

Shenandoah Community School District Board of Directors
October 12, 2020 – 5:00 p.m.
Administration Board Room

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Hiser
 - 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 Report
 - a. Ongoing Response to COVID 19
 - b. Bus Stop Realignment
7. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests

Contracts:			
Frances Hughes	Substitute Van Driver		\$14.72/hr
Holly Olson	MS Associate		\$13.54/hr
Resignations:			
Craig Leigan	Bus Driver		effective 9/14/20
 - d. Fundraising Request:
*on attached sheet
 - e. Grant Requests:
 - i. Sarah Martin – National Apprenticeship Program, Department of Labor
8. Action Items
 - a. Approve Final Reading of Title IX Policy 106
 - b. Approval of Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$254,925.55
 - c. Approval of Allowable Growth and Supplemental State Aid for Limited English Proficiency Program in the amount of \$50,934.39
 - d. Approve Lease Agreement with Shenandoah Public Library
 - e. Award Snow Removal and Salt/Sanding Bid
9. Informational Items
 - a. Next Regular Meeting –November 9, 2020 at 5:00 p.m.
10. Adjourn

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – September 14, 2020
Administration Board Room and High School

Call to Order:

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

Roll Call:

Roll Call was answered by Directors Darrin Bouray, Jean Fichter, Jeff Hiser, Kathy Langley (via phone) and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Bouray.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

President Fichter read the rules for speaking during the open forum. Taylor Buick addressed the board regarding a petition circulating in support of putting a stop sign/cross walk on Nishna Road at Matthews Street due to the large number of children that reside in the neighborhood.

Administrative Reports:

Annual Report – Dr. Kerri Nelson gave an update in the areas of enrollment, free/reduced lunch, attendance, 2019 graduation rate, bullying & harassment, Iowa assessments, ACT scores, Iowa school report card and PD focus.

Director Langley left the meeting.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Jamey Thompson, bus driver - \$37.00/route, \$14.72/hr; Karen Falk, food service - \$13.27/hr; Michael Batenhorst, sub bus driver - \$37.00/rt, \$14.72/hr; Monte Munsinger, sub bus driver - \$37.00/route, \$14.72/hr; Tyson Ratliff, zero hour fitness - \$3,292.10. Resignations: Jeremy Waymire, Associate – effective September 18; Thomas French, boys tennis coach. Modifications – Associate Level I to Level II/III (\$.15 differential): Alexandra Cox, Amber Fichter, Amber Taylor, Brent Wilcox, Brittany Comstock, Candice Gates, Cindy Sons, John (Bill) Novinger, Jordyn Lembrick, Juliane LaRock, Kathy Larson, Maria Mather, Mary Michelle Carlock, Morgan Sickman, Sara Wilcox, Shari Pitman, Shaylee Taylor Schoonover, Susan Opal and Suzanne Tillman. Volunteer Coach: Logan Roberts, HS Football. Early Graduation Request (pending all requirements are met): Lauryn Webster. Open Enrollment Requests: AA and JA out to Clayton Ridge – deny due to late file and does not meet just cause. Motion to approve by Director Van Der Vliet, second by Director Bouray. Ayes – Bouray, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 3-1 with Director Langley absent.

Action Items:

Approve Second Reading of the Title IX Policy 106:

Motion to approve by Director Van Der Vliet, second by Director Bouray. Motion carried 4-0 with Director Langley absent.

Approve Banking Resolution with First National Bank of Creston:

The resolution verified the signers and their roles on the school accounts that were held at Century Bank which is now First National Bank. Interest rates with both banking institution where there are school accounts will be confirmed for re-evaluation at the annual meeting in December. Motion to approve by Director Van Der Vliet, second by Director Bouray. Ayes – Bouray, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 3-1 with Director Langley absent.

Approve Subaward Agreement with Iowa Workforce Development:

Motion to approve by Director Bouray, second by Director Van Der Vliet. Motion carried 4-0 with Director Langley absent.

Approve Delegate to IASB Delegate Assembly:

Director Van Der Vliet volunteered to nominate himself as the delegate, second by Director Bouray. Motion carried 4-0 with Director Langley absent.

Discussion Items (possible action):

IASB Legislative Priorities:

The board agreed by consensus to choose the top 4 legislative priorities as outlined by the IASB on the legislative priority survey. These would include preschool, mental health, school funding policy and supplemental state aid.

MS Sculpture:

Dr. Nelson showed the board a revised design of the Middle School Sculpture. The board agreed to go ahead with the project.

Informational Items:

Next Regular Meeting – October 12, 2020 at 5:00 pm.

Adjournment:

