

Shenandoah Community School District Board of Directors  
Shenandoah Administrative Board Room  
December 10, 2018 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Adam Van Der Vliet
  - 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. Consent Agenda
  - a. Minutes
  - b. Treasurer's Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable
  - c. Personnel Requests

Contracts:  
Amy Nielsen                  Football Cheer Sponsor      2019 season

Resignations:  
Shannon Gilbert      Assistant HS Volleyball
  - d. Fundraising Requests  
\*on attached sheet
  - e. Out of State Travel Requests  
\*on attached sheet
7. Action Items
  - a. Accept Donation from H&H for equipment.
  - b. Approve contract with Brightspark Travel for the 2020 Junior/Senior trip to Washington DC, Philadelphia and New York City – March 16-22, 2020
8. Discussion Items
  - a. Retirement Incentive Plan
  - b. Update on Facility Planning
9. Informational Items

Next Regular Meeting – January 14, 2019 at 5:00 P.M.
10. Adjournment

Shenandoah Community School District  
Minutes of the Regular Meeting of the Board of Directors – November 12, 2018  
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, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes.

**Mission Statement:**

The SCSD Mission Statement was read by Director Greg Ritchey.

**Welcome to Audience:**

Board President Jean Fichter welcomed everyone to the meeting.

**Open Forum:**

No one addressed the board.

**Administrative Reports:**

*Biliteracy Seal* – Mrs. Angie Trowbridge informed the board of a new program that is being offered through the State of Iowa. The biliteracy seal would be awarded to students who attain proficiency in 2 or more languages. Mrs. Trowbridge has offered to be the coordinator of the program.

*Illustrated Math* - Middle school math teachers Mrs. Andrew, Mrs. Martin and Mrs. Johnson and Principal Mr. Munsinger gave the board a presentation on the new math curriculum Illustrated Math. They also shared student feedback along with challenges and positives of the program.

*Use of Drug Dog at HS* – Mr. Shaffer shared with the board a partnership being established with the Shenandoah Police Department canine unit. This partnership would include random searches of lockers at the high school and cars in the parking lot by the drug dog a couple of times during the school year. The Alcohol/Drug policy in the Student-Parent Handbook would be followed in the event of any contraband found.

*FY 2018 Financial Report* – School Business Official Sherri Ruzek summarized the Unspent Authorized Budget report for FY 2018.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Jamey Thompson, Level II/III Associate – \$11.99/hr probationary; Tom Foutch, Boys HS Golf Coach - \$4,442 pending licensing requirements are met. Fundraising Requests: on attached sheet. Grant Requests: 21st Century Community Learning Center Grant – funds to be used for after school care and learning opportunities for PK-12 grades - would begin in July 2019 if granted. Early Graduation Requests December 2018 (pending all requirements are met): Dianna Certain. Motion to Approve by Director Ritchey, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

**Closed Session:**

At 6:05 pm Director Anderson moved to hold a closed session as authorized by section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. The motion was seconded by Director Van Der Vliet. 5 Ayes – Motion passes.

By consensus the board returned to open session at 7:15 pm.

**Action Items:**

Director Van Der Vliet made the motion to approve Aaron Burdorf as Head HS Softball Coach. Director Ritchey 2<sup>nd</sup> motion. Discussion was held about the logistics of administrators and parents being coaches. The lack of qualified applicants led to Mr. Burdorf offering to take the position and the board would like to be able to evaluate the situation at the end of the season. Director Van Der Vliet amended his motion to state approve Aaron Burdorf as Interim Head HS Softball Coach. The motion was again seconded by Director Ritchey. 5 Ayes – Motion passes. Director Ritchey mad the motion to approve Jon Weinrich as Interim Assistant HS Softball Coach. Director Langley seconded the motion. 5 Ayes – Motion passes. Approve final readings of the Education Records Access Policies, Exhibits and Regulations 506.1E1-8, 506.1R1 and Student Directory Information Policy, Exhibit and Regulation 506.2E1, 506.2R1. Motion by Director Ritchey, 2<sup>nd</sup> by Director Anderson. 5 Ayes – Motion passes. Approve SBRC Application – Open Enrollment Out not in Fall of 2017 is set at \$79,968 and Limited English Proficient Instruction beyond 5 years is set at \$1,481. Motion by Director Ritchey, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes. Approve Contract with Varsity Group to replace the scrolling ad sign in the HS gym with an LCD sign. Motion by Director Anderson, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes. Approve Electronic Engineering Radio System purchase in the amount of \$14,916.36. Motion by Director Langley, 2<sup>nd</sup> by Director Anderson. 5 Ayes – Motion passes.

**Discussion Items:**

Fire Alarm Systems purchase for High School and K-8 (possible action) – The fire alarm systems need updated at both buildings as parts for the current panels are hard to find. DLR Group was consulted and cautioned about putting in a new system at the HS prior to any HVAC upgrade. Mr. Rogers recommends getting both buildings upgraded. Director Ritchey motioned to accept the bid of \$190,132 from Feld Fire and have the upgrades done in both buildings to be completed in FY 20. If the project is completed before the end of FY 19, the board would be prepared to amend the budget. Director Van Der Vliet seconded the motion. 5 Ayes – Motion passes.

