

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
February 11, 2019 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Kathy Langley
 - 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. Welcome to Audience
5. Public Forum
6. Administrative Reports
 - a. District profile Dr. Nelson
7. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests:

Transfers:

Molly Nelson	PK 4 to Junior Kindergarten	2019-20 school year
Tammie Stettler	1 st grade to Kindergarten	2019-20 school year
Tiffany Stanton	.5 to full 9 th Grade Sponsor	2019-20 school year
Dustin Comstock	HS Asst. to MS Football	2019-20 school year
Chelsie Reynolds	HS Asst. Track to HS Asst. Girls Track	2020 season

Resignations:

Traci Toms	Kindergarten Teacher	end of school year
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Retirement Incentive:

Becky Sturm	JK Teacher	end of school year
Cindy Novinger	Kindergarten	end of school year
Ellen Christensen	5 th Grade Teacher	end of school year
Kent Schubert	5 th Grade Teacher	end of school year
Marcia Armstrong	HS Associate	end of school year
Marcia Johnson	3 rd Grade Teacher	end of school year
Renee Kettwick	K-8 Guidance Counselor	end of school year
Dennis Rogers	Building/Grounds Director	June 30, 2019

- d. Fundraising Requests
*on attached sheet

- e. Out of State Travel Requests
 - i. 12th Grade AP Government Class to the Omaha Correctional Facility in Omaha, Nebraska on March 13, 2019
 - ii. Boys and Girls track teams to Northwest Missouri State University in Maryville, Missouri on March 16, 2019
 - f. Grant Requests
 - *on attached sheet
8. Action Items
- g. Receive opening proposal from SEA collective bargaining unit
 - h. Receive opening proposal from SSA+ collective bargaining unit
 - i. Approve Support Staff Handbook for 2019-2020
 - j. Approve Licensed Teacher Personnel Handbook for 2019-2020
 - k. Approve purchase of Suburban at \$46,550.00 from Doug Meyer Chevrolet
 - i. Alternate bids included
 - l. Approve Proposal with Control Management, Inc. for BACnet Cabling at the elementary/middle school for \$10,250
 - m. Approve Proposal with Camblin Mechanical for the replacement of a leaking condenser coil on RTU 1 serving the high school gym for \$12,140
 - n. Appoint Facilities Committee
 - i. Dean Adkins
 - Corby Fichter
 - Jon Finn
 - Chelsie Greene
 - Dennis Grebert
 - Lisa Langenberg
 - Sarah F. Martin
 - Jeff Miller
 - Ryan O'Rourke
 - Jason Rystrom
 - Benne Rogers
 - Brett Roberts
 - Jay Sweet
 - Chad Tiemeyer
 - *Additional members may be added as needed.
 - o. Discuss and Appoint Board Committee for Sharing Agreements
9. Discussion Items
- a. Bus Purchase
10. Informational Items
- Set work session for Budget

Next Regular Meeting – March 11, 2019 at 5:00 P.M.

11. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – January 14, 2019
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:00 pm.

Roll Call:

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

Mission Statement:

The SCSD Mission Statement was read by Director Kip Anderson.

Welcome to Audience:

Board President Jean Fichter welcomed everyone to the meeting.

Open Forum:

No one addressed the board.

Administrative Reports:

Robotics at the High School – Mrs. Liz Skillern along with students Lucy Martin, Jack Campbell, Jessica Sun and Mya Hammons gave a presentation on the new robotics/coding class that is being offered this semester at the High School. Through a grant offered by FIRST, the class will construct and program a robot to do tasks needed for a competition to be held this spring.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Extended Learning/After School Camp \$25/hr – Angie Trowbridge, Mary Karr, Brent Ehlers, Cindy Novinger, Renee Kettwick, Kelsey Heintz, Holly Martin, Becky Sturm, Maria Blake, Amy Bopp, Kelly Shaffer and Carleen Perry; \$15/hr – Sonia Leece; Twyla Clark, Interim Food Service Supervisor - \$15.87/hr; Monte Munsinger, Bus Driver as needed - \$14.02/hr, \$34.30/rt. Resignations: Allison Jensen, HS Associate effective December 30; Kim Terry, Night Custodian effective May 31 and Molly Murphy, HS Language Arts Teacher effective end of school year. Fundraising Requests: on attached sheet. Out of State Travel Requests: on attached sheet. Motion to Approve by Director Ritchey, 2nd by Director Van Der Vliet. 4 Ayes with Director Langley absent – Motion passes.

Action Items:

Approve Retirement Incentive Plan - Motion to approve by Director Van Der Vliet, 2nd by Director Ritchey. 4 Ayes with Director Langley absent – Motion passes.

Approve contract with Medical Enterprises, Inc. for DOT Drug and Alcohol Testing for 2019 - Motion by Director Ritchey, 2nd by Director Van Der Vliet. 4 Ayes with Director Langley absent – Motion passes.

Director Ritchey moved to approve request to the School Budget Review Committee for Modified Supplemental Amount and Supplemental Aid for the 2019-2020 Dropout Prevention Program in the amount of \$261,868.00, for expenditures necessary to implement the 2019-2020 at-risk and dropout prevention program plans as approved by the Shenandoah CSD school board. The motion was seconded by Director Van Der Vliet. 4 Ayes with Director Langley absent – Motion passes.

Approve Contract with Iowa Department of Public Health for Food Insecurity – Fresh Produce Senior Box Grant. Motion by Director Ritchey, 2nd by Director Van Der Vliet. 4 Ayes with Director Langley absent – Motion passes.

Director Ritchey moved to accept SEA and SSA+ letters of intent to bargain. Director Van Der Vliet seconded the motion. 4 Ayes with Director Langley absent – Motion passes.

Discussion Items:

Football Field Light Bids: Dr. Kerri Nelson and Mr. Dennis Rogers discussed the bids that were received for installing new lighting at the football field. A public hearing will be held on the project.

Next Board Meeting: Regular Meeting – February 11, 2019 at 5:00 p.m.

Adjournment at 5:41 pm. Motion by Director Ritchey, 2nd by Director Van Der Vliet. 4 Ayes with Directors Langley absent – Motion passes.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – February 1, 2019
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 10:00 a.m.

Roll Call:

Roll Call was answered by Directors Jean Fichter, Kathy Langley (via phone) Greg Ritchey (via phone) and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, Board Secretary Lisa Holmes and Building and Grounds Director Dennis Rogers. Absent was Director Kip Anderson.

Mission Statement:

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

Public Hearing:

The public hearing was opened and closed at 10:01 as there was no public present.

Action Items:

Director Van Der Vliet moved to accept the low bid for the football field lighting project with Veenstra Construction for \$233,500. Director Ritchey seconded the motion. 4 Ayes with Director Anderson absent – Motion passes.

Next Board Meeting: Regular Meeting – February 11, 2019 at 5:00 p.m.

Adjournment at 10:03 a.m. Motion by Director Ritchey, 2nd by Director Langley. 4 Ayes with Director Anderson absent – Motion passes.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES		January				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (Century)	\$731,355.95	\$614,292.70	\$157,455.18	\$128,642.93	\$508,256.64	\$206,504.02
Beg Balance Savings (Century)	\$2,963,668.37	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63	\$3,120,021.16	\$3,391,818.49
Revenues	\$203,516.43	\$80,425.92	\$1,352,737.62	\$1,905,569.52	1,002,941.75	\$1,093,473.96
Expenditures	-\$894,896.80	-\$345,176.12	-\$966,872.04	-\$982,143.04	-1,009,487.13	-\$1,033,579.63
End Balance Checking (Century)	\$614,292.70	\$157,455.18	\$128,642.93	\$508,256.64	206,504.02	\$7,905.63
End Balance Savings (Century)	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63	\$3,120,021.16	3,391,818.49	\$3,651,748.21
Total General Fund	\$3,003,643.95	\$2,304,025.15	\$2,705,012.56	\$3,628,277.80	\$3,598,322.51	\$3,659,653.84
Management Fund (22)						
Beg Balance Checking (Century)	\$317.80	\$6,632.76	\$2,417.06	\$4,180.71	\$1,548.88	\$2,743.88
Beg Balance Savings (Century)	\$291,246.83	\$61,299.35	\$61,345.87	\$163,099.58	\$380,884.64	\$415,397.61
Revenues Checking	\$58.11	\$49.62	\$126,760.36	\$217,787.23	\$51,799.97	\$22,616.15
Expenditures Checking	-\$223,690.63	-\$4,218.80	-\$23,243.00	-\$2,634.00	-\$16,092.00	-\$23,243.00
End Balance Checking (Century)	\$6,632.76	\$2,417.06	\$4,180.71	\$1,548.88	\$2,743.88	\$4,510.60
End Balance Savings (Century)	\$61,299.35	\$61,345.87	\$163,099.58	\$380,884.64	\$415,397.61	\$413,004.04
Total Management Fund	\$67,932.11	\$63,762.93	\$167,280.29	\$382,433.52	\$418,141.49	\$417,514.64
SAVE Fund (33)						
Beg Balance Checking (Century)	\$491,908.84	\$491,208.55	\$460,077.90	\$217,217.18	\$201,261.74	\$123,178.73
Beg Balance Savings (Century)	\$1,535,701.55	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66	\$1,743,042.03	\$1,862,410.73
Revenues Checking	\$86,654.25	\$87,474.94	\$86,990.44	\$87,312.18	154,490.44	\$90,130.58
Expenditures Checking	-\$35,865.38	-\$66,609.89	-\$278,103.91	-\$51,159.25	-113,204.75	-\$44,733.08
End Balance Checking (Century)	\$491,208.55	\$460,077.90	\$217,217.18	\$201,261.74	123,178.73	\$113,576.16
End Balance Savings (Century)	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66	\$1,743,042.03	1,862,410.73	\$1,917,410.80
Total SAVE Fund	\$2,078,399.26	\$2,099,264.31	\$1,908,150.84	\$1,944,303.77	\$1,985,589.46	\$2,030,986.96
PPEL Fund (36)						
Beg Balance Checking (Century)	\$192,843.17	\$117,509.08	\$40,298.42	\$28,645.82	\$38,538.65	\$95,353.30
Beg Balance Savings (Century)	\$268,704.39	\$273,867.53	\$53,908.41	\$58,917.02	\$63,789.39	-\$2,533.44
Revenues Checking	\$5,262.16	\$58.85	\$35,012.38	\$54,889.51	\$13,680.10	\$152,489.98
Expenditures Checking	-\$75,433.11	-\$292,831.63	-\$42,559.89	-\$40,124.31	-\$23,188.28	-\$11,436.83
Expenditures Accts Pay						
End Balance Checking (Century)	\$117,509.08	\$40,298.42	\$28,645.82	\$38,538.65	\$95,353.30	\$84,097.76
End Balance Savings (Century)	\$273,867.53	\$53,908.41	\$58,917.02	\$63,789.39	-\$2,533.44	\$149,775.25
Total PPEL Fund	\$391,376.61	\$94,206.83	\$87,562.84	\$102,328.04	\$92,819.86	\$233,873.01
Debt Service Fund (40)						
Beg Balance Checking (Century)	\$1,534.27	\$1,534.27	\$1,536.24	\$1,538.69	\$1,540.84	-\$325,057.47
Beg Balance Savings (Century)	\$538,356.80	\$173,911.32	\$174,043.30	\$285,558.83	\$479,104.51	\$524,382.32
Beg Balance Fiscal Agent (Century)	\$48,754.53	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92
Revenues Checking	\$39,361.16	\$35,065.36	\$146,460.47	\$228,600.89	\$80,337.29	\$54,801.71
Expenditures Checking	-\$369,007.00	\$0.00			-\$326,600.00	\$0.00
Transfer						
End Balance Checking (Century)	\$1,534.27	\$1,536.24	\$1,538.69	\$1,540.84	-\$325,057.47	\$45,455.00
End Balance Savings (Century)	\$173,911.32	\$174,043.30	\$285,558.83	\$479,104.51	\$524,382.32	\$173,548.03
End Balance Fiscal Agent (Century)	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45
Total Debt Service Fund	\$258,999.76	\$294,065.12	\$440,525.59	\$669,126.48	\$422,863.77	\$477,665.48
Total Checking Acct 1	\$1,231,177.36	\$661,784.80	\$380,225.33	\$751,146.75	\$102,722.46	\$255,545.15
Total Savings Acct 1	\$4,485,620.16	\$4,075,053.96	\$4,774,878.72	\$5,786,841.73	\$6,191,475.71	\$6,305,486.33

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)						
Beg Balance Checking (Century)	\$7,905.63					
Beg Balance Savings (Century)	\$3,651,748.21					
Revenues	\$916,428.68					
Expenditures	-\$1,079,253.56					
End Balance Checking (Century)	\$466,791.43					
End Balance Savings (Century)	\$3,034,715.63					
Total General Fund	\$3,501,507.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking (Century)	\$4,510.60					
Beg Balance Savings (Century)	\$413,004.04					
Revenues Checking	\$17,716.56					
Expenditures Checking	-\$33,000.00					
End Balance Checking (Century)	\$1,513.93					
End Balance Savings (Century)	\$400,717.27					
Total Management Fund	\$402,231.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking (Century)	\$113,576.16					
Beg Balance Savings (Century)	\$1,917,410.80					
Revenues Checking	\$90,385.48					
Expenditures Checking	-\$46,977.91					
End Balance Checking (Century)	\$101,707.42					
End Balance Savings (Century)	\$1,972,687.11					
Total SAVE Fund	\$2,074,394.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking (Century)	\$84,097.76					
Beg Balance Savings (Century)	\$149,775.25					
Revenues Checking	\$4,650.15					
Expenditures Checking	-\$5,212.54					
Expenditures Accts Pay						
End Balance Checking (Century)	\$79,058.95					
End Balance Savings (Century)	\$154,251.67					
Total PPEL Fund	\$233,310.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service Fund (40)						
Beg Balance Checking (Century)	\$45,455.00					
Beg Balance Savings (Century)	\$173,548.03					
Beg Balance Fiscal Agent (Centu	\$258,662.45					
Revenues Checking	\$50,601.10					
Expenditures Checking	-\$45,455.00	\$0.00	-\$1,250.00	\$0.00	-\$319,700.00	\$0.00
Transfer						
End Balance Checking (Century)	\$0.00					
End Balance Savings (Century)	\$188,960.18					
End Balance Fiscal Agent (Centu	\$293,851.40					
Total Debt Service Fund	\$482,811.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Checking Acct 1	\$649,071.73	#REF!	#REF!	#REF!	#REF!	#REF!
Total Savings Acct 1	\$5,751,331.86	#REF!	#REF!	#REF!	#REF!	#REF!

