935.67	\$500,000.00	71.39%
DEBT	5XXX		\$740,555.00			\$740,555.00	\$1,500,000.00	49.37%
AEA FLOW THROUGH	6100					\$421,460.00	\$505,752.00	83.33%
TRANSFERS	62XX	\$347,683.76				\$422,683.76	\$420,000.00	100.64%
AUDITOR ADJ	69XX					\$0.00		#DIV/0!
ENDING BALANCE							\$4,125,815.00	0.00%
TOTAL		\$630,802.87	\$740,555.00	\$533,499.05	\$0.00	\$12,239,384.51	\$20,872,667.00	58.64%
PUBLISHED BUDGET		\$2,502,708.00	\$1,498,183.00	\$564,529.00	\$0.00		\$20,872,667.00	
% USED		25.20%	49.43%	94.50%	#DIV/0!		58.64%	

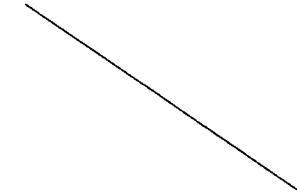
SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2017-18

	STATE AID Source Codes 3111, 3113, 3204 3216, 3342, 3116, 3376	FOUR YEAR-OLD PRESCHOOL Source Code 3117	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INCOME SURTAXES Source Codes 1130-1139	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	MOBILE HOME TAXES Source Codes 1190-1191	** MISCELLANEOU Source Codes All Other	TOTAL REVENUE (Includes Flowthrough)
JUL			\$42,146.00					\$41,096.95	\$83,242.95
AUG			\$42,146.00					\$28,137.12	\$70,283.12
SEP	\$617,733.00	\$19,547.00	\$42,156.00	\$652,314.65		\$864.39	\$165.29	\$23,122.97	\$1,355,738.01
OCT	\$617,733.00	\$19,547.00	\$42,146.00	\$1,472,648.50		\$2,197.11	\$123.24	\$67,205.12	\$2,221,476.73
NOV	\$617,733.00	\$19,547.00	\$42,146.00	\$240,027.34		\$49,742.43		\$83,271.16	\$1,052,466.93
DEC	\$617,733.00	\$19,547.00	\$42,146.00	\$104,216.37	\$150,651.60			\$66,332.57	\$1,000,626.54
JAN	\$613,198.00	\$19,547.00	\$42,146.00	\$118,027.02				\$240,516.94	\$1,033,434.96
FEB	\$613,198.00	\$19,547.00	\$42,146.00	\$66,681.71	\$57,949.20			\$146,939.20	\$946,461.11
MAR	\$613,198.00	\$19,547.00	\$42,146.00	\$162,297.00		\$760.91		\$30,326.74	\$868,275.65
APR	\$613,198.00	\$19,547.00	\$42,146.00	\$1,151,836.67		\$2,197.11		\$200,826.78	\$2,029,751.56
MAY									\$0.00
JUN									\$0.00

TOTAL \$4,923,724.00 \$156,376.00 \$421,470.00 \$3,968,049.26 \$208,600.80 \$55,761.95 \$288.53 \$927,775.55 \$10,661,757.56

** Fill in STATE AID, INSTRUCTIONAL SUPPORT, FOUR YEAR-OLD PRESCHOOL, STATE FISCAL STABILIZATION, AEA FLOWTHROUGH, PROPERTY TAX, INCOME SURTAXES, EXCISE TAXES and TOTAL REVENUE columns. The MISC column will automatically be filled in and transferred to the UNSPENT AUTHORIZED BUDGET CALCULATION at the right

Yellow indicates a formula)



SHENANDOAH COMMUNITY SCHOOL DISTRICT
UNSPENT AUTHORIZED BUDGET CALCULATION
2017-18

	REGULAR PROGRAM DISTRICT COST	\$7,168,465.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$350,515.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$103,978.00	
+	SPECIAL ED DISTRICT COST	\$783,686.00	
+	TEACHER SALARY SUPPLEMENT DISTRICT COST	\$676,898.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,169.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$86,045.00	
+	TEACHER LEADERSHIP SUPPLEMENT	\$361,124.00	
+	AEA SPECIAL ED SUPPORT	\$349,577.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$10,735.00	
+	AEA MEDIA SERVICES	\$58,838.00	
+	AEA EDUCATIONAL SERVICES	\$65,064.00	
+	AEA SHARING DISTRICT COST	\$0.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$36,996.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$3,942.00	
+	DROPOUT ALLOWABLE GROWTH	\$183,610.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$136,742.00	(Increased Enrollment)
+	SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$2,805.00	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	-\$13,182.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$10,681,622.00	
+	PRESCHOOL FOUNDATION AID	\$196,333.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$565,578.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00 EST	
+	OTHER MISCELLANEOUS INCOME	\$927,775.55	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$2,943,266.00	
=	MAXIMUM AUTHORIZED BUDGET	\$15,314,574.55	
-	EXPENDITURES	\$9,189,240.67	60.00%
=	UNSPENT AUTHORIZED BUDGET	\$6,125,333.88	

EXPENDITURES

JULY	\$272,293.00
AUGUST	\$340,399.21
SEPTEMBER	\$1,070,989.17
OCTOBER	\$1,071,091.05
NOVEMBER	\$1,054,212.12
DECEMBER	\$971,892.22
JANUARY	\$1,027,235.29
FEBRUARY	\$1,370,078.49
MARCH	\$1,013,895.31
APRIL	\$997,154.81
MAY	
JUNE	
TOTAL	\$9,189,240.67

MONTHLY BOARD VENDOR BILLS
 MAY 2018 AP FOR BM

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY	12,974.66	SNF FOOD FOR THE FOODSERVICE PROGRAM
BMO MASTERCARD	488.60	SNF SUPPLIES
FAREWAY STORES	47.00	SNF FOOD FOR THE FOODSERVICE PROGRAM
HY-VEE	204.58	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	31,922.76	SNF FOOD FOR THE FOODSERVICE PROGRAM
MEYER LABORATORY INC	809.60	SNF SUPPLIES
SMITH VENDING	260.87	SNF FOOD FOR THE FOODSERVICE PROGRAM
US FOODS	1,041.17	SNF FOOD FOR THE FOODSERVICE PROGRAM
Fund Number 61	<u>47,749.24</u>	
Checking Account ID 20	47,749.24	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
ATLANTIC HIGH SCHOOL	440.00	ENTRY FEE TO ANOTHER SCHOOL
BA MARKETING & PUBLICITY, LLC	176.00	CLASS 2019 GENERAL SUPPLIES
BAND BOOSTERS	1,007.38	SUPPLIES/GENERAL ATHLETICS
BANK IOWA/CONNIE MCGINNIS	336.00	TRAVEL
BMO MASTERCARD	150.00	TRAVEL
BMO MASTERCARD	721.18	SUPPLIES/SHEN WRESTLERS
BMO MASTERCARD	23.90	TRAVEL/FCCLA
BMO MASTERCARD	86.92	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	1,108.45	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	887.08	TRAVEL/MS MARCHING MUSTANGS
BMO MASTERCARD	14.00	DUES/MS FCCLA
BMO MASTERCARD	148.16	SUPPLIES/SHS SPEECH CLUB
CALE PLOWMAN	600.00	CLASS 2019 GENERAL SUPPLIES
CENTERVILLE HIGH SCHOOL	80.00	ENTRY FEE TO ANOTHER SCHOOL
CLARINDA HS	150.00	ENTRY FEE TO ANOTHER SCHOOL
EAST HIGH SCHOOL	125.00	ENTRY FEE TO ANOTHER SCHOOL
EASTER'S TRUE VALUE	171.44	CLASS 2019 GENERAL SUPPLIES
FAREWAY STORES	2,077.31	MUSTANG FIELD CONCESSION SUPPLIES
GAYLORD SCHELLING	380.00	GENERAL ATHLETICS OFFICIAL
GLENWOOD HIGH SCHOOL	200.00	ENTRY FEE TO ANOTHER SCHOOL
GRAPHIC EDGE	381.51	SUPPLIES/GENERAL ATHLETICS
GRISWOLD CSD	160.00	ENTRY FEE TO ANOTHER SCHOOL
HARLEY SCHIEFFER	450.00	SUPPLIES/GENERAL ATHLETICS
HOWARD SPORTING GOODS	5,528.93	SUPPLIES/GENERAL ATHLETICS
IOWA FCCLA	125.00	REGISTRATION/MS FCCLA
IOWA GIRLS HS ATHLETIC UNION	100.00	DUES/GENERAL ATHLETICS
JOSH RASMUSSEN	360.00	GENERAL ATHLETICS OFFICIAL
JOSTENS	623.66	SUPPLIES/MS ANNUAL
KUEMPER CATHOLIC HIGH SCHOOL	90.00	ENTRY FEE TO ANOTHER SCHOOL
LEWIS CENTRAL HIGH SCHOOL	80.00	ENTRY FEE TO ANOTHER SCHOOL
LYLE MAYBERRY	300.00	GENERAL ATHLETICS OFFICIAL
MIDDLE SCHOOL PTO	2,111.02	SUPPLIES/GENERAL ATHLETICS
MIKE STANLEY	165.00	GENERAL ATHLETICS OFFICIAL
MILLER BUILDING	7.99	CLASS 2019 GENERAL SUPPLIES
MONTGOMERY COUNTY FAMILY YMCA	160.00	SUPPLIES/GENERAL ATHLETICS
MOUSYNDIXON LLC	100.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
NATIONAL FFA ORGANIZATION	422.50	SUPPLIES/FFA
NISHNA VALLEY CAFE	1,160.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
PRAIRIE MEADOWS	136.64	TRAVEL/CHEERLEADERS
RED OAK HIGH SCHOOL	125.00	ENTRY FEE TO ANOTHER SCHOOL
RIEMAN MUSIC DES MOINES	204.12	RESALE/MS MARCHING MUSTANGS
ROCSTOP - WHITEHILLS	230.00	SUPPLIES/GENERAL ATHLETICS
SHENANDOAH FLORAL	161.00	CLASS 2019 GENERAL SUPPLIES
SHENANDOAH ROTARY	2,228.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
SHENANDOAH SCHOOL LUNCH	155.40	CLASS 2019 GENERAL SUPPLIES

MONTHLY BOARD VENDOR BILLS
MAY 2018 AP FOR BM

Vendor Name	Invoice Amount	Invoice Detail	Invoice Description
SIDNEY CSD	75.00		ENTRY FEE TO ANOTHER SCHOOL
SOUTHWEST VALLEY SCHOOL	80.00		ENTRY FEE TO ANOTHER SCHOOL
TROPHIES PLUS	377.85		SUPPLIES/MARCHING MUSTANGS
Fund Number 21	<u>24,981.44</u>		
Checking Account ID 3		Fund Number 91	AGENCY FUND
BMO MASTERCARD	23.46		MIX IT UP SUPPLIES
BMO MASTERCARD	32.18		MIX IT UP SUPPLIES
COUNTY LINE DESIGN	3,066.00		MIX IT UP SUPPLIES
Fund Number 91	<u>3,121.64</u>		
Checking Account ID 3	<u>28,103.08</u>		
Checking Account ID 30		Fund Number 10	GENERAL FUND
ADVENTURE LIGHTING	352.48		MAINTENANCE BUILDING SUPPLIES
AGRIVISION	170.71		EQUIPMENT REPAIR
AHLERS & COONEY PC	874.50		LAWYER/NEGOTIATIONS
ASSETGENIE, INC.	479.40		TECH REPAIR & MAINTENANCE SUPPLIES
BAND BOOSTERS	50.00		MISC INCOME
BARBARA FARWELL	185.00		ESL TRAVEL
BI-STATE ELECTRONICS	120.00		TRANSPORTATION TWO-WAY RADIOS
BMO MASTERCARD	267.81		AD TRAVEL
BMO MASTERCARD	138.64		MS STEM TRIP SUPPLIES
BMO MASTERCARD	18.34		CUSTODIAL SUPPLIES
BMO MASTERCARD	2,051.83		SCHOOL STORE/CONCESSIONS
BMO MASTERCARD	184.72		HS FCS SUPPLIES
BMO MASTERCARD	506.75		OUTDOOR CLASSROOM SUPPLIES
BMO MASTERCARD	33.15		HS VOCAL MUSIC SUPPLIES
BMO MASTERCARD	210.87		VEHICLE REPAIR SERVICES
BMO MASTERCARD	110.00		MS PRINCIPAL WORKSHOP/CONFERENCE
BMO MASTERCARD	15.00		MENTOR DUES & FEES
BMO MASTERCARD	185.00		BACKGROUND CHECKS
BMO MASTERCARD	431.65		TRAVEL
BMO MASTERCARD	53.64		MS GENERAL ED SUPPLIES
BMO MASTERCARD	1,166.32		TECHNOLOGY COORDINATOR SUPPLIES
BMO MASTERCARD	1,343.04		EQ PROF DEV STAFF WORKSHOP/CONF REG
BMO MASTERCARD	267.31		BUSINESS MANAGER TRAVEL
BMO MASTERCARD	66.25		TRANSPORTATION GASOLINE
BMO MASTERCARD	1,006.63		ELEM PRINCIPAL POSTAGE
BUS PARTS WAREHOUSE	60.01		TRANSPORTATION REPAIR PARTS
CAPITAL SANITARY SUPPLY	7,056.58		MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT	464.06		TECH REPAIR & MAINTENANCE SUPPLIES
CENTERPOINT ENERGY	3,865.63		UTILITIES-GAS
CENTURYLINK	1,689.88		HS PRINCIPAL TELEPHONE
CHAT MOBILITY	135.31		SUPERINTENDENT TELEPHONE
CHOICE SUPPLY	91.73		TECHNOLOGY COORDINATOR SUPPLIES
CITY OF SHENANDOAH	11,503.50		WATER-SEWER
COMMUNITY CONNECTIONS	55.00		TECHNOLOGY COORDINATOR RELATED SOFTWARE
COUNSEL OFFICE & DOCUMENT	203.88		TECHNOLOGY COORDINATOR SUPPLIES
CULLIGAN WATER	162.00		MAINTENANCE SUPPLIES
DEPT OF EDUCATION	760.00		BUS INSPECTION SERVICES
DEREK HOGUE	40.00		CUSTODIAL DUES
DES MOINES REGISTER	2,456.00		BOARD NEWSPAPER ADVERTISING
DOVEL REFRIGERATION	299.27		EQUIPMENT REPAIR
FELD FIRE	270.00		MAINTENANCE BUILDING REPAIR SERVICES
GLENWOOD CSD	5,121.88		PURCHASE EDUCATIONAL/L3 IND COSTS
GRAPHIC EDGE	984.54		HS PRINCIPAL FUNDRAISER SUPPLIES
GREEN HILLS AEA	41.67		HS GENERAL ED SUPPLIES
HOWARD SPORTING GOODS	544.90		BOARD SUPPLIES

MONTHLY BOARD VENDOR BILLS
 MAY 2018 AP FOR BM

Invoice Detail	Invoice Detail	Description
Amount		
IDALS	15.00	CUSTODIAL DUES
INSTRUMENTALIST AWARDS	107.00	HS BAND SUPPLIES
IOWA ASSOCIATION OF SCHOOL BOARD	175.00	STAFF DEVELOPMENT STAFFWORKSHOP/CONF REG
IOWA COMMUNICATIONS NETWORK	6,459.17	HS PRINCIPAL TELEPHONE
IOWA WESTERN COMMUNITY COLLEGE	105,854.88	TUITION-COMMUNITY COLLEGES
IRESQ	145.00	TECH REPAIR & MAINTENANCE SUPPLIES
JAY DRUG	34.95	SCHOOL NURSE SUPPLIES
JOHN GOWING PLUMBING AND HEATING INC.	333.85	MAINTENANCE BUILDING REPAIR SERVICES
JOSTENS	137.53	COMMENCEMENT
KAGAN PROFESSIONAL DEVELOPMENT	4,409.00	TLC GENERAL SUPPLIES
KMA BROADCASTING, LP	253.00	ADVERTISING-NEWSPAPER
KRIEGLER OFFICE	47.86	BOARD SUPPLIES
LAKESHORE LEARNING	109.22	ELEM PRINCIPAL SUPPLIES
LEWIS CENTRAL HIGH SCHOOL	96.00	HS PRINCIPAL FUNDRAISER SUPPLIES
MASTER TEACHER	245.68	BOARD SUPPLIES
MIDAMERICAN ENERGY	11,340.98	UTILITIES-ELECTRICITY
MIDDLE SCHOOL PTO	386.64	MS PRINCIPAL FUNDRAISER SUPPLIES
MILLER BUILDING	362.63	HS IND ARTS RESALE INVENTORY
MITEL NET SOLUTIONS	548.95	HS PRINCIPAL TELEPHONE
MONTE MUNSINGER	30.60	SPECIAL ED DIRECTOR TRAVEL
MOUSYNDIXON LLC	400.00	DRAMA & MUSICAL/PURCHASE SERVICE
O'REILLY AUTO	99.31	TRANSPORTATION REPAIR PARTS
OMAHA WORLD HERALD	958.00	BOARD NEWSPAPER ADVERTISING
ORIENTAL TRADING	112.95	PRESCHOOL GRANT/SUPPLIES
ORME ELECTRIC	60.00	GROUNDS REPAIR SERVICES
PEPSI COLA BOTTLING	151.76	MS PRINCIPAL FUNDRAISER SUPPLIES
PETERSEN AUTO	1,156.61	VEHICLE REPAIR SERVICES
RCB TRUCK REPAIR	1,237.33	VEHICLE REPAIR SERVICES
RED OAK WELDING	166.50	HS IND ARTS RESALE INVENTORY
RIEMAN MUSIC DES MOINES	118.59	HS BAND EQUIPMENT REPAIR
ROCSTOP - WHITEHILLS	2,643.94	MAINTENANCE GASOLINE
ROCSTOP CARDTROL	4,844.19	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
SAPP BROS.	543.99	MAINTENANCE GASOLINE
SHENANDOAH ACTIVITY FUND	22.00	MISC INCOME
SHENANDOAH ROTARY	104.00	SUPERINTENDENT DUES FOR INDIVIDUAL
SHENANDOAH SANITATION	1,143.80	MAINTENANCE GARBAGE COLLECTION
SHENANDOAH SCHOOL LUNCH	1,725.00	PRESCHOOL GRANT/SUPPLIES
SUPPLYWORKS	851.61	MAINTENANCE CLEANING SUPPLIES
THOMAS BUS SALES	241.58	GENERAL SUPPLIES
TRUCK CENTER COMPANIES	2,275.56	VEHICLE REPAIR SERVICES
UPS	6.16	TECHNOLOGY COORDINATOR SUPPLIES
VALLEY PUBLICATIONS	738.60	BOARD NEWSPAPER ADVERTISING
WELLMARK BLUE CROSS BLUESHEILD	107,212.00	HEALTH INSURANCE PAYABLE CN
ZIMCO SUPPLY	361.25	GROUNDS GENERAL SUPPLIES
Fund Number 10	<u>304,572.55</u>	
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
CAMBLIN MECHANICAL	3,716.20	HVAC SYSTEM
PARALLEL TECHNOLOGIES, INC.	812.50	HVAC SYSTEM
Fund Number 33	<u>4,528.70</u>	
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE
COMMUNITY CONNECTIONS	85.00	TECHNICAL SERVICES
COUNSEL OFFICE & DOCUMENT	2,348.61	ADMIN COPIER LEASE
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES

Shenandoah CSD
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MONTHLY BOARD VENDOR BILLS
MAY 2018 AP FOR BM

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User ID: RUZEKSHE

Vendor Name	Invoice Detail Amount	Invoice Detail Description
HEARTLAND PAYMENT SYSTEMS INC	1,393.00	COMPUTERS
JOHN GOWING PLUMBING AND HEATING INC.	611.96	BUILDING REPAIR
ONECK IT SOLUTIONS	9,006.90	COMPUTERS
ORME ELECTRIC	2,008.56	OTHER EQUIPMENT
OUR HOUSE CHILD DEVELOPMENT CENTER	1,085.00	PRESCHOOL CLASSROOM LEASE
Fund Number 36	<u>17,532.50</u>	
Checking Account ID 30	<u>326,633.75</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Angie	Trowbridge	Shenandoah HS Cheer	4/25/2018	5/4/2018	Team shirt sales	Event registrations, hotel, poster/pep rally/teambuilding event supplies	Depends upon how many shirts sell	Staff or General Public
Derek	Howard	High School Boys Basketball	6/12/2018	6/14/2018	Basketball Camp	Boys Basketball Program - Camps/Leagues, etc	What is left after camp expenses will go to boys program	Students
Sarah	Martin	Shenandoah Community Schools	4/28/2018	4/29/2018	High School Rodeo	COLT Conference this summer	100	Local or Regional Businesses
Nicole	Grindle	Shenandoah High School	7/1/2018	10/31/2018	Yearbook Sponsorship	To pay Jostens for 2019 yearbooks.	100%	Local or Regional Businesses

Department of Management
Form S-A Publication

NOTICE OF PUBLIC HEARING
Shenandoah School District
AMENDMENT OF CURRENT BUDGET
FISCAL YEAR 2017/2018

Date of Public Hearing: May 14, 2018
Time of Public Hearing: 5:00 PM
Location of Public Hearing: Administration Building, 304 W Nishna Road, Shenandoah, Iowa 51601
The Board of Directors will conduct a public hearing at the above-noted time and place for the purpose of amending the current school budget by changing estimates of expenditures in the following areas by the following amounts:

Area	From	To	Reasons
Instruction			
Total Support Services	4,310,000	4,725,000	Technology/Operations/Transportation Increase
Noninstructional Programs	582,000	750,000	Increased Participation/Early Retirement
Total Other Expenditures			

This change in estimates of expenditures will be financed from increased receipts and balances not budgeted or considered in the current budget. There will be no increase in taxes to be paid in the fiscal year ending June 30, 2018. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed amendment. A detailed statement of additional receipts other than taxes, balances on hand at the close of the preceding fiscal year, and proposed expenditures, both past and anticipated, will be available at the hearing.

Restructuring Plan

Mrs. Hilding has submitted her resignation, so she may retire at the end of the school year. Our administrative team has developed a restructuring plan we believe will help us meet several needs in the district and at the same time will also help lower administrative costs. This plan has been shared with the staff as well.

It is recommended the district assign one principal for the K-8 School. Mr. Munsinger will be assigned to this role. Making this change will help improve the communication in the building, continuity of learning programs (literacy, math, STEM and other areas), collaboration and sharing of resources between the middle school and elementary staff, and consistency in decision making.

There are three different positions which are necessary for this plan. This includes a Director of Early Childhood & Extended Learning which will be assigned to Mrs. Spiegel, a Dean of Students/Transportation Supervisor (TBD), and a Lead Driver. The District has a large need for more support for our early childhood (Pre-K -2nd grade) and extended learning such as afterschool and summer learning programs, community partnerships, Title I, ELL and other programs. The Dean of Students primary role will be to work with student discipline and provide event management support for student activities. Additionally, this role will assume the responsibility of the Transportation Supervisor position and work with a Lead Driver to assist with some duties at the bus barn. Combining these two roles will assist with bus discipline issues, streamlined scheduling events, and driving schedules. Hiring a transportation director was considered as a valid option. However, it was determined this approach would be more effective.

The role of the Curriculum Director will be shared between the High School and K-8 Principals. The district has invested heavily in the teacher leadership model. As a result, the principals will be able to work closely with the Instructional Coaches and Mentor Teachers to facilitate curriculum, instruction and assessment process.

The recommended changes are being made based on the strengths and interest of the staff members. The administrative team believes we can work effectively in this manner and can realize cost savings for the district of approximately \$50,000 even with the addition of the Dean of Students/Transportation Director and Lead Driver positions.

Mr. Shaffer and Mr. Munsinger will be accepting increased responsibility. Their salary will be increased to reflect this change. Mr. Shaffer will be \$107,671.00 (Replacing Mrs. Hilding), and Mr. Munsinger's salary will be \$103,000.

Position	Current	Replacement
High School Principal	Sandy Hilding	Jason Shaffer
Middle School Principal	Jason Shaffer	Monte Munsinger, K-8 Principal
Elementary School Principal	Tiffany Spiegel	Monte Munsinger, K-8 Principal
Director of Early Childhood & Extended Learning	Reassignment	Tiffany Spiegel
Middle School Dean of Students/ Transportation Supervisor	New Position	Intend to hire within district if possible, Requires administrative or provisional administrative certificate.
Lead Driver	New Position	TBD - Intending to add hours to an existing drivers schedule or hire if necessary.

Fremont County Fair Partnership Agreement

Between

**Fremont County Fair Association
Fremont County Agricultural Extension Council
Fremont-Mills Community School District
Hamburg Community School District
Shenandoah Community School District
Sidney Community School District**

Now, on this ____ day of _____, 20____, this partnership agreement (hereafter "AGREEMENT") is entered into between Fremont County Fair Association ("hereafter FAIR BOARD"), Fremont County Agricultural Extension District (hereafter "EXTENSION COUNCIL"), Fremont-Mills Community School District, Shenandoah Community School District, and Sidney Community School District (hereafter "SCHOOL BOARD") for the purpose of coordinating the relationship, events, activities and responsibilities of the parties, including the presentation of the Fremont County Fair (hereafter "COUNTY FAIR"). This agreement shall be reviewed annually.

Background

- A. FAIR BOARD is the Board of Directors of the corporate organization that has the authority and responsibility under Iowa Code, Section 174.3, to manage county fair events and the county fairgrounds.
- B. EXTENSION COUNCIL is the elected officials that make up the County Agricultural Extension District and has the authority and responsibility under Iowa Code, Section 176A.8 to prepare for educational programming, including 4-H, in cooperation with IOWA STATE UNIVERSITY EXTENSION. Extension Council oversees the staff it employs.
- C. FREMONT COUNTY YOUTH COMMITTEE serves as volunteer representatives of the EXTENSION COUNCIL, making decisions and recommendations regarding the 4-H Program, as outlined in their by-laws.
- D. ISU EXTENSION & OUTREACH part of Iowa State University, has the authority and responsibility under Iowa Code, 266.4 and 266.5, to organize and conduct agricultural and human sciences extension work, including 4-H Club youth development activities, and, under Federal law, 7 U.S.C. 3410349, 18 U.S.C. 707 and educational programming, including

4-H, and, under Federal law, 7 U.S.C. 3410349, 18 U.S.C. 707 and 7CFR Part 8, has the responsibility to manage the events and activities involving 4-H Clubs and the use of the 4-H Name and Emblem.

- E. The Iowa FFA Association is supported, in part, by the Iowa FFA Foundation and the Iowa Department of Education. The Carl D. Perkins Act of 2006 is the funding source that the Iowa Department of Education uses to assist FFA. The Perkins Act specifically includes career and technical student organization activities as allowable uses of funds at the state and local level. Iowa's approved Perkins plan states: "The IDE will partner with secondary and post-secondary institutions to encourage student participation in Career and Technical Student Organizations (CTSOs). Participation in CTSOs not only provides the CTE student with an opportunity to gain leadership skills but also provides the CTE student with an opportunity to explore and consider the possibility of teaching in a CTE area. Perkins state leadership funding will be allocated in support of CTSOs to assist with membership recruiting and processing, financial management and oversight, coordination of state officers' activities, conference planning and organizational activities."
- F. FREMONT COUNTY AGRICULTURAL EXTENSION COUNCIL and IOWA STATE UNIVERSITY EXTENSION have entered into a separate Memorandum of Understanding that provides for the cooperative maintenance, support, operation and administration of extension efforts in Fremont County. Based on that separate MOU, the two entities cooperate as one entity for their responsibilities related to the presentation of the County Fair. For purposes of this current agreement, FREMONT COUNTY AGRICULTURAL EXTENSION COUNCIL, FREMONT COUNTY YOUTH COMMITTEE, and ISU EXTENSION & OUTREACH, shall be referred to as simply EXTENSION.
- G. The Parties recognize that this current agreement is important to define the relationship of the Fair Board and Extension and understand the responsibility of each party as they must work together to cooperate and coordinate the management of events and activities that are jointly provided in Fremont County.
- H. The Parties recognize that one of the most important events that they present together is the County Fair and one of the purposes for this current agreement is to maximize the positive experience for all fair exhibitors, participants and the public who participate.

THEREFORE, the FAIR BOARD, EXTENSION, and SCHOOL BOARD express their mutual understanding that:

- 1.0 County fairs are important to rural communities and honor Iowa's agricultural heritage and culture. This agreement addresses youth educational and exhibition activities that are important to developing confidence, leadership, and integrity.
- 1.1 Each party to this agreement must work closely with the others to maximize the resources available from each entity to present a quality County Fair.
- 1.2 Joint meetings will be held at least bi-annually, once at the beginning of the calendar year for the purpose of evaluating this partnership, and once immediately following the Fremont County Fair to evaluate the mutual event. Additional meetings may be called by any member of the represented parties.
- 1.3 Because of the mutual importance FFA, EXTENSION and FAIR BOARD, especially regarding youth development programming—it is advantageous for FFA advisors, ISU Extension employees, Extension Council members, and/or 4-H Youth Committee members to serve as advisory members of the Fair Board with no voting powers. Reversely, Fair Board members are encouraged to serve as advisory members of 4-H Youth Committee with no voting powers. In some cases, members may belong to two or more entities, in which case they would make ideal liaisons at regular board meetings.
- 1.4 A 4-H Superintendent Selection Committee has been established for the management of 4-H Fair Superintendents. This committee shall consist of four members of FAIR BOARD and three members of YOUTH COMMITTEE, of which none are serving as 4-H Fair Superintendents. Duties for this committee include recruiting new 4-H superintendents as needed, making disciplinary recommendations to the Extension Council, and enforcing superintendent requirements of completing a background screening, attending an annual 4-H volunteer training, and participating in an annual superintendent meeting.
- 1.5 It is understood that each Party to this agreement is responsible for obtaining and maintaining appropriate insurance or self-insurance to protect it and its officers, employees or agents against liabilities that may arrive from that Party's involvement in the activities or events that are the subject of this agreement.
- 1.6 Each party shall take seriously their role in risk management including preventive steps such as volunteer registration and background screening, appropriate insurance coverage, training and review, emergency management and evacuation plans during the fair.
- 2.0 FAIR BOARD responsibilities include:

2.1 Providing resources for infrastructure that help to make the county fair possible. Fair Boards will: (source Iowa Code 174.13)

- Determine the dates of the County Fair
- Provide appropriate facilities for the County Fair
- Maintain and upkeep the county fairgrounds
- Provide security during all fair-related activities
- Pay premiums
- Pay for the printing of the Fair Book

*Note: Expenses that are the responsibility of the Fair Board must receive prior approval.

2.2 The Fair Board shall provide for indemnification of Fair Board members by policy or by its by-laws. Service of ISU EXTENSION employees, COUNTY EXTENSION COUNCIL members or their appointees shall be contingent upon FAIR BOARD providing evidence of Directors and Officer's insurance protecting such persons from liability when acting on behalf of the FAIR BOARD.

2.3 The Fair Board manages fundraising opportunities conducted during the fair. Past practice has given priority to the Fremont County 4-H program, and food vendors have been limited to 4-H groups. The Fair Board plays a key role in the success of the Annual Cherry Pie Auction and Premium Sale by recruiting buyers, arranging for auctioneers, and setting a time and place for these events.

2.4 The Fair Board will manage outside vendors wishing to participate in the fair. The Fair Board also assumes responsibility for public demonstrations, and disruptions that occur at the Fremont County Fair.

3.0 EXTENSION shall have responsibilities that include:

3.1 Extension, having ultimate authority and jurisdiction over the Fremont County 4-H Program, will have final decision making authority over rules and guidelines pertaining to all 4-H events and activities, including 4-H involvement in the County Fair.

3.2 All Livestock weigh-ins will be accomplished according to the state 4-H guidelines as outlines in the publications 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State and Interstate Shows), 4-H 106 a-f (Livestock Identification Forms) and the 4-H/FFA Code of Ethics.

3.3 All rules and guidelines must comply with the overall Iowa 4-H exhibiting rules and guidelines.

3.4 Responsibility for the following:

- Creation, implementation, and enforcement of rules related to all 4-H events
- Supervision of all necessary activities concerning the 4-H Program
- Determining eligibility of 4-H members and projects
- Approval and training of volunteers who work with the 4-H Program or 4-H members
- Approval, training and selection of judges for all 4-H shows

4.0 SCHOOL BOARD, having ultimate authority and jurisdiction over local FFA chapters, will have final decisions making authority over rules and guidelines pertaining to all FFA events and activities, including FFA involvement in the county fair.

4.1 All Livestock weigh-ins will be accomplished according to the state FFA guidelines as outlined in FFA 202 Animal Identification, Weighing & Exhibition Requirements County, State and Interstate Shows and the 4-H/FFA Code of Ethics.

4.2 All rules and guidelines must comply with the overall Iowa FFA exhibiting rules and guidelines.

4.3 Responsibility for the following:

- Creation, implementation, and enforcement of rules related to all FFA events
- Supervision of all necessary activities concerning the FFA program
- Determining eligibility of FFA members and projects
- Approval and training of volunteers who work with the FFA program or FFA members

5.0 The Parties have determined responsibility for other activities as provided in the attached document entitled "Appendix A: Other Fair Related Tasks."

SIGNATURE PAGE
FAIR PARTNERSHIP AGREEMENT

Fremont County Fair Association President

Date

Fremont County Extension President

Date

Fremont County 4-H Youth Committee Chairperson

Date

Fremont-Mills CSD Board President

Date

Hamburg CSD Board President

Date

Shenandoah CSD Board President

Date

Sidney CSD Board President

Date

Appendix A: OTHER FAIR RELATED TASKS

This is a working document, meant to be edited as needed.

To state that a task is the responsibility of one entity does not release other entities from contributing to the successful completion of said task. Since all parties involved share responsibility for the success of the County Fair, all must work cooperatively to complete necessary tasks.

1. Fair Board will set the dates and schedule of events for the Fremont County Fair.
2. Together, Extension and Fair Board will make necessary updates to the County Fair Book by the deadline set forth by Extension. Extension will print and distribute the books at the expense of the Fair Board.
3. Fairgrounds clean-up, both before and after the fair, will be led by the Fair Board, with the understanding that Youth Committee is responsible for 4-H static exhibit areas and the 4-H Food Stand kitchen. Extension will encourage 4-H members and their families to assist with Fairgrounds clean-up.
4. Fair Board will be responsible for providing equipment, facilities, and entertainment that it determines is appropriate.
5. Fair Board will be responsible for waste disposal during the county fair.
6. Extension will be responsible for any recycling efforts during the county fair.
7. Fair Board will develop an emergency plan to be utilized in cases of inclement weather including tornadoes, terroristic threats, public intoxication, the presence of firearms, elevated conflict, etc.
8. Fair Board will perform pre-fair publicity that may include brochures mailed to Fremont County postal addresses, flyers displayed in local businesses, radio advertising and interviews, and/or the use of social media or other websites. Advertising will be at the expense of the Fair Board.

9. Fair Board will collect donations and order trophies, plaques, ribbons, and other prizes according to its budget. Extension will encourage recipients to issue thank-you notes to donors.
10. Together, Extension and Fair Board will hire judges for all 4-H contests. Specific responsibilities are as follows:
 - Extension will estimate how many judges are needed and make recommendations to the Fair Board.
 - Fair Board will set a budget for paying judges
 - Extension will attempt to gather recommendations on judges.
 - Extension will hire judges through a series of at least three contacts via telephone, postal mail and/or email.
 - Extension will submit a billing statement for judges to the Fair Board within 30 days of the close of the County Fair.
 - Fair Board will submit payment to judges in a timely manner.
11. Extension will receive, approve and process all 4-H fair entries, collecting entry fees as outlined in the fair book.
12. Fair Board will receive, approve and process all Open Class fair entries.
13. Extension, specifically Youth Committee, will provide a licensed food stand during scheduled fair events from which patrons can purchase food and drinks at a reasonable price. One hundred percent of proceeds will be kept by Extension. The Fair Board will not allow other entities to sell food and drink without the consent of Extension.
14. Extension and School Board will ensure that all animal exhibitors have completed required training, specifically Food Safety Quality Assurance (FSQA) training.
15. Extension will make arrangements with Fremont County Vet Clinic for necessary vet checks.
16. Extension, in cooperation with appropriate 4-H Fair Superintendents, will develop, print and distribute livestock show programs at the expense of the Fair Board.
17. Each show will be attended by the appropriate 4-H Fair Superintendent, a Fair Board member, a 4-H Youth Committee member, and an Extension staff member.