**Next Board Meeting:** Regular Meeting – December 10, 2018 at 5:00 p.m.

Adjournment at 7:32 pm. Motion by Director Anderson, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

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Board Secretary

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Board President

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

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



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

OTHER

	FUNCTION	GENERAL	MGMNT	AGENCY	PPEL	TRUST FUND	ACTIVITY
INSTRUCTION	1XXX	\$2,056,911.36	\$112,516.36	\$135.40		\$4,500.00	\$88,610.22
SUPPORT SERVICES	2XXX	\$1,272,524.00	\$155,424.37		\$308,148.18		
NON-INSTRUCTIONAL	3XXX		\$1,937.70		\$970.16		
FACILITIES ACQ & CONST	4XXX				\$154,914.28		
DEBT	5XXX						
AEA FLOW THROUGH	6100	\$196,012.50					
TRANSFERS	62XX						
AUDITOR ADJ	69xx						
<b>TOTAL</b>		<b>\$3,525,447.86</b>	<b>\$269,878.43</b>	<b>\$135.40</b>	<b>\$464,032.62</b>	<b>\$0.00</b>	<b>\$4,500.00</b>
PUBLISHED BUDGET		\$13,403,404.00	\$375,000.00	\$0.00	\$755,000.00	\$0.00	\$300,000.00
% USED		26.30%	71.97%	#DIV/0!	61.46%	#DIV/0!	29.54%

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

0.00%

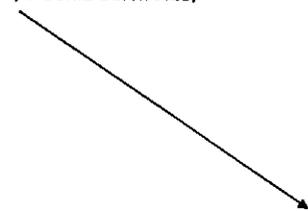
	FUNCTION	SAVE	DEBT SERVICE	NUTRITION	NOT USED	TOTAL USED	PUB BUDGET	% OF BUDGET
INSTRUCTION	1XXX					\$2,262,673.34	\$9,470,000.00	23.89%
SUPPORT SERVICES	2XXX	\$258,172.54		\$478.40		\$1,994,747.49	\$4,836,100.00	41.25%
NON-INSTRUCTION	3XXX			\$200,295.20		\$203,203.06	\$765,000.00	26.56%
FACILITIES ACQ & CONST	4XXX	\$111,422.58				\$266,336.86	\$650,000.00	40.97%
DEBT	5XXX		\$327,100.00			\$327,100.00	\$1,100,000.00	29.74%
AEA FLOW THROUGH	6100					\$196,012.50	\$508,404.00	38.55%
TRANSFERS	62XX	\$174,233.85				\$174,233.85	\$430,000.00	40.52%
AUDITOR ADJ	69XX			\$23,777.00		\$23,777.00		#DIV/0!
ENDING BALANCE								#DIV/0!
<b>TOTAL</b>		<b>\$543,828.97</b>	<b>\$327,100.00</b>	<b>\$224,550.60</b>	<b>\$0.00</b>	<b>\$5,448,084.10</b>	<b>\$17,759,504.00</b>	<b>30.68%</b>
PUBLISHED BUDGET		\$1,100,000.00	\$1,100,000.00	\$726,100.00	\$0.00		\$17,759,504.00	
% USED		49.44%	29.74%	30.93%	#DIV/0!		30.68%	

SHENANDOAH COMMUNITY SCHOOL DISTRICT  
CALCULATION OF MISCELLANEOUS INCOME  
2018-19

	STATE AID Source Codes 3111, 3113, 3204 3410, 3492, 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									\$0.00
JAN									\$0.00
FEB									\$0.00
MAR									\$0.00
APR									\$0.00
MAY									\$0.00
JUN									\$0.00
<b>TOTAL</b>	<b>\$1,961,158.00</b>	<b>\$64,347.00</b>	<b>\$196,012.50</b>	<b>\$1,936,319.33</b>	<b>\$0.00</b>	<b>\$41,856.86</b>	<b>\$220.39</b>	<b>\$195,087.56</b>	<b>\$4,394,781.25</b>

\*\* 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 SUMMPLEMENT 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	<u>\$195,087.56</u>	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,132,896.00	
=	MAXIMUM AUTHORIZED BUDGET	<u>\$14,705,653.50</u>	
-	EXPENDITURES	<u>\$3,525,447.86</u>	23.97%
=	UNSPENT AUTHORIZED BUDGET	<u>\$11,180,205.64</u>	

EXPENDITURES	
JULY	\$221,769.53
AUGUST	\$345,176.12
SEPTEMBER	\$966,872.04
OCTOBER	\$982,143.04
NOVEMBER	\$1,009,487.13
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>\$3,525,447.86</u>