SHENANDOAH ACCOUNT BALANCES		January					
Total Savings Acct 15	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45	
Grand Total Acct 1	\$5,800,351.69	\$4,855,324.34	\$5,308,532.12	\$6,726,469.61	\$6,517,737.09	\$6,819,693.93	
Reconciliation							
Bank Statement Checking (Century)	\$1,305,684.97	\$904,407.36	\$568,638.79	\$998,597.11	\$308,221.69	\$397,315.67	
Bank Statement Savings (Century)	\$4,485,871.56	\$4,075,053.96	\$4,774,878.72	\$5,786,841.73	\$6,191,475.71	\$6,305,486.33	
Bank Statement Fiscal Agent (Cent)	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13	\$223,538.92	\$258,662.45	
Less Outstanding Checks	-\$74,759.01	-\$242,622.56	-\$188,113.46	-\$247,450.36	-\$205,499.23	-\$142,340.28	
Outstanding Deposits/GJE	\$0.00		-\$300.00			\$569.76	
Total Reconciliation	\$5,800,351.69	\$4,855,324.34	\$5,308,532.12	\$6,726,469.61	\$6,517,737.09	\$6,819,693.93	
Amount Reconciliation Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ACCOUNT							
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
Activity Fund (21)							
Beg Balance Checking	\$9,790.09	\$4,567.95	\$5,366.71	-\$968.39	\$15,992.38	\$3,682.50	
Beg Balance Savings	\$120,826.36	\$124,785.29	\$133,771.82	\$156,937.58	\$143,159.30	\$162,554.13	
Revenues Savings	\$5,532.58	\$18,510.74	\$33,180.83	37224.95	\$35,402.02	\$18,349.47	
Expenditures Checking	-\$6,795.79	-\$9,054.93	-\$16,350.17	-\$34,042.46	-\$28,317.07	-\$31,504.33	
Expenditures Savings							
End Balance Checking	\$4,567.95	\$5,366.71	-\$968.39	\$15,992.38	\$3,682.50	\$2,338.14	
End Balance Savings	\$124,785.29	\$133,771.82	\$156,937.58	\$143,159.30	\$162,554.13	\$150,743.63	
Total Activity Fund	\$129,353.24	\$139,138.53	\$155,969.19	\$159,151.68	\$166,236.63	\$153,081.77	
Scholarships (81)							
Beg Balance Checking	\$150.00	\$75.00	\$875.00	\$750.00	\$750.00	\$1,150.00	
Beg Balance Savings	\$395,695.84	\$393,830.25	\$392,463.85	\$391,592.87	\$391,725.91	\$390,856.60	
Revenues Savings	\$2,134.41	\$133.60	\$129.02	\$133.04	130.69	\$199.17	
Expenditures Checking	-\$2,075.00	-\$700.00	-\$1,125.00		-600	-\$500.00	
Expenditures Savings							
End Balance Checking	\$75.00	\$875.00	\$750.00	\$750.00	\$1,150.00	\$650.00	
End Balance Savings	\$393,830.25	\$392,463.85	\$391,592.87	\$391,725.91	\$390,856.60	\$391,055.77	
Total Scholarships	\$393,905.25	\$393,338.85	\$392,342.87	\$392,475.91	\$392,006.60	\$391,705.77	
Agency Fund (91)							
Beg Bal Checking	-\$257.19	-\$257.19	\$242.81	\$214.74	\$141.91	\$107.41	
Beg Bal Savings	\$2,144.36	\$2,144.36	\$1,644.36	\$1,644.36	\$1,824.06	\$1,847.06	
Revenues Savings				\$179.70	\$23.00	\$139.00	
Expenditures Checking			-\$28.07	-\$72.83	-\$34.50	-\$54.36	
Expenditures Savings							
End Balance Checking	-\$257.19	\$242.81	\$214.74	\$141.91	\$107.41	\$531.05	
End Balance Savings	\$2,144.36	\$1,644.36	\$1,644.36	\$1,824.06	\$1,847.06	\$1,986.06	
Total Agency Fund	\$1,887.17	\$1,887.17	\$1,859.10	\$1,965.97	\$1,954.47	\$2,039.11	
Total Checking Acct 2	\$4,385.76	\$6,484.52	-\$3.65	\$16,884.29	\$4,939.91	\$3,041.19	
Total Savings Acct 2	\$520,759.90	\$527,880.03	\$550,174.81	\$536,709.27	\$555,257.79	\$543,785.46	
Grand Total Acct 2	\$525,145.66	\$534,364.55	\$550,171.16	\$553,593.56	\$560,197.70	\$546,826.65	

SHENANDOAH ACCOUNT BALANCES						
Total Savings Acct 15	\$293,851.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Acct 1	\$6,694,254.99	#REF!	#REF!	#REF!	#REF!	#REF!
Reconciliation						
Bank Statement Checking	\$792,295.85					
Bank Statement Savings	\$5,751,901.62					
Bank Statement Fiscal Agent	\$293,851.40					
Less Outstanding Checks	-\$143,224.12					
Outstanding Deposits/GJE	-\$569.76					
Total Reconciliation	\$6,694,254.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Reconciliation Off	\$0.00	#REF!	#REF!	#REF!	#REF!	#REF!
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Activity Fund (21)						
Beg Balance Checking	\$2,338.14					
Beg Balance Savings	\$150,743.63					
Revenues Savings	\$13,975.05					
Expenditures Checking	-\$25,371.70					
Expenditures Savings						
End Balance Checking	\$16,970.18					
End Balance Savings	\$124,714.94					
Total Activity Fund	\$141,685.12					
Scholarships (81)						
Beg Balance Checking	\$650.00					
Beg Balance Savings	\$391,055.77					
Revenues Savings	\$198.79					
Expenditures Checking	-\$2,402.00					
Expenditures Savings						
End Balance Checking	\$248.00					
End Balance Savings	\$389,254.56					
Total Scholarships	\$389,502.56					
Agency Fund (91)						
Beg Bal Checking	\$53.05					
Beg Bal Savings	\$1,986.06					
Revenues Savings	\$33.00					
Expenditures Checking	\$0.00					
Expenditures Savings						
End Balance Checking	\$53.05					
End Balance Savings	\$2,019.06					
Total Agency Fund	\$2,072.11					
Total Checking Acct 2	\$17,271.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Savings Acct 2	\$515,988.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Acct 2	\$533,259.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SHENANDOAH ACCOUNT BALANCES						
Reconciliation						
Bank Statement Checking	\$21,051.13					
Bank Statement Savings	\$126,734.00					
Bank Statement Savings	\$389,254.56					
Less Outstanding Checks	-\$3,779.90					
Outstanding Deposits/GJE						
Total Reconciliation	\$533,259.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Reconciliation Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Nutrition (61)						
Beg Balance Checking	\$69,413.84					
Revenues Checking	\$60,577.39					
Expenditures Checking	-57283.92					
Loan to Hot Lunch Fund						
Payable Accounts						
End Balance Checking (Century)	\$72,707.31					
Total Nutrition	\$72,707.31	#REF!	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Acct 3	\$72,707.31	#REF!	\$0.00	\$0.00	\$0.00	\$0.00
Reconciliation						
Bank Statement Checking (Cent	\$72,721.86					
Less Outstanding Checks	-\$264.55					
Outstanding Withdrawals for Payroll						
Deposits in Transit	\$250.00					
Total Reconciliation	\$72,707.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Reconciliation Off	\$0.00	#REF!	\$0.00	\$0.00	\$0.00	\$0.00

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

OTHER

	FUNCTION	GENERAL	MGMNT	AGENCY	PPEL	TRUST FUND	ACTIVITY
INSTRUCTION	1XXX	\$3,428,644.31	\$120,516.36	\$189.76		\$7,402.00	\$145,486.25
SUPPORT SERVICES	2XXX	\$1,935,219.24	\$181,167.37		\$322,949.14		
NON-INSTRUCTIONAL	3XXX		\$24,437.70		\$970.16		
FACILITIES ACQ & CONST	4XXX				\$156,762.69		
DEBT	5XXX						
AEA FLOW THROUGH	6100	\$274,417.50					
TRANSFERS	62XX						
AUDITOR ADJ	69xx						
TOTAL		\$5,638,281.05	\$326,121.43	\$189.76	\$480,681.99	\$0.00	\$145,486.25
PUBLISHED BUDGET		\$13,403,404.00	\$375,000.00	\$0.00	\$755,000.00	\$0.00	\$300,000.00
% USED		42.07%	86.97%	#DIV/0!	63.67%	#DIV/0!	48.50%

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

0.00%

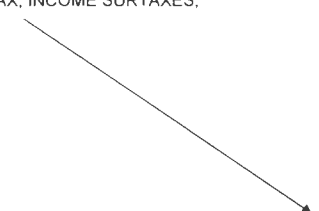
	FUNCTION	SAVE	DEBT SERVICE	NUTRITION	NOT USED	TOTAL USED	PUB BUDGET	% OF BUDGET
INSTRUCTION	1XXX					\$3,702,238.68	\$9,470,000.00	39.09%
SUPPORT SERVICES	2XXX	\$259,347.54		\$478.40		\$2,699,161.69	\$4,836,100.00	55.81%
NON-INSTRUCTION	3XXX			\$326,293.33		\$351,701.19	\$765,000.00	45.97%
FACILITIES ACQ & CONST	4XXX	\$132,187.23				\$288,949.92	\$650,000.00	44.45%
DEBT	5XXX		\$372,555.00			\$372,555.00	\$1,100,000.00	33.87%
AEA FLOW THROUGH	6100					\$274,417.50	\$508,404.00	53.98%
TRANSFERS	62XX	\$244,005.19				\$244,005.19	\$430,000.00	56.75%
AUDITOR ADJ	69XX			\$23,777.00		\$23,777.00		#DIV/0!
ENDING BALANCE								#DIV/0!
TOTAL		\$635,539.96	\$372,555.00	\$350,548.73	\$0.00	\$7,956,806.17	\$17,759,504.00	44.80%
PUBLISHED BUDGET		\$1,100,000.00	\$1,100,000.00	\$726,100.00	\$0.00		\$17,759,504.00	
% USED		57.78%	33.87%	48.28%	#DIV/0!		44.80%	

SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2018-19

	STATE AID Source Codes 3111, 3113, 3204 3210, 3342, 3110, 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			\$39,202.50					\$13,903.94	\$53,106.44
AUG	\$20,569.00		\$39,202.50					\$20,654.42	\$80,425.92
SEP	\$646,863.00	\$21,449.00	\$39,202.50	\$633,178.01		\$629.94	\$220.39	\$11,415.17	\$1,352,737.62
OCT	\$646,863.00	\$21,449.00	\$39,202.50	\$1,092,289.12		\$1,767.88		\$103,998.02	\$1,905,569.52
NOV	\$646,863.00	\$21,449.00	\$39,202.50	\$210,852.20		\$39,459.04		\$45,116.01	\$1,002,941.75
DEC	\$646,863.00	\$21,449.00	\$39,202.50	\$75,265.27	\$146,633.25			\$164,060.94	\$1,093,473.96
JAN	\$642,355.00	\$21,449.00	\$39,202.50	\$77,959.82				\$135,462.36	\$916,428.68
FEB									\$0.00
MAR									\$0.00
APR									\$0.00
MAY									\$0.00
JUN									\$0.00
TOTAL	\$3,250,376.00	\$107,245.00	\$274,417.50	\$2,089,544.42	\$146,633.25	\$41,856.86	\$220.39	\$494,610.86	\$6,404,683.89

** 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
2018-19

	REGULAR PROGRAM DISTRICT COST	\$7,294,414.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,010.00	
+	SPECIAL ED DISTRICT COST	\$910,909.00	
+	TEACHER SALARY SUPPLEMENT DISTRICT COST	\$662,009.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$71,623.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$84,109.00	
+	TEACHER LEADERSHIP SUPPLEMENT	\$353,567.00	
+	AEA SPECIAL ED SUPPORT	\$360,420.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$60,037.00	
+	AEA EDUCATIONAL SERVICES	\$66,381.00	
+	AEA SHARING DISTRICT COST	\$0.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,007.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$3,959.00	
+	DROPOUT ALLOWABLE GROWTH	\$183,324.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$81,450.00	(Increased Enrollment)
+	SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$68,841.94	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	(Estimate)
-	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	\$10,522.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	<u>\$10,626,197.94</u>	
+	PRESCHOOL FOUNDATION AID	\$215,552.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$535,920.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	EST
+	OTHER MISCELLANEOUS INCOME	\$494,610.86	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	<u>\$3,132,896.00</u>	
=	MAXIMUM AUTHORIZED BUDGET	<u>\$15,005,176.80</u>	
-	EXPENDITURES	<u>\$5,638,281.05</u>	37.58%
=	UNSPENT AUTHORIZED BUDGET	<u><u>\$9,366,895.75</u></u>	

EXPENDITURES

JULY	\$221,769.53
AUGUST	\$345,176.12
SEPTEMBER	\$966,872.04
OCTOBER	\$982,143.04
NOVEMBER	\$1,009,487.13
DECEMBER	\$1,033,579.63
JANUARY	\$1,079,253.56
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u><u>\$5,638,281.05</u></u>

MONTHLY BOARD VENDOR BILLS
 February 2019 Accounts Payable

Vendor Name	Invoice Detail	Invoice Detail	Description
	Amount		
Checking Account ID 20	Fund Number 61		SCHOOL NUTRITION FUND
BMO MASTERCARD	112.15		CATERING SUPPLIES
DEAN FOODS NORTH CENTRAL, LLC	4,954.56		SNF FOOD FOR THE FOODSERVICE PROGRAM
EARTHGRAINS BAKING CO'S INC	342.00		SNF FOOD FOR THE FOODSERVICE PROGRAM
FAREWAY STORES	145.91		FOOD FOR CATERING
HY-VEE	914.20		SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	32,832.49		SNF SUPPLIES
SMITH VENDING	254.10		SNF FOOD FOR THE FOODSERVICE PROGRAM
Fund Number 61	<u>39,555.41</u>		
Checking Account ID 20	39,555.41		
Checking Account ID 3	Fund Number 21		ACTIVITY FUND
AARON WILLIAMS	125.00		GENERAL ATHLETICS OFFICIAL
ATLANTIC HIGH SCHOOL	100.00		ENTRY FEE TO ANOTHER SCHOOL
BANK IOWA/CONNIE MCGINNIS	496.00		TRAVEL
BMO MASTERCARD	1,440.33		SHEN BOYS BOWLING SUPPLIES
BMO MASTERCARD	238.55		TRAVEL/GENERAL ATHLETICS
BMO MASTERCARD	1,615.68		SUPPLIES/FFA
BMO MASTERCARD	885.32		MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	45.00		MUSTANG FIELD CONCESSION SUPPLIES
BRAD HONNOLD	250.00		GENERAL ATHLETICS OFFICIAL
BRIEN MCCREADY	250.00		GENERAL ATHLETICS OFFICIAL
BUSINESS PROFESSIONALS OF AMERICA - NATL CENTER	112.00		DUES
CASEY CHRISTENSEN	215.00		GENERAL ATHLETICS OFFICIAL
CONSERVATION DISTRICTS OF IOWA	80.00		REGISTRATION/FFA
CURTIS OSBORN	420.00		GENERAL ATHLETICS OFFICIAL
DENNIS PERRY	90.00		GENERAL ATHLETICS OFFICIAL
DENNY HOWARD	90.00		GENERAL ATHLETIC WORKERS
DUSTY SKAHILL	36.00		GENERAL ATHLETIC WORKERS
ELLIOT SMITH	400.00		DRAMA PURCHASE SERVICE
FAREWAY STORES	1,378.80		MUSTANG FIELD CONCESSION SUPPLIES
GRAPHIC IDEAS	275.00		SUPPLIES/ANNUAL
HAILEY O'HARA	36.00		GENERAL ATHLETIC WORKERS
HOWARD SPORTING GOODS	127.25		SUPPLIES/GENERAL ATHLETICS
IMAGE MARKET	426.75		SUPPLIES/SHS SPEECH CLUB
IOWA CHEERLEADING COACHES ASSOCIATION	225.00		REGISTRATION/CHEERLEADERS
IOWA HIGH SCHOOL SPEECH ASSOCIATION	180.00		REGISTRATION/SHS SPEECH CLUB
JAKE CERVEN	240.00		GENERAL ATHLETICS OFFICIAL
JAMES DRIVER	125.00		GENERAL ATHLETICS OFFICIAL
JANE GUTSCHENRITTER	36.00		GENERAL ATHLETIC WORKERS
JEFF LAUGHLIN	180.00		GENERAL ATHLETICS OFFICIAL
JEFF MORSE	125.00		GENERAL ATHLETICS OFFICIAL
JENNIFER HOUSMAN	36.00		GENERAL ATHLETIC WORKERS
JIM CHRISTENSEN	215.00		GENERAL ATHLETICS OFFICIAL
JOE NEBEL	36.00		GENERAL ATHLETIC WORKERS
JOHN LAUGHLIN	36.00		GENERAL ATHLETIC WORKERS
JOHN LONG	125.00		GENERAL ATHLETICS OFFICIAL
JON COLE	250.00		GENERAL ATHLETICS OFFICIAL
JUSTIN MILLER	215.00		GENERAL ATHLETICS OFFICIAL
KALEB GARNER	126.00		GENERAL ATHLETIC WORKERS
KALEB TRAUSCH	175.00		GENERAL ATHLETICS OFFICIAL
KYLE OWENS	36.00		GENERAL ATHLETIC WORKERS
LASTING INK IMPRESSIONS	225.00		MAY MENTORING ACTIVITY SUPPLIES
LEWIS CENTRAL HIGH SCHOOL	180.00		STUDENT ENTRY & REGISTRATION FEES
MARK ROYER	125.00		GENERAL ATHLETICS OFFICIAL
MATBOSS	559.00		SUPPLIES/GENERAL ATHLETICS

