

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
June 10, 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. Overview of the Year - All Administrators
7. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests

| | | |
|-----------------------|-------------------------------------|------------------------------|
| Contracts: | | |
| Molly Nuckolls | 4 th Grade | BA Step 1/\$37,280 |
| Contract Modification | | |
| Tiffany Spiegel | Additional Special Education Duties | \$2,000.00 |
| Resignations: | | |
| Deb Halbfass | PT Food Service | effective May 24, 2019 |
| Vanessa Keenan | 4 th Grade | effective end of school year |
- d. Out of State Travel Requests
 - *on attached sheet
8. Action Items
 - a. Approve Audit FY18
 - b. Approve Repayment of Loan from Nutrition Fund to General Fund in the amount of \$30,000
 - c. Approve Creation of a Creative Writing Club at the High School

- d. Approve Teacher Handbook 19-20
- e. Approve Modification of Support Staff Handbook
- f. Approve the revised dismissal time for JK-4th grade students to 3:25 p.m.
 - i. Approve the modification of the school calendar to include revised instructional hours.
 - ii. Approve the modification of the student/parent handbook to include revised dismissal times for JK-4th grade students.
- g. Approve the requested change orders with the Wilson Group
 - i. CR 1- Revise the depth of the window systems at the High School \$22,173
 - ii. CR 2- 16 Type A windows at the High School \$23,555
 - iii. CR 3- 4 additional windows at the JK-8 building \$17,853
- h. Approve Retro-commissioning testing proposal for HVAC System in the amount of \$12,444

9. Informational Items

Next Work Session- June 24, 2019 at 5:00 P.M.

Next Regular Meeting –July 8, 2019 at 5:00 P.M.

10. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – May 13, 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, 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 Kip Anderson.

Public Hearing – FY19 Budget Amendment:

The public hearing was opened at 5:01 pm. There was no public comment and the hearing was closed at 5:02.

Welcome to Audience:

Board President Jean Fichter welcomed everyone to the meeting.

Open Forum:

None

Administrative Reports:

Partnership with Pella Corporation – Representatives from Pella Corporation gave a presentation to the board about plans to partner with the school in a variety of ways to give students the opportunity to explore future careers with Pella Corporation.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts 2019-20: Holly Olson, .5 9th grade sponsor - \$373; Jennifer Chapa, .5 9th grade sponsor - \$373. Summer Camp Instructor @ \$25/hr: Trina Baldwin, Jennifer Housman, Robynn Manley, Betsy Max, Jenny Stephens and Theresa Swank. Summer Camp Associates @ \$15/hr: Crystal Dooley, Megan Dukes, Hailey Johnson, Tammy Lauman, Kim Leininger, Pam Nebel, Jacqie Nelson, Bill Novinger, Holly Olson, Susan Opal, Jill Stevenson, Kristi Vance and Sonia Willers. Resignations: Jill Stevenson, PS Associate – effective end of school year; Lori Knight, HS Associate – effective May 2, 2019. Fundraising Requests: on attached sheet. Out of State Travel Requests: First Grade to Omaha Children’s Museum in Omaha, Nebraska on May 23, 2019. Grant Requests: American Chemical Society Grant to be used for laboratory supplies. Motion to Approve by Director Ritchey, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Action Items:

Approve Budget Amendment for FY19. Motion by Director Langley, 2nd by Director Ritchey. 5 Ayes – Motion passes.

Approve purchase of auditor services with Nolte, Cornman and Johnson for 3 years ending 6/30/21. Motion by Director Van Der Vliet, 2nd by Director Ritchey. 5 Ayes – Motion passes.

Approve contract with Shenandoah Medical Center for Workplace Wellness Solutions. Motion by Director Anderson, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve sharing agreements with Sidney CSD for Automotive Teaching Position, with South Page CSD for School Business Manager, with Clarinda CSD for ELL Teacher and a Memorandum of Understanding with Fremont-Mills CSD for Health Care instructional services and programs. Motion by Director Ritchey, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve transfer of funds from the General to Nutrition account in the amount of \$30,000.

Motion by Director Ritchey, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve contract with Carl A. Nelson and Company for Construction Management Services.

Motion by Director Langley, 2nd by Director Van Der Vliet. 5 Ayes – Motion passes.

LET IT BE RESOLVED, that the Shenandoah Board of Education formally adopts the return-to-play protocol established by the Iowa Department of Public Health, listed in 641 Iowa Administrative Code Chapter 54 as the appropriate protocol for Shenandoah Community School District. Iowa Code 280.13C(6)(a). Motion by Director Van Der Vliet, 2nd by Director Langley. 5 Ayes – Motion passes.

Next Board Meeting: Regular Meeting – June 10, 2019 at 5:00 p.m.

Adjournment at 5:35 pm. Motion by Director Anderson, 2nd by Director Ritchey. 5 Ayes – Motion passes.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – May 23, 2019
Administration Board Room

Call to Order:

Board Vice President Greg Ritchey called the meeting to order at 10:00 a.m.

Roll Call:

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

Action Items:

Director Langley moved to approve the Snyder Survey Proposal in the amount of \$11,950. Director Fichter seconded the motion. 3 Ayes with Directors Anderson and Van Der Vliet absent – Motion passes.

Next Board Meeting: Regular Meeting – June 10, 2019 at 5:00 p.m.

Adjournment at 10:03 a.m. Motion by Director Fichter, 2nd by Director Langley. 3 Ayes with Directors Anderson and Van Der Vliet absent – Motion passes.

Board Secretary

Board President

| SHENANDOAH ACCOUNT BALANCES | | May | | | | |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 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 | \$466,791.43 | \$65,490.19 | \$99,380.01 | \$110,167.16 | |
| Beg Balance Savings (Century) | \$3,651,748.21 | \$3,034,715.63 | \$3,265,237.13 | \$3,182,296.88 | \$3,905,564.86 | |
| Revenues | \$916,428.68 | \$1,015,015.39 | \$995,001.12 | \$1,757,476.65 | \$1,011,126.21 | |
| Expenditures | -\$1,079,253.56 | -\$1,187,232.13 | -\$1,043,757.67 | -\$1,026,639.96 | -\$1,088,470.10 | |
| End Balance Checking (Century) | \$466,791.43 | \$65,490.19 | \$99,380.01 | \$110,167.16 | \$89,459.23 | |
| End Balance Savings (Century) | \$3,034,715.63 | \$3,265,237.13 | \$3,182,296.88 | \$3,905,564.86 | \$3,852,337.48 | |
| Total General Fund | \$3,501,507.06 | \$3,330,727.32 | \$3,281,676.89 | \$4,015,732.02 | \$3,941,796.71 | \$0.00 |
| Management Fund (22) | | | | | | |
| Beg Balance Checking (Century) | \$4,510.60 | \$1,513.93 | \$1,518.97 | \$3,284.49 | \$3,293.72 | |
| Beg Balance Savings (Century) | \$413,004.04 | \$400,717.27 | \$408,655.63 | \$416,933.61 | \$616,515.29 | |
| Revenues Checking | \$17,716.56 | \$7,943.40 | \$33,286.50 | \$199,590.91 | \$47,909.77 | |
| Expenditures Checking | -\$33,000.00 | \$0.00 | -\$23,243.00 | \$0.00 | \$0.00 | |
| End Balance Checking (Century) | \$1,513.93 | \$1,518.97 | \$3,284.49 | \$3,293.72 | \$3,308.11 | |
| End Balance Savings (Century) | \$400,717.27 | \$408,655.63 | \$416,933.61 | \$616,515.29 | \$664,410.67 | |
| Total Management Fund | \$402,231.20 | \$410,174.60 | \$420,218.10 | \$619,809.01 | \$667,718.78 | \$0.00 |
| SAVE Fund (33) | | | | | | |
| Beg Balance Checking (Century) | \$113,576.16 | \$101,707.42 | \$102,046.09 | \$96,472.40 | \$47,297.39 | |
| Beg Balance Savings (Century) | \$1,917,410.80 | \$1,972,687.11 | \$2,026,156.07 | \$2,079,798.77 | \$2,133,546.91 | |
| Revenues Checking | \$90,385.48 | \$88,693.30 | \$88,778.59 | \$88,766.38 | \$90,357.67 | |
| Expenditures Checking | -\$46,977.91 | -\$34,885.67 | -\$40,709.58 | -\$84,193.25 | -\$80,511.08 | |
| End Balance Checking (Century) | \$101,707.42 | \$102,046.09 | \$96,472.40 | \$47,297.39 | \$1,679.28 | |
| End Balance Savings (Century) | \$1,972,687.11 | \$2,026,156.07 | \$2,079,798.77 | \$2,133,546.91 | \$2,189,011.61 | |
| Total SAVE Fund | \$2,074,394.53 | \$2,128,202.16 | \$2,176,271.17 | \$2,180,844.30 | \$2,190,690.89 | \$0.00 |
| PPEL Fund (36) | | | | | | |
| Beg Balance Checking (Century) | \$84,097.76 | \$79,058.95 | \$76,411.35 | \$64,734.38 | \$43,789.00 | |
| Beg Balance Savings (Century) | \$149,775.25 | \$154,251.67 | \$217,053.80 | \$226,368.04 | \$276,808.06 | |
| Revenues Checking | \$4,650.15 | \$63,055.72 | \$9,482.14 | \$50,562.76 | \$12,141.84 | |
| Expenditures Checking | -\$5,212.54 | -\$2,901.19 | -\$11,844.87 | -\$21,068.12 | -\$7,690.80 | |
| Expenditures Accts Pay | | | | | | |
| End Balance Checking (Century) | \$79,058.95 | \$76,411.35 | \$64,734.38 | \$43,789.00 | \$36,255.89 | |
| End Balance Savings (Century) | \$154,251.67 | \$217,053.80 | \$226,368.04 | \$276,808.06 | \$288,792.21 | |
| Total PPEL Fund | \$233,310.62 | \$293,465.15 | \$291,102.42 | \$320,597.06 | \$325,048.10 | \$0.00 |
| Debt Service Fund (40) | | | | | | |
| Beg Balance Checking (Century) | \$45,455.00 | \$0.00 | \$0.00 | \$0.00 | \$318,450.00 | |
| Beg Balance Savings (Century) | \$173,548.03 | \$188,960.18 | \$195,736.43 | \$227,010.69 | \$86,025.94 | |
| Beg Balance Fiscal Agent (Centu | \$258,662.45 | \$293,851.40 | \$329,039.16 | \$364,281.48 | \$399,593.84 | |
| Revenues Checking | \$50,601.10 | \$41,964.01 | \$67,516.58 | \$212,777.61 | \$76,622.31 | |
| Expenditures Checking | -\$45,455.00 | \$0.00 | -\$1,000.00 | \$0.00 | -\$318,450.00 | \$0.00 |
| Transfer | | | | | | |
| End Balance Checking (Century) | \$0.00 | | \$0.00 | \$318,450.00 | \$0.00 | |
| End Balance Savings (Century) | \$188,960.18 | \$195,736.43 | \$227,010.69 | \$86,025.94 | \$127,315.65 | |
| End Balance Fiscal Agent (Centu | \$293,851.40 | \$329,039.16 | \$364,281.48 | \$399,593.84 | \$434,926.44 | |
| Total Debt Service Fund | \$482,811.58 | \$524,775.59 | \$591,292.17 | \$804,069.78 | \$562,242.09 | \$0.00 |
| Total Checking Acct 1 | \$649,071.73 | \$245,466.60 | \$263,871.28 | \$522,997.27 | \$130,702.51 | #REF! |
| Total Savings Acct 1 | \$5,751,331.86 | \$6,112,839.06 | \$6,132,407.99 | \$7,018,461.06 | \$7,121,867.62 | #REF! |