18. 4-H Fair Superintendents will arrange for help in the ring and unpaid announcers for each show. 4-H Superintendent Selection Committee will help as needed.
19. Together, Extension and Fair Board will conduct a Premium Sale for the financial gain of 4-H livestock exhibitors. Specific responsibilities are as follows:
 - Extension will arrange for volunteer auctioneers and clerks to conduct the auction.
 - Both parties will recruit buyers for the auction.
 - Extension will develop, print and distribute auction program.
 - Fair Board will provide appropriate facilities, including a working sound system, for the premium sale.
 - Fair Board will provide help in the ring during the auction.
 - Fair Board will provide buyer's cards used to recognize contributors
 - Extension will collect auction proceeds and redistribute to appropriate exhibitors.
 - Extension will encourage exhibitors to write thank-you notes to their buyers.
20. Extension, in cooperation with appropriate 4-H Fair Superintendents, will conduct weigh-ins of market animals and ensure required identification rules have been followed, as outlined in 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State and Interstate Shows) and FFA 202 (Animal Identification, Weighing & Exhibition Requirements County, State and Interstate Shows).
21. Extension, in cooperation with appropriate 4-H Fair Superintendents, will arrange for market animals to be hauled to an appropriate meat processor.
22. Fair Board will provide adequate pens, cages and stalls for exhibits based on the exhibit count collected by Extension. Extension, in cooperation with appropriate 4-H Fair Superintendents, will assign stalls to exhibitors.
23. Extension, specifically Youth Committee, will conduct a Cherry Pie Auction for the purpose of raising funds for travel with Citizenship Washington Focus (CWF). Specific responsibilities are as follows:
 - Extension will arrange for volunteer auctioneers and clerks to conduct the auction.
 - Both parties will recruit buyers for the auction.
 - Extension will develop, print and distribute auction program.
 - Fair Board will provide appropriate facilities, including a working sound system, for the Cherry Pie Auction.

- Extension will collect auction proceeds and deposit into CWF account.
 - Extension will encourage participants to write thank-you notes to their buyers.
24. Extension will write and submit news releases to local media outlets featuring fair results for 4-H, FFA, and Open Class contests.
 25. Extension will arrange for photographs to be taken throughout the fair and especially of trophy and plaque winners for 4-H, FFA, and Open Class contests.
 26. Fair Board will arrange for the Fair Queen, or her representative, to assist with the distribution of ribbons, plaques and trophies to exhibitors during livestock shows.
 27. The Fair Board will award and distribute ribbon premiums according to its budget and based on Extension's records of ribbons earned by each exhibitor.
 28. All parties will work cooperatively to ensure a safe and positive youth development experience during the Fremont County Fair.

CONTRACT AGREEMENT
Shenandoah Community School District and Sidney Community School District
Shared Automotive Teaching Position

This contract is entered into between the Board of Education of Shenandoah Community School District, State of Iowa and the Board of Education of the Sidney Community School District, State of Iowa.

Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 50%-50% basis.

The Sidney Community School District will provide the following services to the Shenandoah Community School District:

Automotive Teaching Position: 50%-50% Basis

The Sidney Community School District will administer the employment contract in accordance with the current agreement with the Sidney Education Association and Sidney School Board Policies.

The Sidney Community School District will bill the Shenandoah Community School District after the completion of the first and second semesters for the Automotive Teaching Position costs during the 2018-2019 school year.

President or Designee
Shenandoah Community School District _____

Date _____

President or Designee
Sidney Community School District Erica A. Graham

Date _____

**Shared Personnel Agreement
With the
Shenandoah Community School District and the South Page School District**

This Agreement made and entered into the 1st day of July, 2018, by and between the Shenandoah Community School District (Shenandoah) and the South Page Community School District (South Page).

WHEREAS, Shenandoah and South Page seek a cooperative agreement to share the services of a School Business Manager; and

WHEREAS, Shenandoah and South Page are public school districts organized and existing under laws of the State of Iowa; and

WHEREAS, two or more school districts may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, Shenandoah and South Page believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a School Business Manager position when such agreement will be to their mutual advantage.

NOW, THEREFORE, Shenandoah Board of Directors and South Page's Board of Directors agree as follows:

1. School Business Official will provide services as a School Business Manager during the 2018-2019 school year for Shenandoah. Shenandoah shall issue School Business Official an employment contract, 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 South Page pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of Shenandoah.
2. School Business Official's services as a School Business Manager will be shared by Shenandoah with South Page. The details of School Business Official's assignment between Shenandoah and South Page will be determined jointly by Shenandoah and South Page. School Business Official's duties and responsibility in each school district will be determined and assigned by the superintendents of Shenandoah and South Page. The responsibility for the evaluation of School Business Official's performance shall remain with Shenandoah, pursuant to its established procedures. Shenandoah's personnel policies shall apply to and govern the School Business Manager's conduct and performance.
3. Shenandoah and South Page 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.
4. School Business Official will devote 80% of her time to Shenandoah and 20% of her time to South Page. Time away from the school districts including professional development, sick leave, and vacation leave, will be allocated in the same manner as the percentages above. Shenandoah will bill South Page at the end of the first semester and at the end of the second semester for wages, benefits, travel, professional development, etc.

5. If at any time School Business Official's employment with Shenandoah is terminated, South Page shall not be obligated to pay any more than the agreed amount of employee costs, listed in Paragraph 3, for those actual days of service performed by School Business Official. This amount shall be prorated to consider actual hours worked.
6. This Agreement shall automatically terminate on June 30, 2019 or upon mutual agreement by both parties. Each party shall notify the other of its intent to continue this Agreement by April 30, 2019, and if the parties mutually agree to continue this Agreement for another school year, a new agreement will be developed for the 2019-2020 school year consistent with the intent and agreement of the parties.
7. This agreement contains the entire understanding between Shenandoah and South Page and cannot be charged or terminated orally but only by an agreement in writing signed by Shenandoah and South Page.
8. 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 Shenandoah's and South Page's respective officers on the dates as hereinafter stated.

President, Board of Directors
Shenandoah Community School District

Date

President, Board of Directors
South Page Community School District

Date

2018-2019 28E SHARING CONTRACT – ELL TEACHER

(Shenandoah and Clarinda Community School Districts)

Pursuant to the provisions of Chapter 28E and Section 280.15 of the Code of Iowa, this agreement is entered into between Shenandoah Community School District and Clarinda Community School District.

In consideration of the mutual obligation expressed below, the parties agree as follows:

1. Shenandoah shall hold the explicit contract with the ELL teacher.
2. Shenandoah shall be the governing agent of the ELL teacher.
3. The ELL Teacher shall be guided by the Shenandoah Master Agreement for purposes of this agreement.
4. ELL Teacher will devote .625 FTE to Shenandoah Community School District and .375 FTE to Clarinda Community School District. Transportation is reflected in a separate estimated amount.
5. Time away from the school districts include professional development, sick leave and personal leave, etc. will be allocated in the same manner as the percentages above.
6. Shenandoah Community School District will bill Clarinda Community School District at the end of the first and the end of second semester.
7. This contract shall automatically terminate on June 30, 2019 or upon mutual agreement by both parties. Each party shall notify the other of its intent to continue this Agreement by March 31, 2019, and if the parties mutually agree to continue this Agreement for another school year, a new agreement will be developed for the 2019-2020 school year consistent with the intent and agreement of the parties.

Salary (189 days)			\$60,560.00
Social Security/Medicare (FICA)			\$4,632.84
IPERs			\$5,716.87
Est. Insurance Benefits			\$8,085.60
		Total	\$78,995.31
Est. Transportation (Shenandoah/Clarinda – Shared (18 miles one way @ federal rate)			\$1,854.09
		Shenandoah Total:	\$50,530.88
		Clarinda Total:	\$30,318.52
			\$80,849.40

The terms of this contract are for one hundred eighty-nine (189) days, commencing August 23, 2018 and terminating June 30, 2019.

 President, Board of Directors/Date
 Shenandoah Community School District

 Superintendent/Date
 Shenandoah Community School District

 President, Board of Directors/Date
 Clarinda Community School District

 Superintendent/Date
 Clarinda Community School District



Concurrent Enrollment Faculty Agreement

Iowa Western Community College has entered into an agreement with _____ to provide instruction of an IWCC course at _____ High School. All faculty act on behalf of Iowa Western Community College and agree to the following requirements:

1. Faculty shall meet the professional standards as set forth by the Higher Learning Commission.
Arts and Sciences: Master's degree in the discipline or 18 graduate hours in the discipline to be taught. Career and Technical: (1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching class OR (2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.
2. Faculty shall provide Iowa Western Community College with official college transcripts.
3. Faculty will adhere to the Iowa Western course syllabus and submit a completed course syllabus each academic term to the Director of HS Outreach.
4. Faculty will use the Iowa Western approved textbook.
Alternate textbooks may be allowed and must be approved by an IWCC academic representative. Alternative textbooks must meet or exceed the level of the approved IWCC textbook.
5. Faculty, in collaboration with IWCC faculty liaisons, will ensure that the required academic coursework will be equivalent to or exceed on-campus expectations.
6. Faculty will complete and submit all required reports by the assigned deadline, including, but not limited to syllabus, final grade reports, end of course assessments and course evaluations.
7. Faculty will attend one content specific professional development opportunity offered by IWCC per academic year.
8. Faculty will receive a classroom visit from an IWCC faculty liaison once during the first year of instruction and at least once every three years thereafter.

Faculty Signature: _____ Date: _____

Course(s): _____ Academic Year Made Effective: _____

School District: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Please return this agreement to:
Jordan Pirtle, Director of High School Outreach
Iowa Western Community College
2700 College Road
Council Bluffs, IA 51503

INSTRUCTOR	COURSE	Minimum Faculty Standards	Transcripts	HIGH SCHOOL	PHONE NUMBER	E-MAIL ADDRESS	Division	Discipline	Faculty Liaison
Laughlin, Linda	PEH 130 HSC 113 HSC 128 HSC 172	Meets	Official On File	Shenandoah	712-246-4727	laughlin@shenandoah.k12.ia.us	HSS	Health Sciences	Crystal Saulsberry HSC113: Marti Kolvek HSC128: Sarah Stream
Martin, Sarah	AGB 330 AGS 113	Meets	Unofficial	Shenandoah	712-246-4727	martins@shenandoah.k12.ia.us	ACSTV	Agribusiness	Dustin Nelsen
Skillern, Liz	BCA 212 NET 790	Meets	Unofficial	Shenandoah	712-246-4727	skillernl@shenandoah.k12.ia.us	BCES	Computer Sciences	Christie Keller

Iowa Western Community College
College Early Start
Concurrent Enrollment Courses—High School Instructor Delivered
**EDUCATIONAL
SERVICE AGREEMENT**

This is an Educational Service Agreement between Iowa Western Community College (IWCC)
and Shenandoah Community School District (School District).

1. PURPOSE

The purpose of this agreement is to establish an IWCC College Early Start Program for concurrent enrollment in cooperation with the School District.

2. DESCRIPTION

- A) IWCC agrees to provide the college courses offered through the College Early Start Program. The concurrent students will receive IWCC college credits upon successful completion of the course.
- B) The College Early Start Program/Course will be established and coordinated between IWCC and the School District.

3. ADMINISTRATION OF THE COLLEGE EARLY START PROGRAM

The School District and IWCC will jointly administer the program for the duration of this contract.

- A) The School District will be responsible for:
 - 1. Curriculum and instruction in cooperation with IWCC
 - 2. Student issued books
 - 3. Grade and Evaluation submissions
 - 4. Ordering of equipment and supplies
 - 5. Providing the calendar
 - 6. Providing space for the program
 - 7. Facilities and Custodial Services
 - 8. Providing completed course syllabi, in cooperation with IWCC

9. Compliance with national, state and local standards regarding student safety, facilities and equipment
- B) IWCC will be responsible for :
1. Sharing curriculum and monitoring programming
 2. Granting credits earned by program participants
 3. Certifying staff as IWCC certified staff
 4. Providing examples of course syllabi for the courses
 5. Providing end of course instructor evaluations
 6. Providing Concurrent Enrollment instructor site visits every three years.
 7. Providing college driven professional development for concurrent enrollment instructors
 8. Providing opportunities for student career planning through a variety of ways
- C) The School District and IWCC will:
1. Jointly ensure that the courses are of the same quality as a course offered on the community college campus
 2. Jointly ensure postsecondary student access to the course/program
 3. Jointly determine appropriate class sizes
 4. Jointly ensure the programming meets the Sr. Year Plus State of Iowa guidelines, NACEP guidelines and IWCC guidelines
- D) It is further mutually agreed that:
1. Upon termination of the foregoing program, any student materials provided by the School District shall remain the property of the School District and any property provided by IWCC shall remain the property of IWCC
 2. The School District agrees to provide liability insurance with respect to conduct of the educational program described above. The School

District agrees to have IWCC named as an additional insured body when determined necessary pursuant to the aforesaid liability policy.

3. Each party will comply with provisions of the Carl Perkins Vocational Education Act, Sr. Year Plus, State of Iowa guidelines, NACEP guidelines and IWCC guidelines whenever applicable.
4. Each party will follow all state and federal statutes regarding nondiscrimination on the basis of race, marital status, color, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap, religion, or economic status.
5. Each party will designate in writing to the other party a person to coordinate all matters in connection with respect to the College Early Start Program offered at the School District.

4. **ADMISSION INTO THE COLLEGE EARLY START PROGRAM**

- A) The School District will identify and provide guidance and counseling for potential students interested in the program offered at each location. The School District agrees to make a good faith effort in recruiting students that have a high probability of successfully completing the courses and meet Sr. Year Plus, State of Iowa guidelines, NACEP guidelines and IWCC guidelines.
- B) The School District will adhere to established course sequences and recommend high school courses which meet or exceed the minimum academic and technical proficiencies. Additional information is provided by IWCC in course sequence program guides, the College catalog, and program informational and recruitment flyers.
- C) The School District will designate a liaison to provide special guidance and monitoring of individual student performance.
- D) The School District agrees to meet with IWCC program staff when necessary to review policies, procedures and make suggestions for improving student success.
- E) Each student will complete the required IWCC High School application.

5. **INDEMNITY**

To the extent permitted by Iowa law, IWCC and the School District will each indemnify and hold the other harmless from any and all claims, causes of action, attorney fees, cost or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

6. **FINANCIAL REQUIREMENTS FOR PROGRAMMING**

- A) Costs for textbooks, tools, equipment and materials will be the responsibility of said school district.
- B) The School District agrees to pay for the cost of the instructor.
- C) The School District agrees to pay IWCC 50% of IWCC's posted tuition rate per credit hour.
- D) The School District will have full financial responsibility for its students who drop courses after the designated drop deadline as established each semester.

7. **DURATION**

This agreement is effective starting July 1, 2018 and will automatically renew each year unless notification of intent to terminate is given by either party no later than February 15 of the following year.

8. **EXECUTION**

This agreement becomes effective only after all parties have signed, whether on the same or separate pages of this agreement.

Board President
Iowa Western Community College

Date

School District Representative
Shenandoah Community School District

Date

Iowa Western Community College
College Early Start
Concurrent Enrollment Courses—Iowa Western Instructor Delivered
**EDUCATIONAL
SERVICE AGREEMENT**

This is an Educational Service Agreement between Iowa Western Community College (IWCC)
and Shenandoah Community School District (School District).

1. PURPOSE

The purpose of this agreement is to establish an IWCC College Early Start Program for concurrent enrollment in cooperation with the School District.

2. DESCRIPTION

- A) IWCC agrees to provide the college courses offered through the College Early Start Program. The concurrent students will receive IWCC college credits upon successful completion of the course.
- B) The College Early Start Program/Course will be established and coordinated between IWCC and the School District.

3. ADMINISTRATION OF THE COLLEGE EARLY START PROGRAM

The School District and IWCC will jointly administer the program for the duration of this contract.

- A) IWCC will be responsible for:
 - 1. Curriculum and instruction in cooperation with the School District
 - 2. Evaluation and grades
 - 3. Ordering of equipment and supplies
 - 4. Providing the calendar
 - 5. Providing space for the program
 - 6. Facilities and Custodial Services
 - 7. Providing course syllabi
 - 8. Compliance with national, state and local standards regarding student safety, facilities and equipment

- B) The School District and IWCC will:
1. Jointly ensure postsecondary student access to the course/program
 2. Jointly determine appropriate class sizes
 3. Jointly ensure the programming meets the Sr. Year Plus State of Iowa guidelines, NACEP guidelines and IWCC guidelines

- C) It is further mutually agreed that:
1. Upon termination of the foregoing program, any student materials provided by the School District shall remain the property of the School District and any property provided by IWCC shall remain the property of IWCC
 2. The School District agrees to provide liability insurance with respect to conduct of the educational program described above. The School District agrees to have IWCC named as an additional insured body when determined necessary pursuant to the aforesaid liability policy.
 3. Each party will comply with provisions of the Carl Perkins Vocational Education Act, Sr. Year Plus, State of Iowa guidelines, NACEP guidelines and IWCC guidelines whenever applicable.
 4. Each party will follow all state and federal statutes regarding nondiscrimination on the basis of race, marital status, color, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap, religion, or economic status.
 5. Each party will designate in writing to the other party a person to coordinate all matters in connection with respect to the College Early Start Program offered at the School District.

4. **ADMISSION INTO THE COLLEGE EARLY START PROGRAM**

- A) The School District will identify and provide guidance and counseling for potential students interested in the program offered at each location. The School District agrees to make a good faith effort in recruiting students that have a high

probability of successfully completing the courses and meet Sr. Year Plus, State of Iowa guidelines, NACEP guidelines and IWCC guidelines.

- B) The School District will adhere to established course sequences and recommend high school courses which meet or exceed the minimum academic and technical proficiencies. Additional information is provided by IWCC in course sequence program guides, the College catalog, and program informational and recruitment flyers.
- C) The School District will designate a liaison to provide special guidance and monitoring of individual student performance.
- D) The School District agrees to meet with IWCC program staff when necessary to review policies, procedures and make suggestions for improving student success.
- E) Each student will complete the required IWCC High School application.

5. **INDEMNITY**

To the extent permitted by Iowa law, IWCC and the School District will each indemnify and hold the other harmless from any and all claims, causes of action, attorney fees, cost or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

6. **FINANCIAL REQUIREMENTS FOR PROGRAMMING**

- A) Costs for tools and equipment will be the responsibility of the School District.
- B) Costs for textbooks will be the responsibility of the School District. The School District will pay to IWCC a \$30 textbook and material fee per student for each course enrolled. Textbooks are to be returned to IWCC on or before the end of each academic semester. IWCC reserves the right to charge the School District a full replacement cost for any textbook not returned.
- C) The School District agrees to pay IWCC 75% of IWCC's posted tuition rate per credit hour.