MONTHLY BOARD VENDOR BILLS
 February 2019 Accounts Payable

Vendor Name	Invoice Amount	Invoice Detail	Description
MIKE PETERSON	18.00	GENERAL ATHLETIC WORKERS	
MOUSYNDIXON LLC	2,000.00	DRAMA PURCHASE SERVICE	
NICOLE WENSTRAND	180.00	GENERAL ATHLETICS OFFICIAL	
PAUL HONNOLD	300.00	GENERAL ATHLETICS OFFICIAL	
RANDY BAXTER	125.00	GENERAL ATHLETICS OFFICIAL	
RIDDELL/ALL AMERICAN SPORTS	5,734.95	SUPPLIES/GENERAL ATHLETICS	
RIEMAN MUSIC DES MOINES	29.10	RESALE/MS MARCHING MUSTANGS	
RIVERSIDE CSC	50.00	ENTRY FEE TO ANOTHER SCHOOL	
ROCSTOP - WHITEHILLS	520.00	MUSTANG FIELD CONCESSION SUPPLIES	
RON GREBERT	250.00	GENERAL ATHLETICS OFFICIAL	
RON HANSEN	162.00	GENERAL ATHLETIC WORKERS	
SHAWN ANGELL	215.00	GENERAL ATHLETICS OFFICIAL	
SHAWN PETERSEN	125.00	GENERAL ATHLETICS OFFICIAL	
SHENANDOAH CSD	899.25	GENERAL ATHLETIC WORKERS	
SHENANDOAH FLORAL	8.00	SUPPLIES/CHEERLEADERS	
SOUTHWEST VALLEY SCHOOL	100.00	ENTRY FEE TO ANOTHER SCHOOL	
TIM BLUM	250.00	GENERAL ATHLETICS OFFICIAL	
TYLER HINKEL	215.00	GENERAL ATHLETICS OFFICIAL	
VARSITY SPIRIT FASHIONS	378.75	SUPPLIES/CHEERLEADERS	
WAYNE GRUDLE	250.00	GENERAL ATHLETICS OFFICIAL	
WILLIAM L GILLMAN	125.00	GENERAL ATHLETICS OFFICIAL	
Fund Number 21	<u>24,517.73</u>		
Checking Account ID 3	Fund Number 81	TRUST FUNDS NON EXPENDABLE	
KENDRICK HODGES/NWMSU	1,002.00	SCHOLARSHIPS/MURIEL KEENAN	
VANESSA WEBSTER/UNIVERISTY OF IOWA	250.00	SCHOLARSHIPS/I&C WILSON/ROLSCREEN	
Fund Number 81	<u>1,252.00</u>		
Checking Account ID 3	<u>25,769.73</u>		
Checking Account ID 30	Fund Number 10	GENERAL FUND	
AHLERS & COONEY PC	504.00	LAWYER/NEGOTIATIONS	
BA MARKETING & PUBLICITY, LLC	245.35	BOARD SUPPLIES	
BARBARA FARWELL	161.82	ESL TPVEL	
BMO MASTERCARD - TRANSPORTATION I	25.73	TRANSPORTATION SUPPLIES	
BMO MASTERCARD	151.91	HS GENERAL ED TRAVEL	
BMO MASTERCARD	19.50	TITLE IV SUPPLIES	
BMO MASTERCARD	471.90	CUSTODIAL MAINTENANCE EQUIPMENT	
BMO MASTEPCARD	962.56	PRESCHOOL GENERAL SUPPLIES GRANT	
BMO MASTERCARD	2.98	SPED SUPPLIES	
BMO MASTERCARD	220.73	RPP WORKSHOP/REG FEES	
BMO MASTERCARD	102.97	PLANT SALES/SUPPLIES	
BMO MASTERCARD	124.95	TITLE IV SUPPLIES	
BMO MASTEPCARD	222.49	HS GENERAL ED SUPPLIES	
BMO MASTERCARD	77.80	TRAVEL	
BMO MASTERCARD	30.00	MENTOR DUES & FEES	
BMO MASTERCARD	262.51	SUPERINTENDENT SUPPLIES	
BMO MASTERCARD	166.56	MS PRINCIPAL SUPPLIES	
BMO MASTERCARD	60.69	MS GENERAL ED SUPPLIES	
BMO MASTERCARD	461.48	MS FCS SUPPLIES	
BMO MASTERCARD	1,480.71	PRESCHOOL GENERAL SUPPLIES GRANT	
BMO MASTERCARD	119.88	SUPERINTENDENT POSTAGE	
BMO MASTERCARD	307.54	ELEM PRINCIPAL SUPPLIES	
CDW GOVERNMENT	1,025.07	TECH REPAIR & MAINTENANCE SUPPLIES	
CENEX FLEET FUELING	2,109.29	MAINTENANCE GASOLINE	
CENTERPOINT ENERGY	8,780.18	UTILITIES-GAS	
CENTURYLINK	993.12	ELEM PRINCIPAL TELEPHONE	
CHAT MOBILITY	104.75	SUPERINTENDENT TELEPHONE	
CHOICE SUPPLY	51.32	TECHNOLOGY COORDINATOR SUPPLIES	

Vendor Name	Invoice Amount	Invoice Detail Description
CITY OF SHENANDOAH	11,873.16	WATER-SEWER
CLARINDA CSD	38,429.99	TEACHER LEADERSHIP OPEN ENROLLMENT
CONTROL MANAGEMENT, INC.	540.00	MAINTENANCE BUILDING REPAIR SERVICES
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
CURRICULUM ASSOCIATES	64.99	GENERAL ED CURRICULUM SUPPLIES
ESSEX CSD	53,694.18	TEACHER LEADERSHIP OPEN ENROLLMENT
FAREWAY STORES	30.02	MS PRINCIPAL FUNDRAISER SUPPLIES
FELD FIRE	270.00	MAINTENANCE BUILDING REPAIR SERVICES
FREMONT MILLS CSD	3,493.63	TEACHER LEADERSHIP OPEN ENROLLMENT
GLENWOOD CSD	5,320.50	PURCHASE EDUCATIONAL/L3 IND COSTS
GRAINGER	236.50	TRANSPORTATION SUPPLIES
GREEN HILLS AEA	986.01	HS GENERAL ED SUPPLIES
HAMBURG COMMUNITY SCHOOL DISTRICT	13,835.68	TUITION OE TO LEA WITHIN IA LEVEL I
HARTMAN PUBLISHING	71.73	HOSA SUPPLIES
HOGLUND BUS COMPANY	108.83	TRANSPORTATION REPAIR PARTS
HOWARD SPORTING GOODS	60.00	ELEM PE SUPPLIES
HUNTEL COMMUNICATIONS	57.50	TECHNOLOGY COORDINATOR RELATED SOFTWARE
IOWA COMMUNICATIONS NETWORK	3,020.04	HS PRINCIPAL TELEPHONE
IOWA DEPARTMENT OF HUMAN SERVICES	1,189.05	MEDICAID DIRECT SERVICES
JB PARTS AND SUPPLY	71.28	HS AUTO TECHNOLOGY RESALE SUPPLIES
JOHN GOWING PLUMBING AND HEATING INC.	359.17	MAINTENANCE SUPPLIES
KAGAN PROFESSIONAL DEVELOPMENT	12,991.40	TEACHER LEADERSHIP WORKSHOP/CONFERENCE F
KRIEGLER OFFICE	23.40	TRANSPORTATION SUPPLIES
LEARNING WITHOUT TEARS	127.49	PRESCHOOL GENERAL SUPPLIES GRANT
MEDICAL ENTERPRISES	33.00	BUS DRIVER DRUG TESTING
MENARDS	74.98	HS IND ARTS RESALE INVENTORY
MIDAMERICAN ENERGY	12,367.34	UTILITIES-ELECTRICITY
MILLER BUILDING	139.78	MAINTENANCE BUILDING SUPPLIES
MITEL NET SOLUTIONS	550.23	ELEM PRINCIPAL TELEPHONE
MORNINGSIDE COLLEGE	250.00	HIGH SCHOOL INSTRUCTION PURCHASED
O'REILLY AUTO	232.60	MAINTENANCE VEHICLE REPAIR SERVICES
OMAHA PAPER	324.93	HS GENERAL ED SUPPLIES
ORME ELECTRIC	120.00	MAINTENANCE BUILDING REPAIR SERVICES
PAPER TIGER SHREDDING	78.91	PURCHASED PROFESSIONAL SERVICES
PETERSEN AUTO	565.95	VEHICLE REPAIR SERVICES
RCB TRUCK REPAIR	2,438.63	VEHICLE REPAIR SERVICES
RISA GRAHAM	28.00	BUS DRIVER CDL PAID BY DISTRICT
ROCSTOP - WHITEHILLS	1,195.86	MAINTENANCE GASOLINE
ROCSTOP CARDTROL	1,798.53	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
SAPP BROS.	270.32	MAINTENANCE GASOLINE
SHELTON, PAULA	36.00	ESL PURCHASE OF SERVICE
SHENANDOAH ROTARY	407.00	MENTOR DUES & FEES
SHENANDOAH SANITATION	741.50	MAINTENANCE GARBAGE COLLECTION
SHENWELD	139.95	EQUIPMENT REPAIR
SIDNEY CSD	130,123.47	TEACHER LEADERSHIP OPEN ENROLLMENT
SOCIAL THINKING	179.96	PRESCHOOL GENERAL SUPPLIES GRANT
SOUTH PAGE CSD	7,373.77	TUITION-OPEN ENROLLMENT
SUPPLYWORKS	2,164.70	MAINTENANCE CLEANING SUPPLIES
THOMAS BUS SALES	47.80	TRANSPORTATION REPAIR PARTS
TIMBERLINE BILLING SERVICE LLC	106.70	MEDICAID BILLING SERVICES
TREVOR SCANLAN	32.32	TECHNOLOGY COORDINATOR TRAVEL
TRUCK CENTER COMPANIES	1,238.81	TRANSPORTATION REPAIR PARTS
UPS	43.01	TECHNOLOGY COORDINATOR SUPPLIES
WELLMARK BLUE CROSS BLUESHEILD	213,718.26	HEALTH INSURANCE PAYABLE CN
Fund Number 10	543,296.65	

MONTHLY BOARD VENDOR BILLS
February 2019 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE
COUNSEL OFFICE & DOCUMENT	1,907.72	ADMIN COPIER LEASE
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES
Fund Number 36	<u>2,901.19</u>	
Checking Account ID 30	<u>546,197.84</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Jason	Shaffer	Robotics Team HS Stem	1/14/2018	2/28/2019	Donations	Pay for Robotics Travel and Competition	100	Local or Regional Businesses
Jay	Sweet	Ind. Tech	1/10/2019	5/30/2019	Adult Woodworking Class	Tools for shop	100%	Staff or General Public
Sarah	Martin	Shenandoah Community Schools	2/17/2019	2/23/2019	Nutrition Back Pack Program	Nutrition Pack Homeroom Contest	100	Students

First Name	Last Name	Organization	Start Date	End Date	Grant	What specific funds will be used for	Percentage of profit	Population
Tiffany	Spiegel	Preschool	3/1/2019	3/1/2019	STEM, Pint Size Science Grant	Materials to implement program in preschool, funding for staff to attend pd during summer		
Sarah	Martin	Shenandoah Community Schools	1-Feb-19	2/28/2019	Grant for Farm Beats: National FFA	Technology package for Google	100	Local or Regional Businesses
Sarah	Martin	Shenandoah Community Schools	1/28/2019	3/1/2019	I-CASH: Grant for Agriculture Safety	Sponsor a Safety Day for Page County	100	Other
Linda	Laughlin	Shenandoah High School	2/1/2019	2/1/2019	SIEF Grant Application	CPR Feedback Manikins Project	0	Students
Stacy	Resh	High School Library	2/1/2019	5/30/2019	SIEF Grant	purchase of books for the library	\$500.00	Students

Support Staff Employee Handbook

Shenandoah Community Schools does not illegally discriminate on the basis of race, color, national origin, gender, gender identity, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Monte Munsinger, Shenandoah CSD 601 Dr. Creighton Cir., Shenandoah, IA. 51601, 712-246-2520, munsingerm@shencsd.com

SHENANDOAH CSD | 304 W. Nishna Road Shenandoah, IA 51601

Contents

Attendance Expectations	4
Confidentiality.....	4
Drug and Alcohol Testing Program	4
Electronic Google Forms for District Procedures.....	5
Emergency Dismissals	5
Employee Evaluation.....	5
Employee Safety	6
Harassment Prohibited	7
Holidays.....	17
Hours of Work.....	18
Injury on the Job	18
Insurance.....	18
Leave Requests	19
Licensure	22
Out of District Employment	23
Overtime	23
Pay Differential	23
Pay Schedule	23
Probationary Status	23
Physical Exams	23
Professional Attire	24
Reduction in Force	24
Resignation	24
Reporting for Duty on Emergency Dismissals.....	24
Required Training.....	25
Safety Procedures- Special Education Safety Plans	25
Staff/ Student Relationships	27
Substance-Free Workplace	27
Transfer of Assignment.....	27
Time Clock.....	28
Use of District Technology	28

Mission Statement

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.

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Theory of Action

If...

- We build a positive school climate, a culture of pride and accountability within the system;
- We build strong student, parent, and community relationships and focus on effective communication with all stakeholders;
- We further develop the capacity of our staff to perform at high levels;
- We hire and recruit committed, dedicated, reliable and accountable professionals to support our system; and
- We design, support and implement programs that will advance our students to compete in a global economy;
- We routinely evaluate programs and commit to making necessary improvements or eliminating ineffective practices; and
- We create and implement a multiyear facility plan that is supported by a sustainable finance plan

Then...

We will accomplish our goal of becoming the Southwest Iowa academic school of choice.

Board Goals and Indicators of Success

Excellence in Every Endeavor

With a goal of excellence, we are committed to:

- Increasing academic achievement
- Increasing STEM (Science Technology Engineering, Mathematics) Literacy
- Expanding and furthering Career Technical Education and vocational programs
- Developing a comprehensive K-12 activities program
- Maximizing sharing programs for students and operational expenses

Board Goal	Indicators of Success	Necessary Steps	Timeline
Demonstrate annual increase in academic student achievement in all core areas using multiple assessing measures (ACT, Iowa Assessments, iReady, FASTT).	Increase ACT composite scores and subject areas that meet or exceed state average by 2021.	Require the use of Ontocollege with John Baylor	2018-2019
		Protect intervention time as uninterrupted at all levels	2018-2019
	Increase College and Career Ready Growth on the Iowa Assessment to meet or exceed state average by 2021.	Provide summer academic options at the middle and high school	2018-2019 (summer)
		Increase the number of Advance Placement courses	2018-2019
Increase the number of students who demonstrate a full year's growth on iReady and Iowa Assessments by 2021.	Consider expanding instructional time at the elementary school to the same as the middle and high school hours	2019-2020	
Increase STEM literacy for all students, including those who do not pursue STEM-related careers or additional study in the STEM disciplines.	Provide clear definition of STEM as evidenced through curriculum, instruction, and assessment documents.	Aligned K-12 Curriculum Map and Implementation	2018-2019
		Before school, after school, and summer STEM experiences for elementary students	Ongoing
		Annual STEM/CTE festival	Ongoing
		STEM rotation in 2 nd , 3 rd and 4 th grade	2018-2019
		Provide intensive professional development	2018-2020
Expand curriculum and access CTE programs that are aligned with post-secondary learning opportunities and certification programs.	Provide clear definition of CTE as evidenced through curriculum, instruction, and assessment documents.	Aligned K-12 Curriculum Map and Implementation	2018-2019
		Annual STEM/CTE festival	Ongoing
		Provide intensive professional development	2018-2020
		Increase STEM/CTE course offerings in areas such as coding, robotics, and engineering	2018-2021
Develop a comprehensive K-12 activities program that promotes student participation, competitiveness, sportsmanship, leadership, student GPA & recognitions, and attendance rates.	Develop or identify an evaluation protocol to use for program evaluation by 2019.	Conduct annual program evaluations	2018-2019 & ongoing
		Increase coordination between school and City Parks and Recreation	Ongoing
		Provide intensive professional development for coaches and sponsors	2018-2019 & ongoing
		Reevaluate physical education curriculum	2018-2019
		Partner with community experts to provide an acceleration camp related to strength and conditioning in the summer	2018-2019 & ongoing
		Expand extended learning opportunities for students to participate in the Fine Arts after school and in the summer	2018-2019 & ongoing
Maximize opportunities to share programs to expand student learning opportunities and operational sharing to reduce costs.	Establish partnerships with area schools and businesses to provide CTE programs.	Complete an internal and external needs assessment of programs to identify which can be promoted for regional participation.	2018-2020 & ongoing

Attendance Expectations

The District expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, maybe subject to progressive discipline up to and including termination of employment.

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Except in cases of emergency, absences should be requested and approved in advance.

Employees who are absent from work without contact and approval by their supervisor will be considered to have abandoned their position. In such cases, the employee will be notified in writing of this fact and given a timeframe within which they must contact their building principal or direct supervisor. In cases where contact does not occur within the defined time frame, the Board will take action to terminate the employee for voluntary resignation.

Confidentiality

School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality about information learned in the school environment and refrain from discussing matters related to students (student conduct, discipline, or performance) or their families with uninvolved staff and others outside of the work environment.

Drug and Alcohol Testing Program

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse located at the High School.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse

professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

Electronic Google Forms for District Procedures

Please use the online form of this document to access the hyperlinks. Links can also be found on our website <http://www.shencsd.com/vnews/display.v/SEC/District%7CStaff%20Resources>.