| SHENANDOAH ACCOUNT BALANCES | | May | | | | |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 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 (Centur | \$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 (Cen | \$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 | \$53.05 |
| 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 | \$329,039.16 | \$364,281.48 | \$399,593.84 | \$434,926.44 | \$0.00 |
| Grand Total Acct 1 | \$6,694,254.99 | \$6,687,344.82 | \$6,760,560.75 | \$7,941,052.17 | \$7,687,496.57 | #REF! |
| Reconciliation | | | | | | |
| Bank Statement Checking | \$792,295.85 | \$542,391.67 | \$505,016.34 | \$769,179.85 | \$385,759.48 | |
| Bank Statement Savings | \$5,751,901.62 | \$6,112,839.06 | \$6,132,407.99 | \$7,018,461.06 | \$7,121,817.62 | |
| Bank Statement Fiscal Agent | \$293,851.40 | \$329,039.16 | \$364,281.48 | \$399,593.84 | \$434,926.44 | |
| Less Outstanding Checks | -\$143,224.12 | -\$296,925.07 | -\$241,145.06 | -\$246,182.58 | -\$255,096.97 | |
| Outstanding Deposits/GJE | -\$569.76 | | | | \$90.00 | |
| Total Reconciliation | \$6,694,254.99 | \$6,687,344.82 | \$6,760,560.75 | \$7,941,052.17 | \$7,687,496.57 | \$0.00 |
| Amount Reconciliation Off | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #REF! |
| | | | | | | |
| | | | | | | |
| ACCOUNT | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
| Activity Fund (21) | | | | | | |
| Beg Balance Checking | \$2,338.14 | \$16,970.18 | \$13,540.02 | \$1,243.63 | \$7,948.94 | |
| Beg Balance Savings | \$150,743.63 | \$124,714.94 | \$120,168.83 | \$130,184.38 | \$129,364.83 | |
| Revenues Savings | \$13,975.05 | \$20,578.56 | \$15,016.54 | \$30,202.77 | \$7,540.12 | |
| Expenditures Checking | -\$25,371.70 | -\$28,554.83 | -\$17,297.38 | -\$24,317.01 | -\$34,861.15 | |
| Expenditures Savings | | | | | | |
| End Balance Checking | \$16,970.18 | \$13,540.02 | \$1,243.63 | \$7,948.94 | \$8,089.25 | |
| End Balance Savings | \$124,714.94 | \$120,168.83 | \$130,184.38 | \$129,364.83 | \$101,903.49 | |
| Total Activity Fund | \$141,685.12 | \$133,708.85 | \$131,428.01 | \$137,313.77 | \$109,992.74 | |
| Scholarships (81) | | | | | | |
| Beg Balance Checking | \$650.00 | \$248.00 | \$248.00 | \$248.00 | \$248.00 | |
| Beg Balance Savings | \$391,055.77 | \$389,254.56 | \$389,433.72 | \$389,632.17 | \$389,824.32 | |
| Revenues Savings | \$198.79 | \$179.16 | \$198.45 | \$192.15 | \$198.65 | |
| Expenditures Checking | -\$2,402.00 | \$0.00 | | | | |
| Expenditures Savings | | | | | | |
| End Balance Checking | \$248.00 | \$248.00 | \$248.00 | \$248.00 | \$248.00 | |
| End Balance Savings | \$389,254.56 | \$389,433.72 | \$389,632.17 | \$389,824.32 | \$390,022.97 | |
| Total Scholarships | \$389,502.56 | \$389,681.72 | \$389,880.17 | \$390,072.32 | \$390,270.97 | |
| Agency Fund (91) | | | | | | |
| Beg Bal Checking | \$53.05 | \$53.05 | \$193.09 | \$87.89 | \$3.17 | |
| Beg Bal Savings | \$1,986.06 | \$2,019.06 | \$1,970.97 | \$2,298.47 | \$2,386.22 | |
| Revenues Savings | \$33.00 | \$151.91 | \$327.50 | \$87.75 | \$5.00 | |
| Expenditures Checking | \$0.00 | -\$59.96 | -\$105.20 | \$0.00 | -\$211.87 | |
| Expenditures Savings | | | | | | |
| End Balance Checking | \$53.05 | \$193.09 | \$87.89 | \$3.17 | \$791.30 | |
| End Balance Savings | \$2,019.06 | \$1,970.97 | \$2,298.47 | \$2,386.22 | \$1,391.22 | |
| Total Agency Fund | \$2,072.11 | \$2,164.06 | \$2,386.36 | \$2,389.39 | \$2,182.52 | |
| | | | | | | |
| Total Checking Acct 2 | \$17,271.23 | \$13,981.11 | \$1,579.52 | \$8,200.11 | \$9,128.55 | \$0.00 |
| Total Savings Acct 2 | \$515,988.56 | \$511,573.52 | \$522,115.02 | \$521,575.37 | \$493,317.68 | \$0.00 |
| Grand Total Acct 2 | \$533,259.79 | \$525,554.63 | \$523,694.54 | \$529,775.48 | \$502,446.23 | \$0.00 |

SHENANDOAH COMMUNITY SCHOOL DISTRICT
EXPENDITURES/EXPENSES TO CERTIFIED BUDGET COMPARISON
THROUGH MAY 2019

OTHER

| | FUNCTION | GENERAL | MGMNT | AGENCY | PPEL | TRUST FUND | ACTIVITY |
|------------------------|----------|-----------------------|---------------------|-----------------|---------------------|---------------|-------------------|
| INSTRUCTION | 1XXX | \$6,320,323.08 | \$120,516.36 | \$651.51 | | \$7,402.00 | \$250,516.62 |
| SUPPORT SERVICES | 2XXX | \$3,202,830.33 | \$204,410.37 | | \$363,272.34 | | |
| NON-INSTRUCTIONAL | 3XXX | | \$24,437.70 | | \$970.16 | | |
| FACILITIES ACQ & CONST | 4XXX | | | | \$159,944.47 | | |
| DEBT | 5XXX | | | | | | |
| AEA FLOW THROUGH | 6100 | \$431,227.50 | | | | | |
| TRANSFERS | 62XX | \$30,000.00 | | | | | |
| AUDITOR ADJ | 69xx | | | | | | |
| TOTAL | | \$9,984,380.91 | \$349,364.43 | \$651.51 | \$524,186.97 | \$0.00 | \$7,402.00 |
| PUBLISHED BUDGET | | \$13,403,404.00 | \$375,000.00 | \$0.00 | \$755,000.00 | \$0.00 | \$300,000.00 |
| % USED | | 74.49% | 93.16% | #DIV/0! | 69.43% | #DIV/0! | 83.51% |