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 5:35 pm. Motion carried 4-0 with Director Langley absent.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (FNBC)	\$1,243,866.25	\$466,578.18	\$852,337.44			
Beg Balance Savings (FNBC)	\$2,724,672.11	\$2,988,864.65	\$1,639,498.51			
Revenues	\$56,745.67	\$151,061.98	\$1,334,814.17			
Expenditures	-\$885,669.31	-\$1,114,668.86	-\$1,044,247.66			
End Balance Checking (FNBC)	\$466,578.18	\$852,337.44	\$833,554.13			
End Balance Savings (FNBC)	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02			
Total General Fund	\$3,455,442.83	\$2,491,835.95	\$2,767,241.15	\$0.00	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking (FNBC)	\$52,351.80	\$28,509.35	\$41,251.61			
Beg Balance Savings (FNBC)	\$1,107,944.62	\$1,117,381.14	\$870,411.28			
Revenues Checking	\$9,453.44	\$3,042.20	\$94,790.95			
Expenditures Checking	-\$23,859.37	-\$237,269.80	-\$34,182.55			
End Balance Checking (FNBC)	\$28,509.35	\$41,251.61	\$7,071.15			
End Balance Savings (FNBC)	\$1,117,381.14	\$870,411.28	\$965,200.14			
Total Management Fund	\$1,145,890.49	\$911,662.89	\$972,271.29	\$0.00	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking (FNBC)	\$645,393.77	\$124,991.61	\$9,870.07			
Beg Balance Savings (FNBC)	\$4,381,301.61	\$3,403,770.01	\$2,372,481.42			
Revenues Checking	\$92,558.67	\$88,730.37	\$88,431.48			
Expenditures Checking	-\$1,590,492.43	-\$1,235,140.50	-\$790,242.42			
End Balance Checking (FNBC)	\$124,991.61	\$9,870.07	\$39,655.41			
End Balance Savings (FNBC)	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14			
Total SAVE Fund	\$3,528,761.62	\$2,382,351.49	\$1,680,540.55	\$0.00	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking (FNBC)	\$252,708.95	\$181,353.93	\$1,230.78			
Beg Balance Savings (FNBC)	\$400,663.93	\$404,628.26	\$401,655.88			
Revenues Checking	\$4,071.99	\$2,027.97	\$65,137.27			
Expenditures Checking	-\$71,462.68	-\$185,123.50	-\$22,325.97			
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$181,353.93	\$1,230.78	\$8,907.44			
End Balance Savings (FNBC)	\$404,628.26	\$401,655.88	\$436,790.52			
Total PPEL Fund	\$585,982.19	\$402,886.66	\$445,697.96	\$0.00	\$0.00	\$0.00
Debt Service Fund (40)						
Beg Balance Checking (FNBC)	\$0.00	\$0.00				
Beg Balance Savings (FNBC)	\$3.70	\$3.70	\$3.70			
Beg Balance Fiscal Agent (FNBC)	\$96,186.66	\$166,222.13	\$236,276.37			
Revenues Checking	\$70,035.47	\$70,054.24	\$70,067.50			
Expenditures Checking						
Transfer						
End Balance Checking (FNBC)	\$0.00					
End Balance Savings (FNBC)	\$3.70	\$3.70	\$3.70			
End Balance Fiscal Agent (FNBC)	\$166,222.13	\$236,276.37	\$306,343.87			
Total Debt Service Fund	\$166,225.83	\$236,280.07	\$306,347.57	\$0.00	\$0.00	\$0.00
Total Checking Acct 1	\$801,433.07	\$904,689.90	\$889,188.13	\$0.00	\$0.00	\$0.00
Total Savings Acct 1	\$7,914,647.76	\$5,284,050.79	\$4,976,566.52	\$0.00	\$0.00	\$0.00

SHENANDOAH ACCOUNT BALANCES						
Total Savings Acct 15	\$166,222.13	\$236,276.37	\$306,343.87	\$0.00	\$0.00	\$0.00
Grand Total Acct 1	\$8,882,302.96	\$6,425,017.06	\$6,172,098.52	\$0.00	\$0.00	\$0.00
Reconciliation						
Bank Statement Checking (FNBC)	\$1,100,115.87	\$1,461,064.53	\$1,167,738.71			
Bank Statement Savings (FNBC)	\$7,914,647.76	\$5,284,050.79	\$4,976,566.52			
Bank Statement Fiscal Agent (FN)	\$166,222.13	\$236,276.37	\$306,343.87			
Less Outstanding Checks	-\$298,682.80	-\$556,374.63	-\$278,550.58			
Outstanding Deposits/GJE	\$0.00					
Total Reconciliation	\$8,882,302.96	\$6,425,017.06	\$6,172,098.52			
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	\$5,919.70	\$685.52	\$3.92			
Beg Balance Savings	\$95,441.53	\$100,619.63	\$99,372.81			
Revenues Savings	\$5,188.51	\$6,785.35	\$34,659.06			
Expenditures Checking	-\$5,244.59	-\$8,584.87	-\$5,239.75			
Expenditures Savings						
End Balance Checking	\$685.52	\$3.92	\$5,013.71			
End Balance Savings	\$100,619.63	\$99,372.81	\$123,782.33			
Total Activity Fund	\$101,305.15	\$99,376.73	\$128,796.04			
Scholarships (81)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00			
Beg Balance Savings	\$386,987.88	\$386,195.64	\$383,903.26			
Revenues Savings	\$32.76	\$32.62	\$31.47			
Expenditures Checking	-\$825.00	-\$2,325.00	\$0.00			
Expenditures Savings						
End Balance Checking		\$0.00	\$0.00			
End Balance Savings	\$386,195.64	\$383,903.26	\$383,934.73			
Total Scholarships	\$386,195.64	\$383,903.26	\$383,934.73	\$0.00	\$0.00	\$0.00
Agency Fund (91)						
Beg Bal Checking	\$174.78	\$174.78	\$174.78			
Beg Bal Savings	\$1,104.97	\$1,104.97	\$2,104.97			
Revenues Savings		\$1,000.00	\$0.00			
Expenditures Checking			\$0.00			
Expenditures Savings						
End Balance Checking	\$174.78	\$174.78	\$174.78			
End Balance Savings	\$1,104.97	\$2,104.97	\$2,104.97			
Total Agency Fund	\$1,279.75	\$2,279.75	\$2,279.75	\$0.00	\$0.00	\$0.00
Total Checking Acct 2	\$860.30	\$178.70	\$5,188.49	\$0.00	\$0.00	\$0.00
Total Savings Acct 2	\$487,920.24	\$485,381.04	\$509,822.03	\$0.00	\$0.00	\$0.00
Grand Total Acct 2	\$488,780.54	\$485,559.74	\$515,010.52	\$0.00	\$0.00	\$0.00