AESOP

Need to be absent for any reason and or need a substitute? Please use AESOP to submit leave requests for approval. You can also find this on the staff page of the district website.

Maintenance Form

Something not working or needs repair? Please use this link to make a maintenance request. You can also find this on the staff page of the district website.

Master Calendar Form

If you need to schedule an event or student activity of any kind please use this link. You can also find this on the staff page of the district website.

Fundraiser Form

Planning a fundraiser for your activity or club? Please use this link to make a request permission for a fundraiser. You can also find this on the staff page of the district website.

Out of State Travel Form

Planning a field trip or activity out of state? Please use this link to request permission to take students out of State for a field trip or activity. You can also find this on the staff page of the district website.

Technology Form

If you need any type of technology assistance or purchase, please use this link to make a technology request. You can also find this on the staff page of the district website.

Transportation Form

Please use this link to request permission to use a district vehicle or arrange for a bus for a field trip.

Emergency Dismissals

Support staff employees will not be paid for scheduled work time missed due to emergency dismissals such as late starts and early dismissals related to weather. When school is dismissed for the entire work day or shift, the employee that are not required to report to work will not be paid. The employee may be required to extend the work year when students are required to make up the day at the end of the school year.

Support staff employees will not be paid early dismissal time that is prescheduled on the school work calendar that is designated for professional development.

Employee Evaluation

All employees will be evaluated by their supervisor on an annual basis. Employees will meet to discuss their evaluation with their supervisor and will be provided a written copy. Employees must sign a copy of their evaluation acknowledging receipt of the document. The signature does not necessarily constitute that the employee agrees with the content.

Employee Safety

Health and Safety Provisions

The District strives to make reasonable provisions for the health and safety of its employees during the hours of employment. It is important that employees extend their complete cooperation to the District in maintaining District policies, rules and regulations as to health and safety. This includes but is not limited to using proper safety equipment, participating in required trainings, maintaining a clean work environment, properly storing equipment and chemicals, using equipment for its designated purpose and promptly reporting any unsafe conditions to their immediate supervisor.

Use of Reasonable Force

An employee may, within the scope of his/her employment and pursuant to School District policies, administrative regulations, and directives, using no more force than is reasonable and necessary, take appropriate action in self-defense, or to protect School District property, or other school employees or students. This statement does not condone any action that is in any respect unlawful or in violation of school policy. All action taken by an employee pursuant to this section shall be promptly reported by the employee to his/her immediate supervisor.

Emergency Situations and Evacuations

Employees are trained to use the A.L.I.C.E. emergency protocol and are expected to know and understand district procedures for evacuations. Staff member have also been trained in CPR so that they can assist in providing life saving measures for students and other staff members as necessary.

In the event that a building of the Shenandoah Community School District is placed under jurisdiction other than its duly appointed and authorized professional staff for the purpose of emergency evacuation, no staff member whose assignment is in that building, shall be required by the Board of Education or the administration of the Shenandoah Community School District to perform any services above and beyond that all students under his/her immediate supervision have been safely evacuated. However, employees may be required to review the areas to which they are assigned for suspicious objects.

Assaults

Whenever an employee has suffered an assault while acting within the scope of his/her employment, the employee shall notify his/her immediate supervisor immediately. The District will provide appropriate assistance to the assaulted employee(s) for needed liaison with the police and other authorities

If, as a result of an unprovoked assault as described above, an employee's clothing and personal effects, subject to the District's insurance policy definition and loss, are torn or destroyed, provided an investigation by the District indicated there was no negligence on the part of the employee, the employee shall be eligible for reimbursement for the damage. Reimbursement by the District for any loss shall be made only if such loss is not covered by the employee's personal insurance. This provision shall apply only to those incidents which occur on school property and while the employee is engaged in school business. A request for reimbursement shall be submitted in writing to the superintendent, shall describe the incident, shall state the amount of

reimbursement sought and verification thereof, and shall be subject to approval by the District.

Harassment Prohibited

Harassment and bullying of students, employees, officers, board directors and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

For the purpose of this policy, the term “volunteer” includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students, employees, officers, board directors and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored or school approved activities or functions regardless of location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile

school or work environment that meets one or more of the following conditions:

Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;

- Has a substantially detrimental effect on the student's, employee's, officer's, board director's or volunteer's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or an employee's, officer's, board director's or volunteer's work performance; or
- Has the effect of substantially interfering with the student's, employee's, officer's, board director's or volunteer's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning or work environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits or the individual's work or employment;
- Submission to or rejection of the conduct by a student or school employee is used as the basis for academic decisions affecting that student or employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance or individual's work performance, or creating an intimidating, hostile or offensive education or work environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either

explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level.

It also is the responsibility of the superintendent, in conjunction with principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to recognize harassment and what to do in case someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

And a copy shall be made available to any person at the central administrative office at 304 West Nishna, Shenandoah, IA 51601

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).

 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2009).
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 127 S.Ct. 2618 (2007)

103. E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant:

Position of complainant:

Name of student or employee target:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

1. Tell a teacher, counselor, principal or superintendent; and
2. Write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the complainant said or did, either at the time or later;
 - how the complainant felt; and
 - how the bully/harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully.

The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is treated as confidential, to the extent possible. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Individuals who retaliate will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.

CONFLICTS

If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.

This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.

Holidays

Board designated paid holidays will be days off without loss of pay for all full time and part time support staff employees, if the day falls within the employee's regular work schedule. If a holiday occurs during times that school is not in session and the employee is not normally scheduled to work, they will not be paid i.e. if the last day of school is scheduled before Memorial Day and the employee is not scheduled to work past the end of the school year, the employee would not be paid for the holiday.

All support staff employees receive holiday pay. Board designated paid holidays for all employees:

Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Christmas Day	Memorial Day

Board designated paid holidays for 11/12-month support staff employees:

Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Friday after Thanksgiving Day	Independence Day
Christmas Day	New Year's Day

Hours of Work

Employees will be notified of their normal work hours by their immediate supervisor. Employees may be asked to extend or reduce their hours for a specified day or time period at the employer's discretion to meet the immediate needs of the district. Employees will be given five (5) days' notice of any permanent change in their normal hours of work.

Principals and department supervisors are responsible for scheduling the hours and work assignments for employees. A reasonable effort will be made to schedule an employee's hours of work in a single block of time. However, the assigned hours may vary according to the needs of the employer. It is within the right of the employer to schedule employees, substitutes, and temporary workers to meet the needs of the district.

Duty Free Meal Break

Employees who work a single block of time of six hours or more will have an unpaid duty-free meal break of not less than thirty minutes to be arranged with the employee's supervisor. Employees who are assigned a duty during their meal break will be paid for the duty time.

Injury on the Job

The district strives to maintain a safe and accident free work environment. Employees are expected to use good judgment, follow safety guidelines and procedures, and avoid taking hazardous actions such as but not limited to not using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects.

It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within **twenty-four** hours of the occurrence. An accident report needs to be completed by calling **EMC onCall Nurse at 1-844-322-4668 and notifying the business office**. The employee will need to work with the business office to file any Worker's Compensation claims that need to be filed.

Insurance

Employees who are regularly scheduled to work 30 hours or more per week shall be eligible annually to participate in the group health insurance plan. Such regular employees who also wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer.

Eligible employees who work less than 12 months per year shall receive a prorated contribution to the cost of insurance based upon the portion of a full work year that the employee is employed.

The board currently contributes the monthly premium amount equivalent to a PPO 1000 plan, or a comparable mutually agreed upon plan, toward the cost of insurance coverage for each fulltime, twelve-month employee. The employee may apply the payment to single or family coverage.

An employee who is on an unpaid leave, other than FMLA leave, shall be required to pay the premium to maintain coverage if the leave is more than thirty days long.

Leave Requests

All leave requests must be scheduled using the districts electronic leave request system (AESOP) prior to taking leave. If the leave is the result of an emergency, the employee must directly notify their supervisor of the need to be absent within 1 hour of the employee's scheduled work time or as soon as it is logistically possible to do so. Employees who are absent from work without making appropriate contact and obtaining approval by their supervisor will be considered to have abandoned their position and may be subject to employee discipline up to and including termination.

Bereavement Leave

Up to five (5) days per occurrence, not cumulative, for death of a member of the immediate family. The immediate family includes child, stepchild or other custodial dependent, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee.

A maximum of two days of bereavement leave will be granted for the death of a close friend or other relative not listed above.

Family Medical Leave Act

Eligible employees of the district are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993. Employees must have been continuously employed by the district for a period of 12 months in order to be eligible to use family and medical level benefits under FMLA. An employee who is absent for three consecutive days for personal illness or for the care of a family member are required to complete FMLA forms. These are available in the Business Office.

Illness in the Immediate Family

Employees shall be granted leave of absence at full pay for an illness in the immediate family (spouse, children, mother, father, brother, sister, grandparent, or others of close familial relationship who, with approval of the Superintendent, because of a more unusual family or household arrangement, present a problem of immediate dependence prior to and at the time of said illness) not to exceed a total of five (5) days per year. If needed, one of these days may be used for a circumstance, in the immediate family, that cannot be accomplished outside of the working day. Such days are non-cumulative. An employee may request an additional unpaid leave of absence for up to one year, such request subject to the approval of the Board.

Jury Duty

The Board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist.

Jury duty leave may be paid or unpaid. If jury duty is paid leave, the employee must pay the school district the money he/she received for being on the jury.

When the employee is dismissed from jury duty, the employee shall report to their supervisor.

The employee shall be required to perform the employee's duties remaining to be completed that day.

Military Service

The Board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Personal Leave

At the beginning of the school year, each non-certified employee shall be granted two (2) days of leave without loss of pay to be used for the employee's personal business at the employee's discretion. A day is defined to be the employee's normal working day. For example, if you normally work 4 hours per day, one personal day of 4 hours is intended.

An employee planning to use a leave day shall notify his/her supervisor three (3) days in advance except in cases of emergency.

No personal leave day will be allowed the work day immediately preceding or immediately following any holiday, paid vacation, school recess, during the first or last weeks of the school year, or non-contract days such as teacher's workshops, in-services or parent-teacher conferences, except in cases of emergency. Should an emergency arise during the above days, permission is to be obtained from the employee's immediate supervisor.

Only one employee per job classification may be absent for a personal leave day at a time and will be granted on a first come-first serve basis. Exceptions may be made at the supervisor's discretion. Consideration will be given to the nature of the request, availability of a suitable substitute, and the impact on the overall work and learning environment. The decision is final and not subject to further grievance.

One personal leave day can be carried over to the next school year. Personal leave days shall not accumulate to more than 3 days in one year.

Each employee shall be reimbursed for a maximum of two (2) personal days not used during a school year. This reimbursement will be \$50 per day. A written request must be received in the Business Office on or before June 1st of the current school year. This reimbursement will be added to the employee's June check with appropriate taxes withheld.

Political Leave

The Board may provide a leave of absence to classified employees to run for elective public office. The Superintendent shall grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The employee will be allowed one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the Superintendent at least thirty days prior to the starting date of the requested leave. The Board may deny the request for leave if the leave of absence would cause a substantial disruption in the work place or it is deemed in the best of interest of the district to do so.

Professional Leave

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. This request should be made using AESOP and the supporting documentation provided to the employee's direct supervisor.

It shall be within the direct supervisor to grant professional leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operation, or for other reasons deemed relevant by the supervisor.

Sick leave (for personal use only)

Employees may access sick leave for their personal illness. Sick leave may not be used for family members or for any other reason. Evidence may be required to confirm the employee's illness, the need of illness leave, the ability to return to work and the capability to perform the duties required. Abuse of sick leave will result in employee discipline up to and including termination of employment.

Sick leave applies as follows:

1 st year	10 days
2 nd year	11 days
3 rd year	12 days
4 th year	13 days
5 th year	14 days
Subsequent years	15 days

Unused sick leave is cumulative to 120 days.

An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa Workers' Compensation Law. If an employee receives Workers' Compensation benefits, the employee's accumulated sick leave will be reduced proportionate to the amount the Worker's Compensation benefits are to the employee's regular salary. At such time, the employee may also elect to have the Workers' Compensation benefits supplemented from the District by using either sick leave, vacation leave, and/or earned compensatory time. If supplemental payments are elected, leave time will be reduced by one full day for each day of absence. When all leave time is exhausted, supplemental payments will cease.

An employee shall be paid \$20 for each unused sick day upon resigning or retiring from the district, provided the employee has been under contract with the district for a minimum of 10 consecutive years and the employee is resigning or retiring in good standing. This payment, not to exceed 100 days, shall be made in July of the next fiscal year. This item would become effective with the 2006-2007 school year and will not be retroactive.

Unpaid Leave

Unpaid leave, not to exceed 5 per school year, may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for employees must be submitted on AESOP and authorized by the Superintendent/ or designee. Whenever possible, employees shall make a written request (email is acceptable) for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the Superintendent.

The Superintendent shall have complete discretion to grant or deny the requested unpaid leave or the number of days allowed. In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and school district operation, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the Superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

While on unpaid leaves, the employee's interest in the retirement funds, accumulative sick leave, seniority, and salary shall be frozen.

Vacation Leave

Full-time, 11/12-month support staff employees will earn vacation days as follows:

- During consecutive years 1 through 8: 10 days of vacation
- After 8 consecutive years: 15 days of vacation

All vacations are subject to approval of the Superintendent through the appropriate administrator or supervisor. All employees shall have the equal opportunity to take earned vacation days throughout the entire year. Vacation time is non-cumulative. When a vacation includes a paid holiday, the paid holiday will be paid and not counted as vacation. The work year is defined as the 12 months from July 1 of one year through June 30 of the following year.

Licensure

Employees who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Out of District Employment

The district recognizes some classified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important employees with more than one employer become familiar with the work schedule and communicate concerns well in advance. Employees work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment. The employee may be requested to discontinue outside employment if it conflicts with the employee's ability to meet the needs of their assigned job duties.

Overtime

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed.

Employees are required to have their immediate supervisor's approval prior to working hours that will result in overtime pay.

Pay Differential

Custodians working a night shift beginning at or after 2:00 p.m. will receive a \$1.00 per hour pay differential.

Level II and Level III Teacher Associates will receive \$.15 per hour pay differential. Associates with Para Certification or a minimum of an Associate Degree in an education related field will receive a \$.15 per hour pay differential.

Pay Schedule

Hours worked will be paid on the 20th of the month following the month in which the work was performed unless the pay date falls on or during a school holiday, vacation, or weekend. In such instance, the Business Office will attempt to distribute payment on the last previous working day. Direct deposit is the district preferred method of payment. Employees will need to notify the Business Office if a paper check is necessary at the point of hire.

Probationary Status

New employees will be subject to a 60-day probationary period. An employee may be terminated for any reason during this probationary period.

Physical Exams

Good health is important to job performance. Employees whose physical or mental health may be in doubt in the opinion of the administration, shall present additional satisfactory examination results when requested to do so. The expense of any additional examinations, if requested by the administration, shall rest with the Board of Education.

Bus drivers shall present evidence of good health prior to employment and every other year in

the form of a physical examination report unless otherwise required by law or medical opinion.

If bus drivers go to the Shenandoah Medical Center Clinic for their required physical, the district will pay the Shenandoah Medical Center Clinic directly. If bus drivers go somewhere other than the Shenandoah Medical Center Clinic for their required physical, bus drivers covered by school insurance must turn the cost of the physical into insurance. After the payment process by the insurance company, the district will pay up to a maximum of \$50.00 on the balance of the physical directly to the doctor or medical clinic or, in some cases, to the employee. A bus driver that is not covered by school insurance will be reimbursed a maximum of \$50.00 toward the physical.

Influenza vaccinations are available each fall for all employees at no cost to the employee.

Professional Attire

Employees are respectfully asked to dress appropriately and professionally. It is understood various work assignments in the system require employees to dress in different attire. Please consult with your direct supervisor if you have questions as to what is considered appropriate. Friday is considered jeans/spirit day. Teachers participating in jeans/spirit day will pay \$1 per Friday for the jean fund. Staff choosing to wear jeans on Friday, must also wear **Shenandoah gear**. The last Friday of the month is a free “jeans” day.

Reduction in Force

The Board of Education retains the sole and exclusive right to determine the number of staff members to employ. If the Board determines that there shall be a reduction in the number of staff members, the Board will act upon the recommendation of the superintendent and administrative team to make such decisions. Consideration will be given to but not limited to an employee’s past evaluations, attendance, experience, qualifications, training, licensing and other identified factor deemed appropriate to the given situation.