% 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 | | | | | \$6,699,409.57 | \$9,470,000.00 | 70.74% |
| SUPPORT SERVICES | 2XXX | \$308,616.54 | | \$988.40 | | \$4,080,117.98 | \$4,836,100.00 | 84.37% |
| NON-INSTRUCTION | 3XXX | | | \$584,252.82 | | \$609,660.68 | \$765,000.00 | 79.69% |
| FACILITIES ACQ & CONST | 4XXX | \$183,675.13 | | | | \$343,619.60 | \$650,000.00 | 52.86% |
| DEBT | 5XXX | | \$692,005.00 | | | \$692,005.00 | \$1,100,000.00 | 62.91% |
| AEA FLOW THROUGH | 6100 | | | | | \$431,227.50 | \$508,404.00 | 84.82% |
| TRANSFERS | 62XX | \$383,547.87 | | | | \$413,547.87 | \$430,000.00 | 96.17% |
| AUDITOR ADJ | 69XX | | | \$23,777.00 | | \$23,777.00 | | #DIV/0! |
| ENDING BALANCE | | | | | | | | #DIV/0! |
| TOTAL | | \$875,839.54 | \$692,005.00 | \$609,018.22 | \$0.00 | \$13,293,365.20 | \$17,759,504.00 | 74.85% |
| PUBLISHED BUDGET | | \$1,100,000.00 | \$1,100,000.00 | \$726,100.00 | \$0.00 | | \$17,759,504.00 | |
| % USED | | 79.62% | 62.91% | 83.88% | #DIV/0! | | 74.85% | |

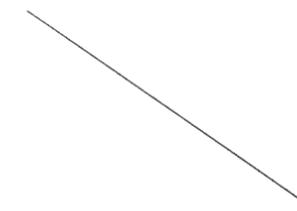
SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2018-19

| | 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 | \$642,355.00 | \$21,449.00 | \$39,202.50 | \$38,665.71 | \$60,734.75 | | | \$212,608.43 | \$1,015,015.39 |
| MAR | \$642,355.00 | \$21,449.00 | \$39,202.50 | \$168,980.16 | | \$607.28 | | \$122,407.18 | \$995,001.12 |
| APR | \$642,355.00 | \$21,449.00 | \$39,202.50 | \$948,733.76 | | \$1,767.88 | | \$103,968.51 | \$1,757,476.65 |
| MAY | \$642,355.00 | \$21,449.00 | \$39,202.50 | \$190,185.47 | | \$39,459.04 | | \$78,475.20 | \$1,011,126.21 |
| JUN | | | | | | | | | \$0.00 |

TOTAL \$5,819,796.00 \$193,041.00 \$431,227.50 \$3,436,109.52 \$207,368.00 \$83,691.06 \$220.39 \$1,012,070.18 \$11,183,303.26

** 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 | \$1,012,070.18 | |
| + | UNSPENT AUTH BUDGET - PREVIOUS YEAR | <u>\$3,132,896.00</u> | |
| = | MAXIMUM AUTHORIZED BUDGET | <u>\$15,522,636.12</u> | |
| - | EXPENDITURES | <u>\$9,984,380.91</u> | 64.32% |
| = | UNSPENT AUTHORIZED BUDGET | <u>\$5,538,255.21</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 | \$1,187,232.13 |
| MARCH | \$1,043,757.67 |
| APRIL | \$1,026,639.96 |
| MAY | \$1,088,470.10 |
| JUNE | |
| TOTAL | <u>\$9,984,380.91</u> |

MONTHLY BOARD VENDOR BILLS
 June 19 Accounts Payable

| Invoice Detail | Invoice Detail | Description |
|-------------------------------|------------------|--|
| Amount | Amount | |
| Checking Account ID 20 | Fund Number 61 | SCHOOL NUTRITION FUND |
| BMO MASTERCARD | 451.00 | SNF SUPPLIES |
| DEAN FOODS NORTH CENTRAL, LLC | 5,637.59 | SNF FOOD FOR THE FOODSERVICE PROGRAM |
| DOVEL REFRIGERATION | 703.74 | SNF EQUIPMENT REPAIR |
| EARTHGRAINS BAKING CO'S INC | 652.33 | SNF FOOD FOR THE FOODSERVICE PROGRAM |
| FAREWAY STORES | 94.92 | SNF FOOD FOR THE FOODSERVICE PROGRAM |
| MARTIN BROS DIST | 25,086.92 | SNF SUPPLIES |
| NASCO | 1,291.10 | FARM TO SCHOOL SUPPLIES |
| SAPP BROS. | 68.00 | SNF SUPPLIES |
| TRACI TOMS | 34.05 | DAILY SALES-SCHOOL LUNCHES |
| Fund Number 61 | <u>34,019.65</u> | |
| Checking Account ID 20 | 34,019.65 | |
| Checking Account ID 3 | Fund Number 21 | ACTIVITY FUND |
| 2ND WIND EXERCISE EQUIPMENT | 10,497.00 | SUPPLIES/SHEN GIRLS BOWLING |
| AMERICAN LEGION COUNTRY CLUB | 318.04 | ENTRY FEE TO ANOTHER SCHOOL |
| ANNA PETERSON | 18.00 | GENERAL ATHLETIC WORKERS |
| ASPI SOLUTIONS, INC | 60.00 | SUPPLIES/GENERAL ATHLETICS |
| BANK IOWA/CONNIE MCGINNIS | 1,338.00 | TRAVEL/GENERAL ATHLETICS |
| BMO MASTERCARD | 6,689.08 | TRAVEL |
| BMO MASTERCARD | 1,178.17 | SUPPLIES/CHEERLEADERS |
| BMO MASTERCARD | 2,893.37 | SUPPLIES/FFA |
| BMO MASTERCARD | 29.19 | DRAMA SUPPLIES |
| BMO MASTERCARD | 27.80 | MAY MENTORING ACTIVITY SUPPLIES |
| BMO MASTERCARD | 502.98 | SUPPLIES/MS STUDENT COUNCIL |
| COUNTY LINE DESIGN | 42.00 | SHEN BOYS BOWLING SUPPLIES |
| D.B. ACOUSTICS, INC. | 660.00 | SUPPLIES/GENERAL ATHLETICS |
| DOESE PHOTOGRAPHY | 55.00 | SUPPLIES/FFA |
| FAREWAY STORES | 31.97 | MUSTANG FIELD CONCESSION SUPPLIES |
| GRAPHIC EDGE | 1,667.41 | SUPPLIES/SHEN SOFTBALL |
| HOWARD SPORTING GOODS | 557.00 | SUPPLIES/GENERAL ATHLETICS |
| IOWA FFA ASSOCIATION | 340.00 | STUDENT AND STAFF ADMISSIONS/FFA |
| KATIE BRANSON | 40.00 | SUPPLIES/FFA |
| KEVIN BLUNT | 125.00 | GENERAL ATHLETICS OFFICIAL |
| LEROY DUKES | 125.00 | GENERAL ATHLETICS OFFICIAL |
| MIKE PETERSON | 18.00 | GENERAL ATHLETIC WORKERS |
| PAPER TRAIL | 45.96 | CLASS 2019 GENERAL SUPPLIES |
| RED OAK HIGH SCHOOL | 85.00 | SUPPLIES/GENERAL ATHLETICS |
| RIEMAN MUSIC DES MOINES | 68.45 | RESALE/MS MARCHING MUSTANGS |
| RON HANSEN | 18.00 | GENERAL ATHLETIC WORKERS |
| SERENITY STUDIO&SPA | 16.05 | SUPPLIES/STUDENT COUNCIL |
| SHENANDOAH CSD | 42.15 | GENERAL ATHLETIC WORKERS |
| SHENANDOAH FLORAL | 132.00 | SUPPLIES/CLASS 2020 |
| SPORTS PLEX | 540.00 | SUPPLIES/GENERAL ATHLETICS |
| THOMAS FOUTCH | 4.98 | SUPPLIES/SHEN BOYS GOLF |
| TOM MOORE | 125.00 | GENERAL ATHLETICS OFFICIAL |
| TROY NICKLAUS | 125.00 | GENERAL ATHLETICS OFFICIAL |
| WILSON AQUATIC CENTER | 150.00 | MAY MENTORING ACT. STUD& STAFF ADMISSION |
| Fund Number 21 | <u>28,565.60</u> | |
| Checking Account ID 3 | Fund Number 91 | AGENCY FUND |
| BMO MASTERCARD | 117.92 | MIX IT UP SUPPLIES |
| Fund Number 91 | <u>117.92</u> | |
| Checking Account ID 3 | 28,683.52 | |
| Checking Account ID 30 | Fund Number 10 | GENERAL FUND |
| 2ND WIND EXERCISE EQUIPMENT | 6,464.00 | HS PE EQUIPMENT |
| ACCO BRANDS USA LLC | 114.78 | HS GENERAL ED SUPPLIES |
| AHLERS & COONEY PC | 385.00 | LAWYER/NEGOTIATIONS |