**SHENANDOAH COMMUNITY SCHOOL DISTRICT
EXPENDITURES TO CERTIFIED BUDGET COMPARISON
JULY 1, 2020 - JUNE 30, 2021**

SEPTEMBER									
	FUNCTION	GENERAL	MGMNT	TRUST	PPEL	EMG LEVY/ DISASTER RELIEF	PERL	ACTIVITY	
	INSTRUCTION	1XXX	\$761,098.10	\$104,941.32	\$3,150.00			\$5,239.75	
	SUPPORT SERVICES	2XXX	\$866,682.92	\$190,370.40		\$222,657.70			
	NON-INSTRUCTIONAL	3XXX							
OTHER	FACILITIES ACQ & CONST	4XXX				\$56,254.45			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$161,444.00						
	TRANSFERS								
		6900							
	TOTAL		\$1,789,225.02	\$295,311.72	\$3,150.00	\$278,912.15	\$0.00	\$0.00	\$5,239.75
	PUBLISHED BUDGET		\$13,797,336.00	\$544,000.00	\$0.00	\$710,000.00	\$0.00	\$0.00	\$235,000.00
	% USED		12.97%	54.29%	0.00%	39.28%	0.00%	0.00%	2.23%
			\$13,668,222.00						
	FUNCTION	CAPITAL PROJECTS	DEBT SERVICE	NUTRITION	OTHER ENTERPRISE	TOTAL USED	PUB BUDGET	% OF BUDGET	
	INSTRUCTION	1XXX				\$874,429.17	\$9,246,000.00	9.46%	
	SUPPORT SERVICES	2XXX	\$1,844.26			\$1,281,555.28	\$5,378,000.00	23.83%	
	NON-INSTRUCTION	3XXX		\$78,059.06		\$78,059.06	\$750,000.00	10.41%	
	FACILITIES ACQ & CONST	4XXX	\$2,014,834.84			\$2,071,089.29	\$3,900,000.00	53.10%	
	DEBT	5XXX	\$500.00			\$500.00	\$930,000.00	0.05%	
	AEA FLOW THROUGH	6100				\$161,444.00	\$522,336.00	30.91%	
	TRANSFER	62xx	\$210,048.21			\$210,048.21			
	TOTAL		\$2,227,227.31	\$0.00	\$78,059.06	\$0.00	\$4,677,125.01	\$20,726,336.00	22.57%
	PUBLISHED BUDGET		\$4,689,755.00	\$930,000.00	\$750,000.00	\$0.00			
	% USED		47.49%	0.00%	10.41%	0.00%		22.57%	

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2020-2021**

	STATE AID/ SRCIPVR (CNI) Source Codes	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/ TRANSPORTATION Source Code 3116, 3117, 3119	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code 3113	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes 1134	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
JUL				\$80,722.00				\$201,437.73	\$282,159.73	\$56,424.76
AUG				\$40,361.00	\$17,375.68			\$25,217.15	\$82,953.83	\$135,923.00
SEP	\$543,215.00	\$143,641.00		\$40,361.00	\$590,276.63		\$38.08	\$17,282.46	\$1,334,814.17	\$1,276,172.26
OCT								\$0.00		
NOV								\$0.00		
DEC								\$0.00		
JAN								\$0.00		
FEB								\$0.00		
MAR								\$0.00		
APR								\$0.00		
MAY								\$0.00		
JUN								\$0.00		
TOTAL	\$543,215.00	\$143,641.00	\$0.00	\$161,444.00	\$607,652.31	\$0.00	\$38.08	\$243,937.34	\$1,699,927.73	\$1,468,520.02

** 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)

SRCIPVR = State Replacement for Commercial and Industrial Property Valuations Reduction

SHENANDOAH COMMUNITY SCHOOL			
UNSPENT AUTHORIZED BUDGET CALCULATION			
2020-2021			
REGULAR PROGRAM DISTRICT COST	\$7,459,603.00		
+ REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00		
+ SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00		
+ SPECIAL ED DISTRICT COST	\$971,849.00		
+ TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00		
+ PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00		
+ EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00		
+ TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00		
+ AEA SPECIAL ED SUPPORT	\$369,546.00		
+ AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00		
+ AEA MEDIA SERVICES	\$61,421.00		
+ AEA EDUCATIONAL SERVICES	\$67,903.00		
+ AEA SHARING DISTRICT COST	\$834.00		
+ AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00		
+ AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00		
+ DROPOUT ALLOWABLE GROWTH	\$269,426.00		
+ SBRC ALLOWABLE GROWTH OTHER #1	\$0.00	Increased Enrollment/ Open Enrolled out not in 2019	
+ SBRC ALLOWABLE GROWTH OTHER #2	\$50,000.00	LEP (Estimate)	
+ SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$250,000.00	(Determined when I did the SES at time of CAR - September, 2019)	
- 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	\$0.00		
- AEA PRORATA REDUCTION	\$57,385.00		
= MAXIMUM DISTRICT COST	\$10,814,218.00		
+ PRESCHOOL FOUNDATION AID	\$229,060.00		
+ INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00		
+ ED IMPROVEMENT AUTHORITY	\$0.00		
+ OTHER MISCELLANEOUS INCOME	\$243,937.34	\$ 1,404,271.00	Estimate on Budget Worksheet This is a fluctuating #.
+ UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00		
= MAXIMUM AUTHORIZED BUDGET	\$15,743,818.34		
- EXPENDITURES	\$1,789,225.02	11.36%	
= UNSPENT AUTHORIZED BUDGET	\$13,954,593.32		
EXPENDITURES	FY 21	FY '20 Actuals	
JULY	\$237,873.72	\$199,722.68	
AUGUST	\$507,103.64	\$384,876.61	
SEPTEMBER	\$1,044,247.66	\$1,011,518.98	
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
TOTAL	\$1,789,225.02	\$1,596,118.27	