Resignation

Support staff employees who wish to resign during the school work year will give the board notice of their intent to resign and final date of employment and cancel their employment within 10 work days prior to their last working day. A signed notice of the intent to resign will be in writing (email is acceptable) to the superintendent.

Reporting for Duty on Emergency Dismissals

Supervisors may require some support staff employees to report for duty on days and remain at work when school is dismissed in order to meet the immediate needs of the district such as snow removal, assistance with displaced students, and other related situations. In most situations this type of action is not necessary and is only enacted when prudent; yet, all employees should be prepared to assist as needed and have alternate plans made for personal needs such as child and dependent adult care.

Required Training

Employees will be paid to attend required or mandatory training at their hourly rate of pay.

Safety Procedures- Special Education Safety Plans

Fire Evacuation-Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved from the building:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge” behind fire doors. One staff member will be identified to stay with each physically disabled student. The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. One staff member will be responsible to notify the fire department.

Hearing Impaired Students

The following procedure will be used for the evacuation of hearing impaired students:

Although the building alarm system is equipped with light strobes – the teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. An assigned staff member will assist the hearing-impaired student to exit the building using the proper exit route.

Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route.

Tornado Precautions - Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved to designated areas of safety:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge.” Identified staff member(s) will assist each student to the appropriate tornado shelter area.

Tornado Precautions - Hearing Impaired Students

The following procedure will be used for moving hearing-impaired students to tornado shelter areas:

The teacher of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to the appropriate tornado shelter area.

Tornado Precautions - Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students to tornado

shelter areas:

The teacher/teacher associate will assist the visually impaired student to the appropriate tornado shelter area.

Gas Leak Evacuation – Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use the stairs or unable to be quickly and safely moved to designated area of safety:

The teacher/teacher associate will assist the physically disabled students to an “area of safe refuge” away from the building. The teacher/teacher associate will stay with each physically disabled student.

The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. The local fire department will be notified. The local police department will be notified.

Gas Leak Evacuation – Hearing Impaired Students

The following procedure will be used for the evacuation of hearing impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to exit the building using the proper exit route. The local fire department will be notified. The local police department will be notified.

Gas Leak Evacuation – Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. The local fire department will be notified. The local police department will be notified.

Intruder Alert – Physically Handicapped Students

The following procedure will be used for the movement of physically handicapped students who are unable to quickly and safely move to designated area of safety within the classroom:

Physically disabled students will be moved to an “area of safe refuge” within the classroom. One staff member will be identified to stay with each physically disabled student.

Intruder Alert – Hearing Impaired Students

The following procedure will be used for the movement of hearing impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom.

Intruder Alert – Visually Impaired Students

The following procedure will be used for the movement of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to an “area of safe refuge” within the classroom.

Staff/ Student Relationships

All employees are responsible for conducting themselves in an appropriate manner and holding high ethical standards when interacting with students. All relationships must be professional in nature and must not suggest any form of romantic relationship that is real or perceived by the student or others. Grooming a romantic relationship or dating a student of any age is not acceptable and is subject to employee discipline including immediate termination of employment. Do not allow a student to spend excessive time or give obsessive attention to yourself. If you are having difficulty with a student please contact your supervisor immediately to ask for assistance.

Substance-Free Workplace

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Transfer of Assignment

Employees are eligible to request a transfer to any vacancy within the system they are qualified to work. A transfer may also be initiated the supervisor or principal and approved by the superintendent, or by the superintendent.

When there is a vacancy within the system, a notice of the vacancy will be emailed to the staff and/or posted at least five (5) days at the Business Office, at the Bus Barn and in each school. Employees interested in applying for the vacancy shall submit their request for consideration in accordance with the notice of vacancy. Vacancies occurring May 1st or after will be posted but may be filled prior to the five days.

The superintendent will consider the following in making final work assignments that are in the best interest of the district:

- Principal and supervisor recommendation;
- Employee adaptability, attendance, interest, longevity, skill, training, and work habits;
- Equal Opportunity Employment and Affirmative Action Policies;
- Immediate and long term needs of the district

Employees may be involuntarily transferred by the superintendent to fill a vacant position as determined by the needs of the district. Involuntary transfers shall be made known in writing to the employee involved.

Time Clock

Employees are required to use the time clock management software to record their work hours. **The time clock management system will record actual hours worked rather than rounding hours.** All work hours (including overtime and compensation time) must be accurately recorded in the system for the employee to be paid. Employees must verify their time sheets by the specified day or time using the time clock management software. Failure to do so may delay in payment for service performed.

Employees are to clock in at the beginning and out at end of their work assignment. A lunch period of 30 minutes will automatically be deducted for employees who are assigned to work 6 or more hours in a shift. Employees who are required to return to their work assignment by their supervisor or building principal during their lunch period will be paid for their lunch.

Misuse of the time clock system such as but not limited to: refusing to use the system, clocking in for another employee, asking another person to clock in for the employee, inappropriately altering hours, or intentionally damaging the system and are grounds for termination of employment.

Some positions require the use of paper time sheets. Employees assigned to use paper time sheets must have their time sheet signed and submitted to their supervisor. Failure to do so may delay in payment for service performed.

Use of District Technology

Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Social Networking or Other External Websites

For purposes of this policy any website, other than the school district website or school-school district sanctioned websites, are considered external websites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Director
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.

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- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
 - Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
 - All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
 - Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See Policy 605.7, Use of Information Resources for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Employees that violate the technology policy standards, regulations or the law, may be subject to employee discipline up to and including termination.



Shenandoah CSD Personnel Handbook for Teachers 2019-2020

It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Monte Munsinger, Curriculum Director & Equity Coordinator, Shenandoah CSD 601 Dr. Creighton Circle, Shenandoah, IA, 712-246-2520, munsingerm@shencsd.com.

2/4/2019

Contents

Attendance Expectations.....	3
Confidentiality	3
Drug and Alcohol Testing Program	3
Employee Hours.....	4
Employee Safety	4
Use of Reasonable Force.....	5
Emergency Evacuations	5
Assaults	5
Harassment Prohibited.....	5
103.1 E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM	9
104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM.....	10
DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM.....	12
104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES.....	26
COMPLAINT PROCEDURE.....	26
INVESTIGATION PROCEDURE	26
POINTS TO REMEMBER IN THE INVESTIGATION.....	27
CONFLICTS	28
Health Provisions	28
Insurance	28
Leaves of Absence	28
Jury Duty Leave	28
Emergency Leave.....	29
Professional Leave	29
Personal Leave	29
Consultant Leave.....	30
Discretionary Leave	30
Adoptive Leave/Foster Leave	30
Maternity Leave	30
Educational Improvement	30
Public Office	31
Military Leave.....	31

Temporary Military Leave	31
Extended Leave	31
Sick Leave	31
Sick Leave Pool.....	32
Sick Leave Reimbursement.....	32
Licensure.....	33
Observations and Evaluations.....	33
Out of District Employment.....	33
Requesting a Transfer	33
Voluntary Transfer	33
Posting of Opportunities to Transfer	34
Involuntary Transfer.....	34
Salary Schedule.....	34
Placement on Salary Schedule	34
Credit for Teaching Experience	34
Method of Payment	34
Extended Contracts	35
Supplemental Pay.....	35
Horizontal Movement	35
Substitute Teaching During Preparation Time.....	35
Ticket-taking	35
Teacher Salary Supplement Funds.....	36
Shenandoah School District Technology Agreement.....	36
Staff Reduction Procedures.....	38
Substance-Free Workplace Notice to Employees.....	39

Attendance Expectations

The district expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, maybe subject to progressive discipline up to and including termination of employment.

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Except in cases of emergency, absences should be requested and approved in advance.

Confidentiality

School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality about information learned in the school environment and refrain from discussing matters related to students (student conduct, discipline, or performance) or their families with uninvolved staff and others outside of the work environment.

Drug and Alcohol Testing Program

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse located at the high school.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The

superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Employee Hours

The regular work day for all employees will be eight consecutive hours which may be scheduled by the administration to end no later than 4:00P.M.

With the exception of teachers who have assigned lunch time duty, the teachers will be provided with a duty-free lunch period. Employees may leave the building without requesting permission during their scheduled duty-free lunch period.

On Fridays or days preceding holidays or recesses, the employee's day will generally end at 3:30P.M. When school is dismissed due to inclement weather, teachers are able to leave within ten (10) minutes of the students' dismissal. An employee may be asked to stay by a building principal or other administrator in the event of a unique situation or emergency.

Employees may be required to report before or remain after the regular workday for the purpose of attending faculty or other administratively called meetings. Such meetings will begin no earlier than one-half hour before, nor extend more than one hour beyond the employees scheduled workday.

Employees may be required, without additional compensation, to attend no more than six (6) evening activities outside the school day each year. Attendance at additional activities will be at the discretion of the employee.

Employees may have later arrival times or earlier departure times for personal reasons on an individual basis when approved by the appropriate school administrator(s).

Employees will not be required to complete a leave request in the online absence management system when their principal authorizes discretionary leave that occurs at or after 3:00PM.

Employees hired on a part-time basis will be given paid preparation time comparable to other employees at their grade level.

The employee work year shall consist of 189 days of service, including 1 holiday; New Year's Day. Employees will not be scheduled to work on Christmas day. Employees may be required to work days beyond the established published district calendar to fulfill their contract to work 189 days.

Employee Safety

The district agrees to continue making reasonable provisions for the health and safety of its employees during the hours of employment. The employees will continue to extend their complete cooperation to the district in maintaining district policies, rules and regulations as to health and safety. All employees shall promptly report any unsafe conditions to their immediate supervisor.

Provisions shall be made for protective devices as outlined in Section 280.10 and 280.11 of the Code of Iowa. All such items shall be provided without charge to the employee.

Use of Reasonable Force

An employee may, within the scope of his/her employment and pursuant to district policies, administrative regulations, and directives, using no more force than is reasonable and necessary, take appropriate action in self-defense, or to protect district property, or other school employees and students. This paragraph shall not be construed as to condone any action which is in any respect unlawful. All action taken by a teacher pursuant to this section shall be promptly reported by the teacher to his/her immediate supervisor.

Emergency Evacuations

In the event that a building of the Shenandoah Community School District is placed under jurisdiction other than its duly appointed and authorized professional staff for the purpose of emergency evacuation, no staff member, whose assignment is in that building, shall be required by the Board of Education or the administration of the Shenandoah Community School District to perform any services above and beyond that all students under his/her immediate supervision have been safely evacuated.

Assaults

Whenever an employee has suffered an assault while acting within the scope of his/her employment, the employee shall notify his/her immediate supervisor immediately. Upon a review of the facts, a determination regarding the case shall be made by the principal. Any employee(s) assaulted shall be notified of the district's action. The principal or designee shall provide appropriate assistance to the assaulted employee(s) for needed liaison with the police and other authorities.

If, as a result of an unprovoked assault as described above, an employee's clothing and personal effects, subject to the district's insurance policy definition and loss, are torn or destroyed, provided an investigation by the principal or designee indicated there was no negligence on the part of the employee, the employee shall be eligible for reimbursement for the damage.

Reimbursement by the district for any loss will be made only if such loss is not covered by the employee's personal insurance. This provision will apply only to those incidents which occur on school property and while the employee is engaged in school business. A request for reimbursement will be submitted in writing to the principal, describe the incident, state the amount of reimbursement sought and verification thereof, and will be subject to approval by the investigating administrator.

Harassment Prohibited

Harassment and bullying of students, employees, officers, board directors and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

For the purpose of this policy, the term "volunteer" includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed,

national origin, race, religion, marital status, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students, employees, officers, board directors and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored or school approved activities or functions regardless of location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school or work environment that meets one or more of the following conditions:

- Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on the student's, employee's, officer's, board director's or volunteer's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or an employee's, officer's, board director's or volunteer's work performance; or
- Has the effect of substantially interfering with the student's, employee's, officer's, board director's or volunteer's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

- Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning or work environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits or the individual's work or employment;
- Submission to or rejection of the conduct by a student or school employee is used as the basis for academic decisions affecting that student or employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance or individual's work performance, or creating an intimidating, hostile or offensive education or work environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level.

It also is the responsibility of the superintendent, in conjunction with principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to

recognize harassment and what to do in case someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

And a copy shall be made available to any person at the central administrative office at 304 West Nishna, Shenandoah, IA 51601

Legal References:

- 20 U.S.C. §§ 1221-1234i (2004).
- 29 U.S.C. § 794 (1994).
- 42 U.S.C. §§ 2000d-2000d-7 (2004).
- 42 U.S.C. §§ 12001 *et. seq.* (2004).
- Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
- Iowa Code §§ 216.9; 280.3 (2009).
- 281 I.A.C. 12.3(6).
- Morse v. Frederick, 127 S. Ct. 2618 (2007)

103.1 E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator/respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity		

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 1. Tell a teacher, counselor, principal or superintendent; and
 2. Write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the complainant said or did, either at the time or later;
 - how the complainant felt; and
 - how the bully/harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or

designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully.

The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is treated as confidential, to the extent possible. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Individuals who retaliate will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.

CONFLICTS

If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.

This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.

Health Provisions

Employees whose health may be in doubt in the opinion of the administration, shall present additional satisfactory examination results when requested to do so. The expense of any additional examinations if requested by the administration, will rest with the Board of Education.

The Board will provide paid flu shots for employees at a time and site designated by the Board. Employees choosing to get a flu shot other than this will assume the cost.

Insurance

The Board will provide health insurance for eligible employees. The Board contributes to the monthly premium in an amount equivalent to a PPO 1000 plan, toward the cost of insurance coverage for a full-time employee. The employee may apply the payment to single or family coverage. All employees are required to take at least single policy coverage. Disability Insurance and Term Life Insurance (\$10,000) is also provided for all teachers in the district.

The Board provides the above insurance and pays a proportionate amount of the premiums for part-time employees who work a minimum of twenty (20) hours a week. The part-time employee agrees to pay a proportionate amount and must authorize, in writing, a payroll deduction for their portion of the premium. The part-time employee may elect, in writing, to waive or revoke the insurance deductions by a thirty (30) day written notice to the Business Office.

Open Enrollment for insurance is in May.

Leaves of Absence

Jury Duty Leave

An employee required to perform jury duty during his/her working time will be granted a leave for such purpose and will receive the difference in compensation between the employee's normal compensation and the per diem compensation received from such jury duty. Provided, however, that in order for an employee to be eligible, the employee must also:

- Immediately notify his/her supervisor of the receipt of summons for jury duty;
- Be available for work on the next scheduled workday after the period of required jury duty;
- Furnish the employer with proper evidence of the number of days and the amount of jury duty pay; and
- Be available for work for the remainder of any day which the employee is not required to perform jury duty.

Emergency Leave

An employee will be granted a maximum of ten (10) days leave per year for illness or death in the immediate family, which is defined as spouse, parents, grandparents, children, grandchildren, father/mother/son/ daughter-in-law, brother, sister, brother/sister-in-law, foster children, foster grandchildren.

Up to two (2) days leave of the ten (10) maximum allowed may be used for serious illness, injury, death or funeral of any person not listed above.

In extenuating circumstances, the Superintendent may extend the ten (10) days fully paid leave. The Superintendent's decision is final and non-grievable.

Professional Leave

Professional leave may be excused for educational purposes at the discretion and approval of the building principal or the immediate supervisor and the Superintendent. If any regular full-time employee wishes to be absent from duty for a brief period to attend a professional meeting, a leave request should be entered into AESOP at least seven (7) days prior to the first (1st) day of anticipated absence.

Professional days will be used for the purpose of:

- Visitation to view other instructional techniques or programs; or
- Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutes or organizations.

Personal Leave

At the beginning of the school year, an employee will be granted two (2) days of leave without loss of pay to be used for the employee's personal business at the employee's discretion.

An employee planning to use a day will enter the absence into AESOP two (2) days in advance except in cases of emergency.

No personal days will be allowed during workshops, in-services, or parent-teacher conferences except in cases of emergency. A maximum of three employees may be granted use of personal leave during the first five days or last five days of the school year or immediately before or following any holiday or school recess.

Should an emergency or important family responsibility beyond the employee's control arise, permission is to be obtained from the employee's immediate supervisor. Examples could be: weddings, graduations, court appointments, but would not include vacation extensions.

If the employee chooses not to be reimbursed, unused personal leave will be allowed to accumulate up to 4 days.

Each employee will be reimbursed for a maximum of four (4) personal days not used during a school year. This reimbursement will be \$100 per day. This reimbursement must be requested in writing. Request must be received in the Central Office on or before June 1st and will be added to the employee's June check with appropriate taxes withheld.