**MONTHLY BOARD VENDOR BILLS**  
 December 2018 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BMO MASTERCARD	234.02	SNF SUPPLIES
DEAN FOODS NORTH CENTRAL, LLC	5,266.18	SNF FOOD FOR THE FOODSERVICE PROGRAM
EARTHGRAINS BAKING CO'S INC	366.25	SNF FOOD FOR THE FOODSERVICE PROGRAM
FAREWAY STORES	44.85	SNF FOOD FOR THE FOODSERVICE PROGRAM
HEARTLAND PAYMENT SYSTEMS INC	2,953.25	SOFTWARE
HY-VEE	687.01	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	27,396.26	SNF FOOD FOR THE FOODSERVICE PROGRAM
SMITH VENDING	303.90	SNF FOOD FOR THE FOODSERVICE PROGRAM
STEVEN WAINWRIGHT	400.00	SNF FOOD FOR THE FOODSERVICE PROGRAM
Fund Number 61	<u>37,651.72</u>	
Checking Account ID 20	37,651.72	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
AARON WILLIAMS	125.00	GENERAL ATHLETICS OFFICIAL
ASNAB MINISTRIES	500.00	DRAMA PURCHASE SERVICE
ATLANTIC HIGH SCHOOL	120.00	ENTRY FEE TO ANOTHER SCHOOL
BAND BOOSTERS	2,785.90	CONCESSION STAND
BMO MASTERCARD	589.24	TRAVEL/GENERAL ATHLETICS
BMO MASTERCARD	1,014.09	SUPPLIES/SHEN GIRLS XC
BMO MASTERCARD	218.62	DUES/FCCLA
BMO MASTERCARD	196.36	SUPPLIES/FFA
BMO MASTERCARD	262.16	DRAMA SUPPLIES
BMO MASTERCARD	616.00	TRAVEL/STUDENT COUNCIL
BMO MASTERCARD	846.13	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	469.79	SUPPLIES/MS ANNUAL
BMO MASTERCARD	123.00	REGISTRATION/MS FCCLA
BUSINESS PROFESSIONALS OF AMERICA - NATL CENTER	211.00	STUDENT ENTRY & REGISTRATION FEES
CEDAR VALLEY FUNDRAISING	2,204.00	SHEN BOYS BOWLING SUPPLIES
CITY OF SHENANDOAH	100.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
CURTIS OSBORN	330.00	GENERAL ATHLETICS OFFICIAL
DAVID LUTZ	125.00	GENERAL ATHLETICS OFFICIAL
DENNY HOWARD	72.00	GENERAL ATHLETIC WORKERS
DISTRICT 8 FCCLA	35.00	REGISTRATION/MS FCCLA
DUSTY SKAHILL	72.00	GENERAL ATHLETIC WORKERS
ELKS CLUB	130.00	SUPPLIES/GENERAL ATHLETICS
FAREWAY STORES	916.74	MUSTANG FIELD CONCESSION SUPPLIES
GARY HEYWOOD	125.00	GENERAL ATHLETICS OFFICIAL
HOWARD SPORTING GOODS	2,927.70	SUPPLIES/GENERAL ATHLETICS
IOWA FFA ASSOCIATION	218.00	REGISTRATION/FFA
IOWA GIRLS HS ATHLETIC UNION	432.00	SUPPLIES/GENERAL ATHLETICS
IOWA HIGH SCHOOL ATHLETIC ASSN	100.00	SUPPLIES/GENERAL ATHLETICS
JAKE CERVEN	250.00	GENERAL ATHLETICS OFFICIAL
JAMES DRIVER	125.00	GENERAL ATHLETICS OFFICIAL
JEFF LAUGHLIN	130.00	GENERAL ATHLETICS OFFICIAL
JON COLE	125.00	GENERAL ATHLETICS OFFICIAL
JON RECHER	125.00	GENERAL ATHLETICS OFFICIAL
JUSTIN MILLER	90.00	GENERAL ATHLETICS OFFICIAL
KALEB GARNER	72.00	GENERAL ATHLETIC WORKERS
KEITH WOHLERS	125.00	GENERAL ATHLETICS OFFICIAL
KURT SPOMER	125.00	GENERAL ATHLETICS OFFICIAL
MATTHEW WULK	125.00	GENERAL ATHLETICS OFFICIAL
MIDDLE SCHOOL PTO	171.54	CONCESSION STAND
MILLER BUILDING	306.74	DRAMA SUPPLIES
NATIONAL FFA ORGANIZATION	766.50	SUPPLIES/FFA
NICOLE WENSTRAND	210.00	GENERAL ATHLETICS OFFICIAL
NISHNA VALLEY CAFE	20.00	SUPPLIES/GENERAL ATHLETICS