D) The School District will have full financial responsibility for its students who drop courses after the designated drop deadline as established each semester.

7. **DURATION**

This agreement is effective starting July 1, 2018 and will automatically renew each year unless notification of intent to terminate is given by either party no later than February 15 of the following year.

8. **EXECUTION**

This agreement becomes effective only after all parties have signed, whether on the same or separate pages of this agreement.

Board President
Iowa Western Community College

Date

School District Representative
Shenandoah Community School District

Date



EVENT SERVICES AGREEMENT

110 North 9th Street * Omaha, NE 68102 * 402-339-3535

Date of Event	Event Type	Agreement Number	Please Return By
Saturday, September 29, 2018	Homecoming	1,784,874	PLEASE RETURN BY 5/ 7/18

Client Information	Event Information
Shenandoah High School / ATTN: Wendy Fry 1000 Mustang Dr. Shenandoah, IA 51601 work: 712-246-4727 fryw@shenandoah.k12.ia.us	Shenandoah Middle School Shenandoah, IA

INSTRUCTIONS FOR RESERVING OUR SERVICE

Sign the Agreement and return with your deposit to secure your event.
Due to HIGH DEMAND, our availability is limited; please call if you cannot meet the "Return By Date" above. We will gladly review pricing and extend the date if possible.

Summary of Products	Event Length	Times	Price	Discount	Fee
Signature DJ	Up to 3.00 hours	8:30 PM to 11:30 PM	\$837.00	\$250.00	\$587.00

Sub Total: \$587.00
Sales Tax: \$0.00

Total: \$587.00

Non-Refundable Deposit: \$0.00

Balance Due after Deposit:	\$587.00
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Method of Payment: Check MasterCard Visa Discover

Card Number _____ Expiration _____

Address of Cardholder _____ Zip _____ CVV2 # (back of card) _____

The purchaser of the service, hereinafter referred to as "client," desires to employ Complete Weddings and Events to provide the services enlisted above for one event.

To accomplish the aforesaid purposes and in mutual consideration of the obligations entered into under this contract, it is hereby agreed by and between the said Client and Complete Weddings and Events as follows:

- Complete Weddings and Events agrees to provide to the client for compensation certain services, which may include entertainment, videography, photography, and lighting services.
- The Client, in consideration for these services, agrees to pay Complete Weddings and Events, the deposit with the return of this agreement and the balance 1 week before the date of the event. Fees for extended services outside the hours hereuntofore agreed upon in this contract, requested by the Client shall be due 1 week before the date of the event.
- Complete Weddings and Events agrees that either its owners or employees are authorized by the terms of this agreement to collect the remaining balance owed to Complete Weddings and Events to execute the terms of the agreement.
- The Client agrees that as a condition precedent to the services of the terms of the agreement with Complete Weddings and Events, he/she will have prior to the time of the event, secured the facilities for the event as well as any and all stamps, licenses, authorizations and permits that are necessary and proper to allow Complete Weddings and Events to execute the terms of the agreement.
- Client agrees to cooperate fully with Complete Weddings and Events and understands without full cooperation by Client and other service providers, satisfaction cannot be guaranteed.
- Complete Weddings and Events will not be held liable in the event of fire, strike, casualty, act of God, or other cause beyond the control of the parties, but shall return the deposit to the Client and shall have no further liability with respect to this agreement.
- Although Complete Weddings and Events provides back up personnel and equipment for most essential items, Complete Weddings and Events is not liable for damages arising from inherent equipment defects or fault, or other causes beyond its control. Liability in any event is limited to the refund of fees paid only.
- Client is responsible to provide adequate shelter from inclement weather and extreme temperate, and to provide an alternate location to provide said services, as required Complete Weddings and Events to operate. Complete Weddings and Events, at its discretion, reserves the right to decline service outdoors in inclement weather and extreme temperatures.
- Client grants Complete Weddings and Events full production and editorial control regarding all aspects of these production(s). In the case of a particular segment of the event is either not captured, partially captured or not part of the final edited production, it is at Complete Weddings and Event's sole discretion. Complete Weddings and Events takes utmost care with respect to the capture, editing, duplication, and delivery of the products and services offered.
- If Client is providing original prints/negatives or items to Complete Weddings and Events for production, Client agrees that in the event of loss or damage due to Complete Weddings and Event's negligence, Complete Weddings and Events shall not be held liable for any amount in excess of \$3.00 per print/negative or item.
- Complete Weddings and Events is released by Client to use photographs and video taken at this event for display, promotional, publication or other purposes.
- Complete Weddings and Events agrees to make photographs and video taken available for purchase by Client for a period of up -to one year from the date of the event.
- If Client has requested a specific staff member for the event, Complete Weddings and Events will make every effort to supply the staff member request, but Complete Weddings and Events cannot be responsible for conditions beyond its control which would prevent requested staff member from working/performing at the event, such as but not limited to, sickness, emergencies, or loss of employment. In such an event, Complete Weddings and Events will supply the client with a comparable Complete Weddings and Events staff member.
- Liability of Complete Weddings and Events shall not exceed total cost of services.
- Should Client breach the terms of this agreement in any way including canceling, Client, agrees that Complete Weddings and Events will retain the total amount of the non-refundable deposit as liquidated damages and not as penalty; and if event is not cancelled in writing 45 days prior to the event date, Client agrees to pay total amount due. If client cancels a service, the deposit attached to that service cannot be transferred to another agreement. Due to package pricing, if client cancels a service, the pricing for other services is subject to change.
- Client agrees to pay Complete Weddings and Events the balances due 1 week before the date said services are provided to Client. Should Client fail to do so, Client agrees to pay reasonable attorney fees, \$50.00 late fee, plus 18% per year interest on the final balance due, and all other costs and expenses necessarily incurred for the recovery of that amount. If your bank dishonors your payment by check, Client authorizes Complete Weddings and Events to electronically debit your account for the amount of the check, plus a \$30.00 processing fee.

Shenandoah High School / ATTN: Wendy Fry

Your Name—Printed

Signature

Date

Amy Schwartz

Complete Representative

Signature

05/07/2018

Date



Exhibit A-1

Frontline Customer Order Form

Quote#: 02090091
MSA#: MSA28427
05/10/2018
F: 888-492-0337

1400 Atwater Drive Malvern, PA 19355

Customer:

Shenandoah Cmty Sch District
304 W Nishna Rd
Shenandoah, IA 51601

End User: Shenandoah Cmty Sch District
Contact: Natalie Kirsch
Title: Executive Secretary
Phone: (712) 246-1581
Email: kirschn@shencsd.com

Order Form Details:

Pricing Expiration: 05/31/18
Account Manager: Kareem Smith

Startup Cost Billing Terms: One-Time, Invoiced after signing
Subscription Billing Terms: Annually
Sale Type: Contract - New

Pricing Overview:

Startup Cost: One-Time cost invoiced upon signing \$3,000.00
Annual Subscription: Recurring Cost \$6,230.70
(plus applicable sales tax)

Table with 4 columns: Itemized Description, Unit Price, Qty, Total. Rows include Frontline Central and Frontline Implementation.

Amount Invoiced Upon Signing (Startup Cost): \$3,000.00 (plus applicable sales tax)

This Order Form and any software, downloads, upgrades, documentation, service packages, material, information, or services set forth herein are governed by the terms of the Master Services Agreement, software license or other agreement with Frontline (the "Agreement").

Tax Exempt? If yes, please provide your exemption number and include a copy of your exemption certificate.

Tax Exempt Number:

Special Instructions and Additional Terms:

PO Status: Purchase order to follow
PO #:

If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

Please Email or Fax ALL PAGES of the signed order form to: ksmith@frontlineed.com or 888.492.0337



Exhibit A-1

Frontline Customer Order Form

Quote#: 02090091

MSA#: MSA28427

05/10/2018

F: 888-492-0337

1400 Atwater Drive Malvern, PA 19355

Please Email or Fax **ALL PAGES** of the signed order form to:
ksmith@frontlineed.com or 888.492.0337

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the “Effective Date”) by and between Frontline Technologies Group LLC dba Frontline Education, with an address at 1400 Atwater Drive, Malvern, PA 19355 (“Frontline”), and the customer identified below (“Customer”). Frontline and Customer are sometimes referred to herein, individually, as a “Party” and, collectively, the “Parties.”

By signing below, the Parties agree to be legally bound by the Terms and Conditions contained herein, including any exhibits, Order Form(s) and Statements of Work (collectively, the “Agreement”). To place orders subject to this Agreement, at least one Order Form (as defined below) must be incorporated into this Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements.

Frontline Technologies Group LLC dba Frontline Education	Shenandoah Cmty Sch District
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: _____ _____	Address: _____ _____
Email: _____	Email: _____
Date: _____	Date: _____

Attached: *Terms and Conditions of Agreement*
 Exhibit A: Executed Order Forms

MASTER SERVICES AGREEMENT

TERMS AND CONDITIONS

1. Software and Services

- 1.1. Software. Subject to the terms and conditions set forth in this Agreement (including any Order Forms and/or Statement of Work, Frontline hereby grants Customer a non-exclusive, non-transferable license to use the software identified on any Order Form (“Software”) and the technical manuals, instructions, user information, training materials, and other documentation that accompany the Software and contain its technical specifications, as may be amended from time to time (“Documentation”) solely for internal use by end users in the ordinary course of Customer’s business. Frontline shall provide any professional or other services set forth in an Order Form (“Services”). All rights, title and interest to the Software and any work product, deliverables or other materials provided by Frontline (“Work Product”) are expressly reserved and retained by Frontline or its licensors, including any program or other application that is designed to integrate and be used with the Software, whether or not developed independently by Frontline, and all improvements, modifications and intellectual property rights therein. Customer shall not, and Customer shall require any end users to not (i) transfer, assign, export, or sublicense the Software or Work Product except as specifically set forth herein, or its license rights thereto, to any other person, organization or entity, including through rental, timesharing, service bureau, subscription, hosting, or outsourcing the Software (whether or not such sublicense, hosting or outsourcing is by Customer or for Customer); (ii) attempt to create any derivative version thereof; (iii) remove or modify any marking or notice on or displayed through the Software, Work Product or Documentation, including those related to Frontline’s or its licensors’ proprietary rights in and to the Software, Work Product or Documentation, as applicable; or (iv) de-compile, decrypt, reverse engineer, disassemble, or otherwise reduce same to human-readable form. Without limiting the foregoing, Customer may not sublicense, outsource or otherwise grant access to the Software to any third party vendor without Frontline’s prior written consent, including any third party host of the Software for Customer.
- 1.2. Order Forms. Customer may place orders for the Software and Services by entering into a mutually agreed Order Form, which shall become a part of this Agreement and be attached hereto as Exhibit A. No other document shall be required to effect a legally binding purchase under this Agreement. Any preprinted or other terms contained on Customer’s purchase order or otherwise shall be inapplicable to this Agreement. Unless an Order Form states otherwise, each Order Form is independent of each other Order Form (but each Order Form is a part of and integral to this Agreement).
- 1.3. Software Administrator; Maintenance Windows. At all times, Customer must have an employee who has obtained the Software administrator certification training from Frontline and who is certified by Frontline as a Software administrator (“Software Administrator”). If the Software Administrator ceases to serve as such, Customer shall promptly provide written notice to Frontline and have another employee obtain Frontline Software administrator certification and be designated as a Software Administrator, at Customer’s expense. Frontline shall provide Customer with assistance regarding the use of the Software during Frontline’s normal business hours (EST), Monday through Friday. Such assistance shall be provided only to Customer’s Software Administrator. Frontline may perform system maintenance and/or software updates periodically upon advanced notice to Customer. However, due to extenuating circumstances, Frontline may, at times, need to perform maintenance without the ability to provide advance notice.
- 1.4. Customer Content. The Software and Services may enable Customer and end users to provide, upload, link to, transmit, display, store, process and otherwise use text, files, images, graphics, illustrations, information, data (including Personal Data as that term is defined in applicable laws), audio, video, photographs and other content and material in any format (collectively, “Customer Content”) in connection with the Software and Services. Customer shall have the sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness and ownership of all of Customer Content. Frontline will act as a data processor, and will act on Customer’s instruction concerning the treatment of Personal Data provided in connection with the Software and Services, as specified in the Order Form. Customer shall provide any notices and obtain any consents (including consent of any parent or guardian for any minor) related to Customer’s use of the Software and receipt of the Services and Frontline’s provision of the Software and Services, including those related to the collection, use, processing, transfer and disclosure of Personal Data. Customer acknowledges and agrees that it must properly enter data, information and other Customer Content and configure settings within the Software in order for the Software to operate properly. Customer shall verify the accuracy of any of the Customer Content, forms, workflow and configuration settings entered on the Software. Frontline shall not have any liability arising from the inaccuracy of scoring, completeness, use of or reliance on the information contained in the extract of data from any Software or Services under this Agreement. Customer assumes the sole responsibility for the selection of the Software and Services to achieve Customer’s intended results, the use of the Software and Services, and the results attained from such selection and use. Customer represents and warrants that it is the owner of the Customer Content, or has obtained permission for such use from the owner of the Customer Content, including evaluation frameworks and/or rubrics uploaded into the Software. As to any content or data made available to Frontline, Customer represents that it has notified and obtained consent from all necessary persons (including parents, students, teachers, interns, aides, principals, other administrative personnel, and classroom visitors), and has taken all other actions that may be necessary to ensure that use of the products, services, or related materials provided or produced hereunder complies with all applicable laws and regulations as well as school or district policies.
- 1.5. Integration. Customer may, at Customer’s discretion and with or without Frontline’s assistance, integrate or otherwise use the Software in connection with third party courseware, training, and other information and materials of third parties (“Third Party Materials”) and Frontline may make certain Third Party Materials available in connection with the Software and Services. Customer acknowledges and agrees that (a) Frontline is authorized to provide Customer Content to a specified third party or permit such third party to have access to Customer Content in connection with the Third Party Materials; and (b) Frontline does not control and is not responsible for, does not warrant, support, or make any representations regarding (i) Third Party Materials (ii) Customer Content provided in connection with such Third Party Materials, including a third party’s storage, use or misuse of Customer Content; or (iii) Customer’s uninterrupted access to Third Party Materials. Customer understands that the use of the Software may involve the transmission of Customer Content over the Internet and over various networks, only part of which may be owned or operated by Frontline, and that Frontline takes no responsibility for data that is lost, altered, intercepted, or stored without Customer’s authorization during the transmission of any data whatsoever across networks whether or not owned or operated by Frontline. If Customer engages Frontline to assist in Customer’s integration or use of the

Software with Third Party Materials, you authorize Frontline to access and use such Third Party Materials in connection with such assistance and you represent and warrant that you have the rights necessary to grant such authorization.

- 1.6. **Hosting.** The Software will be hosted by an authorized subcontractor (the "Hosting Service Provider") that has been engaged by Frontline and shall only be accessed by Customer on websites, using Customer's computers. As part of the Services, the Hosting Service Provider shall be responsible for maintaining a backup of Customer Content. The Hosting Service Provider is an independent third party not controlled by the Frontline. Accordingly, IN NO EVENT WILL FRONTLINE BE LIABLE FOR ANY DIRECT, GENERAL, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING BUT NOT LIMITED TO LOSS OR DAMAGE TO DATA, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE, DUE TO PROBLEMS (INCLUDING BUT NOT LIMITED TO ERRORS, MALFUNCTIONS) ASSOCIATED WITH THE FUNCTIONS OF SERVERS MAINTAINED BY THE HOSTING SERVICE PROVIDER, EVEN IF FRONTLINE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 1.7. **Customer Responsibilities.** Customer understands and agrees that (a) Customer shall have sole responsibility for administering access security (e.g. the granting of rights to Customer's users); (b) Customer shall review any calculations made by using the Services and satisfy Customer that those calculations are correct; and (c) if Customer uses the Services for reimbursement or payment from Medicaid and other government agencies, Frontline shall have no responsibility, and Customer shall have sole responsibility, to submit information and claims for such reimbursement or payment. Frontline does not warrant that the Services, or the results derived there from, will meet Customer's requirements, or that the operation of the Services will be uninterrupted or error-free.
2. **Invoicing and Payment.** All fees and charges will be set forth in the applicable Order Form(s). The Startup Cost set forth on the first page of an Order Form will be invoiced to Customer by Frontline upon execution of the applicable Order Form. Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120 day implementation period. The Annual Subscription will be invoiced to Customer by Frontline based on the Subscription Start Date unless otherwise stated on the front of an Order Form. The Subscription Start Date shall be defined as thirty (30) days after Customer's signature of an applicable Order Form. Except as otherwise provided, Frontline shall invoice Customer in US Dollars and Customer shall pay all fees, charges, and expenses within thirty days of the date of an invoice via check or ACH. Without prejudice to its other rights and remedies, if Frontline does not receive any payment by its due date, Frontline may assess a late payment charge on the unpaid amount at the rate of 1.5% per month or the highest rate allowed under applicable law. Frontline reserves the right to increase any of the fees once annually during any Renewal Term by providing at least thirty (30) days advance notice to Customer. All charges under this Agreement are exclusive of, and Customer is solely responsible for, any applicable taxes, duties, fees, and other assessments of whatever nature imposed by governmental authorities. Without limiting the foregoing, Customer shall promptly pay to Frontline any amounts actually paid or required to be collected or paid by Frontline pursuant to any statute, ordinance, rule or regulation of any legally constituted taxing authority. If the Customer claims tax exempt status or the right to remit taxes directly, the tax exempt number must be entered on the first page of any applicable Order Form and the Customer shall indemnify and hold Frontline harmless for any loss occasioned by its failure to pay any tax when due. If for any reason Frontline's personnel travel to Customer's facility or otherwise in connection with the Software or Services under this Agreement, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel-.
3. **Warranties and Disclaimers.**
 - 3.1. **Mutual.** Each Party represents and warrants that the Party's execution, delivery, and performance of this Agreement (a) have been authorized by all necessary action of the governing body of the Party; (b) do not violate the terms of any law, regulation, or court order to which such Party is subject or the terms of any agreement to which the Party or any of its assets may be subject; and (c) are not subject to the consent or approval of any third party. Customer represents and warrants on behalf of itself and any of its end users that it has the full legal right to provide the Customer Content and that the Customer Content will not (a) infringe any intellectual property rights of any person or entity or any rights of publicity, personality, or privacy of any person or entity, including as a result of failure to obtain consent to provide Personal Data or otherwise private information about a person; (b) violate any law, statute, ordinance, regulation, or agreement, including school or district policies; or (c) constitute disclosure of any confidential information owned by any third party.
 - 3.2. **Software Warranties.** Frontline represents and warrants that (a) the Software will perform substantially in accordance with the specifications set forth in the then-current Documentation and (b) the Services will be performed in a professional and workmanlike manner. In the event of a non-conformance of the Software, Work Product or Services, reported to and verified by Frontline, Frontline will make commercially reasonable efforts to correct such non-conformance. Customer's sole remedy is limited to the replacement, repair, or refund, at Frontline's option, of defective Software or Work Product or re-performance of the Services. Notwithstanding the foregoing, any Third Party Materials shall be subject only to such third party terms and any warranties therein.
 - 3.3. **Disclaimers.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, FRONTLINE AND ITS LICENSORS EXPRESSLY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, AS TO ANY ASPECT OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FRONTLINE AND ITS LICENSORS DO NOT WARRANT THAT THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS WILL BE UNINTERRUPTED, OR ERROR-FREE; NOR DO THEY MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS.
4. **Confidential Information; Privacy.**
 - 4.1. **Confidential Information.** During the term of this Agreement and for two (2) years thereafter, each Party will use the same degree of care to protect the other Party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances less than reasonable care. "Confidential Information" means any information that is marked or otherwise indicated as confidential or proprietary, in the case of written materials, or, in the case of information that is disclosed orally or written materials that are not marked, by notifying the other Party of the proprietary and confidential nature of the information, such notification to be done orally, by email or written correspondence, or via other means of communication as might be appropriate. Notwithstanding the foregoing,

(a) the Confidential Information of Frontline shall include the Software and the terms of this Agreement and (b) the Confidential Information of Customer shall include Personal Data regarding Customer's users provided in connection with the Software and Services. Confidential Information does not include information which (a) was known to the receiving Party or in the public domain before disclosure; (b) becomes part of the public domain after disclosure by a publication or other means except by a breach of this Agreement by the receiving Party; (c) was received from a third party under no duty or obligation of confidentiality to the disclosing Party; or (d) was independently developed by the receiving Party without reference to Confidential Information. Aggregated data that does not contain personally identifiable information regarding Customer's users provided in connection with the Software and Services will be the Confidential Information and property of Frontline. The receiving Party will not be liable for disclosures of Confidential Information that are required to be disclosed by law or legal process, so long as the recipient notifies the disclosing Party, provides it with an opportunity to object and uses reasonable efforts (at the expense of the disclosing Party) to cooperate with the disclosing Party in limiting disclosure.