An employee may purchase two (2) additional personal leave days, per year, by paying the current substitute teacher rate plus FICA and IPERS. No more than four (4) personal days will be allowed in a contract year. The superintendent has discretion under highly unique circumstances or emergencies to allow for additional days. Additional leave should be considered a rare exception, not something that will automatically be granted. The superintendent's decision will stand final as there are other forms of leave that are appropriate under most circumstances.

Consultant Leave

In cases where school employees wish to serve or are requested to serve as education consultants by other school districts, educational organizations, etc., approval in advance must be obtained from the building principal and Superintendent and are limited to four (4) days per year.

Evidence of any fees, income, or remuneration received by the employee over and above expenses will be presented to the Business Office who will reduce the district's salary to the employee by the amount paid for such services

Discretionary Leave

The Board may, at its discretion, grant a leave of absence to an employee for reasons acceptable to the Board and upon such terms and conditions as may be prescribed by the Board.

Adoptive Leave/Foster Leave

Employees covered by this handbook will be granted a leave of absence at full pay for purposes of adoption/child fostering, not to exceed a total of five (5) days per year.

Maternity Leave

Maternity leave is allowed under the general provisions of the Pregnancy Discrimination Act and FMLA and is allowed for the period of time that is deemed medically necessary. An employee will be allowed to be paid using any accumulated sick leave, personal leave, and emergency leave during this period of time. The remaining time off from work will be unpaid time but will be allowed for the period of time that is deemed necessary by a medical professional. Please notify your building principal and the business office of the need for maternity leave as soon as possible so arrangements can be made for an approved long-term substitute and appropriate paperwork can be completed.

Educational Improvement

A leave of absence, without pay, for up to one (1) year may be granted to a maximum of two (2) employees for the purpose of engaging in study related to professional responsibilities, at an accredited college or university. All requests for such leaves will be submitted in writing to the Superintendent at least thirty (30) days prior to the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa, in the year preceding the school year in which the period of leave is requested. Leaves will be granted based upon the nature of the educational improvement undertaken and its resulting benefit to the district's educational programs. The Superintendent or his/her designee will reply to such request in writing by the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa.

An employee on leave of absence during the spring semester will notify the Superintendent in writing at least thirty (30) days prior to the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa, in the year of his/her intention to return or not return to the district the following school year. Failure to so notify by this date, will be interpreted to mean the employee does not intend to return, and will serve as a reason to terminate the continuing contract of the teacher on leave.

Public Office

A leave of absence without pay, not to exceed two (2) years, will be granted to a maximum of one (1) employee per year (with the date of the earliest written application to be the determining factor for allowance of the leave) for the purpose of serving in a state or national public office.

Military Leave

Employees who are inducted into the military service of the United States will be granted a leave of

absence without pay for the duration of the induction. Upon return from such leave, an employee will be placed in an available position in which he/she is qualified and certified and at the step on the salary schedule determined by actual service and maintain earned sick leave accumulation. Returning employees will be according to the rights set forth in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the rights provided in the Iowa Military Code. Chapter 29A, Code of Iowa.

Temporary Military Leave

A maximum of thirty (30) school days per school year for persons called into temporary active duty of any unit of the United States Reserves or the State National Guard, provided such obligation cannot be fulfilled on days when school is not in session, will be granted without loss of pay or benefits.

Extended Leave

While on extended leave the employee's interest in the retirement funds, accumulated sick leave, and placement on the salary schedule will be frozen. While no additional benefits will be provided by the employer during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence, the salary of the employee will be the salary stated on the salary schedule for the step and class for which the employee was appointed at the time of the commencement of the leave.

Other extended leaves of absence without pay may, at the discretion of the Board, be granted upon the written request of an employee.

Sick Leave

All licensed staff members will receive (15) days of sick leave each school year as of the first (1st) official day of said school year. Unused sick leave days may accumulate from year to year to a maximum of one hundred twenty (120) days.

An employee absent due to personal illness or injury shall, if requested by the district, furnish to the district such reasonable evidence, as the district may desire confirming the necessity for such absence.

An employee returning to work from a sick leave shall, if requested by the district, furnish to the district such reasonable evidence as the district may desire that the employee is physically and mentally able to return to active employment.

Notification of available sick leave and personal leave is available on the AESOP absence management system and found on an employee's payroll stubs.

Sick Leave Pool

All requests by eligible employees to withdraw days from the sick leave pool will be submitted in writing to the Sick Leave Pool Committee (SLPC) for review. The SLPC will be comprised of 3 SEA appointed teachers (1 from each level: PK-4, 5-8, 9-12), 3 administrators (1 from each level: PK-4, 5-8, 9-12) and the Executive Secretary who will serve as secretary for the SLPC. The SLPC will initially determine if the requesting staff member's illness, injury, or infirmity is extenuating circumstances, catastrophic illness or injury, and whether or not the participant is eligible to use sick leave days from the sick leave pool. Medical documentation of the catastrophic illness or injury will be required. Staff members may not withdraw days from the sick leave pool for a normal pregnancy. This decision will be final and is not subject to grievance.

The intent of the sick leave pool is to provide staff members with additional sick leave benefits in case a

catastrophic illness or injury has occurred.

To be a member of the sick leave pool, an employee must give one sick day each year from their annual allotment until they have contributed 4 days. When the sick leave pool drops below 300 days, members will be asked to contribute one sick day on consecutive years until the pool has reached 300 days again. The employee must join by the enrollment deadline of September 15 to be eligible. Teachers hired after the start of the school year, will have 4 weeks from their date of hire to enroll. Teachers who have previously been on staff, and have not contributed every year of the Sick Leave Pool's existence, will need to donate the number of days equal to the employee's years of employment during that period, not to exceed five days.

An employee may draw from the sick leave pool when and only when the employee has depleted all of his/her "built-up" sick days and personal days.

Teachers who have contributed 1 day may draw up to a maximum of 20 days. Teachers who have contributed 2-3 days may draw up to a maximum of 40 days. Teachers who have contributed 4 or more days may draw up to a maximum number of days that cannot exceed the number of days left in the sick leave pool or days left in the school year.

Sick Leave Reimbursement

In years where a School Board Incentive Plan is offered, each employee shall be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years.

In years where a School Board Incentive Plan is not offered, each employee will be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years. After 15 years of consecutive employment with the district, reimbursement will be made at a rate of \$35 for each unused sick day upon resignation. After 25 consecutive years of employment, the rate will increase to \$45 per unused sick day. This payment will be made in July of the next fiscal year.

All Sick Leave Reimbursements are a one-time only payment. All employees who resign and return, must either: not receive sick leave reimbursement again; or pay back any previous reimbursement.

When an employee has exhausted the paid accumulated sick leave benefits and is still unable to work, he/she will be granted a leave of absence without pay until the end of the current contract year and all insurance benefits will be continuously paid by the Board until the end of the current contract year if the employee has furnished the appropriate administrator with acceptable medical evidence that he/she is unable to return to work.

If an employee seeks and is granted a leave of absence under the provisions of sick leave for a period in excess of sixty (60) working days, said employee will not be credited with a year of teaching nor will the employee be entitled to move forward one (1) step on the salary schedule for the following school year.

Licensure

Employees are responsible for obtaining and maintaining the appropriate licensure with the Board of Educational Examiners for the position they are teaching.

Observations and Evaluations

All teachers can expect to be observed informally and formally by mentor teachers, master teachers, other administrators, and their assigned evaluator. The information obtained by mentor and master teachers is used to provide teachers with peer feedback and is not considered part of the formal evaluation process.

The teacher evaluation process, procedures, and protocols will be reviewed with staff on an annual basis. The evaluation will include a conference between the employee and the evaluator and a copy of each formal evaluation will be filed in the employee's district personnel file. Both parties shall sign and date the formal written evaluation report which indicates that the contents have been discussed and said meeting has taken place. If an employee disagrees with the write evaluation report they can written response that will be included with the evaluation according to the procedures outlined in the evaluation procedures.

Out of District Employment

The district recognizes some certified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important employees with more than one employer become familiar with the work schedule and communicate concerns well in advance. Employees work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment. The employee may be requested to discontinue outside employment if it conflicts with the employee's ability to meet the needs of their assigned job duties.

Requesting a Transfer

A "voluntary transfer" is the movement of an employee to a different building and to another grade level or position within a building. An "involuntary transfer" is the movement of an employee to a different building and to another grade level or position within a building by the Superintendent or the Superintendent's designee.

Voluntary Transfer

Any employee possessing the necessary certification and qualifications may apply for reassignment to another building, and to another position within the building, and all applicants will be carefully considered. All applications will be submitted electronically on TeachIowa. The granting of such transfer will be based upon the needs of the district as determined by the administration.

Posting of Opportunities to Transfer

Except during the summer vacation, the Board will announce, by emailing all employees, a list of vacancies which occur during the school year and for the following year prior to advertising the vacancies. Employees who desire to apply for the transfer will need to submit their applications as described above, within five (5) school days from the posting. The granting of a transfer will be based upon the need of the school as determined by Administration. When a transfer is filled, all applicants will be notified within a reasonable time thereafter. Internal requests for transfer will be considered on vacancies that occur after May 1 however the administration may proceed with filling the position immediately without waiting for the 5-day notice to expire.

If an employee is transferred, then the employee will not generally be considered a viable option to be considered for a transfer to another building, and to another position within the district for a period of one (1) year. The administration may grant an exception to this rule when it is determined to be in the

best interest of the district.

Involuntary Transfer

Involuntary transfer will be made upon the need of the school district as determined by and within the sole discretion of the administration. All such transfers will be made known to the employee involved in the transfer and will be reported to the Board of Directors.

Salary Schedule

Placement on Salary Schedule

Employees will be granted one-year increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached unless the salary schedule is not aged or moved (frozen).

When an employee has completed their fifth (5th) year in the district, and completes the final step in any educational lane, they shall receive a career increment equal to 10 percent (10 %) of the supplemental pay generator base. The employee will receive the career increment until they move on the salary schedule accordingly.

Credit for Teaching Experience

Credit up to the eighth (8th) step on the appropriate degree level on the employee salary schedule for teaching experience in an accredited school district may be granted to an employee upon initial employment. The Board may grant placement at a higher step in those special instances when the Board, in its discretion, determines that a higher placement is appropriate.

Teachers completing a master's degree in any educational field will be given credit for advancement on the salary schedule. Any hours past the master's degree for movement must be in the same area the employee is currently teaching. Procedures for advancement will be followed as per board policy.

Method of Payment

Each employee will be paid in twelve (12) equal monthly installments on the twentieth (20th) of each month. Payment or notification of payment will be received at the teacher's regular school building during the school year and to an address designated by the teacher during the summer months.

Employees who are in their first year of employment with the district may elect to be paid in thirteen installments, with the first installment equal to per diem pay for ten work days.

Employees must request this option on or before the first day they report for their non-Schedule II assignment. This early installment will be paid eleven work days from the day they report for their non-Schedule II assignment. The remaining twelve payments will be adjusted to reflect a deduction of the early payment.

When a pay date falls on or during a school holiday, vacation, or weekend, the Central Office will attempt to distribute the checks on the last previous working day.

Extended Contracts

Remuneration for extended contracts are calculated on a pro-rated basis of a teacher's regular teaching salary.

Supplemental Pay

The supplemental pay schedule in effect for the 2019-2020 school year is set forth in Schedule II which are attached to this document.

The supplemental pay for a person employed in a position listed on the Supplemental Pay Schedule is the product of the supplemental pay generator base salary multiplied by a percentage factor assigned to the position. The percentage factor used to calculate the supplemental pay of an employee for the employee's second and each consecutive year of employment in that same position will be increased by one tenth of one percent (.1%) per year up to a maximum increase of one percent (1.0%). Years of service must be consecutive. An employee who has a break in service in a position, or who accepts a different supplemental pay position, will begin at the minimum percentage for that position.

Horizontal Movement

Any employee seeking a horizontal movement on the salary schedule for the next school year will file a letter/email of intent to seek said movement, with the Superintendent or his/her designee prior to **March 1st** of the current school year. An email reminder will be sent out prior to March 1st. In any event, said notice will be filed no later than September 1 of the following school year.

Substitute Teaching During Preparation Time

Teachers may be compensated for teaching during their scheduled preparation time when assigned by an administrator. The compensation rate is fifteen dollars (\$15) per full period, regardless of the length of period.

Ticket-taking

Employees will be paid at a rate of eighteen dollars (\$18) for time increments of three (3) hours or less for taking tickets at extra-curricular events.

Teacher Salary Supplement Funds

Notwithstanding the amount of TSS funds, the amount of \$5,335 is added to each cell generated by the index schedule using a generator base of \$31,680, all being reflected on the attached combined schedule. The parties agree that the Teacher Salary Supplement funds are fully used to fund the combined salary schedule of the district, regardless of the amount added to the indexed schedule. The Supplemental Pay Schedule uses the same generator base as the combined Salary Schedule base.

Shenandoah School District Technology Agreement

Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e- mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district

sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job.

Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Director
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the

network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Staff Reduction Procedures

The Board of Education retains the sole and exclusive right to determine the number of staff members required to maintain its program, and the right to determine which program within the district shall be continued or added. In the event the Board of Education determines that there shall be a reduction or elimination of a number of staff members, the following procedures will be followed. The Board of Education retains the right to deviate from the following procedure if it is determined to be in the best interest of the district. Employees hired to replace an employee on a leave of absence may be reduced without reference to this article.

Layoffs will be made within the following categories: K-4, 5-8, and 9-12 (within individual curricular areas).

After the determination to reduce in a particular category, attrition within that category will be used when possible prior to layoffs, if the remaining employees in the category hold BOEE certifications, approvals, and/or endorsements required for the programs to be maintained.

In the event necessary reduction in staff within a designated category cannot be adequately accomplished by attrition, employees within the designated category with emergency or temporary certification will be laid off, unless said certification is required to maintain a specific program, such as Special Education, Title I Reading, etc.

If reduction in staff cannot be accomplished in accordance, the Board of Education will determine which employee is to be terminated according to the criteria of the district. Those criteria will include: length

of teaching experience in the Shenandoah Community School District, employee(s) evaluation, breadth of certification endorsements, depth of educational preparation, and involvement of teacher(s) in co-curricular activities.

The notice of termination will be delivered to the employee by registered mail or given to the employee after the close of the employee's work day in accordance with the provisions of Chapter 279, Code of Iowa.

Laid off employees will be recalled to available positions for a period of one (1) year from the date of termination provided they make such a request in writing to the Superintendent within thirty (30) days from the time the laid off employees received notification of termination.

Eligible laid off employees within the categories set forth above will be recalled in the inverse order of lay-off to positions for which they are certified and qualified to teach within the category laid off and based upon their teaching experience in the laid off category.

Any employee who has been laid off and recalled under the provisions of the above will be placed on the salary schedule at one (1) step above that of the contract year in which terminated providing he/she is not at the maximum in his/her educational lane and will have unused sick leave that had been accrued reinstated.

A recalled employee must notify the Superintendent within five (5) days of receipt and notice of recall desire and availability to return to work. Failure to comply with the above shall result in loss of eligibility of recall.

The school personnel office will be kept informed by the laid off person of the current address, telephone number, email address, and interest in recall.

Substance-Free Workplace Notice to Employees

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school- sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance- Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

INSERT SALARY SCHEDULES HERE!!!

FY19 Suburban Bids

<u>Dealer</u>	<u>Year</u>	<u>Model</u>	<u>Drivetrain</u>	<u>Interior</u>	<u>Price</u>
Shore Motor	2019	Commercial	2WD	Cloth	\$40,605.90
Shore Motor	2019	Commercial	4WD	Cloth	\$42,584.60
Doug Meyer	2019	1LT	2WD	Leather	\$46,550.00
Shore Motor	2019	Premium	2WD	Leather	\$55,599.60



KARL CHEVROLET

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)



KARL Chevrolet is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Chevrolet Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.