MONTHLY BOARD VENDOR BILLS
 June 19 Accounts Payable

| Vendor Name | Invoice Amount | Invoice Detail Description |
|--|----------------|--|
| AP EXAMS | 2,707.00 | HS GENERAL ED SUPPLIES |
| BARBARA FARWELL | 397.53 | ESL TRAVEL |
| BMO MASTERCARD - TRANSPORTATION I | 370.11 | TRANSPORTATION REPAIR PARTS |
| BMO MASTERCARD | 273.46 | TRANSPORTATION GASOLINE |
| BMO MASTERCARD | 211.12 | MAINTENANCE BUILDING SUPPLIES |
| BMO MASTERCARD | 328.68 | ELEM PRINCIPAL FUNDRAISER DUES |
| BMO MASTERCARD | 1,392.81 | COMB WEIGHTED LEVEL SUPPLIES |
| BMO MASTERCARD | 355.97 | HS FCS SUPPLIES |
| BMO MASTERCARD | 2,262.25 | TITLE IV TRAVEL |
| BMO MASTERCARD | 340.00 | HS GENERAL ED SUPPLIES |
| BMO MASTERCARD | 680.00 | STAFF WORKSHOP/CONFERENCE REGISTRATION |
| BMO MASTERCARD | 185.69 | MENTOR SUPPLIES |
| BMO MASTERCARD | 836.70 | ELEM SPED LVL III SUPPLIES |
| BMO MASTERCARD | 13.90 | MS PRINCIPAL FUNDRAISER SUPPLIES |
| BMO MASTERCARD | 1,244.78 | PRESCHOOL GENERAL SUPPLIES GRANT |
| BMO MASTERCARD | 23.98 | FOUNDATION GRANTS SUPPLIES |
| BMO MASTERCARD | 467.94 | GROUPS GENERAL SUPPLIES |
| BMO MASTERCARD | 1,075.97 | ELEM PRINCIPAL WORKSHOP/CONFERENCE |
| CDW GOVERNMENT | 709.43 | TECH REPAIR & MAINTENANCE SUPPLIES |
| CENEX FLEET FUELING | 7,141.69 | MAINTENANCE GASOLINE |
| CENTERPOINT ENERGY | 2,478.75 | UTILITIES-GAS |
| CENTURYLINK | 994.04 | HS PRINCIPAL TELEPHONE |
| CHAT MOBILITY | 104.75 | SUPERINTENDENT TELEPHONE |
| CHOICE SUPPLY/K-PURCHASE | 21.67 | BOARD SUPPLIES |
| CITY OF SHENANDOAH | 12,271.90 | WATER-SEWER |
| CLARINDA CSD | 38,429.99 | TUITION-OPEN ENROLLMENT |
| CONTROL MANAGEMENT, INC. | 108.00 | MAINTENANCE BUILDING REPAIR SERVICES |
| COUNTRY TIRE | 18.45 | VEHICLE REPAIR SERVICES |
| COUNTY LINE DESIGN | 60.00 | MS PRINCIPAL FUNDRAISER SUPPLIES |
| CPI | 450.00 | EQ PROF DEV STAFF WORKSHOP/CONF REG |
| CULLIGAN WATER | 405.97 | MAINTENANCE RENTAL OF EQUIPMENT |
| DANA FINNEGAN | 140.51 | MISC INCOME |
| DINGES AUTO GLASS | 260.00 | VEHICLE REPAIR SERVICES |
| EARL MAY SEED | 84.98 | MS PRINCIPAL SUPPLIES |
| GABRIELLE SPARKS | 140.51 | MISC INCOME |
| GLENWOOD CSD | 6,256.31 | PURCHASE EDUCATIONAL/L3 IND COSTS |
| HOWARD SPORTING GOODS | 76.20 | MS PRINCIPAL FUNDRAISER SUPPLIES |
| IOWA ASSOCIATION OF AGRICULTURE EDUCATOR | 350.00 | RPP STAFF WORKSHOP/CONFERENCE REGIST |
| IOWA COMMUNICATIONS NETWORK | 3,018.83 | HS PRINCIPAL TELEPHONE |
| IOWA DEPARTMENT OF HUMAN SERVICES | 7,561.11 | MEDICAID DIRECT SERVICES |
| IOWA STATE UNIVERSITY | 135.00 | TAG STUDENT ENTRY FEES |
| IOWA WESTERN COMMUNITY COLLEGE | 30.00 | HOSA SUPPLIES |
| LANGUAGE TESTING INTERNATIONAL, INC. | 325.00 | HS GENERAL ED SUPPLIES |
| LEWIS CLEANERS | 10.00 | HS PRINCIPAL SUPPLIES |
| MATHESON TRI-GAS INC. | 16.80 | HS EQUIPMENT REPAIR |
| MIDAMERICAN ENERGY | 11,848.94 | UTILITIES-ELECTRICITY |
| MILLER BUILDING | 385.12 | MAINTENANCE SUPPLIES |
| MITEL NET SOLUTIONS | 550.23 | SUPERINTENDENT TELEPHONE |
| NEBRASKA CITY NEWS-PRESS | 98.82 | BOARD NEWSPAPER ADVERTISING |
| O'REILLY AUTO | 155.21 | TRANSPORTATION REPAIR PARTS |
| ORME ELECTRIC | 401.49 | MAINTENANCE BUILDING REPAIR SERVICES |
| PETERSEN AUTO | 2,943.74 | VEHICLE REPAIR SERVICES |
| QUILL CORPORATION | 1,314.08 | PAPER ORDER |
| RCB TRUCK REPAIR | 2,975.30 | VEHICLE REPAIR SERVICES |
| ROCSTOP - WHITEHILLS | 232.97 | TRANSPORTATION GASOLINE |
| ROGERS PEST CONTROL LLC | 210.00 | MAINTENANCE PEST CONTROL CONTRACTED |

MONTHLY BOARD VENDOR BILLS
June 19 Accounts Payable

| Vendor Name | Invoice Amount | Detail Description |
|--------------------------------|-------------------|---|
| SAFE SPORT ZONE LLC | 700.00 | GENERAL SUPPLIES |
| SAPP BROS. | 486.00 | MAINTENANCE SUPPLIES |
| SHENANDOAH MEDICAL CENTER | 190.00 | BUS DRIVER PHYSICALS |
| SHENANDOAH ROTARY | 240.00 | MENTOR DUES & FEES |
| SHENANDOAH SANITATION | 680.80 | MAINTENANCE GARBAGE COLLECTION |
| SHENANDOAH SCHOOL LUNCH | 178.03 | ELEM PRINCIPAL SUPPLIES |
| STEPHANIE LANGNER | 55.93 | HS FCS SUPPLIES |
| SUPPLYWORKS | 2,980.15 | CUSTODIAL SUPPLIES |
| SUZAN PAULEY | 162.96 | COMMENCEMENT |
| TIMBERLINE BILLING SERVICE LLC | 678.49 | MEDICAID BILLING SERVICES |
| UPS | 123.86 | TECH REPAIR & MAINTENANCE SUPPLIES |
| VALLEY PUBLICATIONS | 1,138.73 | BOARD NEWSPAPER ADVERTISING |
| VETTER EQUIPMENT CO | 95.51 | MAINTENANCE SUPPLIES |
| WELLMARK BLUE CROSS BLUESHEILD | 108,785.46 | HEALTH INSURANCE PAYABLE CN |
| Fund Number 10 | <u>239,343.38</u> | |
| Checking Account ID 30 | Fund Number 22 | MANAGEMENT FUND |
| WILSON INSURANCE AGENCY | 133.00 | VEHICLE INSURANCE |
| Fund Number 22 | <u>133.00</u> | |
| Checking Account ID 30 | Fund Number 33 | SAVE (SECURE AN ADVANCED VISION FOR ED. |
| CAMBLIN MECHANICAL | 20,230.64 | HVAC SYSTEM |
| DLR GROUP | 29,137.49 | ARCHITECT SERVICE |
| RC TREE SERVICE | 1,250.00 | OTHER CONSTRUCTION |
| SOUTHWEST IOWA PARKING LOT | 7,769.70 | OTHER CONSTRUCTION |
| WALLIN PLUMBING & HEATING | 699.43 | HVAC SYSTEM |
| Fund Number 33 | <u>59,087.26</u> | |
| Checking Account ID 30 | Fund Number 36 | PHYSICAL PLANT & EQUIPMENT |
| BAKER ELECTRIC | 600.00 | TECH RELATED SUPPLIES |
| BLUPOINTE DRS | 750.00 | TECH RELATED SOFTWARE |
| BRIDGES TRANSITIONS CO | 675.00 | SYSTEM OPERATIONS SOFTWARE |
| COUNSEL OFFICE & DOCUMENT | 1,647.39 | ADMIN COPIER LEASE |
| Fund Number 36 | <u>3,672.39</u> | |
| Checking Account ID 30 | <u>302,236.03</u> | |

| Date | Location | Grade Level/Class | Sponsor |
|------------------|---|--|--------------|
| June-August 2019 | Henry Doorly Zoo and Sky Zone, Omaha NE | 10-12 grade students we will be on an FFA Officer Trip | Sarah Martin |
| 6/6/2019 | Fairfax | High School GBB | Jon Weinrich |
| 6/10/2019 | Maryville | High School GBB | Jon Weinrich |
| 6/9/2019 | Northwest Missouri State University | 9-12 Grade Football | Ty Ratliff |

SHENANDOAH COMMUNITY SCHOOL DISTRICT

Teacher Handbook

2019-2020

The following policies and procedures have been developed by the administration to provide you with information and guidelines to follow.

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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 meet the challenge of 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.

Board Goals

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; and

Maximizing sharing programs for students and operational expenses.