4.2. **Privacy.** Frontline understands that its performance of the Services may involve the disclosure of student personally identifiable information ("Student PII") (as defined in the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99) ("FERPA") by the Customer to Frontline. Frontline agrees that it will not use or re-disclose Student PII except in compliance with and all applicable state and federal laws, including FERPA. Customer acknowledges that Frontline is a "school official" with a legitimate educational interest in receiving Student PII under FERPA and Frontline agrees that it will comply with the requirements of 34 C.F.R. § 99.33 regarding its use and redisclosure of Student PII.

4.3. **Data Security.** Frontline will utilize commercially reasonable administrative, technical, and physical measures to maintain the confidentiality and security of Confidential Information and Student PII submitted by Customer. Customer understands and agrees that no security measures can be 100% effective or error-free and understands that Frontline expressly disclaims (i) any warranty that these security measures will be 100% effective or error-free or (ii) any liability related to the confidentiality and security measures utilized by third parties.

5. **Indemnification.** Customer shall indemnify Frontline and its officers, directors, employees, and agents and hold them harmless from all third party claims, liabilities, expenses, and losses (including attorneys' fees and expenses) arising from or related to any breach by Customer of this Agreement, including failure to obtain consent to provide Personal Data or otherwise private information about a person.

6. **Limitations of Liability.** OTHER THAN THE FEES, CHARGES AND EXPENSES PAYABLE PURSUANT HERETO, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, OF ANY KIND WHATSOEVER (INCLUDING LOST PROFITS) ARISING FROM OR RELATING TO THIS AGREEMENT OR THE USE OR NON-USE OF THE SOFTWARE, WORK PRODUCT OR SERVICES. NOTWITHSTANDING ANYTHING CONTAINED IN THIS AGREEMENT TO THE CONTRARY, IN NO EVENT SHALL FRONTLINE'S TOTAL LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, EXCEED THE TOTAL AMOUNTS PAID TO FRONTLINE HEREUNDER DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE EVENTS GIVING RISE TO SUCH CLAIMS. Each Party acknowledges and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material, bargained for provisions of this Agreement and that fees and consideration payable hereunder reflects these disclaimers and limitations.

7. **Term and Termination.** The term of this Agreement will commence on the Effective Date and continue until such time that there are no valid Order Forms. The initial term of each Order Form under this Agreement shall (a) begin on the Subscription Start Date (as defined in Section 2 above) and (b) continue for one year or such longer period as provided in an Order Form (the "Order Form Initial Term") and will automatically renew for successive one-year terms thereafter, unless one Party notifies the other Party of non-renewal in writing at least sixty (60) days prior to the end of the current term of such Order Form. Customer may terminate any Order Form at any time after the Order Form Initial Term, in whole or in part, for any reason or no reason, on sixty (60) days prior written notice. Upon notice of such termination, a pro-rata portion of all outstanding invoices shall become immediately due and payable. If such invoice has been paid by the Customer, Customer shall be entitled to a pro-rata credit to be applied to future Frontline services. Either Party may terminate this Agreement in the event that the other Party materially breaches this Agreement the other Party does not cure such breach within thirty (30) days after written notice of such breach. Expiration or termination of any Order Form or Statement of Work shall constitute the expiration or the termination of such Order Form or Statement of Work only and shall not affect this Agreement or any other Order Form or Statements of Work outstanding under this Agreement. Notwithstanding the foregoing, unless otherwise mutually agreed by the parties in writing, any Order Form or Statement of Work outstanding as of the date of termination or expiration of this Agreement shall remain in effect and continue to be governed by the terms of this Agreement and its own terms until such time as such Order Form or Statement of Work is completed, expires or is otherwise terminated. Upon the termination or expiration of this Agreement, Customer (a) shall immediately cease using the Software and (b) for a period of thirty (30) days, may request a copy of Customer Content that is in Frontline's possession in the format retained by Frontline. The following provisions of this Agreement will survive expiration or termination of this Agreement Sections 3.3, 4, 5, 6, and 8.

8. **General.** Frontline and Customer are each independent contractors and neither Party shall be, nor represent itself to be, the franchiser, partner, broker, employee, servant, agent, or legal representative of the other Party for any purpose whatsoever. Customer may not sublicense, assign, or transfer this Agreement, or any rights and obligations under this Agreement, in whole or in part, without Frontline's prior written consent. Any attempted assignment in violation of this Section shall be void. This Agreement shall be binding upon, and inure to the benefit of, the permitted successors and assigns of each Party. Notwithstanding anything to the contrary in this Agreement, except for Customer's obligations to pay amounts due under this Agreement, neither Party will be deemed to be in default of any provision of this Agreement for any delay, error, failure, or interruption of performance due to any act of God, terrorism, war, strike, or other labor or civil disturbance, interruption of power service, interruption of communications services, problems with the Internet, act of any other person not under the control of such Party, or other similar cause. If the Customer requests to be added as an additional insured on any Frontline insurance policy, the limits of such policies shall be subject to the Limitations of Liability stated in Section 6 herein. This Agreement may be amended only by written agreement of the Parties, and any attempted amendment, including any handwritten changes on this Agreement in violation of this Section shall be void. The waiver or failure of either Party to exercise in any respect any right provided under this Agreement shall not be deemed a waiver of such right in the future or a waiver of any other rights established under this Agreement. This Agreement does not confer any rights or remedies upon any person other than the Parties, except Frontline's licensors. When used herein, the words "includes" and "including" and their syntactical variations shall be deemed followed by the words "without limitation." This Agreement may be executed in counterparts, each of which shall be

deemed an original, but all of which together shall be deemed to be the same agreement.

SHERIDAN DECORATING
 1204 W SHERIDAN
 SHENANDOAH, IA 51601
 712-246-2438

HOLD TICKET
 (REPRINT)

INVOICE NO. 0
 TICKET NO. 8055
 CUSTOMER NO. 588
 POS STATION 02
 PAGE NUMBER 1

BILL TO: SHENANDOAH COMM. SCHOOLS
 304 WEST NISHNA RD.
 SHENANDOAH, IA 51601
 246-1581

SHIP TO: SHENANDOAH COMM. SCHOOLS
 304 WEST NISHNA RD.
 SHENANDOAH, IA 51601
 246-1581

ORDER DATE : 05/02/18	REFERENCE NO:	SALESMAN: JIM
SHIP DATE : 05/02/18	TERMS :	SHIP VIA:
RESALE NO. :	PRINTED : 05/02/18 13:12	

PART NUMBER	DESCRIPTION	QTY ORDER	QTY SHIP	UNIT PRICE	ITEM DISCOUNT	U/M	PRICE EXTENSION
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MIDDLE SCHOOL CARPET
 BASE BID

108	SHAW CARPET TILE , TEMPT, 18585, LURE, FURNISHED AND INSTALLED	1396	1396	29.69	0.00	EA T	41447.24
114	FLOOR REPAIRS AS NEEDED, FLOOR PATCH, AND COVE OF CARPET AT LOCKERS NOT TO EXCEED \$ ESTIMATE TICKET	1	1	400.00	0.00	EA N	400.00
		1	1	0.00	0.00	EA N	<u>0.00</u>

SUB-TOTAL =====> 41847.24
 TAX 0% =====> 0.00
 TICKET TOTAL =====> 41847.24

REMAINING BALANCE =====> 41847.24

THANK YOU! WE APPRECIATE YOUR BUSINESS!



SHIPLEY FLOORING

1739 S. 11th Street
Nebraska City, NE 68410
Phone (402) 873-4143 Fax (402) 873-4148

BID

DATE April 2018

Name	<u>Shenandoah Community Schools</u>		
Address	<u>304 West Nishna Road</u>		
City	<u>Shenandoah</u>	State	<u>IA</u> Zip <u>51601</u>
Home Phone		Business Phone	<u>(712) 246-1581 office</u>
Job Site	<u>(K-8 Building)</u>		<u>(712) 246-9421 Dennis</u>
	<u>(601 Dr. Creighton Circle)</u>		<u>rogersd@shenandoah.k12.ia.us</u>

Sold By		Ref#	Ref#	Billing Date	Paid Date
ROLL#	YDGE	DESCRIPTION	UNIT/YDGE PRICE	AMOUNT	
		<u>SHAW</u> 57019		<u>18585</u>	
	<u>1,402</u>	<u>263 BOXES 24"x24" Temp</u>	<u>Lure @</u>	<u>22.99</u> sq yd	<u>32,247.31</u>
		<u>13-4gal SHAW Commercial Glue</u>	<u>@</u>	<u>120.00</u> per 4gal	<u>1,560.00</u>
	<u>1,378</u>	<u>Scrape Adhesive & Tear-Up</u>	<u>@</u>	<u>150</u> sq yd	<u>2,067.00</u>
	<u>1,378</u>	<u>Install</u>	<u>@</u>	<u>500</u> sq yd	<u>6,890.00</u>
ROA's					
Down Payment					
Measure Date					
Cust. PU Date					
Cust. Delivery Date		INSTALLATION GUARANTEED 1 YEAR			
A FINANCE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON ALL OVERDUE BALANCES. PLEASE PAY FROM THIS INVOICE. NO STATEMENT WILL BE SENT				SUBTOTAL	
NO CANCELLATIONS NO REFUNDS ALL SALES FINAL				TAX	<u>EXEMPT</u>
Installation Date				TOTAL	<u>42,764.31</u>
<u>BID</u>		Customer's Signature		C.O.D. AMOUNT	<u>BID</u>



46-1/2 KEITH DRIVE
 SHENANDOAH, IOWA. 51601
 OFFICE: 712-246-3448
 FAX: 712-246-5829

Shenandoah Schools

BID DATE: 5/3/2018
 PROJECT:
 DESCRIPTION:
 PAGE: 1

ATTN:

BID

QUANTITY		DESCRIPTION	UNIT PRICE	AMOUNT
		Admin Building (Logan)		
1050 sqft		Tear Out & Replace Concrete Sidewalks	\$6.00	\$6,300.00
		1 - Warning Panel		\$200.00
		TOTAL >		\$6,500.00
	ALT # 1			
		Tear Out & Replace Football Field Entrance Off Of Nishna Road		\$5,200.00
		Middle School (Student Drop Off Area)		
650 sqft		Grass Area Changed To Concrete	\$5.50	\$3,575.00
	ALT # 1			
1300 sqft		Tear Out & Replace Damaged Bad Concrete	\$6.00	\$7,800.00
400 sqft		Tear Out & Replace Concrete Around Bike Rack		\$2,500.00
		Total all 3 areas >		\$13,875.00
		North Side		
140 sqft		Tear Out & Replace 3-Ramps At Doors		\$840.00
144 sqft		Remove Grass, Pour Concrete Cooler Area		\$800.00
80 sqft		Replace 6'x12,5x6 Broken Area		\$600.00
		TOTAL >		\$2,240.00
80 sqft	5'x16'	Curb Face Sidewalk Tear Out & Replace		\$650.00
	ALT # 2			

TOTAL 28,465

Stickler's Inc.

2659 State Hwy 2
 Clarinda, IA 51632

Estimate

Date	Estimate #
5/2/2018	207

Name / Address
Shenandoah Comm School District Shenandoah, IA 51601

			Project
Description	Qty	Rate	Total
Concrete quote for the Administration Building			
Remove and replace concrete sidewalks	1,050	6.50	6,825.00
Detectable warning	1	200.00	200.00
Optional add: Remove and replace football field entrance off Nishna Road	1	5,500.00	5,500.00
Concrete quote for Middle School			
STUDENT DROP OFF AREA			
Convert grass area to concrete	650	6.00	3,900.00
Optional add: Remove and replace bad concrete	1,300	6.50	8,450.00
Optional add: Remove and replace concrete around the bicycle rack	400	6.50	2,600.00
NORTH SIDE			
Remove and replace ramps at doors (3)	140	6.25	875.00
Remove grass, replace with concrete in the cooler area	144	6.00	864.00
Replace concrete in broken area (12x6 and 6x5)	1	600.00	600.00
Remove and replace curbface sidewalk	1	680.00	680.00
Page County Sales Tax		0.00%	0.00
		Total	\$30,494.00

3D Construction Inc.

805 Main St.
New Market, IA
51646

Shenandoah Schools

PROJECT: Misc. Concrete

ATTN:

BID

DATE:

5/2/2018

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1050 sq. ft.	Tear out and replace concrete sidewalks w/ 1 warning panel		\$6,700.00
	Alt #1		
	Tear out and replace football field entrance off Nisna Road		\$5,600.00
	Middle School		
650 sq. ft.	Grass area changed to concrete		\$3,750.00
1300 sq. ft.	Tear out and replace damaged concrete		\$8,200.00
400 sq. ft.	Tear out and replace around bike rack		\$2,740.00
	North Side		
140 sq. ft.	Tear out and replace 3 ramps at doors		\$970.00
144 sq. ft.	Remove grass and pour cooler area		\$925.00
80 sq. ft.	Replace 100 sq. ft. of broken areas		\$725.00
80 sq. ft.	5'x16' Curb face sidewalk tear out and replace		\$750.00

QUESTIONS CONCERNING THIS INVOICE?

TOTAL

30,360

CALL: MATT DUKES @ 712-370-5338

BID TOTAL

CALL: LEVI DERRY @ 712-370-5038

Email: threeed@myfintc.com

THANK YOU FOR YOUR BUSINESS !

Technology Purchase Recommendation

Recommended Company: CDW, Lenovo Financial Services

Rationale:

The RFP was sent to 18 vendors. A total of 7 bids received were received. Four companies met the desired bid specifications and were within affordable range.

<u>Company</u>	<u>Cost</u>	
CDW -	\$506,743.46	Recommended
Coast to Coast -	\$532,456.14	
SHI -	\$464,458.28	
Tierney -	\$518,673.65	

SHI (lowest bid) does not meet delivery requirements and bid a different laptop unit than what was specified.

Coast to Coast was the most expensive option of the bids considered.

Tierney had some desirable service options but the interest rates caused the bid to be \$90,000 more which was cost prohibitive to pursue and recommend.

Recommended Purchase: \$1.00 Buy Out Lease for \$173,872.33 (annual payment) and Buy White Glove Service \$12,858.12.