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Quote Worksheet

	MSRP
Base Price	\$49,500.00
Dest Charge	\$1,295.00
Total Options	\$1,411.25
Subtotal	\$52,206.25
Govt and Karl Discount	(\$8,075.00)
Subtotal Pre-Tax Adjustments	(\$8,075.00)
Less Customer Discount	(\$3,525.35)
Subtotal Discount	(\$3,525.35)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$40,605.90
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$40,605.90

Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

Dealer Signature / Date

Customer Signature / Date

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 Commercial

MSRP:\$49,500.00

Interior:Jet Black, Premium cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CC15906	[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 Commercial	\$49,500.00
	OPTIONS	
—	Safety Alert Seat	Inc.
1FL	Commercial Preferred Equipment Group	\$0.00
5T5	Seats, 2nd and 3rd row vinyl with front cloth seats	\$0.00
AAK	LPO, All-weather floor liner, 1st and 2nd rows, bright finish badge	\$260.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
B30	Floor covering, color-keyed carpeting	\$190.00
B58	Floor mats, color-keyed carpeted first and second row, removable	Inc.
BTV	Remote vehicle start	\$300.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H0U	Jet Black, Premium cloth seat trim	\$0.00
IO5	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment	\$0.00
JF4	Pedals, power-adjustable for accelerator and brake	Inc.
L83	Engine, 5.3L EcoTec3 V8	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

PCW	Enhanced Driver Alert Package		\$695.00
R9Y	Fleet Free Maintenance Credit.		(\$33.75)
RC3	Tires, P265/70R17 all-terrain, blackwall		\$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel		\$0.00
TQ5	IntelliBeam, automatic high beam on/off	Inc.	
UEU	Forward Collision Alert	Inc.	
UHX	Lane Keep Assist	Inc.	
UHY	Low Speed Forward Automatic Braking	Inc.	
Y86	Enhanced Driver Alert Package	Inc.	
ZW7	Suspension Package, Premium Smooth Ride		\$0.00
ZY1	Paint scheme, solid application		\$0.00
SUBTOTAL			\$50,911.25
Adjustments Total			\$0.00
Destination Charge			\$1,295.00
TOTAL PRICE			\$52,206.25

FUEL ECONOMY

Est City:15 MPG

Est Highway:22 MPG

Est Highway Cruising Range:682.00 mi



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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

Standard Equipment

Mechanical

- Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)
- Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)
- Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)
- E85 FlexFuel capable
- Differential, heavy-duty locking rear
- Rear wheel drive
- Air cleaner, high-capacity
- Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
- Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
- Battery, 720 cold cranking amps with 80 amp hour rating
- Alternator, 150 amps
- Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver
- Trailer sway control
- GVWR, 7300 lbs. (3311 kg) (Requires 2WD model.)
- Suspension, front coil-over-shock with stabilizer bar
- Suspension, rear multi-link with coil springs
- Hill Start Assist
- Steering, power

Exterior

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (Not included when (NHT) Max Trailering Package is ordered.) (STD)
- Tires, P265/70R17 all-terrain, blackwall (Not included when (NHT) Max Trailering Package is ordered.) (STD)
- Tire, spare P265/70R17 all-season, blackwall
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, front

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

Exterior

Fascia, front body-color

Fascia, rear body-color

Luggage rack side rails, roof-mounted

Assist steps, Black

Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror

Glass, deep-tinted

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Liftgate, rear manual

Entertainment

Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phones; 5 USB ports and 1 auxiliary jack (STD)

Audio system feature, single-slot CD/MP3 player

Audio system feature, 6-speaker system

SiriusXM Radio delete

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Requires (UE1) OnStar. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)

Interior

Seats, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)

Seat trim, cloth

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

Interior

- Seat adjuster, driver power, multidirectional
- Seat adjuster, front passenger 6-way power
- Seats, second row 60/40 split-folding bench, manual
- Seat, third row manual 60/40 split-folding bench, fold flat
- Floor covering, Black rubberized-vinyl
- Steering column, Tilt-Wheel
- Steering wheel, urethane
- Steering wheel controls, mounted audio and cruise controls includes Driver Information Center controls
- Driver Information Center, 4.2" diagonal multi-color
- Door locks, power programmable with lockout protection and delayed locking
- Remote Keyless Entry, extended-range
- Cruise control, electronic with set and resume speed
- Theft deterrent, electrical, unauthorized entry
- Windows, power, with Express-Down and Express-Up on front doors and lock out features
- Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers
- Defogger, rear-window electric
- Power outlet, 110-volt
- Assist handles, 1st row passenger and 2nd row outboard seats
- Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions
- Cargo management system
- Cargo net

Safety-Mechanical

- Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist
- StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

- Daytime Running Lamps, with automatic exterior lamp control

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

Safety-Interior

Teen Driver configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on your teen's driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

Rear Park Assist with audible warning

Rear Vision Camera

Door locks, rear child security

LATCH system (Lower Anchors and Top tethers for Children), for child safety seats lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions

Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center, includes Tire Fill Alert

Warning tones headlamp on, key-in-ignition, driver and right-front passenger seat belt unfasten and turn signal on

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KARL CHEVROLET

Dennis Rudolph, Gov't / Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CC15906	2019 Chevrolet Suburban 2WD 4dr 1500 Commercial	\$49,500.00

COLORS		
CODE	DESCRIPTION	MSRP
	Summit White	\$0.00

OPTIONS		
DESCRIPTION		MSRP
Safety Alert Seat (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.	
Commercial Preferred Equipment Group Includes Standard Equipment		\$0.00
Seats, 2nd and 3rd row vinyl with front cloth seats Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat.)		\$0.00
LPO, All-weather floor liner, 1st and 2nd rows, bright finish badge (dealer-installed) (Requires (B30) color-keyed floor covering. Not available with (PDH) Interior Protection Package, LPO or (VAV) All-weather floor mats, LPO.)		\$260.00
Seats, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)		\$0.00
Floor covering, color-keyed carpeting		\$190.00
Floor mats, color-keyed carpeted first and second row, removable (Included and only available with (B30) color-keyed carpeting, floor covering.)	Inc.	
Remote vehicle start		\$300.00
Emissions, Federal requirements		\$0.00
Summit White		\$0.00
Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)		\$0.00
Jet Black, Premium cloth seat trim		\$0.00

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

OPTIONS

DESCRIPTION	MSRP
Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phones; 5 USB ports and 1 auxiliary jack (STD)	\$0.00
Pedals, power-adjustable for accelerator and brake (Included with (PCW) Enhanced Driver Alert Package.)	Inc.
Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00
Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)	\$0.00
Enhanced Driver Alert Package includes (JF4) power-adjustable pedals, (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking, (UHX) Lane Keep Assist with Lane Departure Warning and Safety Alert Seat (Not available with (H2G) Jet Black vinyl interior trim.)	\$695.00
Fleet Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order types.)	(\$33.75)
Tires, P265/70R17 all-terrain, blackwall (Not included when (NHT) Max Trailering Package is ordered.) (STD)	\$0.00
Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (Not included when (NHT) Max Trailering Package is ordered.) (STD)	\$0.00
IntelliBeam, automatic high beam on/off (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Forward Collision Alert (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Lane Keep Assist with Lane Departure Warning (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Low Speed Forward Automatic Braking (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Enhanced Driver Alert Package includes (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking, (UHX) Lane Keep Assist with Lane Departure Warning and Safety Alert Seat (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (10)

OPTIONS

DESCRIPTION	MSRP
Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)	\$0.00
Paint scheme, solid application	\$0.00
Options Total	\$1,411.25

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)



KARL Chevrolet is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Chevrolet Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.



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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

Quote Worksheet

	MSRP
Base Price	\$52,500.00
Dest Charge	\$1,295.00
Total Options	\$1,445.00
Subtotal	\$55,240.00
Govt and Karl Discount	(\$8,862.00)
Subtotal Pre-Tax Adjustments	(\$8,862.00)
Less Customer Discount	(\$3,793.40)
Subtotal Discount	(\$3,793.40)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$42,584.60
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$42,584.60

Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

Dealer Signature / Date

Customer Signature / Date

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 Commercial

MSRP:\$52,500.00

Interior:Jet Black, Premium cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK15906	[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 Commercial	\$52,500.00
OPTIONS		
—	Safety Alert Seat	Inc.
1FL	Commercial Preferred Equipment Group	\$0.00
5T5	Seats, 2nd and 3rd row vinyl with front cloth seats	\$0.00
AAK	LPO, All-weather floor liner, 1st and 2nd rows, bright finish badge	\$260.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
B30	Floor covering, color-keyed carpeting	\$190.00
B58	Floor mats, color-keyed carpeted first and second row, removable	Inc.
BTV	Remote vehicle start	\$300.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H0U	Jet Black, Premium cloth seat trim	\$0.00
IO5	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment	\$0.00
JF4	Pedals, power-adjustable for accelerator and brake	Inc.
L83	Engine, 5.3L EcoTec3 V8	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

PCW	Enhanced Driver Alert Package		\$695.00
RC3	Tires, P265/70R17 all-terrain, blackwall		\$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel		\$0.00
TQ5	IntelliBeam, automatic high beam on/off	Inc.	
UEU	Forward Collision Alert	Inc.	
UHX	Lane Keep Assist	Inc.	
UHY	Low Speed Forward Automatic Braking	Inc.	
Y86	Enhanced Driver Alert Package	Inc.	
ZW7	Suspension Package, Premium Smooth Ride		\$0.00
ZY1	Paint scheme, solid application		\$0.00
SUBTOTAL			\$53,945.00
Adjustments Total			\$0.00
Destination Charge			\$1,295.00
TOTAL PRICE			\$55,240.00

FUEL ECONOMY

Est City:14 MPG

Est Highway:21 MPG

Est Highway Cruising Range:651.00 mi

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

Standard Equipment

Mechanical

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)

Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)

Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)

Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)

E85 FlexFuel capable

Transfer case, active, single-speed, electronic Autotrac with rotary controls, does not include neutral. Cannot be dinghy towed (Requires 4WD model. Not available with (NHT) Max Trailering Package.)

Differential, heavy-duty locking rear

4-wheel drive

Air cleaner, high-capacity

Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Battery, 720 cold cranking amps with 80 amp hour rating

Alternator, 150 amps

Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver

Trailer sway control

Recovery hooks, 2 front, frame-mounted, Black (Standard with 4WD models. Available with 2WD models.)

GVWR, 7500 lbs. (3402 kg) (Requires 4WD model.)

Suspension, front coil-over-shock with stabilizer bar

Suspension, rear multi-link with coil springs

Hill Start Assist

Steering, power


Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (Not included when (NHT) Max Trailering Package is ordered.) (STD)

Tires, P265/70R17 all-terrain, blackwall (Not included when (NHT) Max Trailering Package is ordered.) (STD)

Tire, spare P265/70R17 all-season, blackwall

Wheel, full-size spare, 17" (43.2 cm) steel

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

Exterior

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Active aero shutters, front

Fascia, front body-color

Fascia, rear body-color

Luggage rack side rails, roof-mounted

Assist steps, Black

Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror

Glass, deep-tinted

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Liftgate, rear manual

Entertainment

Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phones; 5 USB ports and 1 auxiliary jack (STD)

Audio system feature, single-slot CD/MP3 player

Audio system feature, 6-speaker system

SiriusXM Radio delete

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Requires (UE1) OnStar. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)



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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

Interior

Seats, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)

Seat trim, cloth

Seat adjuster, driver power, multidirectional

Seat adjuster, front passenger 6-way power

Seats, second row 60/40 split-folding bench, manual

Seat, third row manual 60/40 split-folding bench, fold flat

Floor covering, Black rubberized-vinyl

Steering column, Tilt-Wheel

Steering wheel, urethane

Steering wheel controls, mounted audio and cruise controls includes Driver Information Center controls

Driver Information Center, 4.2" diagonal multi-color

Door locks, power programmable with lockout protection and delayed locking

Remote Keyless Entry, extended-range

Cruise control, electronic with set and resume speed

Theft deterrent, electrical, unauthorized entry

Windows, power, with Express-Down and Express-Up on front doors and lock out features

Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers

Defogger, rear-window electric

Power outlet, 110-volt

Assist handles, 1st row passenger and 2nd row outboard seats


Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions

Cargo management system

Cargo net

Safety-Mechanical

Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist

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Safety-Mechanical

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, with automatic exterior lamp control

Safety-Interior

Teen Driver configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on your teen's driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

Rear Park Assist with audible warning


Rear Vision Camera

Door locks, rear child security

LATCH system (Lower Anchors and Top tethers for Children), for child safety seats lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions

Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center, includes Tire Fill Alert

Warning tones headlamp on, key-in-ignition, driver and right-front passenger seat belt unfasten and turn signal on

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CK15906	2019 Chevrolet Suburban 4WD 4dr 1500 Commercial	\$52,500.00

COLORS		
CODE	DESCRIPTION	MSRP
	Summit White	\$0.00

OPTIONS		
	DESCRIPTION	MSRP
	Safety Alert Seat (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
	Commercial Preferred Equipment Group Includes Standard Equipment	\$0.00
	Seats, 2nd and 3rd row vinyl with front cloth seats Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat.)	\$0.00
	LPO, All-weather floor liner, 1st and 2nd rows, bright finish badge (dealer-installed) (Requires (B30) color-keyed floor covering. Not available with (PDH) Interior Protection Package, LPO or (VAV) All-weather floor mats, LPO.)	\$260.00
	Seats, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)	\$0.00
	Floor covering, color-keyed carpeting	\$190.00
	Floor mats, color-keyed carpeted first and second row, removable (Included and only available with (B30) color-keyed carpeting, floor covering.)	Inc.
	Remote vehicle start	\$300.00
	Emissions, Federal requirements	\$0.00
	Summit White	\$0.00
	Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)	\$0.00
	Jet Black, Premium cloth seat trim	\$0.00

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[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (46)

OPTIONS

DESCRIPTION	MSRP
Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phones; 5 USB ports and 1 auxiliary jack (STD)	\$0.00
Pedals, power-adjustable for accelerator and brake (Included with (PCW) Enhanced Driver Alert Package.)	Inc.
Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00
Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)	\$0.00
Enhanced Driver Alert Package includes (JF4) power-adjustable pedals, (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking, (UHX) Lane Keep Assist with Lane Departure Warning and Safety Alert Seat (Not available with (H2G) Jet Black vinyl interior trim.)	\$695.00
Tires, P265/70R17 all-terrain, blackwall (Not included when (NHT) Max Trailering Package is ordered.) (STD)	\$0.00
Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (Not included when (NHT) Max Trailering Package is ordered.) (STD)	\$0.00
IntelliBeam, automatic high beam on/off (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Forward Collision Alert (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Lane Keep Assist with Lane Departure Warning (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Low Speed Forward Automatic Braking (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Enhanced Driver Alert Package includes (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking, (UHX) Lane Keep Assist with Lane Departure Warning and Safety Alert Seat (Included and only available with (PCW) Enhanced Driver Alert Package.)	Inc.
Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)	\$0.00
Paint scheme, solid application	\$0.00
Options Total	\$1,445.00



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SUBURBAN BID

1 message

Doug Meyer <doug@meyerearpautocenter.com>

Fri, Jan 25, 2019 at 1:40 PM

Reply-To: Doug Meyer <doug@meyerearpautocenter.com>

To: "kirschn@shenandoah.k12.ia.us" <kirschn@shenandoah.k12.ia.us>, SHANE MCHENRY
<shane@dougmeychervey.com>

Natalie Kirsch,

Thank you for the opportunity to bid on your new Suburban. This vehicle may be purchased for 46,550 dollars. Meets specs per your request. Please see attached build sheet. If you should have any questions please call.