MONTHLY BOARD VENDOR BILLS

October 2020 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
FAREWAY STORES	95.58	POP
HY-VEE	754.13	BANANAS
MARTIN BROS DIST	31,785.00	SUPPLIES
Fund Number 61	<u>32,634.71</u>	
Checking Account ID 20	32,634.71	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
AARON NORDYKE	85.00	MS GENERAL ATHLETICS OFFICIAL
ALEXANDER DIGHTON	110.00	GENERAL ATHLETICS OFFICIAL
ANDREW MURRAY	110.00	GENERAL ATHLETICS OFFICIAL
ANDY REGAN	405.00	OFFICIALS/MS GENERAL ATHLETICS
ATLANTIC HIGH SCHOOL	170.00	ENTRY FEE TO ANOTHER SCHOOL
BMO MASTERCARD	8.21	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	348.82	GENERAL SUPPLIES CLASS OF 2023
BMO MASTERCARD	18.52	SUPPLIES/FCCLA
BMO MASTERCARD	92.60	SUPPLIES/FFA
BMO MASTERCARD	45.24	DRAMA SUPPLIES
BMO MASTERCARD	438.33	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	576.32	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	187.52	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	17.02	SUPPLIES/MS STUDENT COUNCIL
BMO MASTERCARD	579.38	MUSTANG FIELD CONCESSION SUPPLIES
BRAD HONNOLD	110.00	GENERAL ATHLETICS OFFICIAL
BRIAN WEDEMEYER	110.00	GENERAL ATHLETICS OFFICIAL
BRYCE TAYLOR	110.00	GENERAL ATHLETICS OFFICIAL
CHAD BURCH	405.00	GENERAL ATHLETICS OFFICIAL
CHRIS DEMARQUE	18.00	MS GENERAL ATHLETIC WORKERS
CHRIS GIBSON	54.00	GENERAL ATHLETIC WORKERS
CINDY WILLIAMS	140.00	GENERAL ATHLETICS OFFICIAL
COMPLETE MUSIC	487.00	DJ/STUDENT COUNCIL
CRESTON CSD	170.00	ENTRY FEE TO ANOTHER SCHOOL
DARCY BRUNNER	290.00	GENERAL ATHLETICS OFFICIAL
DENNIS PERRY	140.00	GENERAL ATHLETICS OFFICIAL
DENNY HOWARD	36.00	GENERAL ATHLETIC WORKERS
DOUG MAHER	180.00	GENERAL ATHLETICS OFFICIAL
FAREWAY STORES	339.17	MUSTANG FIELD CONCESSION SUPPLIES
GRANT SPRATT	110.00	GENERAL ATHLETICS OFFICIAL
GRAPHIC IDEAS	48.00	Sticker for YRBK Banner
HEALY AWARDS, INC.	33.95	SUPPLIES/GENERAL ATHLETICS
HOWARD SPORTING GOODS	442.35	SUPPLIES/GENERAL ATHLETICS
JENNIFER LEWIS	135.00	GENERAL ATHLETICS OFFICIAL
JESSE HITT	85.00	MS GENERAL ATHLETICS OFFICIAL
JOHN LONG	110.00	GENERAL ATHLETICS OFFICIAL
JOHN NAHNSEN	220.00	GENERAL ATHLETICS OFFICIAL
JUSTIN L WILLIAMS	85.00	MS GENERAL ATHLETICS OFFICIAL
KEITH BROTHERS	85.00	MS GENERAL ATHLETICS OFFICIAL
MATT HOBBIE	330.00	OFFICIALS/MS GENERAL ATHLETICS
MILLER BUILDING	22.37	SUPPLIES/GENERAL ATHLETICS
MT AYR CSD	120.00	ENTRY FEE TO ANOTHER SCHOOL
NICK KEEFE	290.00	GENERAL ATHLETICS OFFICIAL
NICOLE WENSTRAND	115.00	GENERAL ATHLETICS OFFICIAL
OSBORN, CURTIS	225.00	MS GENERAL ATHLETICS OFFICIAL
PRESTON LAWSON	108.00	MS GENERAL ATHLETIC WORKERS
RED OAK HIGH SCHOOL	150.00	ENTRY FEE TO ANOTHER SCHOOL
RENEE KETTWICK	180.00	GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES	280.42	RESALE/MS MARCHING MUSTANGS
ROCSTOP - WHITEHILLS	327.20	MUSTANG FIELD CONCESSION SUPPLIES

MONTHLY BOARD VENDOR BILLS
 October 2020 Accounts Payable

Vendor Name	Invoice Amount	Detail Description
RON HANSEN	270.00	MS GENERAL ATHLETIC WORKERS
RONALD GRADOVILLE	135.00	GENERAL ATHLETICS OFFICIAL
RYAN HIGGINS	110.00	GENERAL ATHLETICS OFFICIAL
SCALES SALES & SERVICE	275.00	SUPPLIES/GENERAL ATHLETICS
SHENANDOAH CSD	412.93	GENERAL ATHLETIC WORKERS
SHENANDOAH SCHOOL LUNCH	313.32	MUSTANG FIELD CONCESSION SUPPLIES
STEVE LASTINE	75.00	GENERAL ATHLETICS OFFICIAL
TEACHER SYNERGY LLC	27.99	SUPPLIES/FFA
THOMAS JEFFERSON CSD	125.00	ENTRY FEE TO ANOTHER SCHOOL
TOM HARTIGAN	125.00	GENERAL ATHLETICS OFFICIAL
TOM OLSON	405.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	<u>11,557.66</u>	
Checking Account ID 3	<u>11,557.66</u>	
Checking Account ID 30	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	750.00	LAWYER/NEGOTIATIONS
ARNOLD MOTOR SUPPLY	13.58	HS AUTO TECH SUPPLIES
BARBARA FARWELL	220.92	ESL TRAVEL
BMO MASTERCARD - TRANSPORTATION I	133.41	TRANSPORTATION SUPPLIES
BMO MASTERCARD	3,895.00	MS GENERAL ED SUPPLIES
BMO MASTERCARD	1,138.70	FOUNDATION GRANTS SUPPLIES
BMO MASTERCARD	237.95	CARES ATHLETIC SUPPLIES
BMO MASTERCARD	49.77	HS FCS SUPPLIES
BMO MASTERCARD	33.96	HS AGRICULTURE SUPPLIES
BMO MASTERCARD	55.35	CARES ATHLETIC SUPPLIES
BMO MASTERCARD	95.49	MENTOR SUPPLIES
BMO MASTERCARD	4,187.76	CARES COMPUTERS
BMO MASTERCARD	1,991.71	MS AT RISK SUPPLIES
BMO MASTERCARD	662.80	MAINTENANCE SUPPLIES
BMO MASTERCARD	6,112.82	TECH REPAIR & MAINTENANCE SUPPLIES
BMO MASTERCARD	1,500.07	BACKGROUND CHECKS
BMO MASTERCARD	870.57	HS GENERAL ED SUPPLIES
BMO MASTERCARD	1,296.78	SPED LVL 2 SUPPLIES
BROWN'S REPAIR & AUTO PARTS, INC.	3,977.32	VEHICLE REPAIR SERVICES
CABINETS BY STAC	362.06	GOVERNOR'S EMERGENCY RELIEF SUPPLIES
CAMBLIN MECHANICAL	3,882.90	MAINTENANCE BUILDING REPAIR SERVICES
CDW GOVERNMENT	1,295.68	Logitech S120 PC Speakers
CENEX FLEET FUELING	3,905.59	TRANSPORTATION GASOLINE
CENTER FOR THE COLLABORATIVE CLASSROOM	243.00	SHIPPING
CENTURYLINK	619.94	ELEM PRINCIPAL TELEPHONE
CHAT MOBILITY	56.04	BUSINESS MANAGER TELEPHONE
CHRIS GIBSON	18.00	MS TICKET TAKERS
CITY OF SHENANDOAH	8,606.50	WATER-SEWER
CONTROL MANAGEMENT, INC.	108.00	MAINTENANCE BUILDING REPAIR SERVICES
COUNSEL OFFICE & DOCUMENT	101.94	TECHNOLOGY COORDINATOR SUPPLIES
COUNTY LINE DESIGN	455.00	CUSTODIAL SUPPLIES
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
DEPARTMENT OF ADMINISTRATIVE SERVICES	550.00	TSA ADMINISTRATION FEES
DIANA ROBERTS	5.06	ESL TRAVEL
DICK BLICK	8.01	HS ART SUPPLIES
EMC INSURANCE COMPANIES	650.00	GENERAL LIABILITY INSURANCE
EPS INSTRUCTION AND INTERVENTION	1,457.78	SPIRE Level 1 Set 3/E
FLINN SCIENTIFIC	502.81	CARES ATHLETIC SUPPLIES
FRANCES HUGHES	32.00	BUS DRIVER CDL PAID BY DISTRICT
GLENWOOD CSD	4,372.88	PURCHASE EDUCATIONAL/L3 IND COSTS
GREEN HILLS AEA	627.20	EARLY READERS INSTRUCTIONAL SUPPLIES