Technology Bids Spring 2018

Company Name	Coast to Coast	SHI	CDWG			Tierney Brothers		
Meet Delivery Dates	yes	Not Guaranteed	Yes					
Invoice date July 1st	yes	No	Yes					
Lease	Yes	Yes	Var Tech Leasing	Lenovo Leasing		Vantage		
Lease Payments Buyout	\$196,125.00	\$165,130.19	\$176,599.91	\$173,872.33				
Lease Buyout Rates	8% - 9.5%	6.08%	6.60%	5.13%				
Lease Payments FMV	\$171,229.58	\$146,871.64	\$161,860.03	\$157,826.00	\$188,568.00			
Lease FMV Rates	0%-6.5%	-4.79%	-1.50%	-3.84%	0.00%			
Line Items from Quotes	Per Piece Cost	Extended Cost	Piece	Extended Cost	Piece	Extended Cost	Piece	Extended Cost
Lenovo E500	\$284.06	\$272,697.60	\$294.20	\$282,726.20	\$302.00	\$289,920.00	\$297.91	\$285,993.60
3 yr. Warranty	\$27.84	\$26,726.40						
Chromebook 15	\$469.39	\$42,155.10	\$228.93	\$20,603.70	\$225.00	\$20,250.00	\$401.81	\$36,162.90
3 yr. Warranty	\$36.22	\$3,259.80						
Google Licensing	\$24.03	\$25,231.50	\$23.20	\$24,383.20	\$24.00	\$25,200.00	\$23.50	\$24,697.50
Lenovo Think Centre M910 (Desktop)	\$866.64	\$64,998.00	\$852.33	\$63,924.75	\$915.00	\$68,625.00	\$904.70	\$67,852.50
3 yr. Warranty	\$11.64	\$873.00						
Asus Monitors	\$105.92	\$7,944.00	\$101.26	\$7,594.50	\$103.47	\$7,760.25	\$107.00	\$8,025.00
Lenovo P51S	\$1,011.24	\$73,820.52			\$1,112.93	\$81,243.89	\$1,170.45	\$85,442.85
3 yr. Warranty	\$11.64	\$849.72						
Lenovo Think pads E580			\$872.41	\$63,685.93				
Lenovo Docking Stations	\$152.10	\$1,521.00	\$154.00	\$1,540.00	\$88.62	\$886.20	\$157.43	\$1,574.30
White glove Service	\$11.79	\$12,379.50				\$12,858.12		\$8,925.00
3yr warranty includes protective case							\$49.00	\$47,040.00
Total		\$532,456.14		\$464,458.28		\$506,743.46		\$518,673.65

QUOTE CONFIRMATION



DEAR RICHARD MORGAN-FINE,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JSMN389	4/23/2018	JSMN389	2422912	\$493,885.34

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo 500e Chromebook - 11.6" - Celeron N3450 - 4 GB RAM - 32 GB SSD Mfg. Part#: 81ES0007US UNSPSC: 43211503 Contract: Standard Pricing	960	4977301	\$302.00	\$289,920.00
Lenovo ThinkCentre M910q - tiny desktop - Core i7 7700T 2.9 GHz - 8 GB - 25 Mfg. Part#: 10MV000UUS UNSPSC: 43211508 Contract: Standard Pricing	75	4603027	\$915.00	\$68,625.00
ASUS VE228H 21.5" LED - Black Mfg. Part#: VE228H UNSPSC: 43211902 Contract: Standard Pricing	75	2184724	\$103.47	\$7,760.25
Lenovo ThinkPad P51s - 15.6" - Core i7 7500U - 8 GB RAM - 500 GB HDD Mfg. Part#: 20HB001KUS UNSPSC: 43211503 Contract: Standard Pricing	73	4560064	\$1,112.93	\$81,243.89
Google Chrome Management Console License Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: Standard Pricing	1050	3577022	\$24.00	\$25,200.00
Lenovo ThinkPad USB 3.0 Basic Dock - docking station Mfg. Part#: 40AA0045US UNSPSC: 43211602 Contract: Standard Pricing	10	4265990	\$88.62	\$886.20
Acer Chromebook 15 CB3-532-C42P - 15.6" - Celeron N3060 - 4 GB RAM - 16 GB Mfg. Part#: NX.GHJAA.004 UNSPSC: 43211503 Contract: Standard Pricing	90	4545688	\$225.00	\$20,250.00

PURCHASER BILLING INFO	SUBTOTAL	\$493,885.34
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Billing Address: SHENANDOAH COMMUNITY SCHOOL DISTR ACCTS PAYABLE 304 W NISHNA RD SHENANDOAH, IA 51601-2399 Phone: (712) 246-1581 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	GRAND TOTAL	\$493,885.34
DELIVER TO Shipping Address: SHENANDOAH COMMUNITY SCHOOL DISTR RICHARD MORGAN-FINE 304 W NISHNA RD SHENANDOAH, IA 51601-2399 Phone: (712) 246-1581 Shipping Method: FEDEX Ground	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Danny Heymann |






(877) 498-5438 |

dannhey@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager






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Instructions for Completion of Your Documents

	<p>PIN</p>	<p>For your security and protection, we request that you enter the authentication PIN provided to you in a separate email.</p>
	<p>ELECTRONIC SIGNATURE</p>	<p>Select your electronic signature style or draw your own digital signature.</p>
	<p>REVIEW YOUR AGREEMENT</p>	<ul style="list-style-type: none"> • Click “CONTINUE” to begin reviewing your agreement documents. • Click “NEXT” to bring you to the next required signature section of each document. (Note: The required Delivery and Acceptance Certificate document will be sent in a second email.) • Click “SIGN” to ELECTRONICALLY SIGN THE AGREEMENT IN DOCUSIGN (No need to print and send your signed agreement or delivery and acceptance certificate to us. As long as you sign electronically we will have an electronic copy of your signed agreements on file. You can, however, print for your records.) • Type SIGNER’S TITLE. Please Note: An authorized corporate officer (i.e. President, CEO, Treasurer) must electronically sign the lease (See Authorized Signer’s list for “appropriate titles”). • Type 9 digit Federal Tax ID (if not already populated) for your organization with no dashes or spaces (i.e. 987654321). • Click “FINISH” - This completes the process.
<p align="center">Please review the rest of the information provided for additional applicable documents as well as advance payment and documentation fee instructions.</p>		
	<p>INSURANCE DOCUMENT</p>	<p>Insurance coverage will be required. If you have insurance, please provide us with proof of insurance that shows Lenovo Financial Services has been added as a loss payee and covered under property/liability coverage.</p> <p>Send to: Lenovo Financial Services. c/o ABIC -Lease Insurance Services - 5th Floor PO Box 979220 Miami, FL 33197</p>
	<p>ELECTRONIC DEBIT AGREEMENT/ AUTHORIZATION (OPTIONAL)</p>	<p>If you elect the ACH payment method, your payment will be automatically drafted from your business checking account. Please check the box of the Electronic Debit Agreement and complete the required form to make this election</p>

Cont...

Instructions for Completion of Your Documents, *Continued...*

	<p>PERSONAL GUARANTY</p>	<p>If a personal guaranty is required, the guarantor specified on the form must electronically sign the Personal Guaranty Agreement.</p>
	<p>SALES TAX EXEMPTION</p>	<p>If you are a tax exempt entity, please email us a valid sales tax exemption certificate to sales.us@lenovofs.com and reference your application number in the subject line. Please ensure the following information is provided:</p> <ul style="list-style-type: none"> • Lessor's legal name and your legal name which must match the names on the agreement • Description of equipment being leased and your business type • Exemption Certificate (that is not expired) and is signed and dated on or before commencement date • Basis for claiming exemption • Your Registration Number / FEIN • Select "Single Purchase" or "Blanket Purchase" on form
	<p>ADVANCE PAYMENT & DOCUMENTATION FEES (IF APPLICABLE)</p>	<p>Advance Payment: \$0.00</p> <p>Documentation Fee: \$75.00</p> <p>Please make the check payable to Lenovo Financial Services. We do not accept money orders, cashier's checks or cash.</p> <p>Remit to: Lenovo Financial Services 10201 Centurion Parkway North, Suite 100 Jacksonville, FL 32256</p>
	<p>PURCHASE ORDER</p>	<p>Upon review and acceptance of your documents and check, we will promptly issue a purchase order to the vendor to initiate delivery of equipment (if necessary).</p>
	<p>DELIVERY & ACCEPTANCE</p>	<p>Once your equipment has been delivered and installed in good order, please click on the second DocuSign email and electronically sign the Delivery and Acceptance Certificate in order to complete the order.</p>

WE APPRECIATE YOUR BUSINESS!

Need Assistance? Contact us.

Phone:

Email:

Master Lease Number: 1286809

Master State & Local Government Lease Agreement

This Master State & Local Government Lease Agreement #1286809 (the "Master Lease") contains the terms of your agreement with us. Please read it carefully and ask us any questions you may have. The words **you, your** and **lessee** mean you, our customer. The words **we, us, our** and the **lessor**, mean Lenovo Financial Services

1. LEASE; DELIVERY AND ACCEPTANCE. You agree to lease the equipment ("Equipment"), and finance any software and/or services described in any schedule (collectively the "Products") that incorporates this Master Lease by reference. A schedule to this Master Lease ("Schedule") shall incorporate this Master Lease by reference by listing the Master Lease Number set forth above on the Schedule. Each Schedule that incorporates this Master Lease shall be governed by the terms and conditions of this Master Lease, as well as the terms and conditions set forth in such individual Schedule. Each Schedule shall constitute an agreement separate and distinct from this Master Lease and any other Schedule. In the event of a conflict between the provisions of this Master Lease and a Schedule, the provisions of the Schedule shall govern but only with respect to that Schedule. The termination of this Master Lease will not affect any Schedules executed before the effective date of such termination. If you have entered into any purchase agreement or purchase order ("Purchase Contract") with any Vendor (as set forth on the applicable Schedule), you assign to us your rights under such Purchase Contract, but none of your obligations (other than the obligation to pay for the Equipment if it is accepted by you as stated below and you timely deliver to us such documents and assurances as we request). If you have not entered into a Purchase Contract, you authorize us to enter into a Purchase Contract on your behalf. You will arrange for the delivery of the Products to you. When you receive the Equipment, you agree to inspect it to determine if it is in good working order. Each Schedule, upon the delivery to us of a signed Delivery and Acceptance Certificate, will be deemed irrevocably accepted by you and will continue for the number of months specified in the Schedule, unless earlier terminated in accordance with Section 16 of this Master Lease. The first Lease Payment (as specified in the applicable Schedule) is due on or after the date the Equipment is delivered to you. The remaining Lease Payments (as specified in the applicable Schedule) will be due on the day of each subsequent month (or such other time period specified in each Schedule) designated by us. You will make all payments required under such Schedule to us at such address as we may specify in writing. If any Lease Payment or other amount payable under any Schedule is not paid within 10 days of its due date, you will pay us a late charge equal to the greater of (i) 5% of each late payment, or (ii) \$5.00 for each late payment (or such lesser amount as is the maximum amount allowable under applicable law.)

2. NO WARRANTIES. We are leasing the Equipment to you "AS-IS". YOU ACKNOWLEDGE THAT WE DO NOT MANUFACTURE THE EQUIPMENT, WE DO NOT REPRESENT THE MANUFACTURER OR THE SUPPLIER, AND YOU HAVE SELECTED THE EQUIPMENT VENDOR BASED UPON YOUR OWN JUDGMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. YOU AGREE THAT REGARDLESS OF CAUSE, WE ARE NOT RESPONSIBLE FOR AND YOU WILL NOT MAKE ANY CLAIM AGAINST US FOR ANY DAMAGES, WHETHER CONSEQUENTIAL, DIRECT, SPECIAL, OR INDIRECT. YOU AGREE THAT NEITHER SUPPLIER NOR ANY SALESPERSON, EMPLOYEE OR AGENT OF SUPPLIER IS OUR AGENT OR HAS ANY AUTHORITY TO SPEAK FOR US OR TO BIND US IN ANY WAY. We transfer to you for the term of each Schedule any warranties made by the manufacturer or Supplier with respect to the Equipment leased pursuant to such Schedule.

3. EQUIPMENT LOCATION; USE AND REPAIR; RETURN. You may move the Products within the continental United States provided you give us written notification of the move within 30 days of the move, and you agree that you will be liable for any increase in any personal property taxes as a result of that relocation. For laptop computers, PDAs, and other mobile devices, the location listed on the Schedule is its base location ("Base Location") but these mobile devices may be temporarily located at other locations and you will notify us and be responsible for any tax increases should the Base Location change. At your own cost and expense, you will keep the Equipment eligible for any manufacturer's certification, in compliance with all applicable laws, and in good condition, except for ordinary wear and tear. You will not make any alterations, additions or replacements to the Equipment without our prior written consent. All alterations, additions or replacements will become part of the Equipment and our property at no cost or expense to us. We may inspect the Equipment at any reasonable time after advance notice to you. Unless you

purchase the Equipment in accordance with the terms of the applicable Schedule, at the end of or upon termination of each Schedule you will immediately return the Equipment subject to each expired or terminated Schedule to us, in good condition and repair, subject to ordinary wear and tear, to any place in the United States that we tell you. You will pay all remaining unpaid lease payments, late charges, insurance charges, and our estimated property taxes on the Products (based upon the prior year's actual property tax), shipping and other expenses, and you will insure the Products for its full replacement value during shipping. Unless we request return to us, you must retain physical possession of the Products through the end of the initial or any renewal lease term of any Schedule.

4. DATA SECURITY: Some or all of the items of Equipment returned to us at any time may contain sensitive information or data belonging to your organization, or your customer/clients/patients, that is stored, recorded, or in any way contained within or on the Equipment. You specifically agree that before the Products are shipped to or retrieved by us or our agents, or removed by a supplier, you will, at your sole cost and expense, permanently destroy, delete and remove all such information and data that is stored, recorded or in any way contained within or on the Products, to the extent that further recovery of any of such data and information is not possible. You have the sole responsibility to so destroy, delete, and remove all data and information stored in or on the Equipment. We have absolutely no liability for any data or information that you fail to so destroy, delete, and remove. All hard drives and other data retention components must function as originally installed after data removal.

5. TAXES AND FEES. You are responsible for all sales and use (unless you provide us with an acceptable Sales/Use Tax exemption form), personal property or other taxes relating to the use or ownership of the Products, now or hereafter imposed, or assessed by any state, federal, or local government or agency. You agree to pay when due, or reimburse us for, all taxes, fines or penalties imposed upon the Equipment and, if we elect, you agree to pay us estimated property taxes either with each lease payment or annually as invoiced by us. We will file all sales, use and personal property tax returns (unless we notify you otherwise in writing). We do not have to contest any taxes, fines or penalties; however, you may do so provided (a) you do so in your own name and at your own expense, (b) the contest will not result in any sort of lien being placed on the Products or otherwise jeopardize our rights in any of the Products, (c) you pay us for any taxes we remitted to the taxing authorities even though you be contesting the taxes and indemnify and hold us harmless for any expenses, including legal expenses, we incur as a result of such contest. If we file such personal property tax reports, you will pay property taxes as invoiced by us.

6. LOSS OR DAMAGE. As between you and us, you are responsible for any loss, theft, destruction of, or damage to, the Equipment (collectively, "Loss") from any cause at all, whether or not insured, until delivered to us at the end of the applicable Schedule. You are required to make all Lease Payments even if there is a Loss. You must notify us in writing immediately of any Loss. Then, at our option, you will either (a) repair the Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, or (b) pay us the amounts specified in Section 9(b) of this Master Lease.

7. INSURANCE. You will provide and maintain at your expenses property insurance against the loss, theft or destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee; and (2) public liability and third party property insurance naming us as an additional insured. If you so request and if we give our prior written consent, in lieu of maintaining the insurance described in the preceding sentence, you may self-insure against such risks, provided that our interests are protected to the same extent as if the insurance required in clauses (1) and (2) above had been obtained by third party insurance carriers and provided further that such self insurance program is consistent with prudent business with respect to insuring such risk. You will give us certificates or other evidence of such insurance on the commencement date of this lease and at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we be given 30 days advance notice of any cancellation or material change of such insurance.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What that means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address and date of birth. We may also ask to see your driver's license or other identifying documents.

LESSOR: Lenovo Financial Services
10201 Centurion Parkway N. #100
Jacksonville, FL 32256

LESSEE: Shenandoah Community School District
Lessee Legal Name
Lessee "Doing Business As" Name
304 W. Nishna Road
Street Address
Shenandoah, IA 51601
City, State, Zip

X _____
Authorized Signature Date Signed

Printed Name

Print Title

X _____
Authorized Signature Date Signed

Print Signer's Name and Title
X _____
Federal Tax ID

8. PURCHASE OPTION; RENEWAL: If (a) you have not terminated a Schedule in accordance with Section 16 of this Master Lease and (b) no Default has occurred and is continuing under this Master Lease or any Schedule, you will have the option at the end of the initial or any renewal term of a Schedule to purchase all (but not less than all) of the Equipment covered by such Schedule at the Purchase Option price shown on such Schedule, plus any applicable taxes. Unless the Purchase Option price is \$1.00, you must give us at least 30 days written notice before the end of the initial term of a Schedule, that you will purchase the Equipment or that you will return all the Equipment to us. If you do not give us such written notice or if, having given such notice, you do not purchase or deliver the Equipment in accordance with the terms and conditions of this Master Lease and the applicable Schedule, the applicable Schedule will automatically renew for successive one month terms until you either purchase or deliver the Equipment to us. Each month during a renewal term the Lease Payment will remain the same. We may cancel an automatic renewal term by sending you written notice 10 days prior to such renewal term. If the Fair Market Value Purchase Option has been selected under any Schedule, we will use our reasonable judgment to determine the Equipment's fair market value as configured, in place and installed. You agree that the Fair Market Value is the amount that may reasonably be expected for the installed Equipment in an exchange between a willing buyer and a willing seller, including costs to make the Equipment fully operational. If you do not agree with our determination of the Equipment's in use and in place fair market value, the fair market value (in use and in place) will be determined at your expense by an independent appraiser mutually acceptable to you and us. Upon payment of the Purchase Option price, we shall transfer our interest in the Equipment to you **"AS-IS, WHERE IS"** without any representation or warranty whatsoever and the applicable Schedule will terminate. To secure payment of all amounts due to us, to the extent permitted by law, you grant us a security interest in the Equipment (including any replacements, substitutions, additions, attachments and proceeds). You will keep the Equipment free of all liens and encumbrances. **You authorize us to file financing statement(s) to protect our interest in the Equipment.**

9. DEFAULT. Each of the following is a "Default" under this Master Lease and any Schedule: (a) you fail to pay any Lease Payment or any other payment within 30 days of its due date; (b) you do not perform any of your other obligations under this Master Lease or any Schedule or in any other agreement with us or with any of our affiliates and this failure continues for 30 days after we have notified you of it; (c) you become insolvent, you dissolve, you assign your assets for the benefit of your creditors, you sell, transfer or otherwise dispose of all or substantially all of your assets, or you enter (voluntarily or involuntarily) any bankruptcy or reorganization proceeding; or (d) any representation or warranty made by you under this Master Lease or in any instrument you have provided us proves to be incorrect in any material respect.

10. REMEDIES. If a Default occurs, we may do one or more of the following: (a) we may cancel or terminate this Master Lease and/or any or all Schedules and any or all other agreements that we have entered into with you or withdraw any offer of credit; (b) subject to Section 17, we may require you to immediately pay us, as compensation for loss of our bargain and not as a penalty, a sum equal to (i) the present value of all unpaid Lease Payments for the remainder of the term plus, the present value of our anticipated residual value in the Products each discounted at 4% per year, (c) we may require you to deliver the Equipment to us as set forth in Section 3; (d) we or our agent may peacefully repossess the Equipment without court order and you will not make any claims against us for damages or trespass or any other reason; and (e) we may exercise any other right or remedy available at law or in equity. **In the event of a dispute arising out of this Master Lease or any Schedules, the prevailing party shall be entitled to its reasonable collection costs and attorney fees and costs incurred in enforcing or defending this Master Lease or any Schedules.** If we take possession of the Equipment, we may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after we have deducted all costs related to the sale or disposition of the Equipment) to the amounts that you owe us. You will remain responsible for any amounts that are due after we have applied such net proceeds. You agree that if notice of sale is required by law to be given, 10 days notice shall constitute reasonable notice.