Thanks,

- Doug Meyer-Owner
- Meyer-Earp Chevrolet (Auburn)
- Doug Meyer Chevrolet (Shenandoah)
- Meyer Auto Center (Maryville)
- O= 402 274 3160
- F= 402 274 3210
- meyercars.com

 **2019 SHENANDOAH SUB.pdf**
69K

Model Information

Model Year: 2019	Distrib.Entity: FLT Fleet	Order Type:FBC-Fleet Political Subdivision
Division: CHEVROLET TRUCK	Allocation Group: SUBURB	
Model: CC15906 - Suburban: 2WD		

Fleet Information

Primary FAN: 998916	End-User FAN:	
Bid Number:		Bid Item #:
PO Number:		

Configuration Information

PEG: 1LT
 Primary Color: GAZ - Summit White
 Engine: L83 - Engine, 5.3L EcoTec3 V8
 Transmission: MYC - Transmission, 6-speed automatic, electronically controlled
 Trim: H2V - Jet Black/Dark Ash, Leather-appointed seat trim
 Emissions: FE9 - Emissions, Federal requirements
 Requested TPW:

Options: A45, AAK, AG2, AN3, AQQ, ARN, AT6, AU3, B30, B58, BTV, BVE, C49, C6A, CE1, CJ4, DD8, DL8, FE9, FHS, G80, GU4, IO5, JF4, K34, KC4, KG4, KI4, KNP, L83, MYC, N37, PZX, RC4, RKX, SAF, SLT, TB5, TG5, TQ5, U2K, U2L, UD7, UDD, UE1, UG1, UHX, UHY, UK3, UQA, UTJ, UVC, V54, VK3, VV4, Y86, YM8, Z82, ZY1

Hide Descriptions

- A45 : Memory settings**
- AAK : LPO, All-weather floor liner, 1st and 2nd rows, bright finish badge
- AG2 : Seat adjuster, front passenger 6-way power
- AN3 : Seats, front bucket with leather-appointed seating
- AQQ : Remote Keyless Entry, extended-range
- ARN : Seat, third row manual 60/40 split-folding bench, fold flat
- AT6 : Seats, second row 60/40 split-folding bench, manual
- AU3 : Door locks, power programmable
- B30 : Floor covering, color-keyed carpeting
- B58 : Floor mats, color-keyed carpeted first and second row, removable
- BTV : Remote vehicle start
- BVE : Assist steps, Black
- C49 : Defogger, rear-window electric
- C6A : GVWR, 7300 lbs. (3311 kg)
- CE1 : Wipers, front intermittent, Rainsense
- CJ4 : Climate control, tri-zone automatic
- DD8 : Mirror, inside rearview auto-dimming
- DL8 : Mirrors, outside heated power-adjustable, manual-folding and color keyed
- FE9 : Emissions, Federal requirements
- FHS : E85 FlexFuel capable
- G80 : Differential, heavy-duty locking rear
- GU4 : Rear axle, 3.08 ratio
- IO5 : Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment
- JF4 : Pedals, power-adjustable for accelerator and brake
- K34 : Cruise control, electronic with set and resume speed

KC4 : Cooling, external engine oil cooler, heavy-duty air-to-oil
KG4 : Alternator, 150 amps
K14 : Power outlet, 110-volt
KNP : Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
L83 : Engine, 5.3L EcoTec3 V8
MYC : Transmission, 6-speed automatic, electronically controlled
N37 : Steering column, manual tilt and telescopic
PZX : Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) aluminum with high-polished finish
RC4 : Tire, spare P265/70R17 all-season, blackwall
RKX : Tires, P265/65R18 all-season, blackwall
SAF : Tire carrier, lockable outside spare, winch-type mounted under frame at rear
SLT : Sales Package
TB5 : Liftgate, power
TG5 : Audio system feature, single-slot CD/MP3 player
TQ5 : IntelliBeam, automatic high beam on/off
U2K : SiriusXM Radio
U2L : Radio, HD
UD7 : Rear Park Assist
UDD : Driver Information Center, 4.2" diagonal multi-color
UE1 : OnStar and Chevrolet connected services capable
UG1 : Universal Home Remote
UHX : Lane Keep Assist
UHY : Low Speed Forward Automatic Braking
UK3 : Steering wheel controls, mounted audio and cruise controls
UQA : Audio system feature, Bose premium 9-speaker system
UTJ : Theft deterrent, electrical, unauthorized entry
UVC : Rear Vision Camera
V54 : Luggage rack side rails, roof-mounted
VK3 : License plate front mounting package
VV4 : Chevrolet 4G LTE and available built-in Wi-Fi hotspot
Y86 : Enhanced Driver Alert Package
YM8 : LPO Processing Option
Z82 : Trailering equipment
ZY1 : Paint scheme, solid applicat



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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)



KARL Chevrolet is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Chevrolet Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.



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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

Quote Worksheet

	MSRP
Base Price	\$65,300.00
Dest Charge	\$1,295.00
Total Options	\$2,075.00
Subtotal	\$68,670.00
Govt and Karl Discount	(\$8,075.00)
Subtotal Pre-Tax Adjustments	(\$8,075.00)
Less Customer Discount	(\$4,995.40)
Subtotal Discount	(\$4,995.40)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$55,599.60
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$55,599.60

Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

Dealer Signature / Date

Customer Signature / Date

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 Premier

MSRP:\$65,300.00

Interior:Jet Black, Perforated leather-appointed seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CC15906	[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 Premier	\$65,300.00
OPTIONS		
1LZ	Premier Preferred Equipment Group	\$0.00
AN3	Seats, front bucket with Perforated leather-appointed heated and ventilated seat cushions	\$0.00
ATT	Seats, second row 60/40 split-folding bench, power release	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H2X	Jet Black, Perforated leather-appointed seat trim	\$0.00
IO6	Audio system, 8" diagonal color touch-screen Navigation with Chevrolet Infotainment	\$0.00
JB1	Brakes, 4-wheel antilock, 4-wheel disc, VAC power	Inc.
L83	Engine, 5.3L EcoTec3 V8	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00
QSS	Tires, P275/55R20 all-season, blackwall	\$0.00
RD4	Wheels, 20" x 9" (50.8 cm x 22.9 cm) polished-aluminum	\$0.00
RIB	LPO, All-Weather Floor Liner Package	\$330.00
UGN	Forward Automatic Braking	Inc.
UHS	Driver Information Center, enhanced, 8" diagonal multi-color re-configurable display	\$850.00

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

UV6	Head-Up Display, includes digital multi-function readouts	Inc.	
Y66	Adaptive Cruise Control - Advanced		\$895.00
ZY1	Paint scheme, solid application		\$0.00
SUBTOTAL			\$67,375.00
Adjustments Total			\$0.00
Destination Charge			\$1,295.00
TOTAL PRICE			\$68,670.00

FUEL ECONOMY

Est City:15 MPG

Est Highway:22 MPG

Est Highway Cruising Range:682.00 mi

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

Standard Equipment

Package

Enhanced Driver Alert Package includes (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking, (UHX) Lane Keep Assist with Lane Departure Warning and Safety Alert Seat (When (Y66) Adaptive Cruise Control - Advanced is ordered, RPO Code (Y86) will be removed. All content of (Y86) will remain standard except (UHY) Low Speed Forward Automatic Braking, which is replaced by (UGN) Forward Automatic Braking.)

Mechanical

- Suspension Package, Magnetic Ride Control road sensing electronically controlled shock absorbers (STD)
- Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)
- Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)
- E85 FlexFuel capable (Included and only available with Fleet or Government order types.)
- Differential, heavy-duty locking rear
- Rear wheel drive
- Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
- Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
- Battery, 720 cold cranking amps with 80 amp hour rating
- Alternator, 150 amps
- Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver
- Trailer sway control
- GVWR, 7300 lbs. (3311 kg) (Requires 2WD model.)
- Suspension, front coil-over-shock with stabilizer bar
- Suspension, rear multi-link with coil springs
- Hill Start Assist
- Steering, power

Exterior

- Wheels, 20" x 9" (50.8 cm x 22.9 cm) polished-aluminum (STD)
- Tires, P275/55R20 all-season, blackwall (STD)
- Tire, spare P265/70R17 all-season, blackwall (STD)
- Wheel, full-size spare, 17" (43.2 cm) steel

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Exterior

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Active aero shutters, front

Fascia, front body-color

Fascia, rear body-color (Includes trailer hitch closeout.)

Luggage rack side rails, roof-mounted (Includes bright accent.)

Assist steps, Black (Premier includes chrome accent strip) (Deleted when (RVQ) assist step kit, Black, LPO, (VXH) assist step kit, Chrome, LPO or (BRS) power-retractable assist steps are ordered.)

Moldings, body-color bodyside

Headlamps, high intensity discharge

IntelliBeam, automatic high beam on/off

Fog lamps

Mirrors, outside heated power-adjustable, power-folding and driver-side auto-dimming with integrated turn signal indicators and ground illumination

Glass, deep-tinted

Glass, acoustic, laminated

Windshield, solar absorbing

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Liftgate, power, hands free

Entertainment

Audio system, 8" diagonal color touch-screen Navigation with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)

Audio system feature, single-slot CD/MP3 player (Replaced by (U42) rear seat entertainment system when (U42) is ordered.)

Audio system feature, Bose Centerpoint Surround Sound premium 10-speaker system

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Entertainment

SiriusXM Radio enjoy a 3-month All Access trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the app and online is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call us at 1-866-635-2349. See our Customer Agreement for complete terms at www.siriusxm.com. All fees and programming subject to change.)

SiriusXM NavTraffic. Avoid congestion before you reach it by enhancing your vehicle's navigation or entertainment system with SiriusXM NavTraffic. With detailed information on traffic speed, accidents, construction, road closures and more, you will get to your destination faster and more easily than ever before. SiriusXM radio and NavTraffic subscriptions are sold separately or as a package after trial period. If you decide to continue listening after your trial, the subscription plan you choose will automatically renew and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call us at 1-866- 635-2349. See our Customer Agreement for complete terms at www.siriusxm.com. All fees and programming subject to change. Not all vehicles are capable of receiving all services offered by SiriusXM. Current information and features may not be available in all locations, or on all receivers.) (SiriusXM radio and NavTraffic subscriptions are sold separately or as a package after trial period. If you decide to continue listening after your trial, the subscription plan you choose will automatically renew and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call us at 1-866- 635-2349. See our Customer Agreement for complete terms at www.siriusxm.com. All fees and programming subject to change. Not all vehicles are capable of receiving all services offered by SiriusXM. Current information and features may not be available in all locations, or on all receivers.)

Radio, HD

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Wireless charging

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)

Interior

Seats, front bucket with Perforated leather-appointed heated and ventilated seat cushions 12-way power driver and passenger seat includes 6-way power cushions, driver seat 2-position memory, 4-way power lumbar control and power recline (STD)

Keyless start, push button

Seat trim, perforated leather-appointed

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

Interior

- Seat adjuster, front passenger 6-way power
- Seats, heated and ventilated driver and front passenger
- Memory settings recalls presets for driver power seat adjuster and pedals (Also includes memory presets for outside rearview mirrors and power steering column.)
- Seats, second row bucket, power release
- Seats, heated second row outboard seats
- Seats, third row 60/40 split-bench, power fold
- Console, floor with storage area, cup holders and auxiliary jack
- Floor covering, color-keyed carpeting
- Floor mats, color-keyed carpeted first and second row, removable
- Steering column, power tilt and telescopic
- Steering wheel, heated, leather-wrapped and color-keyed with theft-deterrent locking feature
- Steering wheel controls, mounted audio and cruise controls includes Driver Information Center controls
- Driver Information Center, 4.2" diagonal multi-color (Not available with (UV6) Head-Up Display.)
- Door locks, power programmable with lockout protection and delayed locking
- Passive Entry System includes (AQQ) Remote Keyless Entry
- Remote vehicle start
- Cruise control, electronic with set and resume speed (Not included when (Y66) Adaptive Cruise Control - Advanced is ordered.)
- Universal Home Remote includes garage door opener, programmable
- Pedals, power-adjustable for accelerator and brake
- Theft deterrent, electrical, unauthorized entry
- Windows, power, with Express-Down and Express-Up on front doors and lock out features
- Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers
- Defogger, rear-window electric
- Power outlet, 110-volt
- Power outlets, 5 auxiliary, 12-volt includes outlets in the instrument panel, console, back of console, 1 in 3rd row and 1 in cargo area
- Mirror, inside rearview auto-dimming
- Conversation mirror (Deleted when (UTT) Theft Protection Package is ordered.)



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Interior

Assist handles, 1st row passenger and 2nd row outboard seats

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions

Cargo management system

Cargo net

Safety-Mechanical

Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, with automatic exterior lamp control

Safety-Interior

Teen Driver configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on your teen's driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Driver inboard seat-mounted side-impact airbag; Head-curtain airbags for all rows in outboard seating positions (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

Low Speed Forward Automatic Braking (Replaced with (UGN) Forward Automatic Braking when (Y66) Adaptive Cruise Control - Advanced is ordered.)

Front and Rear Park Assist

Rear Vision Camera


Rear Cross Traffic Alert

Lane Change Alert with Side Blind Zone Alert

Lane Keep Assist with Lane Departure Warning

Forward Collision Alert

Safety Alert Seat

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)


Safety-Interior

Door locks, rear child security

LATCH system (Lower Anchors and Top tethers for Children), for child safety seats lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions

Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center, includes Tire Fill Alert

Warning tones headlamp on, key-in-ignition, driver and right-front passenger seat belt unfasten and turn signal on

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Data Version: 7543. Data Updated: Jan 28, 2019 9:35:00 PM PST.



KARL CHEVROLET

Dennis Rudolph, Gov't / Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CC15906	2019 Chevrolet Suburban 2WD 4dr 1500 Premier	\$65,300.00

COLORS		
CODE	DESCRIPTION	MSRP
	Summit White	\$0.00

OPTIONS		
	DESCRIPTION	MSRP
	Premier Preferred Equipment Group Includes Standard Equipment	\$0.00
	Seats, front bucket with Perforated leather-appointed heated and ventilated seat cushions 12-way power driver and passenger seat includes 6-way power cushions, driver seat 2-position memory, 4-way power lumbar control and power recline (STD)	\$0.00
	Seats, second row 60/40 split-folding bench, power release	\$0.00
	Emissions, Federal requirements	\$0.00
	Summit White	\$0.00
	Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)	\$0.00
	Jet Black, Perforated leather-appointed seat trim	\$0.00
	Audio system, 8" diagonal color touch-screen Navigation with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)	\$0.00
	Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist (Included and only available with (Y66) Adaptive Cruise Control - Advanced.)	Inc.
	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00
	Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)	\$0.00
	Tires, P275/55R20 all-season, blackwall (STD)	\$0.00
	Wheels, 20" x 9" (50.8 cm x 22.9 cm) polished-aluminum (STD)	\$0.00

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[Fleet] 2019 Chevrolet Suburban (CC15906) 2WD 4dr 1500 (9)

OPTIONS

DESCRIPTION	MSRP
LPO, All-Weather Floor Liner Package includes 1st, 2nd and 3rd row coverage (Not available with (PDH) Interior Protection Package, LPO, (AAK) allweather floor liner, LPO or (VAV) all-weather floor mats, LPO.)	\$330.00
Forward Automatic Braking (Included and only available with (Y66) Adaptive Cruise Control - Advanced.)	Inc.
Driver Information Center, enhanced, 8" diagonal multi-color re-configurable display (Included with (WP9) Premier Plus Edition. Includes (UV6) Head-Up Display.)	\$850.00
Head-Up Display, includes digital multi-function readouts (Included and only available with (UHS) Driver Information Center or (WP9) Premier Plus Edition.)	Inc.
Adaptive Cruise Control - Advanced with Forward Automatic Braking, radar based system automatically adjusts speed to maintain preset following gap (Requires (UHS) Driver Information Center.)	\$895.00
Paint scheme, solid application	\$0.00
Options Total	\$2,075.00

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Control Management, Inc.

30 Years

People you know, a Company you trust

Shenandoah K8 Shenandoah CSD BACnet MS/TP Cabling

February 4, 2019

Attn: Mr. Dennis Rogers

New BACnet MSTP communication cable for Elementary/Middle School

- Provide and install new BACnet MSTP communication cable for future replacements of the obsolete field controllers.
- Cabling will be run from JACE location in series to each heat pump location, leaving a service loop at each heat pump location
- This provides protection from a failed controller by allowing a current generation controller to replace the obsolete controller.

Price: \$10,250

Excluded:

- Replacing field controllers or equipment.
- Power related connections.
- Warranty on existing equipment.

Thank you for the opportunity to provide these solutions. Please contact me with any questions. Please circle the options selected.

ACCEPTED BY:

Signature _____

Printed Name _____

Title _____

Company Name _____

Date _____

PROPOSED BY:

Nathan Haug

President



Control Management, Inc.

p.402.571.9454 c.402.943.6792

nathan@cmiomaha.com

Your First Choice Partner for easy to operate, comfortable and efficient buildings.

Omaha HQ: 8421 N. 29th Street PO Box 12038 Omaha, NE 68112 p.402.571.9454 f.402.571.9466

Satellite Offices in Lincoln and Columbus



PROPOSAL

CAMBLIN MECHANICAL INC.

714 West 7th street

PO Box 520

Atlantic, IA 50022

Phone: 712-243-1535 Fax: 712-243-1578

website: www.camblinmechanical.com



Date: 11/5/2018

Customer: Shenandoah High School
Attention: Dennis

Phone:
Fax:
Email:

We hereby submit specifications and estimates for: **The replacement of a leaking condenser coil on RTU 1 serving the high school gym.**

1. Reclaim remaining refrigerant from unit.
2. Dis-assemble unit and cut out leaking coil.
3. Crane up a new coil to the roof, and set in place.
4. Braze in new coil and add a filter drier to catch any debris in piping.
5. Leak test new coil, then put unit into a deep vacuum.
6. Measure in refrigerant charge.
7. Do a start up of unit and test operation.
8. Put unit back on line.

Total: \$ 12,140.00

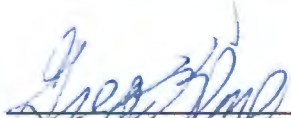
Exclusions:

CREDIT TERMS: If full payment is not received within 30 days from the date of invoice, a finance charge equal to a monthly percentage rate of 1.75% will be assessed on any unpaid or remaining balance.

If any portion of the contract price is not paid when due, Camblin Mechanical Inc. will have the statutory right to enforce and perfect a mechanic's lien on the building, land, or improvements made in connection with any work performed under this contract.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized
Signature


Greg Kline
greg@camblinmechanical.com

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specification, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Customer Signature

Date Accepted