Vendor Name	Invoice Amount	Invoice Detail	Description
HD PRO INSTITUTIONAL	11,032.10	CUSTODIAL SUPPLIES	
HOWARD SPORTING GOODS	294.00	FIELD PAINT	
IAMO COMMUNICATIONS	46.00	GOVERNOR'S EMERGENCY RELIEF SUPPLIES	
IOWA HIGH SCHOOL MUSIC ASSOCIATION	254.00	HS BAND STUDENT ENTRY & REGISTRATION FEE	
IOWA WESTERN COMMUNITY COLLEGE	100.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG	
JACOBSON INSTITUTE FOR YOUTH ENTREPRENEURSHIP	99.00	CARL PERKINS SUPPLIES	
JB PARTS & SUPPLY	126.06	GROUNDS GENERAL SUPPLIES	
JB PARTS AND SUPPLY	178.94	HS AUTO TECH SUPPLIES	
JOHN GOWING PLUMBING AND HEATING INC.	120.00	MAINTENANCE BUILDING REPAIR SERVICES	
KAPLAN EARLY LEARNING	137.77	PS ELI TEXTBOOKS	
KENDALL HUNT PUBLISHING CO	528.46	MS AT RISK SUPPLIES	
LESSONPIX	288.00	EARLY READERS INSTRUCTIONAL SUPPLIES	
MCGRAW HILL COMPANIES	1,922.65	Shipping	
MID-AMERICAN RESEARCH CHEMICAL	466.79	CUSTODIAL SUPPLIES	
MIDAMERICAN ENERGY	23,843.50	UTILITIES-ELECTRICITY	
MIDWEST CLOUD COMPUTING	168.75	PRIOR YEAR EXPENSE	
MILLER BUILDING	299.91	HS IND ARTS RESALE INVENTORY	
MITEL NET SOLUTIONS	550.23	HS PRINCIPAL TELEPHONE	
O'REILLY AUTO	325.81	TRANSPORTATION SUPPLIES	
OWL LABS, INC.	11,988.00	SW IOWA MENTAL HEALTH GRANT	
PAPER CORPORATION	5,269.00	WHITE 8.5X144	
PATHWAYS TO READING	1,243.00	EARLY READERS INSTRUCTIONAL SUPPLIES	
PYRAMID SCHOOL PRODUCTS	36.00	HS GENERAL ED SUPPLIES	
QUILL CORPORATION	131.32	HS GENERAL ED SUPPLIES	
RANDAHL MESSENGER	50.00	BUS DRIVER PHYSICALS	
REALLY GREAT READING	95.00	GENERAL SUPPLIES	
RIEMAN MUSIC DES MOINES	21.00	HS BAND EQUIPMENT REPAIR	
RISE VISION	43.34	TECHNOLOGY COORDINATOR RELATED SOFTWARE	
RIVERSIDE INSIGHTS	2,401.05	TAG TESTING	
ROBERT MCCONKEY PAINTING	405.00	MAINTENANCE BUILDING REPAIR SERVICES	
ROGERS PEST CONTROL LLC	230.00	MAINTENANCE PEST CONTROL CONTRACTED	
SCHOLASTIC INC	104.39	HS GENERAL ED SUPPLIES	
SHENANDOAH MEDICAL CENTER	15,100.00	OTHER BENEFITS - WELLNESS PLAN	
SHENANDOAH SANITATION	403.25	MAINTENANCE GARBAGE COLLECTION	
SHENANDOAH SCHOOL LUNCH	400.00	GENERAL SUPPLIES	
STANEK FIRE PROTECTION	132.00	MAINTENANCE BUILDING REPAIR SERVICES	
SYMMETRY ENERGY SOLUTIONS	327.67	UTILITIES-GAS	
TIME FOR KIDS	371.25	ELEM GENERAL ED SUPPLIES	
US CELLULAR	437.10	GOVERNOR'S EMERGENCY RELIEF SUPPLIES	
VALLEY PUBLICATIONS	622.95	BOARD NEWSPAPER ADVERTISING	
WALLIN PLUMBING & HEATING	31.17	THERMOSTAT COVER	
WELLMARK BLUE CROSS BLUESHEILD	130,915.15	HEALTH INSURANCE PAYABLE CN	
ZIMCO SUPPLY	90.00	GROUNDS GENERAL SUPPLIES	
Fund Number 10	<u>266,875.96</u>		
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND	
WELLMARK BLUE CROSS BLUESHEILD	<u>6,743.30</u>	EARLY RETIREES MEDICAL INSURANCE	
Fund Number 22	5,743.30		
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
BA MARKETING & PUBLICITY, LLC	400.00	OTHER PROFESSIONAL SERVICES	
BIG SKY ENTERPRISES, LLC	31,994.15	SERIES 2019 CONSTRUCTION	
BMO MASTERCARD	46.61	BUILDING IMPROVEMENT	
BMO MASTERCARD	20.18	BUILDING IMPROVEMENT	
CABINETS BY STAC	97.95	HS RENOVATIONS SUPPLIES	
CARL A. NELSON & CO	98,041.84	REV BONDS ARCHITECTURE & ENGINEERING	