11. FINANCE LEASE STATUS. You agree that if Article 2A-Leases of the Uniform Commercial Code applies to a Schedule, such Schedules will be considered a "finance lease" as that term is defined in Article 2A. By signing each Schedule, you agree that either (a) you have reviewed, approved, and received a copy of the purchase contract or (b) that we have informed you of the identity of the Supplier, that you may have rights under the purchase contract, and that you may contact the supplier for a description of those rights. **TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOU WAIVE ANY AND ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A.**

12. ASSIGNMENT. YOU MAY NOT ASSIGN, SELL, TRANSFER OR SUBLEASE THE EQUIPMENT OR YOUR INTEREST IN THIS MASTER LEASE OR ANY SCHEDULE WITHOUT OUR PRIOR WRITTEN CONSENT, WHICH CONSENT SHALL NOT BE UNREASONABLY WITHHELD WITH US ACTING IN A COMMERCIALLY REASONABLE MANNER. We may, without notifying you, sell, assign, or transfer this Master Lease or any Schedule and our rights to the Equipment. You agree that the new owner will have the same rights and benefits that we have now under this Master Lease and any Schedule but not our obligations, which obligations we will remain responsible for. The rights of the new owner will not be subject to any claims, defenses or set-off that you may have against us or the supplier.

13. INDEMNIFICATION. To the extent not prohibited by applicable law, You are responsible for and agree to indemnify and hold us harmless from any (a) losses, damages, penalties claims, suits and actions (collectively "Claims"), whether based on a theory of strict liability or otherwise caused by or related to the manufacture, installation, ownership, use, lease, possession or delivery of the Products or any defects in the Products and (b) all reasonable costs and attorneys' fees incurred by us relating to any Claim. You agree to reimburse us for and if we request, to defend us against, any Claims, except Claims caused by our willful misconduct. You agree that your obligations under this Section 16 and Section 8 shall survive the termination of this Master Lease for Claims arising during the term of this Master Lease or any Schedule. **14. MISCELLANEOUS.** You agree that the terms and conditions contained in this Master Lease and any Schedule make up the entire agreement between you and us regarding the lease of the Equipment. This Master Lease is not binding on us until we sign it. Any change in any of the terms and conditions of this Master Lease or any Schedule must be in writing and signed by us, either manually or by electronic transmission. **You agree, however, that we are authorized, without notice to you, to supply missing information or correct obvious errors in this Master Lease.** If we delay or fail to enforce any of our rights under this Master Lease or any Schedule, we will still be entitled to enforce those rights at a later time. All notices shall be given in writing by the party sending the notice and shall be effective when deposited in the U.S. Mail, addressed to the party receiving the notice at its address shown on the front of this Master Lease (or to any other address specified by that party in writing) with postage prepaid. All of our rights and indemnities will survive the termination of this Master Lease or any Schedule. It is the express intent of the parties not to violate any applicable usury laws or to exceed the maximum amount of time price differential or interest, as applicable, permitted to be charged or collected by applicable law, and any such excess will be applied to Lease Payments in inverse order of maturity, and any remaining excess will be refunded to you. If you do not perform any of your obligations under this Master Lease or any Schedule, we have the right, but not the obligation to take any action or pay any amounts that we believe are necessary to protect our interests. You agree to reimburse us immediately upon our demand for any such amounts that we pay. **IF A SIGNED COPY OF THIS MASTER LEASE OR A SCHEDULE IS DELIVERED TO US BY FACSIMILE TRANSMISSION, IT WILL BE BINDING ON YOU. HOWEVER, WE WILL NOT BE BOUND BY THIS MASTER LEASE OR A SCHEDULE UNTIL WE ACCEPT IT BY MANUALLY SIGNING IT OR BY PURCHASING THE EQUIPMENT SUBJECT TO THE APPLICABLE SCHEDULE, WHICHEVER OCCURS FIRST. YOU WAIVE NOTICE OF OUR ACCEPTANCE AND WAIVE YOUR RIGHT TO RECEIVE A COPY OF THE ACCEPTED MASTER LEASE. YOU AGREE THAT, NOTWITHSTANDING ANY RULE OF EVIDENCE TO THE CONTRARY, IN ANY HEARING, TRIAL OR PROCEEDING OF ANY KIND WITH RESPECT TO THIS MASTER LEASE, WE MAY PRODUCE A COPY OF THE MASTER LEASE TRANSMITTED TO US BY FACSIMILE TRANSMISSION THAT HAS BEEN MANUALLY SIGNED BY US AND SUCH COPY SHALL BE DEEMED TO BE THE ORIGINAL OF THIS MASTER LEASE. TO THE EXTENT (IF ANY)**

THAT ANY SCHEDULE TO THIS MASTER LEASE CONSTITUTES CHATTEL PAPER UNDER THE UNIFORM COMMERCIAL CODE, NO SECURITY INTEREST IN THE SCHEDULE MAY BE CREATED THROUGH THE TRANSFER AND POSSESSION OF ANY COPY OR COUNTERPART HEREOF EXCEPT THE COPY WITH OUR ORIGINAL SIGNATURE. IF YOU DELIVER THIS MASTER LEASE TO US BY FACSIMILE TRANSMISSION, YOU ACKNOWLEDGE THAT WE ARE RELYING ON YOUR REPRESENTATION THAT THIS MASTER LEASE HAS NOT BEEN CHANGED. If more than one Lessee has signed this Master Lease, each of you agrees that your liability is joint and several.

15. FUNDING INTENT. You reasonably believe that funds can be obtained to make all Lease Payments during the Term of any Schedule and hereby covenant that your chief executive or administrative officer or the administrative office of yours charged with preparing the budget submitted to your governing body, as applicable, will provide for funding for such payments in your annual budget request submitted to your governing body. If your governing body elects not to appropriate funds for such payments, it shall **evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget it adopts.** You and we agree that your obligation to make Lease Payments under any Schedule will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. It is your intent to make Lease Payments for the full Term of any Schedule if funds are legally available therefore you represent, warrant and covenant to us that the use of the Equipment is essential to its proper, efficient and economic operation. You will provide us with an essential use covenant to us that, among other things, you shall use the Equipment only for its governmental purposes.

16. NONAPPROPRIATION OF FUNDS. In the event sufficient funds are not appropriated and budgeted by your governing body or are not otherwise available in any fiscal period for Lease Payments (or any other amount due hereunder) under a Schedule, and provided that you have exhausted all funds legally available for payment of the Lease Payments, then you shall immediately notify us of such occurrence and provide us with evidence of such non-appropriation acceptable to us (e.g., written certification by your legal counsel) and the Schedule shall terminate on the last day of the fiscal period for which funds for Lease Payments are available without penalty or expense to you of any kind whatsoever, except as to the portions of Lease Payments and those expenses associated with your surrender of the Equipment pursuant to Section 3 for which funds shall have been appropriated and budgeted or are otherwise available. Upon such termination, title to the Equipment shall vest with us. This Section 16 will not be construed so as to permit you to terminate any Schedule in order to acquire any other equipment or services or to allocate funds directly or indirectly to perform essentially the same application for which the Equipment is intended.

17. AUTHORITY AND AUTHORIZATION. You represent, warrant and covenant to us that: (a) You are a State or political subdivision thereof, as those terms are used in §103 of the Code; (b) You have the power and authority to enter into this Master Lease and Schedules; (c) this Master Lease and any Schedule have been duly authorized, executed and delivered by you and constitutes a valid, legal and binding agreement enforceable against you in accordance with its terms; (d) no further approval, consent or withholding of objections is required from any governmental authority with respect to this Master Lease or Schedules; (e) the entering into and performance of this Master Lease and Schedules will not violate any judgment, order, law or regulation applicable to you or result in the creation of any lien, charge, security interest or other encumbrance upon the Equipment or your assets; (f) there are no actions, suits or proceedings pending or threatened against or affecting you in any court or before any governmental commission, board or authority, that, if adversely determined, would have a material adverse effect on your ability to perform your obligations under this Master Lease or any Schedule; (g) the Equipment is tangible personal property and shall not become a fixture or real property under your use thereof; (h) you have complied with all bidding requirements and, where necessary, by due notification have presented the Master Lease, the Schedule and any ancillary documents for approval and adoption as a valid obligation on your part; (i) you will do or cause to be done all things necessary to preserve and keep the Master Lease and Schedules in full force and effect; and (j) it has sufficient appropriations or other funds available to pay all amounts due under the Schedules for the then current fiscal period. You shall be deemed to have reaffirmed the representations and warranties set forth in this Section 17 each time you execute a Schedule to this Master Lease. Contemporaneously with your execution of a Schedule to this Master Lease, you will complete, execute and provide us with an incumbency certificate (in form satisfactory to us) and an opinion of counsel (in form satisfactory to us) as to the matters set forth in clauses (a) through (h) of this Section 17.

18. GOVERNMENT USE. YOU REPRESENT, WARRANT AND COVENANT AS FOLLOWS: (A) YOU SHALL COMPLY WITH THE INFORMATION REPORTING REQUIREMENTS OF §149(e) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED (CODE), INCLUDING BUT NOT LIMITED TO, THE EXECUTION (AND DELIVERY TO US) OF INFORMATION STATEMENTS REQUESTED BY US; (B) YOU SHALL NOT DO, CAUSE TO BE DONE OR FAIL TO DO ANY ACT IF SUCH ACT OR FAILURE TO ACT WILL CAUSE THIS MASTER LEASE, OR ANY SCHEDULE HEREUNDER, TO BE AN ARBITRAGE BOND WITHIN THE MEANING OF §148 OF THE CODE; (C) YOU SHALL NOT DO, CAUSE TO BE DONE OR FAIL TO DO ANY ACT IF SUCH ACT OR FAILURE TO ACT WILL CAUSE THIS MASTER LEASE, OR ANY SCHEDULE HEREUNDER, TO BE A PRIVATE ACTIVITY BOND WITHIN THE MEANING OF §141 OF THE CODE; (D) YOU SHALL NOT DO, CAUSE TO BE DONE OR FAIL TO DO ANY ACT IF SUCH ACT OR FAILURE TO ACT WILL CAUSE THE INTEREST PORTION OF THE LEASE PAYMENTS TO BE OR BECOME SUBJECT TO FEDERAL INCOME TAXATION UNDER THE CODE, EXCEPT AS SUCH INTEREST PORTION MAY BE TAKEN INTO ACCOUNT AS AN ADJUSTMENT IN DETERMINING THE ALTERNATIVE MINIMUM TAX AND ENVIRONMENTAL TAX IMPOSED ON CORPORATIONS; AND (E) YOU SHALL BE THE ONLY ENTITY TO OWN, USE OR OPERATE THE EQUIPMENT DURING THE TERM. YOU SHALL BE DEEMED TO HAVE REAFFIRMED THE REPRESENTATIONS, WARRANTIES AND COVENANTS SET FORTH IN THIS SECTION 18 EACH TIME IT EXECUTES ANY SCHEDULE. IF YOU BREACH ANY REPRESENTATION, WARRANTY OR COVENANT CONTAINED IN THIS MASTER LEASE AND, AS A RESULT OF SUCH BREACH, THE INTEREST PORTION OF ANY LEASE PAYMENT BECOMES INCLUDABLE IN GROSS INCOME OF ANY OWNER THEREOF FOR FEDERAL INCOME TAX PURPOSES, YOU SHALL PAY US PROMPTLY AFTER SUCH DETERMINATION OF TAXABILITY AND ON EACH LEASE PAYMENT DUE DATE THEREAFTER, AN ADDITIONAL AMOUNT DETERMINED BY US TO COMPENSATE US FOR THE LOSS OF SUCH EXCLUDABILITY (INCLUDING, BUT NOT LIMITED TO, COMPENSATION RELATING TO INTEREST EXPENSE, PENALTIES OR ADDITIONS TO TAX), WHICH DETERMINATION SHALL BE CONCLUSIVE ABSENT MANIFEST ERROR.

19. CHOICE OF LAW. This Master Lease shall be governed by the internal laws (as opposed to conflicts of law provisions) of the State where the Equipment is located. If any provision of this Master Lease or any Equipment or Payment Schedule shall be prohibited by or invalid under that law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Master Lease or any Equipment or Payment Schedule. This Master Lease inures to the benefit of and is binding upon the permitted successors or assigns of yours and ours.

Schedule to Master State & Local Government Lease Agreement

This Schedule No. 1526390 (the "Schedule") to Master State & Local Government Lease Agreement No. 1286809 (the "Master Agreement") contains the terms of your agreement with us. Please read it carefully and ask us any questions you may have. The words **you, your** and **lessee** mean you, our customer. The words **we, us, our** and the **lessor**, mean Lenovo Financial Services.

Product/Equipment Description

Quantity	Description See CDW Quote # JSMN389	Product/Equipment Address 304 W. Nishna Road, Shenandoah, IA 51601

For additional equipment and accessories, attach addendum.

Purchase Option

If no box is checked or if both boxes are checked, the Fair Market Value purchase option will apply:

- Fair Market Value
 \$1.00 Purchase Option Other ___

Term and Lease

Lease Payment \$173,872.33 (plus taxes, if applicable)
 Term (Months) 36
 Payment Frequency Annual

Variable Payment Schedule if applicable:
 (Attach "Payment Schedule Addendum" if necessary)

___ payments @ ___; followed by ___ payments @ ___ followed
 by ___ payments @ ___; followed by ___ payments @ ___

Payments are due in Advance

Documentation Fee: \$75.00 (due with first invoice)

Additional Provisions:
 Finance Rate Factor is 5.134%

Payment Schedule with Interest and Principal breakdown:

	Payment	Interest	Principal
Payment 1:	\$173,872.33	\$2,113.21	\$171,759.12
Payment 2:	\$173,872.33	\$16,934.38	\$156,937.95
Payment 3:	\$173,872.33	\$8,684.06	\$165,188.27

Lease Payments are due in Advance with first payment due 30 days following Lease Commencement

PLEASE NOTE: Certain state and local government lessees must sign an additional addendum document.

LESSOR: Lenovo Financial Services
 10201 Centurion Parkway N. #100
 Jacksonville, FL 32256

Authorized Signature	Date Signed
Printed Name	
Print Title	

Lessee

Shenandoah Community School District
 Lessee Legal Name

Lessee "Doing Business As" Name
304 W. Nishna Road
 Billing Street Address
Shenandoah, IA 51601
 Billing City, State, Zip

Billing Contact Name & Phone No.

Lessee Phone Number (if different from above)

TERMS AND CONDITIONS BY SIGNING THIS SCHEDULE:

BY SIGNING THIS SCHEDULE: (i) YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THIS SCHEDULE AND THE MASTER AGREEMENT; (ii) YOU AGREE THAT IF A COPY OF THIS SCHEDULE IS SIGNED BY YOU AND IS DELIVERED TO US BY FACSIMILE TRANSMISSION OR OTHERWISE, TO THE EXTENT ANY PROVISIONS ARE MISSING OR ILLEGIBLE OR CHANGED (AND NOT INITIALED BY BOTH YOU AND US), THE TERMS AND CONDITIONS OF THIS SCHEDULE AND THE MASTER AGREEMENT IN USE ON THE DATE WE RECEIVE THE COPY SIGNED BY YOU WILL BE THE TERMS AND CONDITIONS OF THE SCHEDULE, (iii) YOU AGREE THAT THIS SCHEDULE IS A NET LEASE THAT YOU CANNOT TERMINATE OR CANCEL EXCEPT AS SPECIFICALLY PROVIDED IN THE MASTER AGREEMENT, YOU HAVE AN UNCONDITIONAL OBLIGATION TO MAKE ALL PAYMENTS DUE UNDER THIS SCHEDULE, AND YOU CANNOT WITHHOLD, SET OFF OR REDUCE SUCH PAYMENTS FOR ANY REASON; (iv) YOU AGREE THAT YOU WILL USE THE EQUIPMENT ONLY FOR BUSINESS PURPOSES; (v) YOU WARRANT THAT THE PERSON SIGNING THIS LEASE FOR YOU HAS THE AUTHORITY TO DO SO; (vi) YOU CONFIRM THAT YOU DECIDED TO ENTER INTO THIS SCHEDULE RATHER THAN PURCHASE THE EQUIPMENT FOR THE TOTAL CASH PRICE; AND (vii) YOU AGREE THAT THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE WHERE THE EQUIPMENT IS LOCATED. YOU CONSENT TO THE JURISDICTION OF ANY COURT LOCATED WITHIN THAT STATE. YOU AND WE EXPRESSLY WAIVE ANY RIGHTS TO A TRIAL BY JURY.

LESSEE SIGNATURE

Shenandoah Community School District
 Lessee Legal Name

X	X
Authorized Signature	Date Signed
X	
Print Signer's Name	
Print Signer's Title	
Federal Tax ID Number	

CERTIFICATION OF ESSENTIAL USE

RE: Schedule to Master State & Local Government Lease Agreement #1526390, dated _____, 20____ (each individually, hereinafter the "Agreement") by and between Lenovo Financial Services ("Lessor") and Shenandoah Community School District ("Lessee")

Ladies and Gentlemen:

This letter confirms and affirms that the Equipment described in the Agreement identified above is/are essential to the function of the undersigned or to the service we provide to our citizens.

Further, we have an immediate need for, and expect to make immediate use of, substantially all such Equipment, which need is not temporary or expected to diminish in the foreseeable future. Such Equipment will be used by us only for the purpose of performing one or more of our governmental or proprietary functions consistent with the permissible scope of our authority. Specifically, such Equipment was selected by us to be used as follows (please include any specific department that may be its primary user):

Is the Equipment additional or new technology to the department, or does it constitute a continuation of your existing technology? _____

Our source of funds for payments due under the Agreement for the current fiscal year is _____

We expect and anticipate adequate funds to be available for all future payments of rent due after the current fiscal year for the following reasons: _____

LESSEE: Shenandoah Community School District

By: _____
(Authorized Signature)

(Name and Title - printed or typed)

Date: _____

CERTIFICATE OF APPROPRIATIONS
(State and Local Government Master Lease Agreement)

I, _____ do hereby certify that I am the duly elected or appointed and acting _____ of Shenandoah Community School District ("Lessee"); that I have custody of the financial records and budget information of such entity; that monies for all lease payments to be made under that certain State and Local Government Lease Agreement # _____ or that certain Master State and Local Government Master Agreement #1286809 and, Schedule Number(s) 1526390, between Lessee and Lenovo Financial Services as lessor ("Agreement"), for the fiscal year ending _____, 20____, are available from unexhausted and unencumbered appropriations and/or funds within Lessee's budget for such fiscal year; and that appropriations and/or funds have been designated for the payment of those lease payments that may come due under the Agreement in such fiscal year.