MONTHLY BOARD VENDOR BILLS  
 December 2018 Accounts Payable

Invoice Detail	Invoice Detail	Description
Amount		
PAPER TRAIL	454.17	DRAMA SUPPLIES
ROCSTOP - WHITEHILLS	1,590.00	BPA SUPPLIES
RON GREBERT	125.00	GENERAL ATHLETICS OFFICIAL
RON HANSEN	72.00	GENERAL ATHLETIC WORKERS
RSCHOOLTODAY	450.00	SUPPLIES/GENERAL ATHLETICS
SCALES SALES & SERVICE	225.00	SUPPLIES/GENERAL ATHLETICS
SEAN KRUSE	125.00	GENERAL ATHLETICS OFFICIAL
SERENITY STUDIO&SPA	40.05	SUPPLIES/STUDENT COUNCIL
SHAWN STRUCK	125.00	GENERAL ATHLETICS OFFICIAL
SHENANDOAH CHAMBER & INDUSTRY	370.00	MAY MENTORING ACTIVITY SUPPLIES
SHENANDOAH CSD	2,474.15	CONCESSION STAND
ZACH WARD	60.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	<u>24,741.88</u>	
Checking Account ID 3	Fund Number 81	TRUST FUNDS NON EXPENDABLE
JOSEPHINE DOSTAL/UNL	250.00	SCHOLARSHIPS/I&C WILSON
Fund Number 81	<u>250.00</u>	
Checking Account ID 3	Fund Number 91	AGENCY FUND
BMO MASTERCARD	34.50	MIX IT UP SUPPLIES
Fund Number 91	<u>34.50</u>	
Checking Account ID 3	<u>25,026.38</u>	
Checking Account ID 30	Fund Number 10	GENERAL FUND
ADAM VAN DER VLIET	154.78	BOARD TRAVEL
AHLERS & COONEY PC	626.00	LAWYER/NEGOTIATIONS
AMPLIFIED IT	1,277.10	TECHNOLOGY COORDINATOR RELATED SOFTWARE
BARBARA FARWELL	189.31	ESL TRAVEL
BLICK ART MATERIALS	97.94	MS ART SUPPLIES
BMO MASTERCARD - TRANSPORTATION I	151.22	TRANSPORTATION REPAIR PARTS
BMO MASTERCARD	544.36	TITLE IV SUPPLIES
BMO MASTERCARD	145.00	TRANSPORTATION GASOLINE
BMO MASTERCARD	1,275.00	PLTW CLASSROOM SUPPLIES
BMO MASTERCARD	446.09	MAINTENANCE BUILDING SUPPLIES
BMO MASTERCARD	2,448.67	ELEM GENERAL ED SUPPLIES
BMO MASTERCARD	838.98	TLC GENERAL SUPPLIES
BMO MASTERCARD	78.99	HS FCS SUPPLIES
BMO MASTERCARD	50.00	PAPER ORDER
BMO MASTERCARD	15.00	HS BAND STUDENT ENTRY & REGISTRATION FEE
BMO MASTERCARD	3,479.14	HS PRINCIPAL TRAVEL
BMO MASTERCARD	115.27	TRANSPORTATION SUPPLIES
BMO MASTERCARD	17.99	MENTOR SUPPLIES
BMO MASTERCARD	635.62	BACKGROUND CHECKS
BMO MASTERCARD	94.36	ELEM GENERAL ED SUPPLIES
BMO MASTERCARD	435.62	MS PRINCIPAL FUNDRAISER SUPPLIES
BMO MASTERCARD	59.71	SUPPLIES
BMO MASTERCARD	1,071.30	PRESCHOOL GENERAL SUPPLIES GRANT
BMO MASTERCARD	769.93	TRANSPORTATION SUPPLIES
BMO MASTERCARD	183.20	TRANSPORTATION GASOLINE
BMO MASTERCARD	585.02	GENERAL SUPPLIES
BRANDON VAN SCYOC	150.00	BUS CLEANING SERVICES
CAPITAL SANITARY SUPPLY	90.53	MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT	884.21	TV MONITOR
CENTERPOINT ENERGY	1,474.76	UTILITIES-GAS
CENTURYLINK	993.12	ELEM PRINCIPAL TELEPHONE
CHAT MOBILITY	104.75	SUPERINTENDENT TELEPHONE
CITY OF SHENANDOAH	15,734.22	WATER-SEWER
COUNSEL OFFICE & DOCUMENT	60.34	TECHNOLOGY COORDINATOR SUPPLIES
COUNTY LINE DESIGN	60.00	MS PRINCIPAL FUNDRAISER SUPPLIES

Vendor Name	Invoice Amount	Invoice Detail Description
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
DECKER INC	627.44	BOARD SUPPLIES
DEMCO	289.83	ELEM LIBRARY SUPPLIES
DOUG MEYER CHEVROLET	1,016.96	VEHICLE REPAIR SERVICES
DUKE AERIAL	321.00	EQUIPMENT REPAIR
GENERAL FIRE & SAFETY	173.00	MAINTENANCE BUILDING REPAIR SERVICES
GLENWOOD CSD	4,392.17	PURCHASE EDUCATIONAL/L3 IND COSTS
GRAINGER	0.00	TRANSPORTATION SUPPLIES
GREEN HILLS AEA	825.00	GENERAL SUPPLIES
HOGLUND BUS COMPANY	79.68	TRANSPORTATION REPAIR PARTS
IOWA COMMUNICATIONS NETWORK	784.51	HS PRINCIPAL TELEPHONE
IOWA DEPARTMENT OF HUMAN SERVICES	1,585.40	MEDICAID DIRECT SERVICES
IOWA HIGH SCHOOL MUSIC ASSOCIATION	150.00	HS VOCAL MUSIC STUDENT ENTRY & REG FEES
IOWA WESTERN COMMUNITY COLLEGE	170.00	HOSA SUPPLIES
IOWA WORKFORCE DEVELOPMENT DIV OF LABOR	175.00	MAINTENANCE BUILDING REPAIR SERVICES
JAY DRUG	307.11	PS NURSE GENERAL SUPPLIES
JB PARTS AND SUPPLY	357.43	CARL PERKINS SUPPLIES
JOHN GOWING PLUMBING AND HEATING INC.	62.36	MAINTENANCE BUILDING SUPPLIES
MIDAMERICAN ENERGY	11,055.89	UTILITIES-ELECTRICITY
MIDWEST BUS PARTS, INC.	139.71	TRANSPORTATION REPAIR PARTS
MILLER BUILDING	179.74	MAINTENANCE BUILDING SUPPLIES
MITEL NET SOLUTIONS	550.23	HS PRINCIPAL TELEPHONE
NATIONAL INSTITUTE FOR EXCELLENCE IN TEACHING	450.00	TEACHER LEADERSHIP WORKSHOP/CONFERENCE F
NICOLE GRINDLE	95.15	TEACHER LEADERSHIP TRAVEL
O'REILLY AUTO	553.68	TRANSPORTATION REPAIR PARTS
OPEN UP RESOURCES	513.00	MS GENERAL ED SUPPLIES
ORIENTAL TRADING	16.18	PRESCHOOL GENERAL SUPPLIES GRANT
ORME ELECTRIC	120.00	MAINTENANCE BUILDING REPAIR SERVICES
PATHWAYS TO READING	244.95	EARLY READER STAFF WORKSHOP/CONFERENCE
PEARSON EDUCATION	1,593.98	GENERAL ED CURRICULUM TEXTBOOKS
PEPSI COLA BOTTLING	343.47	MS PRINCIPAL FUNDRAISER SUPPLIES
RCB TRUCK REPAIR	1,487.76	TRANSPORTATION REPAIR PARTS
RED OAK HIGH SCHOOL	50.00	TAG STUDENT ENTRY FEES
RED OAK WELDING	459.75	HS EQUIPMENT REPAIR
RISE VISION	297.00	TECHNOLOGY COORDINATOR RELATED SOFTWARE
ROCSTOP - WHITEHILLS	2,539.52	TITLE IV SUPPLIES
ROCSTOP CARDTROL	3,894.74	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
SCHOOL BUS SALES	265.51	TRANSPORTATION REPAIR PARTS
SHENANDOAH ACTIVITY FUND	496.70	MISC INCOME-MS PRINCIPAL
SHENANDOAH MEDICAL CENTER	285.00	BUS DRIVER PHYSICALS
SHENANDOAH SANITATION	631.97	MAINTENANCE GARBAGE COLLECTION
SHENANDOAH SCHOOL LUNCH	70.00	TITLE IV SUPPLIES
SIGNS & SHINES	457.50	GROUNDS GENERAL SUPPLIES
SILVERSTONE GROUP, INC.	3,900.00	AUDITOR
SNAP-ON TOOLS	972.64	CARL PERKINS SUPPLIES
STARFALL EDUCATION FOUNDATION	270.00	PRESCHOOL GENERAL SUPPLIES GRANT
SUPPLYWORKS	4,680.41	MAINTENANCE CLEANING SUPPLIES
THOMAS BUS SALES	28.56	TRANSPORTATION REPAIR PARTS
TIMBERLINE BILLING SERVICE LLC	142.26	MEDICAID BILLING SERVICES
UPS	1,695.82	TECHNOLOGY COORDINATOR SUPPLIES
VALLEY PUBLICATIONS	563.27	BOARD NEWSPAPER ADVERTISING
VETTER EQUIPMENT CO	129.02	TRANSPORTATION REPAIR PARTS
WELLMARK BLUE CROSS BLUESHEILD	106,098.05	HEALTH INSURANCE PAYABLE CN
WEST MUSIC	132.45	HS VOCAL MUSIC SUPPLIES