Abuse of Students by Employees

Employees found in violation of abuse of the students will be subjected to disciplinary action up to and including discharge. See Board Policies 402.3, 402.3E1, 402.3E2 402.3R1.

Activity Supervision

Board Policy requires that no sponsor or coach leaves students unsupervised. This means that all students must be supervised until they leave our premises after all activities and trips.

Activity Passes

Staff wishing to receive a free activity pass must volunteer to work 2 activities during the school year. There will be an event sign-up at the beginning of the year.

Admission Slips/Field Trips/(Pre-Excused)

When a teacher or coach takes a group of students out of the building for a class period or more, the office needs a list of students involved in advance so that all teachers know who will be gone. All out of state trips must receive prior approval by the school board.

Announcements - HS

As our goal is to reduce interruption of normal classroom procedures, every effort will be made to make general announcements at one designated time period. Comments may be broadcast over the PA system between classes to and for individual students. Most general student information will be conveyed via a daily bulletin. Bulletins are also available on the school website.

Attendance

MS/HS attendance must be taken in the first ten minutes of every period by each instructor. Elementary attendance must be taken within the first 30 minutes of the day by each homeroom teacher. Record this information on PowerSchool. If a student is absent mark her/him Absent Unexcused. The office will adjust the student's record if the absence is excused. If a student is tardy to class without a tardy pass, please call the office.

Board Policies

Copies of Shenandoah Board Policies may be found on the school website.

Building Leadership Team (BLT)

Building Leadership Teams meet regularly and discuss any pressing concerns or issues. Any teacher who has a concern or an idea they would like to have addressed can bring it to the attention of a member of the building team who can then bring it up at a meeting. The building leadership team will also help with staff meetings and other meetings during the school year.

Bus/Vehicle Requests

All requests must be emailed to the principal at least three days before the school vehicle is needed. Staff have the ability to check availability and confirm requests by using the google document called "District Transportation Request Form". Do not transport students in your own vehicle.

Bus/Vehicle Use:

Picking up the vehicle

- Vehicle's need to be picked up the day of the departure
- If a vehicle is needed more than one hour before departure, make arrangements with **the Transportation Director** in advance to verify whether the vehicle can be ready at the requested time.

Route

- Remember that the school vehicles are representing our school district and community.
- While on route to your destination, observe all traffic laws.
- Drive the most direct route to and from your destination.
- Routes that include stops outside of the most direct route need prior administrative approval.
- Animals are not to be transported in school vehicles

Returning the vehicle

- Return the vehicle as close to the time reported on the transportation request form as possible. It may have another trip soon after it is to be returned.
- If possible, fuel vehicle at RocStop and charge to the district.
- Place the fuel ticket in the key bag.
- Complete the trip log and leave the keys in the key bag and leave the bag in the driver's seat of the vehicle.
- Remove all other items from the vehicle and leave it as you found it.

Cell Phones

All staff is expected to use cell phones in a professional manner and avoid accepting calls or texting when it interrupts instruction, while on supervision duty or participating in professional learning unless there is an unusual circumstance or some type of emergency.

Child Abuse

(235A2) Child abuse is defined as “any non-accidental physical injury suffered by a child as the result of the acts or omissions of the child's parent, guardians, or other persons legally responsible for the child.” Child is defined as “any person under the age of eighteen years.”

The child abuse law requires that certificated school employees such as teachers and administrators are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe the child has been injured a result of abuse.

Child abuse is to be reported to the principal or school nurse. That person is to immediately make an oral report to the local department of social services and to make a written report to the local department of social services within 48 hours after oral report (forms for written reports are available in each building.) Both reports should include as much of the following information possible: child's name, age, address: parent's name and telephone number: reason for suspecting abuse included previous injuries as well as any other information felt by the reporter to be important.

A school employee would have cause to suspect abuse when the following is indicated:

1. A child tells several conflicting stories as to cause for the same injury
2. A child seems to be frequently injured.
3. A child expresses reluctance to tell how the injury occurred.
4. A child is afraid to go home.
5. A child tells the teacher or playmate that someone in charge of him/her hurt them.
6. A child relates a story about the injury that seems inconsistent with the injury.

There are potential penalties for the failure of mandated reports to make a report. Thus, a mandated reporter may be subjected to liability for such things as hospital expenses and doctors' bills for a second incidence of a child abuse if the second one could have been avoided by reporting the first one.

Ms. Linda Laughlin, High School Nurse, is the Level I Investigator. If Ms. Linda Laughlin is unavailable, the JK-8 School Nurse, Mrs. Kristy O'Rourke is designated to investigate. Shenandoah Police Department is designated as the Level II Investigator.

Classroom

Your classroom is a space provided by the district. It is not considered a personal space or space for keeping personal items. You're expected to keep your classroom in the condition it was provided on a daily basis.

1. Anything that hangs from the ceiling has to be lower than 18" from the ceiling. This is due to the possibility of blocking a sprinkler head. No exceptions. The 18" rule only applies to the Preschool & K8 building due to the sprinkler system
2. Extension cords may only be used if they are designed for institutional use. Household type extension cords are not heavy enough for us. Please confirm the acceptability of your extension cord with **the Director of Maintenance & Operations**.
3. Door wedges are not allowed in your classroom or in the buildings. If you have a door with a closer it needs to be closed at all times, nothing in front of it to prop it open.
4. If you have curtains in your room or on your classroom doors they need to be sprayed with a

fire-retardant spray. If you have had curtains in the past and you took them home to wash they will need to be sprayed again. The District has the spray. If you ask one of the Custodians to spray the curtains for you.

5. The door to your classroom must shut and latch when it closes. Please do not put tape, magnets etc. over the door strike so that your door will not latch.
6. Doors are considered a fire barrier so no more than one third of the door or walls should be covered with paper or anything else that can burn.
7. Please do not bring furniture or appliances from home (microwaves, refrigerators or other appliances).

If you have an item that need repaired or addressed in your room use the district web page to access staff links and follow to the request [form](#) on the page.

Class Meetings

Class or club and organizational meetings, may be held during homeroom or before and after school. It is important that we do not schedule two meetings at the same time. Please work carefully to avoid this by notifying the office of your proposed meeting date.

Class Record

Grades should be verified each quarter via the process within each building.

Controversial Issues

A “controversial issue” is defined as an area of significant academic inquiry about which substantial segments of the citizens of this community state, or nation hold sincere conflicting points of view.

It is the belief of this school board that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual students may recognize the validity of other points of view, but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual basis underlying the controversy.

It shall be the responsibility of the instructor to present fully and fairly the opportunity and means for students to study, consider and discuss all sides of controversial issues, including, but not limited to political philosophies.

It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste, allowing expression of personal opinions without jeopardizing relationships with the instructor or school.

Corporal Punishment

Section 280.21 was passed by the Iowa Legislature and signed by the Governor in 1989. In general, it states that a school employee shall not inflict or cause to be inflicted, corporal punishment upon a student. For purposes of this Section, corporal punishment means the intentional physical punishment of a student. HF 2416, passed by the Legislature in 1990, requires the Department of Education to adopt rules which hold that a school district employee’s physical contact with the body of a student is not considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student or other students, or to obtain the possession of a weapon or other

dangerous object within a student's control, or for the protection of property.

Course Syllabus

High school teachers are required to provide a course syllabus. These should include classroom rules, classroom expectations, grading system and a short overview of the class.

HS Dances

High school teachers are required to chaperon one dance each school year. A list will be given at the start of the school year. If you are unable to supervise the scheduled dance, trade with another teacher or find a replacement and notify the principal of changes. At the dance, if a student wants to go to his/her vehicle, a teacher must go with the student. If a student chooses to leave the dance he/she cannot come back to the dance and the advisor in charge of the dance will keep track of those students' names and the times they leave.

Detention (Elementary)

Supervision of detention is the responsibility of the teacher assigned on the detention rotation schedule. Detention will take place in the classroom of the supervising teacher. All students staying for detention are to be documented with the office. Prior parent notification is required for a student staying for detention.

Dress Code

Employees of Shenandoah Schools are respectfully asked to dress appropriately and professionally. Appearance does affect others' opinions of our schools. Friday is 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.

Drug-Free Workplace

It is a violation of the policy of the Shenandoah Community School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 CFR 1300.11 through 1300.15).

Notification is further given that, as a condition of your continued employment, you comply with the above policy of the Shenandoah Community School District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction. Any employee who violates the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the board.

Dual Enrollment Students

Home-school or home-school-assistance-program students enrolled in classes or participating in school activities in the school district are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Principal or designee.

Employee Hours

The district administration has determined that the teacher's regular arrival time shall be 7:45A.M. and regular departure time shall be 3:45P.M. On days preceding holidays and on Fridays, the teaching faculty day may end at 3:30P.M. When it is necessary for you to leave the building during your plan period, be sure to sign in and out so that the principal or secretary are aware you are gone. Employees may leave the building without requesting permission during scheduled duty-free lunch periods but must sign out. When school is dismissed due to inclement weather, teachers may leave ten minutes following student dismissal.

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 employee's 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 shall be at the discretion of the employee.

Employee Parking

HS employees may park in the main parking lot in the front and second rows on the west side of the main sidewalk. JK-8 employees will park in the lower front lot (south of the front of the building) in the spots facing the street or around the perimeter of the west lot.