IN WITNESS WHEREOF, I have duly executed this Certificate of Appropriations this _____ day of _____, 20____.

Signature

Print Name & Title

The undersigned official of Lessee hereby certifies that the signature set forth above is the true and authentic signature of the individual identified above and that such individual holds the title set forth above.

Signature

Print Name & Title



**BILLING INFORMATION REQUEST FORM
TO AGREEMENT # _____**

To ensure proper billing and crediting of payments under your new financing contract, please complete, sign and return this form with your contract documents. Thank you for the opportunity to serve your financing needs.

CUSTOMER LEGAL NAME: _____

BILLING ADDRESS:

STREET ADDRESS

CITY, STATE, ZIP CODE

BILLING CONTACT NAME: _____

BILLING CONTACT EMAIL ADDRESS: _____

BILLING CONTACT PHONE NUMBER: _____

PURCHASE ORDER # (IF APPLICABLE): _____

INVOICE PREFERENCE

Please select your Invoicing Preference below. If no selection is made, you will receive your invoice via standard U.S. Mail to the billing address provided.

Please sign me up for Electronic Invoicing - I would like to receive my invoice electronically at the email address provided above.

Please send my invoice via standard mail - I would like to receive my invoice via U.S. Mail to the billing address provided above.

If you would like your payments automatically debited from your bank account each billing period, please complete and return the separate **Electronic Debit Form** included in this document package. You will still receive an invoice containing the billing detail (either via email or standard mail, dependent upon your selected preference).

SIGNATURE: _____

TITLE: _____

DATE: _____

DELIVERY & ACCEPTANCE CERTIFICATE

By signing this Certificate, you, the Lessee identified below, agree:

- A) That all products described in the State & Local Government Lease Agreement or the Schedule to Master State & Local Government Lease Agreement identified below ("Equipment") have been delivered, inspected, installed and are unconditionally and irrevocably accepted by you as satisfactory for all purposes of the State & Local Government Lease Agreement or Schedule to Master State & Local Government Lease Agreement; and

- B) That we, **Lenovo Financial Services**, are authorized to purchase the Equipment and start billing you under the State & Local Government Lease Agreement or Schedule to Master State & Local Government Lease Agreement.

State & Local Government Lease Agreement or Schedule No. 1526390

Customer Name: Shenandoah Community School District

Authorized Signature

X

Title

Date

State & Local Government -- Opinion of Counsel
(To be typed on letterhead of counsel)

<Date>

Lenovo Financial Services
One Deerwood
10201 Centurion Parkway North, Suite #100
Jacksonville, FL 32256

Attention: _____

Re: Schedule #1526390 to Master State & Local Government Lease Agreement No. 1286809 (collectively, the "Lease")

Ladies and Gentlemen:

I am legal counsel for Shenandoah Community School District (Lessee), and I am familiar with the above-referenced Lease by and between the Lessee and your company.

Based upon my examination of the Lease, the information statement(s) required for purposes of Section 149(e) of the Internal Revenue Code of 1986, as amended (the "Code") and such other documents, records and papers as I deem to be relevant and necessary as the basis for my opinion set forth below, it is my opinion that:

1. The Lessee is a State or a political subdivision thereof, as those terms are used in Section 103 of the Code, and is authorized by the applicable Constitution and laws to enter into the transaction(s) contemplated by the Lease and to carry out its obligations thereunder.
2. Lessee's obligation(s) under the Lease is a State or local bond within the meaning of Section 103 of the Code.
3. The Lease and other related documents have been duly authorized, executed and delivered by Lessee and constitute valid, legal and binding agreements enforceable against Lessee in accordance with its terms.
4. No further approval, consent or withholding of objections is required from any Federal, state or local governmental authority with respect to the entering into or the performance by the Lessee of the Lease and the transaction(s) contemplated hereby.
5. The entering into and performance of the Lease and other related documents will not violate any judgment, order, law or regulation applicable to the Lessee or result in any breach of, or constitute a default under, any instrument or agreement binding upon Lessee or result in the creation of any lien, charge, security interest or other encumbrance upon any assets of the Lessee or the Equipment (as defined in the Lease), other than those created by the Lease.
6. There are no actions, suits or proceedings pending or threatened against or affecting the Lessee in any court or before any governmental commission, board or authority that, if adversely determined, would have a material adverse effect on the ability of the Lessee to perform its obligation(s) under the Agreement.
7. The Equipment is tangible personal property and, when subject to use by the Lessee, will not be or become a fixture or real property under the laws of the state where the equipment is being used by the Lessee.
8. All required public bidding procedures regarding an award to your company of the transaction(s) contemplated under the Lease have been properly and completely followed by the Lessee.
9. The Lessee shall be the only entity to own, operate and use the Equipment during the Term (as defined in the Lease).
10. The Lease does not constitute, and is not expected to become, an arbitrage bond within the meaning of Section 148 of the Code or a private activity bond within the meaning of Section 141 of the Code

Counsel

By: _____

Title: _____

Date: _____



Specialty Underwriters LLC
A Subsidiary of SU Group LLC



TELESERVE™

QUOTE/INITIATIVE NO: TW29498

Property Damage Insurance

04-May-2018

SHENANDOAH COMMUNITY SCHOOL DISTRICT
304 WEST NISHNA ROAD
SHENANDOAH, IA 51601

Item	Mfg	Model	Description	Serial #	SU Base Cost	+	* Additional Services (Consumables)	=	SU Annual Total Cost
010	VARIOUS		PER ATTACHED EQUIPMENT CHECKLIST		\$87,057	+	\$0	=	\$87,057
060	VARIOUS		ENVIRONMENTAL CONTROL COMPONENTS CONSISTING OF MOVABLE AND MAINTAINABLE PARTS		\$56,918	+	\$0	=	\$56,918
Additional Terms / Comments									
EXCLUDES: DUCTWORK, PIPING, PLUMBING, PLUMBING FIXTURES, MECHANICAL VALVES, HEAT EXCHANGERS, COILS, REFRIGERANT, REFRIGERANT LEAKS, WATER TREATMENT, CHEMICALS, CHILLER AND WATER VESSELS, BOILERS, VESSEL-TYPE EQUIPMENT, NON FACTORY-INSTALLED COMPONENTS, CRANE AND LIFT RENTALS									
NOTE: PREVENTATIVE MAINTENANCE NOT COVERED									
SUBTOTAL :					\$143,975	+	\$0	=	\$143,975
Site Name: HIGH SCHOOL									
020	VARIOUS	BF-100	WALK-IN FREEZER, BALLY MODEL BF-100, 12 X 7	71326, 72162	\$1,147	+	\$0	=	\$1,147
030	VARIOUS	FCL3476GLI	WALK-IN COOLER, US COOLER MODEL FCL3476GLI, 7 X 5	20882	\$478	+	\$0	=	\$478
040	VARIOUS	WALK-IN COOLER/FREEZER, KOLPAK, 13 X 10	WALK-IN COOLER/FREEZER, KOLPAK, 13 X 10	D022E12929, D02F04094	\$1,776	+	\$0	=	\$1,776
SUBTOTAL :					\$3,401	+	\$0	=	\$3,401
Site Name: K-8									
050	VARIOUS	FFR3	WALK-IN FREEZER, US COOLER MODEL FFR3, 23 X 8	15653	\$2,514	+	\$0	=	\$2,514
SUBTOTAL :					\$2,514	+	\$0	=	\$2,514
(0) TOTAL DOCUMENTS					\$149,890	+	\$0	=	\$149,890

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* Consumable Coverage Selected-Not discounted. Amount Shown is Maximum Reimbursement Limit Provided

SCHOOL DISTRICT COMMUNITY RELATIONS (Series 900)

900 PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved 08/08/94

Reviewed 07/11/11

Revised

901.1 PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copied of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2009).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 218 Board of Directors' Records
401.6 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
710.4 School Food Service Records and Reports
902.1 News Media Relations

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

901.2 BOARD OF DIRECTORS AND COMMUNITY RELATIONS

The board recognizes the need for a communications program to provide effective two-way communication between the school district and the school district community. The school district's communications program shall strive to meet the following goals.

- To keep citizens informed through a regular flow of information about the school district and its programs;
- To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community; and
- To assess public knowledge, attitudes and concerns on a regular basis.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with the community. The superintendent shall make a recommendation to the board annually for changes in the communications program.

Legal Reference: Iowa Code §§ 22;279.8 (2009)

Cross Reference: 217 Board of Directors' Relationships
 302 Administration Relationships 402 Employees
 and Outside Relations
 903 Public Participation in the School District

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

902.1 NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2009).

Cross Reference: 708 Care, Maintenance, and Disposal of School District Records
 901 Public Communications
 902 Press, Radio and Television News Media

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

902.2 NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2009).

Cross Reference: 901 Public Communications
902 Press, Radio and Television News Media

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

902.3 NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
 Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
 Iowa Code §§ 21.4; 22.2 (2009).
 1980 Op. Att'y Gen. 73.
 1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

902.4 STUDENTS AND THE NEWS MEDIA

Generally, students may not be interviewed during the school day by members of the news media. The students, while on the school district premises, shall refer interview requests and information requests from the news media to their principal.

It shall be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the control of the school district. The principal may also contact the student's parents.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8 (2009).

Cross Reference: 502.11 Interviews of Students by Outside Agencies
901 Public Communications

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

902.5 EMPLOYEES AND THE NEWS MEDIA

Employees shall refer interview requests and information requests from the news media to the superintendent's/principal's office. Employees may be interviewed or provide information about school district matters after receiving permission from the superintendent/principal.

It shall be within the discretion of the superintendent/principal to allow news media to interview and to receive information from employees.

It shall be the responsibility of the superintendent/principal to develop guidelines for assisting employees in following this policy.

Legal Reference: Iowa Code §§ 279.8 (2009).

Cross Reference: 901 Public Communications

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

902.6 LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2009).

Cross Reference: 506.2 Student Directory Information
 901.2 Board of Directors and Community Relations
 902.1 News Media Relations
 903.3 Visitors to School District Buildings and Sites

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.1 SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the school district, the group will confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district- community groups affiliated with the building principal's attendance center.

Legal Reference: Iowa Code §§ 279.8; 291.13 (2009).

Cross Reference: 903 Public Participation in the School District

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.2 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (2009).

Cross Reference: 603.1 Basic Instruction Program
903.3 Visitors to School District Buildings and Sites

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.3 VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2009).

Cross Reference: 902 Press, Radio and Television News Media
903.2 Community Resource Persons and Volunteers

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.4 PUBLIC CONDUCT ON SCHOOL PREMISES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Individuals are permitted to attend school sponsored or approved activities or visit the school building only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity. Individuals, like the student participants, are expected to display mature behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program, or activities without fear of interference, and to permit the employees or sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, employees, officials or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in an sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the individual from the school buildings or from future sponsored or approved activities.

Upon recommendation of the superintendent, the board will cause a notice of exclusion from the school building or from sponsored or approved activities to be sent to the individual involved. The notice will advise the individual of the school district's right to exclude the individual from school buildings, school district activities and events and the duration of the exclusion. If the individual disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends an sponsored or approved activity, the

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.4 PUBLIC CONDUCT ON SCHOOL PREMISES

individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion the school building or from future school sponsored or approved activities.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2009).

Cross Reference: 205.2 Board Member Liability
504 Student Activities
802.6 Vandalism
903 Public Participation in the School District

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.5 DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987). Iowa Code §§ 279.8; 280.22 (2009).

Cross References: 502.5 Freedom of Expression
 503.1 Student Conduct
 504 Student Activities
 603.9 Academic Freedom

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.5R1 DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- 1.is obscene to minors; 2.is libelous;
- 3.contains indecent, vulgar, profane or lewd language;
- 4.advertises any product or service not permitted to minors by law; 5.constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- 6.presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

- 1.Name and phone number of the person submitting request and, if a student, the homeroom number;
- 2.Date(s) and time(s) of day of intended display or distribution; 3.Location where material will be displayed or distributed;
- 4.The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.5R1 DISTRIBUTION OF MATERIALS REGULATION

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.5R1 DISTRIBUTION OF MATERIALS REGULATION

- (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

903.5R1 DISTRIBUTION OF MATERIALS REGULATION

6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

904.1 TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2009).
281 I.A.C. 43.

Cross Reference: 401.11 Transporting of Students by Employees
401.12 Employee Travel Compensation
711 Transportation

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

904.2 ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the superintendent.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 402.9 Solicitations from Outside
504.6 Student Fund Raising
904 Community Activities Involving Students

Approved 08/08/94

Reviewed 07/11/11

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905.1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

Authorized users of the ICN shall ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

It shall be the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

The board may allow entities such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§8D; 276:278.1(4);279.8;288;297.9-.11 (2009) 751 I.A.C. 14.
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232. 1936 Op. Att'y
Gen. 196/

Cross Reference: 704 Revenue

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905.1R1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. No smoking will be allowed.
2. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
3. The presence of a custodian or employee may be required.
4. After a school building has been used by an outside group, cleaning will be done by school district employees. Fees for such work will be charged to the group.

Legal Reference: Iowa Code §§ 123.46; 142B.2, .3; 297.9 (2009).

Cross Reference: 905 Use of School District Facilities & Equipment

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905.1R2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT
FEES SCHEDULE

Rates for Use of Buildings and Sites

<i>Elementary school gym (first two hours)</i>	_____
<i>Elementary school gym with kitchen (first two hours)</i>	_____
<i>Middle school gym (first two hours)</i>	_____
<i>Middle school kitchen and lunch room (two hours)</i>	_____
<i>High school gym (two hours)</i>	_____
<i>High school auditorium</i>	_____
<i>High school lunch room</i>	_____
<i>[Add other items]</i>	_____

Add to above:

<i>For each additional hour or fraction thereof</i>	_____
<i>For providing chairs and/or tables for meetings</i>	_____
<i>Custodial charges</i>	_____
<i>[Add other items]</i>	_____

*ICN classroom per hour
(maximum \$12.50 per hour)* _____

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Rates for Use of Equipment

<i>VCR (one-half day)</i>	_____
<i>Overhead projector (one-half day)</i>	_____
<i>[Add other items]</i>	_____

Add to above:

<i>For each additional hour or fraction thereof</i>	_____
<i>[Add other items]</i>	_____

905.1R2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT
FEES SCHEDULE

1. *First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at_____.**
2. *Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.**
3. *The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.**
4. *The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.**

**Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.*

905.1E1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building, site, or equipment. Police protection is required when admission is charged.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 905.1E2, prior to the use of school district buildings, sites, or equipment

Building/Site/Equipment _____

Date _____

Purpose _____

Hours _____

Auditorium

Seating requirements on stage _____

Tables required on stage _____

Stage curtain and attendant _____

Spotlights _____

Microphones _____

Podium Stand _____

Table _____ Stand in audience _____

Other equipment _____

Gymnasium

Seating _____

Scoreboard _____

Public address system _____

Matron _____

Classroom

ICN _____

Computer lab _____

Other _____

Swimming Pool

Total Fee \$ _____

Name of entity making application: _____

Name of person making application: _____

Address: _____

Phone #: _____

(Signature of Applicant)

(Date)

905.1E2 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the _____ School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 20__.

_____ School District (Entity)

By _____

By _____ Superintendent

Title _____

By _____ Secretary

Address _____

905.2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT
FOR PRIVATE PROFIT

The buildings and sites of the school district may be made available for a fee to local for-profit entities. Such use will be permitted only when it does not interfere with or disrupt the education program or school-related activity, and it is approved by the board. This includes, but is not limited to, deliveries of flowers, balloons, packages and other personal items to employees and students. Only in unusual circumstances and with prior permission of the superintendent, will deliveries of personal items to employees and students be accepted. The board reserves the right to deny use of the buildings and sites to any group.

There shall be a written contract and proof of insurance coverage on file with the board secretary prior to a scheduled event. An employee of the school district must be present at the event.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 276; 278.1(4); 288; 297.9-.11 (2009)
1982 Op. Att’y Gen. 561.
1972 Op. Att’y Gen. 339.
1940 Op. Att’y Gen. 232.
1936 Op. Att’y Gen 196.

Cross Reference: 608 Adult Education
609 Community Education
905.1 Community Use of School District Building & Sites & Equipment

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Reviewed 07/11/11

Revised 07/11/11

905.2R2 GUIDELINES REGARDING ACCEPTANCE OF FLOWERS/DELIVERIES
AT SCHOOL BUILDINGS

1. Flowers/deliveries may be made at the high school for students and staff to a designated location. Names of the recipients will be placed on the bulletin board.
2. Deliveries will be accepted at the K-8 Building for staff only. Deliveries will be made to the offices. Staff may pick them up after school.
3. Deliveries will be accepted after 3:00 p.m.

The Board of Education believes that personal deliveries should be made to one's home.

Cross Reference: 905.2 Community Use of School District Buildings and Sites and Equipment for Private Profit

Approved 08/08/94

Reviewed 07/11/11

Revised 07/11/11

905.3 SUNDAY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

Generally, the school district buildings and sites will not be used for student activities on Sundays. It shall be within the discretion of the superintendent to allow student activities on Sundays.

The buildings and sites may be used by the community with the approval of the board and in compliance with board policy.

Legal Reference: Iowa Code § 297.9-.11 (2009)

Cross Reference: 905.1 Community Use of School District Building & Sites & Equipment

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Reviewed 07/11/11

Revised 07/11/11

905.4 TOBACCO-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
House File 2212, Iowa General Assembly (2008) Iowa Code §§
142D; 279.8, .9; 297 (2011).

Cross Reference: 404 Employee Conduct and Appearance
905.1 Community Use of School District Buildings & Sites &
Equipment
905 Use of School District Facilities and Equipment

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906 OTHER INTRADISTRICT RELATIONS

The board shall work with other local government units, colleges and universities, technical schools, businesses and industries, private schools, education associations, local community organizations and associations to provide additional education opportunities for the students in the school district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

Legal Reference: Iowa Code § 279.8 (2009)

Cross Reference: 217 Board of Directors' Relationships
302 Administration Relationships
402 Employees and Outside Relations

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