MONTHLY BOARD VENDOR BILLS

Vendor Name

December 2018 Accounts Payable

Invoice Detail Invoice Detail Description  
Amount

Fund Number 10	192,430.33	
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND
SU INSURANCE COMPANY	23,243.00	BUILDING INSURANCE
Fund Number 22	23,243.00	
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
DATA POWER TECHNOLOGY, LLC	7,675.00	HVAC SYSTEM
DELL FINANCIAL SERVICES	60,489.84	Correction: RENTAL OF EQUIPMENT
GLASS GUY, THE	544.86	FURNITURE & FIXTURES
Fund Number 33	68,709.70	
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE
CDW GOVERNMENT	2,089.62	TECH RELATED SUPPLIES
COUNSEL OFFICE & DOCUMENT	2,671.73	ADMIN COPIER LEASE
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES
DELL FINANCIAL SERVICES	0.00	Reversal: RENTAL OF EQUIPMENT
HOTSY EQUIPMENT CO.	4,640.00	OTHER EQUIPMENT
Fund Number 36	10,394.82	
Checking Account ID 30	294,777.85	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Angel and Patty	Dawson and Roberts	SHS Winter Cheerleading	2/23/19 and 3/30/19	3/30/2019	Royal Ball & Princess Ball	Decorations, Senior gift, balloons, gatorades, ICCA events, team building activites, poster board, markers, cheer shirts	40-50	Students
Jason	Shaffer	Shenandoah CSD	11/14/2018	3/12/2019	Sponsorships	Robotics League Travel and Equipment	100	Local or Regional Businesses
Kyan	Kirkholm	Shenandoah High School	12/1/2018	2/28/2019	kyan kirkholm Mock trial	Raise money for the the Mock trial team for entry fees, motel rooms, and other expenses encountered during the year.	all money donated will go towards the Mock trial expenses	Local or Regional Businesses
Todd	McGinnis	Shenandoah Community School District	12/15/2018	12/15/2018	Bank Iowa Pin fundraiser	wrestling banners and signs, equipment, camps	100%	Local or Regional Businesses
Sarah	Martin	FFA	12/1/2018	3/15/2018	Beef Stick	Garden Shed and Community Service Projects	45	Staff or General Public
Stephanie	Langner	FCS classroom	1/14/2019	1/28/2019	Pampered Chef	equipment for the high school FCS classroom	30%	Staff or General Public

Date	Location	Grade Level/Class	Sponsor
3/12-3/16/2018	Lawrence KS	HS	Liz Skillern
12/7/2018	Orpheum Theater	6th	Betsy Max
12/1/2018	Friend Wrestling Tourn	HS	Todd McGinnis
1/4/2019	Olathe KS	High School	Liz Skillern
12/15/2018	Tarkio for JV basketball	9th/JV Basketball	Derek Howard
1/28/2019	Falls City for JV basketball	9th/JV basketball	Derek Howard
3/16-3/22/2020	Washington DC, Philadelphia and New York City	Next years Juniors/Seniors	Crystal Wittmer

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## DW872 14-Inch Multi-Cutter Saw

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The multi-cutter offers versatility by cutting a wide variety of materials including ferrous and non-ferrous metals. The carbide tipped blade allows the depth of cut to remain constant throughout blade life. The multi-cutter cuts 4 times faster than chop saws and 8 times faster than portable band saws in 2-inch by 2-inch angle iron. The 70-tooth carbide tipped blade delivers a lower vibration cut compared to cutting with abrasive wheels. The specially designed carbide teeth deliver fast, precise, burr-free cuts reducing the need for preparation.