Emergency Drills

The school district conducts two fire drills, two tornado drills, one bus drill and one lockdown (ALICE) drill per building per semester. Evacuation instructions for tornado and fire drills must be posted by the door of each classroom. Please share evacuation information with your students at the beginning of each semester. All employees must participate in each drill.

Emergency/Weather-Related School Closings

In case of a school closing, an announcement will be made on KMA radio (960) and via SchoolMessenger automated system as early as 5:30AM.

The Superintendent has the authority to close schools, dismiss them early, or keep them open beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent shall arrange to announce the closing via the news media.

Exposure to Blood Borne Pathogens, Occupational

The Shenandoah Community School District has established a written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The District exposure control plan, which is available in each attendance center, includes: Exposure determination, schedule and method of compliance, provision for plan copies to be accessible and available upon request, and the review and updating of the plan.

Expulsion

The Superintendent and Building Principal may recommend expulsion of a student for violation of

regulations, rules, and disciplinary policy of the Shenandoah School District. Only the School Board may expel a student.

Faculty Smoking/Tobacco Use

Shenandoah Community School District is a tobacco-free environment. This includes all tobacco related products including look alike, e cigarettes, or other items deemed relative.

Family Education Rights and Privacy Act (FERPA)

The Family Education Right to Privacy Act denies school records to those who are not parents, guardians or individuals of age without written permission. Parents or guardians may have access to school records. School staff may view records without parental permission. Please note that when material is reviewed, your signature must appear on the proper form contained with each record.

Fundraiser

All fundraisers must be approved by an administrator. You must complete the online request form. All money must be turned in to the office daily and all funds received must be turned in before purchases are made. Do not keep money in your room. Be sure the public receives what is ordered and pay the fundraiser bills on time. MySchoolBucks is the approved method for gathering funds.

Good Conduct Policy

See student handbook for information on Good Conduct Policy.

Grades and Grade Reporting

Grades will be issued by the high school following the termination of each academic term. Cumulative totals for credit will be issued at the end of 1st semester and 2nd semester.

A four (4) point system shall be used for high school transcripts. Advanced Placement courses are graded on a five (5) point system.

5.0 GPA =

| | |
|--------------|--------|
| A 4.0 | A 5.0 |
| A- 3.7 | A- 4.7 |
| B+ 3.3 | B+ 4.3 |
| B 3.0 | B 4.0 |
| B- 2.7 | B- 3.7 |
| C+ 2.3 | C+ 3.3 |
| C 2.0 | C 3.0 |
| C- 1.7 | C- 2.7 |
| D+ 1.3 | D+ 2.3 |
| D 1.0 | D 2.0 |
| D- 0.7 | D- 1.7 |
| F 0.0 | F 0 |
| I Incomplete | |

A four (4) point system shall be used for middle school report cards.

| | |
|---------|----|
| 3.9-4.0 | A+ |
| 3.6-3.8 | A |
| 3.4-3.5 | A- |

| | |
|--------------|----|
| 3.2-3.3 | B+ |
| 2.8-3.1 | B |
| 2.6-2.7 | B- |
| 2.4-2.5 | C+ |
| 2.0-2.3 | C |
| 1.8-1.9 | C- |
| 1.6-1.7 | D+ |
| 1.3-1.5 | D |
| 1.1-1.2 | D- |
| 0-1.0 | F |
| I Incomplete | |

Graduate Work

Classes taken in order to move across the salary schedule must be approved by the Superintendent.

Graduation Requirements

50 credits are required for graduation.

Hall Duty/ Assembly Supervision

Students shall be supervised when they are passing between classes, in assemblies and in class. Staff will attend all assemblies to assist in supervision. Each teacher is responsible for the supervision of students when scheduled for assigned duties.

Hall Passes

Students must have a pass when out of the classroom during class and must sign out and back into the classroom.

Hazardous Chemicals Program

As per Iowa Code 455D, a Hazard Communication Program is in place for employees and students of this district. During the first teacher workday each year all employees are presented with information about Hazardous Chemicals.

Health Services

The office will have a building schedule for the Nurse.

Homeroom

Teachers may be assigned a homeroom.

The homeroom teacher is responsible for sharing with students their progress reports. In the spring, homeroom teachers work closely with students in scheduling for the upcoming school year.

Middle School homeroom teachers prepare portfolios for each homeroom student in preparation for student-led conferences along with other tasks as needed.

In-School Suspension (ISS)

When a student receives in-school suspension, they are to report to the office for supervision. Students should get their homework and work on it in there. Students are allowed full credit when

they have an in-school suspension. When lunch is being served, students are to eat in the assigned room and not in the cafeteria. Students' work is due the day that they are to report back to the classroom. If work is not completed, it will be graded as it would be for any other student.

In-school suspension rules:

1. Talking is Prohibited
2. Cell phones/Ipods/Electronic devices are not allowed
3. Student must be engaged in productive work (homework, reading, etc.)
4. Restroom breaks are determined by Supervisor.
5. Student will be escorted to/from lunch room.
6. Computer use will be given at discretion of Supervisor for school work only.
7. Consequences may result in an after-school detention and could include OSS.

Inventories

All teachers are required to take classroom inventory. A list of fixed assets is filed with the Administration Office.

Keys

There will be minimum distribution of building keys. In the event of special need, the keys may be obtained from the building principal upon request. All personnel shall be responsible for the safeguarding of their keys and the security of the building, ensuring that such keys do not fall into the hands of students or other unauthorized person. Teachers are not authorized to make any key available to non-staff citizens or students. You are responsible to make sure that doors are secure when you leave the building after hours. All keys will be turned in to the office at the end of each school year or a list of keys kept will be given to the Principal. Board Policy 405.A.

Lunchroom Supervision

Teachers have duty-free lunch. However, some teachers may be asked to supervise lunch and rearrange schedule to do so.

Master Events Calendar

All school events must be on the calendar. See Activities Director and/or Activities Director secretary to make sure your date is available before you confirm your plans. Events at individual buildings must be scheduled through the building office.

Out of School Suspension (OSS)

Students are to receive full credit for work missed due to out of school suspension.

Parent Teacher Conferences and Student Led Conferences

In preparation for these conferences, faculty should assemble appropriate materials to demonstrate each student's level of work.

Participation in Extra-Curricular Activities

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in pre-excused circumstances, may this rule be waived by the principal.

Phone logs

It is a district expectation that parents are contacted when students are not working to their potential or not behaving appropriately. Teachers are to call parents and keep track of those phone calls.

Post-Secondary Enrollment Act

Iowa Code, Chapter 261C authorizes enrollment part-time in nonsectarian courses in eligible post-secondary institutions in Iowa. Stipulations for participation in PSEO classes must be followed.

Progress Reports (HS)

Refer to the Student Handbook under High School Academic Eligibility.

Purchase Orders – District and Activity

You must get administrator approval before you order or purchase any item. Individuals making purchases without approval are responsible for the payment of the order.

The purchase order is implemented in the district to ensure that:

- All purchases have administrative approval
- To ensure that it is a proper disbursement of public funds.

Reimbursement

To receive reimbursement, staff must first have prior administrative approval for the purchase. Then the reimbursement form must be accompanied by a detailed receipt.

Smoking, Possession of Drugs and Alcohol

SCSD is a tobacco, drug, and alcohol-free campus. Report any infractions by to administration. Also, if you suspect a student of any unusual behavior, notify the office.

Staff Meetings

Staff meetings are scheduled, and staff will be notified of meeting times/dates.

Standardized Tests

Iowa Statewide Assessment of Student Progress (ISASP) is administered each year.

Student Assistance Team

The purpose of this team is:

1. To assist teachers in identifying students at-risk with the purpose of intervention,
2. To assist faculty in generating ideas for teaching at-risk students,
3. To maximize integration for students already identified for special education services.
4. Begin the IEP referral process.

Staff may be required to attend S.A.T meetings.

*Elementary S.A.T. meetings are a part of the PD/MTSS plan.

Substitutes/Teacher absences

When a teacher knows that he/she is going to be gone, it is his/her responsibility to enter that absence into Absence Management (AESOP) www.aesoponline.com . The teacher has the ability to assign a substitute to that absence if he/she has already contacted one. If one has not already been contacted, the system will post the job for a substitute to pick up. In the case of illness or emergency when the

absence cannot be entered into Aesop at least 1 hour prior to the teacher's report time, the office must be notified so that a substitute can be manually called.

When you are absent, you must make sure that seating charts, attendance protocols, important information or other need to know information is ready and available for the substitute. Lesson plans must be available and user friendly with details that would allow the substitute to keep students engaged throughout the time needed with students.

Tardy Policy:

Elementary

Students are expected to be at school on time. Children are considered tardy if they are not present at the time school is scheduled to begin. If students arrive late they need to report to the office to check in before going to class. A tardy turns into an absence if children miss more than half ($\frac{1}{2}$) of the day. This is recorded on report cards and permanent records. However, for perfect attendance recognition at semester and at the end of the year, students must be present 100% of the time. That means not leaving early or arriving late for any reason.

Middle School

Students are expected to be in class on time. If students arrive at school late, they need to report to the office to check in before going to class. Students who arrive late to a class must have a pass from the teacher or staff member who caused them to be late. If a student is more than 25 minutes late to 1st period and unexcused they will be counted absent.