MONTHLY BOARD VENDOR BILLS
 October 2020 Accounts Payable

Vendor Name	Invoice Amount	Invoice Detail	Description
CONTROL MANAGEMENT, INC.	43,053.05	SERIES 2019	CONSTRUCTION
DLR GROUP	8,815.46	REV BONDS	ARCHITECTURE & ENGINEERING
GENESIS CONTRACTING GROUP	315,073.07	SERIES 2019	CONSTRUCTION
IMEG	11,000.00	SERIES 2019	CONSTRUCTION
KRIEGLER OFFICE	2,985.00	GUIDANCE OFFICE	FURNITURE
RASMUSSEN MECHANICAL SERVICES	158,428.65	SERIES 2019	CONSTRUCTION
SHERIDAN DECORATING	700.00	FURNITURE &	FIXTURES
TRI-CITY ELECTRIC COMPANY	5,285.86	SERIES 2019	CONSTRUCTION
Fund Number 33	<u>675,941.82</u>		
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT &	EQUIPMENT
BI-STATE ELECTRONICS	1,740.00	TWO-WAY	RADIOS
BLUPOINTE DRS	1,500.00	TECH RELATED	SOFTWARE
CDW GOVERNMENT	758.88	C2G 1.5'	RapidRun Multi-Format Flying Le
COUNSEL OFFICE & DOCUMENT	1,822.50	ADMIN COPIER	LEASE
CULLIGAN WATER	243.47	RENTAL OF	EQUIPMENT & VEHICLES
ELEVATE ROOFING	758.72	BUILDING	REPAIR
FOLLETT SCHOOL SOLUTIONS INC	4,300.67	TITLEPEEK ONLINE	SERVICE RENEWAL - DESTI
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	ELEMENTARY	COPIER LEASE
OTIS ELEVATOR	3,704.76	OTHER PURCHASED	PROPERTY SERVICES
RC TREE SERVICE	1,200.00	OTHER PURCHASED	PROPERTY SERVICES
Fund Number 36	<u>17,093.38</u>		
Checking Account ID 30	<u>966,654.46</u>		

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Liz	Skillern	Girls Cross Country	9/21/2020	9/30/2020	Team Poster	Equipment - stretch bands, watches, camp supplies, incentives, etc.	60%	Staff or General Public
Liz	Skillern	Business Professionals of America	11/2/2020	11/20/2020	Great American Cookie Dough	Trips, lodging, meals, incentives, travel, conference fees	50%	Staff or General Public
Wendy	Fry	Student Council	9/28/2020	10/2/2020	Homecoming beads, tattoos, and old shirts (we will sell bead necklaces, temporary tattoos, and old HoCo shirts before school during Homecoming week. We already have these items, just need permission to sell them.)	Student Council activities, including homecoming and Winter X Games	100%	Students



Registered as part of the National Apprenticeship Program in Accordance with the basic Standards of Apprenticeship established by the Secretary of Labor.

Richard Madden
Apprenticeship and Training Representative
USDOL - Office of Apprenticeship
Des Moines Iowa 50309

Registered Apprenticeship Program Standards

Sponsored by:

Registration Date:

[Empty registration date box]

Program Number:

[Empty program number box]

Revision Date:

[Empty revision date box]

Approved by:

Greer Sisson, State Director
USDOL - Office of Apprenticeship



1000 Mustang Drive Shenandoah, IA 51601

Table with 3 columns: Occupation(s), O*Net Code, RAPIDS Code. Rows include Veterinary and Laboratory Animal Technician, Industrial Manufacturing Technician, and CNC Set Up Programmer.



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Appendix A1: On the Job Learning and Related Training Instruction – Veterinary and Laboratory Animal Technician

1. On-the-Job Learning Outline (work experience)– Competency Based
2. Term of the Apprenticeship Program
3. Probationary Period
4. Ratio of Professionals to Apprentices
5. Progressive Wage Schedule
6. Related Training Instruction (RTI)

Appendix A2: On the Job Learning and Related Training Instruction – Industrial Manufacturing Technician

1. On-the-Job Learning Outline (work experience)– Competency
2. Term of the Apprenticeship Program
3. Probationary Period
4. Ratio of Professionals to Apprentices
5. Progressive Wage Schedule
6. Related Training Instruction (RTI)

Appendix A3: On the Job Learning and Related Training Instruction – CNC Set Up Programmer Milling and Turning

1. On-the-Job Learning Outline (work experience)– Competency
2. Term of the Apprenticeship Program
3. Probationary Period
4. Ratio of Professionals to Apprentices
5. Progressive Wage Schedule
6. Related Training Instruction (RTI)

Appendix B. Apprenticeship Agreement (Example)

Appendix C. Affirmative Action Plan (if Applicable)

Form- Voluntary Disability Disclosure

Form - Participating Employer Acceptance Agreement



Registered Apprenticeship Program Standards

Section 1 - Registration, Cancellation, And Deregistration of Program - 29 CFR 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

1. These standards will, upon adoption by the Shenandoah Community School District aka Sponsor be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.
2. The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency, and participating employer(s) within 45 days in writing of any decision to cancel the program.
3. The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.
4. The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Section 2- Provisional Registration- 29CFR § 29.3 (g)(1)&(2)

All new apprenticeship programs receive provisional registration for one year prior to moving into active program status. The provisional registration requires that the Office of Apprenticeship conduct a program quality assessment prior to the program's anniversary in order to determine whether the program is following its registered training plan and operating in accordance with the federal apprenticeship regulations. Pending the results of the quality assessment, the program will continue in provisional status, move to permanent active status, or be de-registered. Technical assistance will be available to assist the sponsor in improving the quality of their training program during the life of the program.

Section 3 - Amendments And Modifications - 29 CFR § 29.5(B)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each participating employer and apprentice to whom the amendment or modification applies.

Section 4 - Standards of Apprenticeship -29 CFR § 29.5

The Sponsor must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The Sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document.

Duties and Responsibilities of the sponsor:

1. Ensure Participating Employers are under an Employer Participation Agreement.
2. Ensure Employer's Name, address NAICS and EIN are annotated into RAPIDS 2.0.
3. Act as single point of contact to company business partners, human resources, institutional leaders where applicable and Department of Labor resources to resolve issues and facilitate modifications to program requirements where applicable.
4. Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
5. Ensure there are qualified training personnel and adequate supervision on the job.
6. Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
7. Register apprenticeship standards with the U.S. Department of Labor.



8. Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records.
9. Notify the U.S. Department of Labor within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore. Notification may be made in RAPIDS.
10. Provide each apprentice with a copy of these standards and Appendix A, any applicable written rules and polices, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
11. Provide all apprentices instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., or State standards that have been found to be at least as effective as the Federal standards.

Duties and Responsibilities of the participating employers

1. Have the necessary facilities to assure effective training in all aspects of the occupation(s).
2. Assure apprentices are under the supervision of qualified professionals.
3. Exercise precaution for the health and safety of apprentices in the workplace at all times.
4. Provide a positive learning environment and encourage training at all levels.
5. Provide fair and equitable treatment for all apprentices.
6. Notify the Sponsor of any change in status of apprentices.
7. Provide the Sponsor with all necessary and requested documentation concerning the apprentice.
8. Adhere to Child Labor Laws: <https://www.dol.gov/whd/regs/compliance/childlabor101.pdf>

Duties and Responsibilities of apprentice

Apprentices, having read these Standards and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide with the Sponsor's/participating employer's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled employee for the occupations identified for the industry.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the registered apprenticeship program:

1. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the sponsor/participating employer in accordance with the provisions of these Standards.
2. Respect the property of the sponsor/participating employer and abide by the working rules and regulations of the sponsor/participating employer.
3. Attend and satisfactorily complete the required on the job learning (OJL) and related training instruction (RTI) as provided under these Standards.
4. Shall be responsible for maintaining a record of work experience/training on the job and in related training instruction and for having this record verified by Sponsor/Participating Employer for inclusion in the Apprentice's record folder.
5. Develop and practice safe working habits and work in such a manner as to assure personal safety and that of other fellow workers.
6. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.

Section 5 - Minimum Qualifications - 29 CFR § 29.5(b)(10)

Applicants shall meet the following minimum qualifications:

1. **Age:** Applicants shall be at least 16 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
2. **Education:** Must have completed all prerequisite classes as identified by the sponsor.



3. **Physical/Mental:** Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.
4. **Other:** Applicants will be drug free and agree to submit to random drug testing.
5. **Other:** All applicants must have the ability to read, write, and speak English.
6. **Other:** Shall have parental consent if below the age of 18.
7. **Other:** Cannot enter a registered apprenticeship prior to junior year.

Section 6 – Apprenticeship Agreement- 29 CFR 29.3 (d)&(e) - 29 CFR 29.5(b)(11)

1. Prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's/participating employer's written rules and policies, and the apprenticeship agreement.
2. After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement which must be submitted to the Office of Apprenticeship. Such submission can be done electronically through the Registered Apprenticeship Partner Information System ("RAPIDS"), using the Apprentice Electronic Registration process, or on ETA Form 671.
3. The Sponsor will receive their username and login information for RAPIDS upon registration. The Office of Apprenticeship must be advised within 45 days of the execution of each new apprenticeship agreement. The sponsor also must provide a copy of the completed apprenticeship agreement to the apprentice and the employer. An additional copy should be provided to a veteran's state approving agency for any veteran apprentice desiring access to benefits to which they are entitled.

Section 7 – Notice to Registration Agency of Apprenticeship Agreements - 29 CFR § 29.5(b)(19)

The Sponsor or its designated apprenticeship committee (*if established*) shall promptly notify the Registration Agency within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore.

Section 8 – Supervision of Apprentices - 29 CFR § 29.5(b)(14)

1. The Employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the Employer's professionals to whom they are assigned. The Program Coordinator of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled professional, evaluation of work performance, and completion and submittal of progress reports to Sponsor.
2. No apprentice shall work without proper or adequate supervision. For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified mentor or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Note: To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary training, instruction and guidance to perform tasks safely, correctly, and efficiently.

Section 9 – Transfer of an Apprentice - 29 CFR 29.5(b)(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

1. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program



- sponsor.
2. Transfer must be to the same occupation.
 3. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

Section 10 – Periodic Review - 29 CFR § 29.5(b)(6)

1. Each Apprentice shall be responsible for maintaining a record of his or her work experience/training on the job and in related training instruction and for having this record verified by the Sponsor/Participating Employer for inclusion in the Apprentice's record folder. This record will be included in each Apprentice's file maintained by the Sponsor.
2. Before each period of advancement, or at any other time when conditions warrant, the Sponsor shall examine the Apprentices to determine whether they have made satisfactory progress. If the Apprentices' related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient, before advancing to the next step.
3. Consistent with the terms of the Apprenticeship Agreement, should it be found that the Apprentice does not have the ability or desire to continue the training to become a professional, the Sponsor will, after the Apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
4. Written records of progress evaluations and corrective and final actions shall be maintained.

Section 11 – Safety and Health Training - 29 CFR § 29.5(b)(9)

All apprentices must receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., or State standards that have been found to be at least as effective as the Federal standards.

Section 12 – Credit for Prior Experience - 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

The Sponsor/Participating Employer may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

1. Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor/ Participating Employers must submit the request at the time of application and furnish such records to the Sponsor/ Participating Employers to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by Sponsor/Participating Employers during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.
2. An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.
3. The granting of advanced standing will be uniformly applied to all apprentices.

Section 13 – Certificate of Completion of Apprenticeship - 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (*RAPIDS 2.0*) accompanied by the appropriate documentation for both on-the-job learning and the related training instruction as may be required by the Registration Agency.

Certificate of Training

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of Apprenticeship (*the Registration Agency*), only for a registered apprentice who has been certified by the sponsor as



having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related training instruction for the apprentice accompany such requests.

Section 14 – Maintenance of Records - 29 CFR 29.5(b)(6), 29.5 (b)(23); and 30.12 (a-d)

The Sponsor/Participating Employers are responsible for maintaining, at a minimum, the following records, and make those records available to the Sponsor and the Registration Agency:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice’s OJL;
- related training instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

The Sponsor/Participating Employers will also maintain all records relating to apprenticeship applications (*whether selected or not*), including, but not limited to, the sponsor’s outreach, recruitment, interview, and selection process. All records retained pursuant to part 30 must clearly identify the race sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant for apprenticeship For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

All such records are the property of the Sponsor and will be maintained for a period of 5 years from the date of last action. The records shall be made available upon request by the Office of Apprenticeship, U. S. Department of Labor for inspection.