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Sold by: Acme Tools

New (11) from \$435.00 & FREE shipping.

Have one to sell?

[Sell on Amazon](#)

**Payment Schedule**

Installment	Due Date	Quad Occupancy
Registration Fee	Feb 1, 2019	\$289.00 + \$189.00 RGP
2	Apr 26, 2019	\$250.00
3	May 24, 2019	\$289.00
4	Jun 28, 2019	\$289.00
5	Sep 27, 2019	\$289.00
6	Oct 31, 2019	\$289.00
7	Dec 13, 2019	FINAL BALANCE

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of Shenandoah High School DC, Philly, NYC Trip, agrees to contract for the above stated trip with Brightspark Travel, Inc.

On Behalf of Shenandoah High School DC, Philly, NYC Trip Representative:

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

On Behalf of Brightspark Travel, Inc. Representative:

*Mary Ugolini* December 4, 2018  
 \_\_\_\_\_  
 Signature Date

Mary Ugolini  
 \_\_\_\_\_  
 Name

Tour Consultant  
 \_\_\_\_\_  
 Title

Please email or fax (708-377-2288) this tour agreement to your Tour Consultant today!



### Exciting news for Shenandoah High School DC, Philly, NYC Trip!

We're planning a fantastic tour to Washington, DC on March 16 - 22, 2020. This unforgettable learning experience of a lifetime is being coordinated by Brightspark Travel.

### The Brightspark Advantage!

- An accredited and insured operator
- Over 30 years of experience
- Completely customized itinerary
- 24 hour emergency hotline

### What Will It Cost?

The tour price is dependent upon participation counts. Based on your expected group size we have secured these inclusive rates:

Paying Passengers	50	45	40
Chaperones	4	4	4
Student Price (Quad Occupancy)	\$ 1984	\$ 2064	\$ 2129

- RGP is a highly recommended optional protection plan.
- Our goal is to have 50 paying participants.
- We expect full participation, but please be mindful that changes to the tour price could occur if your group counts change.

### What's Included?

- Quad occupancy for Students (2 beds per room)
- Round-trip transportation via Air (with airport coach)
- Deluxe Motor coach
- All Admission Fees to Scheduled Activities
- Guided Sightseeing
- Brightspark Staff including 24-Hour Emergency Hotline
- All Taxes and Gratuities
- "Help Me Travel" Online Fundraising Tool
- Lanyards and Emergency Cards for Each Passenger
- Drawstring Backpacks
- A one-of-a-kind, fun-filled educational experience
- 5 Breakfasts, 6 Lunches, 6 Dinners
- 5 Nights at hotel (3 nights in DC; 2 nights in NYC)

### How Do I Sign Up?

Go online to <https://portal.brightsparktravel.com/> for the fastest and easiest way to register.

### Any Questions?

Contact customer support at (877) 545-0070 or email us at [customersupport@brightsparktravel.com](mailto:customersupport@brightsparktravel.com). Be sure to include your Tour Web Code, TWXU83C, when you call.

Looking forward to a great tour!

Crystal Wittmer  
[wittmerc@shenandoah.k12.la.us](mailto:wittmerc@shenandoah.k12.la.us)

### Register Online Now!

<https://portal.brightsparktravel.com/>

Use the code below and register no later than:

Feb 1, 2019

**Tour Web Code:**

**TWXU83C**

\* A registration fee of \$289.00 is required to secure a place on the tour



**NO REGRETS**

Get a full refund at any time for any reason.

#### WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments—including the nonrefundable deposit.

\*The cost of RGP will not be refunded in case of cancellation

**\$189.00**



#### Tour Details

Destination: Washington, DC  
 Departing: Monday March 16, 2020  
 Returning: Sunday March 22, 2020

#### Tour Pricing by Participation

Paying Passengers	50	45	40
Complimentary Chaperones	4	4	4
Student Price <small>(Quad Occupancy)</small>	\$ 1984	\$ 2064	\$ 2129

#### What's Included

##### Transportation

- Round-trip transportation via Air (with airport coach)
- Deluxe Motor coach

##### Accommodation

- 5 Nights (3 in DC, 2 in NYC)
- Quad occupancy for Students (2 beds per room)
- Double occupancy for Chaperones (2 beds per room)
- Night security each evening at the hotel

##### Meals

- 5 Breakfasts
- 6 Lunches
- 6 Dinners

##### Additional Inclusions

- All Taxes and Gratuities
- Professional Tour Director
- Online Tour Management Tool
- 24/7 Emergency Support
- Overnight Hotel Security
- Brightspark Drawstring Bags, Lanyards & Luggage Tags
- Travel Guard Health & Accident Insurance
- Travel Guard Trip Delay Protection
- General Liability Insurance