High School

Students arriving following the bell, to any class period, will be designated as tardy. Students arriving late to school will check-in at the office for a pass. Students are allowed three (3) tardies to school/class periods for any reason prior to any disciplinary action.

On the fourth tardy, a student will be assigned to Monday/Thursday after-school detention. After-school tardy detention will be for 1 hour (3:30-4:30) and must be served on the day assigned. Additional Monday/Thursday detentions will be assigned for every two (2) tardies beyond the original four.

If a student does not serve their tardy detention, on the assigned day, the student will be assigned an in-school detention the following day. Parents/guardians will be notified of all tardy detentions assigned. See "Extracurricular Activities" section for further information about missed practices or games.

Tardies due to inclement weather will be reviewed on a case-by-case basis.

Telephone calls

In the case of an emergency phone call to a faculty member, he/she is immediately notified. Students who need to place a phone call should be sent to the office during non-instructional time. Please do not send high school students to use the phone outside the office unless it is an emergency.

Textbooks

At the completion of each year, you are responsible for submitting a list of all textbooks used in your classroom as well as any missing or damaged textbooks. The list should be turned in to the office.

Tutoring

See Board Policy 401.3. In effect, you cannot tutor your own pupils for a monetary return. You may tutor students enrolled in classes of other teachers during non-contractual hours.

Visitation by Other Students

We generally discourage visitation of our students by friends. The Principal will make a determination as requests arise. There are special circumstances in which we will accommodate such requests. All visitors MUST report to the office.

Worker's Compensation

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 and Worker's Compensation claims that need to be filed.

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 and police departments 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 and police departments 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 and police departments 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.

Support Staff Handbook Addition:

Assignment that Qualify for Route Pay

Drivers who are assigned standard bus routes that provide a group of students transportation for their daily commute to school and home from school will be paid route pay.

Drivers who are assigned routes are responsible for completing and documenting pre-trip and post-trip inspections, fueling, cleaning, and washing the bus. This includes such things as adding oil, transmission fluid, etc.

Trips that Qualify for Activity Pay or Hourly Rate

Drivers who are providing transportation for school activities, field trips, individualized transportation for special education students, after school or summer camps, and similar activities that are not required by all students will be paid activity pay.

Drivers will be paid the activity pay or hourly rate for attending staff meetings and for required trainings.

Drivers who are assigned additional duties to clean, repair, remove snow, plan or other such duties will be paid at the activity pay or hourly rate.

Drivers must have all their supervisor's approval prior in order to be paid for additional duties.

All driving assignments that qualify for activity pay will be paid a minimum of hour regardless of the amount of time the trip takes to complete.

Drivers that take students to APEX, Clarinda Academy, or other such specialized programs will be paid the activity pay hourly rate. If a student refuses to transport or the parent cancels within 10 minutes of their pick up time, the driver will be paid for a minimum of one hour.

Shenandoah Community School District

2019 - 2020 School Calendar

| August '19 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September '19 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October '19 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November '19 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December '19 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| January '20 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| February '20 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| March '20 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April '20 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May '20 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June '20 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| July '20 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Early Out
- First and Last Day of School
- Graduation
- Parent/Teacher Conferences

Dates to Note

| | |
|-----------------------|---|
| August 21-23 | Professional Development |
| August 26 | First Day of School |
| September 2 | Labor Day |
| September 18 | Early Dismissal Professional Development |
| September 20 | Homecoming Early Dismissal |
| October 2,16 | Early Dismissal Professional Development |
| October 18 | End of 1 st Quarter |
| October 30 | Early Dismissal Professional Development |
| November 6 | Professional Development |
| November 7 | Conferences |
| November 8 | No School, Staff Compensation Day |
| November 20 | Early Dismissal Professional Development |
| November 27 | Early Dismissal (No Professional Development) |
| November 28-29 | No School Thanksgiving Break |
| December 4,18 | Early Dismissal Professional Development |
| December 20 | End of 2 nd Quarter |
| December 23-January 3 | Winter Break |
| January 2-3 | Professional Development |
| January 15, 29 | Early Dismissal Professional Development |
| February 5 | Professional Development |
| February 6 | Parent Teacher Conferences |
| February 7 | No School, Staff Compensation Day |
| February 19 | Early Dismissal Professional Development |
| March 4 | Early Dismissal Professional Development |
| March 13 | End of 3 rd Quarter |
| March 16- 20 | Spring Break |
| April 1 | Early Dismissal Professional Development |
| April 10 | No School |
| April 15 | Early Dismissal Professional Development |
| May 6, 20 | Early Dismissal Professional Development |
| May 25 | Memorial Day |
| May 31 | Graduation |
| June 2 | Last Day of School/Early Dismissal |
| June 3 | Professional Development |

| Month | Staff Days | Student Days | Student Hours | Running Total |
|-----------|----------------|--------------|---------------|---------------|
| August | 8 | 5 | 34.2 | 34.2 |
| September | 20 | 20 | 132.8 | 167 |
| October | 23 | 23 | 148.1 | 315.1 |
| November | 19(1comp) | 16 | 107.2 | 422.3 |
| December | 15 | 15 | 96.5 | 518.8 |
| January | 23 (1 holiday) | 20 | 132.8 | 651.6 |
| February | 20 (1 comp) | 17 | 113.9 | 765.5 |
| March | 17 | 17 | 111.9 | 877.4 |
| April | 21 | 21 | 136.7 | 1014.1 |
| May | 20 | 20 | 132.8 | 1146.9 |
| June | 3 | 2 | 13.4 | 1160.3 |
| Totals | 189 | 176 (2 conf) | 1160.3 | 1160.3 |

The Shenandoah Community School District offers career and technical programs in the following service areas: Agricultural Science, Automotive Technology, Business Education, Family Consumer Science, Health Science, and Industrial Technology. 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 304 w. Nishna Rd. Shenandoah, IA. 51601, 712-246-1581, munsingerm@shencsd.com

Memo



Architecture Engineering Planning Interiors

6457 Frances Street
Suite 200
Omaha, NE 68106

o: 402/393-4100
f: 402/393-8747

Date June 5, 2019

To Dr. Kerri Nelson, Shenandoah Community School District

From Mike Kros

Subject **Shenandoah CSD Window Replacement**
DLR Group Project No. 11-16116-10
Change Request No. 01 Review for Approval

Message Please review the attached pricing from The Wilson Group for Proposal Request No. 01 (PR #01).

This proposal includes labor and material costs to revise the depth of the window systems at the High School as described in the Proposal Request No. 01 issued by DLR Group.

The **COST** of this proposal is in the amount of **\$22,173**.

DLR Group has reviewed the pricing submitted for Proposal Request No. 01 and recommend accepting the proposal by The Wilson Group.

Review and respond:

Proposal Request No. 01 (PR #01)

Approved

Rejected

0-30 Time Change Approved (*# of calendar days*)

Dr. Kerri Nelson, Shenandoah CSD

Date

cc Craig Lytle, The Wilson Group

TIME & MATERIAL ESTIMATE BREAKDOWN

CONTRACTOR: **THE WILSON GROUP, INC.**

ADDRESS: 1606 W. Main; Greenwood MO 64034

PROPOSAL FOR (work to be performed): **6" ALUM FRAMING**

PROPOSED TOTAL CONTRACT PRICE: **\$357,803**

PURCHASE REQUEST NUMBER: **1**

CONTRACT NO: **Shenandoah CSD Window Replacement
DLR# 11-16116-10**

LOCATION: SHENANDOAH, IA

| LINE NO. | ITEM DESCRIBE CHANGE | UNIT OF MEASURE | QTY. | MATERIAL COSTS | | LABOR COSTS | | | | 26% LABOR BURDEN | SUB COSTS |
|--|---------------------------|-----------------|-----------------|----------------|--------------------|-------------------------------|-------------|----------|-----------------|------------------|------------|
| | | | | UNIT | TOTAL | HOURS EACH | TOTAL HOURS | AVG RATE | TOTAL | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | ALUM FRAME CHANGE | | | | | | | | | | |
| 1 | CREDIT EFCO 403X FRAME | -1 | LS | \$41,559.00 | -\$41,559.00 | 0.000 | 0.0 | \$35.00 | \$0.00 | \$0.00 | |
| 1 | CHANGE TO EFCO 406X FRAME | 1 | LS | \$61,670.81 | \$61,670.81 | 0.000 | 0.0 | \$35.00 | \$0.00 | \$0.00 | |
| | | | | | | | | | | | |
| | SUBTOTALS | | | | \$20,111.81 | | 0.0 | | \$0.00 | \$0.00 | \$0 |
| <p>DATE: 5/22/2019</p> <p>COMPANY: THE WILSON GROUP, INC.</p> <p>BY:  Craig Lytle, Project Manager</p> | | | | | | TOTAL MATERIAL COSTS (5) | | | \$20,112 | | |
| | | | | | | MATERIAL TAX | | 0.0% | \$0 | | |
| | | | | | | TOTAL LABOR & BURDEN (9 & 10) | | | \$0 | | |
| | | | | | | DIRECT COST SUBTOTAL | | | \$20,112 | | |
| | | | | | | OVERHEAD | | 5% | \$1,006 | | |
| | | | | | | PROFIT | | 5% | \$1,056 | | |
| | | | | | | CONTRACTOR SUBTOTAL | | | \$22,173 | | |
| | | | | | | SUBCONTRACTOR (11) | | | \$0 | | |
| SUB MARKUP | | 10% | \$0 | | | | | | | | |
| SUBTOTAL OF ALL WORK | | | \$22,173 | | | | | | | | |
| TOTAL PROPOSED CHANGE | | | \$22,173 | | | | | | | | |

30 ADDITIONAL DAYS ARE REQUESTED BY THIS CHANGE

Memo



Architecture Engineering Planning Interiors

6457 Frances Street
Suite 200
Omaha, NE 68106

o: 402/393-4100
f: 402/393-8747

Date May 31, 2019

To Dr. Kerri Nelson, Shenandoah Community School District

From Mike Kros

Subject **Shenandoah CSD Window Replacement**
DLR Group Project No. 11-16116-10
Change Request No. 02 Review for Approval

Message Please review the attached pricing from The Wilson Group for Proposal Request No. 02 (PR #02).

This proposal includes labor and material costs to add the 16 Type 'A' windows at the High School as described in the Proposal Request No. 02 issued by DLR Group.

The **COST** of this proposal is in the amount of **\$23,555**.

DLR Group has reviewed the pricing submitted for Proposal Request No. 02 and recommend accepting the proposal by The Wilson Group.

Review and respond:

Proposal Request No. 02 (PR #02)

_____ Approved

_____ Rejected

0-30 Time Change Approved (# of calendar days)

Dr. Kerri Nelson, Shenandoah CSD

Date

cc Craig Lytle, The Wilson Group

Memo



Architecture Engineering Planning Interiors

6457 Frances Street
Suite 200
Omaha, NE 68106

o: 402/393-4100
f: 402/393-8747

Date June 5, 2019

To Dr. Kerri Nelson, Shenandoah Community School District

From Mike Kros

Subject **Shenandoah CSD Window Replacement**
DLR Group Project No. 11-16116-10
Change Request No. 01 Review for Approval

Message Please review the attached pricing from The Wilson Group for Proposal Request No. 03 (PR #03).

This proposal includes labor and material costs to add four (4) addition at the Elementary / Middle School as described in the Proposal Request No. 03 issued by DLR Group.

The **COST** of this proposal is in the amount of **\$17,853**.

DLR Group has reviewed the pricing submitted for Proposal Request No. 03 and recommend accepting the proposal by The Wilson Group.

Review and respond:

Proposal Request No. 03 (PR #03)

Approved

Rejected

0-30 Time Change Approved (# of calendar days)

Dr. Kerri Nelson, Shenandoah CSD

Date

cc Craig Lytle, The Wilson Group

June 6, 2019

Dr. Kerri Nelson
Shenandoah Community School District
304 West Nishna Road
Shenandoah, IA 51601

RE: Retro-Commissioning Proposal
High School Classrooms

Dear Dr. Nelson:

We are pleased to submit this proposal for limited testing and retro-commissioning at your high school facility and are recommending that this be completed. We have developed this proposal in cooperation with Midwest Testing Services, LLC which is a subsidiary of Design Mechanical, Inc. We have completed numerous projects with them and believe that they are well qualified to complete this work.

The goal of the retro-commissioning would be to determine if the existing unit ventilators in the typical classrooms can be adjusted, repaired and/or modified to satisfactorily condition these rooms as was intended in the 2005 HVAC replacement project which was designed by Morrissey Engineering. As you know, the schematic approach presented in the Master Plan was, and the current plan is, to blank off the outdoor air louvers to the unit ventilators and provide a new roof mounted dedicated outdoor air system (DOAS) to serve these rooms. While we do not have any technical issues with this approach, based on the information we have, we believe that there is a possibility that the existing system can be made to function satisfactorily for relatively low cost with potentially significant savings to the project. It appears that we can test this approach this summer. The current budget for the DOAS is \$360,000 plus the necessary architectural and structural work required to support the DOAS installation.

We are aware that DLR Group is not recommending that testing and retro-commissioning be completed nor that the outdoor air be brought in through the unit ventilators as communicated in their e-mail dated June 3, 2019.

The specific concerns stated in the e-mail are the inability of the unit ventilators to control humidity during occupied times when the sensible heat load is low and the outdoor air has high humidity. While we agree with this assessment, we believe that with the classrooms unoccupied for most of the summer, these conditions occur on a fairly low frequency and are not the source of the humidity and mold issues in the school. I confirmed with Dennis Rogers yesterday, that the mold growth and condensation on the chilled water pipe insulation has never occurred when the school is occupied but rather has always occurred during the summer unoccupied period. The 2005 sequence of operations specifies that the outdoor air dampers be closed in the unoccupied mode. If the outdoor air through the unit ventilators is causing humidity and mold issues in the school during the summer, it has to be the case that the outdoor air dampers are not closing or are leaking in the unoccupied mode for some reason and that if this reason is corrected, we have a chance of resolving the issues relatively quickly and inexpensively.

There has been some discussion about the ability of the unit ventilator outdoor air dampers to positively seal. The shop drawings for the unit ventilators show Ultra Low Leak Damper seals that are specified for leakage less than one percent against 0.50 inches of water external static pressure. It would appear that if the seals are in good condition and the dampers are closing correctly, that leakage is not our issue.

The DLR Group e-mail also discusses potential infiltration of moist air back through the building relief hoods. It is not clear from the documentation that we have, what the sequence of operations is for the dampers on the building relief hoods. It would appear that if the unit ventilators outside air dampers are closed in the unoccupied mode that the relief dampers should also be closed. This needs to be confirmed and corrected, if needed. If the moist outdoor air is backflowing through the building relief hoods in the occupied mode, it appears that relatively inexpensive backdraft dampers could be installed in the relief hoods to rectify this.

The two methods of supplying outdoor air, new DOAS or existing unit ventilators, could impact the operating cost of the facility. We are assuming the DOAS system units would be specified with an enthalpy energy recovery wheel which would recover energy from the exhaust air and put that energy into the outdoor supply air. This would not be possible with the existing unit ventilators. It seems unlikely that adding the DOAS would be cost justified solely on the energy savings; lacking any other reason for adding the DOAS.

As has been discussed, if we continue the outdoor air being supplied through the unit ventilations, we could fairly easily add room level demand-controlled ventilation to the controls by installing a CO₂ sensor in the room. This would allow the outdoor air to be reduced during times when there is something less than full occupancy in the space and would improve energy efficiency and potentially improving the unit ventilator humidity control. It is difficult to quantify the energy savings from demand-controlled ventilation but there is some data out there to support a 50 percent reduction in outdoor air used. We would want to put an upper limit on the outdoor air similar to the existing setting which should address the concern expressed in the e-mail. There have been concerns about the amount of maintenance it would take to keep the CO₂ sensors operating correctly. I spoke to Control Management, Inc. about this concern and they said that the modern CO₂ sensors they would install would self-calibrate and operate with very limited maintenance for three to five years.

The scope of the limited testing and retro-commissioning we are proposing would be as follows:

1. Review the design documents, the shop drawings and the operation and maintenance manuals from the 2005 HVAC project to understand the original design intent and current installation with regard to the typical classroom unit ventilators and building relief dampers.
2. Conduct a pre-site visit phone conference with Control Management, Inc., who is the district's current Building Automation System (BAS) service provider, to gain online access to the system, review the current unit ventilator and relief damper control sequences and to determine how much assistance, if any, will be needed from Control Management, Inc. for the retro-commissioning work.
3. Verify the current programmed control sequence and operation of one (1) building relief damper.
4. Verify the current programmed control sequence and operation of three (3) typical classroom unit ventilators.
5. Verify that there is communication between the unit controller, space thermostat and the BAS.
6. Verify that the hot and chilled water valves are modulating to control room temperature.
7. Measure unit flow, mixed air temperature, discharge air temperature, entering and leaving chilled water temperature and chilled water flow on three (3) typical classroom unit ventilators.
8. Measure and adjust to original specifications, as necessary, the outside air flow to three (3) typical classroom unit ventilators under unoccupied, occupied and economizer modes. Inspect and adjust as needed the outdoor/return air dampers, actuators, linkage and seals on three (3) typical classroom unit ventilators.
9. Write and deliver a report of the findings of the retro-commissioning no later than July 15, 2019.

Dr. Kerri Nelson
Page 3
June 6, 2019

The cost to complete the testing and retro-commissioning under my supervision would be as follows:

| | | |
|---|-----------------|--|
| Midwest Testing Services | \$9,500 | |
| Tim Seibert, P.E. time 16 hours @ \$130= | <u>\$2,080</u> | |
| Subtotal | \$11,580 | |
| Control Management, Inc. estimate 8 hours @ \$108 | \$ 864 | this would be direct billed to the district under their existing service agreement |
| Total | <u>\$12,444</u> | |

If you want us to complete the testing and retro-commissioning described above, we could just execute a change order to our existing contract if that is easier for you.

We realize that unfortunately, you are getting conflicting recommendations with regard to performing retro-commissioning. In summary, we think that given the modest cost of trying, it is worth the risk that we may not get the existing system to work. Regardless of your decision we will work hard to successfully implement the chosen path. If you have any questions, please give me a call.

Sincerely,



Tim C. Seibert, P.E.
President