#### Tour Highlights

- Broadway Show - TBD- (\$110 budget per person)
- Top of the Rock Observatory
- National September 11 Museum and Memorial
- Statue Cruises Ferry to the Statue of Liberty and Ellis Island with pedestal
- George Washington's Mount Vernon Estate & Gardens
- Newseum self-guided tour
- Historic Philadelphia guided tour with Centipede Tours
- Ghost & Graveyard Tour in Alexandria
- National Constitution Center
- Ford's Theatre
- Independence Hall tour
- **Includes \$750 Scholarship**
- World War II Memorial
- Washington Monument - Picture Stop
- White House - Picture Stop
- Jefferson, FDR and MLK Memorials
- Arlington Wreath Laying Ceremony
- Pentagon Memorial
- Iwo Jima Memorial
- Betsy Ross House tour
- United States Holocaust Memorial Museum (Pending Confirmation)
- Explore Chinatown
- Library of Congress - Picture Stop
- Lincoln, Vietnam and Korean Memorials
- Little Italy - free time to explore
- Visit the Rockefeller Center
- National Portrait Gallery and the American Art Museum
- Explore Times Square
- Arlington National Cemetery
- Tour the Sights of Midtown
- Take a Group Photo in Front of the U.S. Capitol
- U.S. Capitol Building Tour (Pending Confirmation)

#### Brightspark Advantage

- 30+ Years of Experience
- Member of Student & Youth Travel Association
- Member of American Bus Association
- Member of National Association for Music Educators
- Member of US Tour Operators Association
- Most comprehensive refund guarantee plan in the industry



**Day One - Monday March 16, 2020**

- 4:15 AM Trip check-in
- 4:45 AM Depart for Airport
- 6:45 AM Arrive at airport
- 7:00 AM Fly from Kansas City to Washington DC
- 12:10 PM Your Professional Tour Director/Guide will meet your group upon arrival and handle your hotel check-in, plus all of your ticketing and reservations logistics. They will stay at your hotel and ride the bus full-time with your group. In addition, they will be your expert guide to the city.
- Lunch with \$10 meal money
- 3:00 PM Newseum self-guided tour  
White House - Picture Stop
- 6:30 PM Dinner at Bertucci's  
Jefferson, FDR and MLK Memorials
- 9:30 PM Hotel Check-In: Hampton Inn & Suites Mt. Vernon/Belvoir-Alexandria South (8843 Richmond Hwy, Alexandria, VA 02230)  
Private overnight security at the hotel each evening

**Day Two - Tuesday March 17, 2020**

- 7:00 AM Enjoy breakfast at your hotel.
- 7:45 AM Depart for sightseeing
- 9:00 AM George Washington's Mount Vernon Estate & Gardens  
Lunch with \$10 meal money
- 1:00 PM Ford's Theatre
- 3:00 PM United States Holocaust Memorial Museum (Pending Confirmation)  
World War II Memorial  
Washington Monument - Picture Stop
- 6:00 PM Dinner at Primo's Family Restaurant
- 8:00 PM Ghost & Graveyard Tour in Alexandria
- 10:00 PM Arrive at hotel for overnight

**Day Three - Wednesday March 18, 2020**

- 7:00 AM Enjoy breakfast at your hotel.
- 8:00 AM Depart for sightseeing  
Iwo Jima Memorial
- 9:30 AM Arlington National Cemetery
- 11:15 AM Arlington Wreath Laying Ceremony  
Pentagon Memorial

Lunch with \$10 meal money

- 2:00 PM Take a Group Photo In Front of the U.S. Capitol
- 3:00 PM U.S. Capitol Building Tour (Pending Confirmation)  
Library of Congress - Picture Stop  
National Portrait Gallery and the American Art Museum  
Dinner with \$15 meal money
- 7:00 PM Lincoln, Vietnam and Korean Memorials
- 9:00 PM Arrive at hotel for overnight

**Day Four - Thursday March 19, 2020**

- 7:00 AM Enjoy breakfast at your hotel.
- 7:45 AM Depart for Philadelphia (approximately 3 hour drive)
- 10:45 AM Arrive in Philadelphia
- 11:00 AM National Constitution Center
- 12:00 PM Lunch with \$10 meal money
- 1:45 PM Historic Philadelphia guided tour with Centipede Tours  
Independence Hall tour
- 3:00 PM Depart for New York City (approximately 2.5 hour drive)
- 3:30 PM Betsy Ross House tour  
Boxed meal from Potbelly Sandwich Works
- 7:30 PM Approximate arrival at (FILL IN THE DETAILS)
- 8:15 PM Top of the Rock Observatory
- 10:30 PM Hotel Check-In: Crowne Plaza Englewood 401 S Van Brunt St Englewood, NJ 07631 (201) 871-2020

**Day Five - Friday March 20, 2020**

- 7:30 AM Enjoy breakfast at your hotel.
- 8:30 AM Depart for sightseeing
- 9:30 AM Statue Cruises Ferry to the Statue of Liberty and Ellis Island with pedestal  
Lunch with \$10 meal money
- 3:00 PM National September 11 Museum and Memorial
- 5:15 PM Dinner at Dallas BBQ - Times Square  
Explore Times Square
- 8:00 PM Broadway Show - TBD
- 11:45 PM Arrive at hotel for overnight

**Day Six - Saturday March 21, 2020**

- 7:00 AM Enjoy breakfast at your hotel.



- 8:00 AM Depart for sightseeing  
Visit the Rockefeller Center  
Tour the Sights of Midtown  
Little Italy - free time to explore
- 12:15 PM Enjoy Lunch at Puglla Restaurant  
Explore Chinatown
- 2:00 PM Depart for Airport
- 3:30 PM Arrive at airport
- 5:00 PM Dinner with \$15 meal money
- 5:25 PM Depart on () Airlines flight # () from () Airport
- 8:40 PM Arrive at airport
- 9:45 PM Depart on () Airlines flight # () from () Airport
- 11:35 PM Arrive at airport

**Day Seven - Sunday March 22, 2020**

2:00 AM Approximate arrival at school - Welcome home!

*In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.*

*Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis of Illinois, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): 1-877-945-7378      FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Brightspark Travel, Inc. 8750 W. Bryn Mawr Ave. Suite 450E Chicago, IL 60631 USA	<b>INSURER A:</b> XL Insurance America Inc	24554
	<b>INSURER B:</b> RLI Insurance Company	13056
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** W8288442      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			US00080446LI18A	10/01/2018	05/01/2019	EACH OCCURRENCE \$ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 5,000,000				
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			CAP9506911	10/01/2017	11/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			US00080447LI18A	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		AGGREGATE \$ 5,000,000				
			\$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of Insurance

<b>CERTIFICATE HOLDER</b>  Brightspark Travel, Inc. Attn: Carol Senderak 8750 West Bryn Mawr Avenue Suite 450E Chicago, IL 60631	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Andrea Paris</i>

## **Retirement Incentive Plan**

The Shenandoah Board of Education approved a retirement incentive plan for both licensed and support staff at the January 9, 2017, meeting for this school year. The Board has set the following parameters for the incentive plan.

Board policy does require that staff members are full time to qualify for a retirement incentive.

Eligible staff members must be at least age 55 or older, have been continuously employed by the district for at least ten (10) years, and cannot be on Tier III Awareness or Tier III Improvement Plan (Teacher) or improvement plan (Support Staff).

Eligible Licensed Staff (teachers and principals) will receive a total of \$16,000.00 over a two year period. There will be two payments of \$8,000.00 made once a year in January using a Special Pay Plan. Payments will be made in January of 2018 and January of 2019.

Eligible Support Staff (including supervisors) will receive a total of \$10,000.00 over a two year period. There will be two payments of \$5,000.00 made once a year in January using a Special Pay Plan. Payments will be made in January of 2018 and January of 2019.

A maximum of six employees will receive the incentive. No more than four recipients from the licensed staff will be approved, and no more than four recipients from the support staff will be approved. This means there could be a variety of combinations of employees that receive the incentive.

Possible Scenarios:

- Four licensed staff, and two support staff;
- Four support staff and two licensed staff; or
- Three licensed staff and three support staff.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later February 15<sup>th</sup>, 2017. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve a licensed employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year. This includes extra duty contracts.

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Licensed employees and their spouse and dependents are allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

The application and resignation letter must be received at the Administration Building no later than February 15, 2017. Emailed applications will not be accepted as the original signature is needed. It should be noted the Board does not intend to use the retirement incentive option for a number of years.

### **What is a Special Pay Plan?**

The **Special Pay Plan** is designed to handle special forms of compensation in a tax-advantaged manner. This can include retirement incentives. There are some benefits to the employer and the employee that are further described in the attached document that is also linked **here**.

The Employer obtains the intangible benefits of providing a valuable new tax-deferral program to Employees. Further, the Employer permanently saves the 7.65% FICA taxes (Social Security and Medicare) on contributions (subject to annual limits). The Employee's contributions are made on a pre-tax basis. The Employee also saves the 7.65% FICA taxes (Social Security and Medicare). Please refer to the attached document for more information on the **Special Pay Plan**.

RETIREMENT INCENTIVE APPLICATION

The undersigned employee is applying for early retirement pursuant to board policy 407.4, Licensed Employee Early Retirement. The Shenandoah Board of Education has authorized the use of the Early Retirement Incentive for both licensed and support staff employees for this school year at the January 09, 2017 board meeting. Please complete the following information:

\_\_\_\_\_  
(Full Legal Name of Licensed Employee)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Current Job Title)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Years of Service)

Please attach a letter of resignation effective June thirtieth of the year in which the undersigned employee intends to retire.

The undersigned employee acknowledges that application and participation in the early retirement plan is entirely voluntary.

The undersigned employee acknowledges that Licensed Staff (teachers and principals) will receive a total of \$16,000.00 over a two year period. There will be two payments of \$8,000.00 made once a year in January using a Special Pay Plan. Payments will be made in January of 2018 and January of 2019.

The undersigned employee acknowledges that Eligible Support Staff (including supervisors) will receive a total of \$10,000.00 over a two year period. There will be two payments of \$5,000.00 made once a year in January using a Special Pay Plan. Payments will be made in January of 2018 and January of 2019.

The undersigned employee acknowledges that the school district recommends that the licensed employee contact legal counsel and the employee's own personal accountant regarding participation in the early retirement plan. It is also recommended that the undersigned employee directly contacts IPERS for information related to their eligibility for benefits under the IPERS plan. The district is not able to consult in these areas.

Should the undersigned employee die prior to full payment of an early retirement benefit, the undersigned employee designates either the following individual as beneficiary or the undersigned employee's estate. The undersigned employee will need to designate this beneficiary when establishing a special pay account also to make it a valid designated beneficiary.

\_\_\_\_ Beneficiary

\_\_\_\_ Estate

\_\_\_\_\_  
Beneficiary

\_\_\_\_\_  
Beneficiary Address

\_\_\_\_\_  
Licensed Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date