Section 15 - Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

1. The Sponsor/Participating Employer will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.
2. The Sponsor/Participating Employer will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Section 16 - Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

The Sponsor acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor’s registration or by two years from the date of registration of the program’s fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship’s website.

Section 17 – Selection Procedure 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

The Sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b) The sponsor will select apprentices by any

1. Interested students will meet with the high school guidance counselor to ensure coursework and course load match to expectations of the apprenticeship and high school graduation.
2. Students will complete all necessary employment application processes with the desired employer.
3. Employers will conduct interviews and make the final decision based on prior experience and fit to the



apprenticeship program.

Note: Selection Procedures are required no matter how many apprentices are registered in the program.

Section 18 - Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues:

EEO Complaint Procedures – 29 CFR § 30.14:

An apprentice, applicant for apprenticeship, or authorized representative of an apprentice or applicant may file a complaint with the Registration Agency if the apprentice or applicant believes that:

1. The apprentice or applicant has been discriminated against or harassed on the basis of race, color, religion, national origin, age (40 or older), genetic information, disability, sex or sexual orientation with regard to apprenticeship.
2. The apprentice or applicant has been retaliated against for the following:
 - Filing a complaint alleging a violation of 29 CFR § 30;
 - Opposing a practice prohibited by 29 CFR § 30 or federal or state equal opportunity law;
 - Furnishing information to, or assisting or participating in, an investigation or proceeding under 29 CFR § 30 or federal or state equal opportunity law;
 - Exercising any rights and privileges under 29 CFR § 30; or
 - Equal opportunity standards with respect to the apprentice's selection or any other benefit, term, condition, or privilege associated with apprenticeship have not been followed in the operation of an apprenticeship program.
3. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Complaints must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Dept. of Labor, Office of Apprenticeship
Attn: Chief, Division of Registered Apprenticeship and Policy
Address: 200 Constitution Ave, NW
Washington, DC 20210
(202) 693-2796
ApprenticeshipEEOcomplaints@dof.gov

The Sponsor must provide written notice to all applicants for apprenticeship and all apprentices of their right to file a discrimination complaint and the procedures for doing so. The notice must include the address, phone number, and other contact information for the Registration Agency that will receive and investigate complaints filed under this part. The notice must be provided in the application for apprenticeship and must also be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the specific wording set forth at 29 CFR § 30.14(b).

Other General Complaints

For complaints concerning issues covered by the apprenticeship agreement or standards but not covered by a CBA or concerning discrimination or other equal opportunity matter, the Sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings, as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The appropriate authority to receive, process, and dispose of complaints covered by this paragraph is:



*Dr. Kerri Nelson
304 W. Nishna Road
Shenandoah, IA 51061
712-246-1581
nelsonk@shenandoah.k12.ia.us*

Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at:

*USDOL/Office of Apprenticeship
Greer L. Sisson
State Director
210 Walnut Room 715
Des Moines Iowa 50309
Sisson.greer@dol.gov*

Section 19 - Reciprocity of Apprenticeship Programs - 29 CFR § 29.13 (a) (7)

1. States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.
2. Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

Section 20 - Registration Agency General Contact Information - 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below.

*USDOL/Office of Apprenticeship
Richard Madden
Apprenticeship and Training Representative
210 Walnut Room 715
Des Moines Iowa
madden.richard@dol.gov*

Section 21 – Conformance with Federal Laws and Regulations

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.



Section 22 – Veterans’ Educational Assistance as Mandated by Public Law 116-134 (134 STAT.276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor’s Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA’s website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: *The aforementioned requirements of Public Law 116-134 shall apply to “any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act” (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.*



Section 23-- Official Adoption of Apprenticeship Standards

Shenandoah, Community School District officially adopts these Standards of Apprenticeship on this 30th day of September

2021
Debbie A. Nelson

Name

Superintendent

Title



GLOSSARY OF TERMS

1. **APPRENTICE:** Means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in §29.4 under standards of apprenticeship fulfilling the requirements of §29.5.
2. **APPRENTICESHIP AGREEMENT:** Means a written agreement, complying with §29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
3. **APPRENTICESHIP APPROACHES:**
 - **COMPETENCY-BASED APPROACH:** Measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.
 - **HYBRID APPROACH:** Measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
 - **TIME-BASED APPROACH:** Measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
4. **CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.
5. **EMPLOYER:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
6. **CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. (*if applicable*)
7. **EMPLOYER ACCEPTANCE AGREEMENT:** Means an agreement between the sponsor and an undersigned participating employer which agrees to carry out the intent, purpose, rules and decisions of the sponsor established under an approved set of Registered Apprenticeship Standards.
8. **JOURNEYWORKER:** Means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)
9. **TRAINING REQUIREMENTS:**
 - **ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.
 - **RELATED INSTRUCTION:** Means an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the



Office of Apprenticeship.

10. **WORK PROCESS SCHEDULE:** An outline of the tasks in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process.
11. **REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A Federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.
12. **SPONSOR:** Means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.



<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
VETERINARY AND LABORATORY ANIMAL TECHNICIAN	31-9096.00	1112CB

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor/participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs task properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their twelve month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**



Apprentice Name: _____

Start Date _____

COMPETENCIES	Demonstrated Fundamental	Proficient in Tasks	Completion Date	N/A
1. Knowledge of basic principle and technical skills				
<ul style="list-style-type: none"> Required to provide quality animal husbandry and health care in <u>conventionally housed</u> animals. 				
<ul style="list-style-type: none"> Sanitizes cages and accessories according to SOP 				
<ul style="list-style-type: none"> Proper handling and restraining techniques 				
<ul style="list-style-type: none"> Feeds, waters and houses for animal models 				
<ul style="list-style-type: none"> Appropriate transportation techniques for different animal models 				
2. Knowledge of basic principles and technical skills				
<ul style="list-style-type: none"> Required to provide quality animal husbandry and health care in specially housed animal models, including <u>bio-hazard and immunocompromised</u> animal models. 				
<ul style="list-style-type: none"> Observes SOP in preparing caging, accessories, water and food for animals with special healthcare needs 				
<ul style="list-style-type: none"> Appropriate transportation techniques for different animal models 				
3. Observes Standard Operating Procedures (SOP) for performance of protocols and management of research animals				
<ul style="list-style-type: none"> Prepare and administer special diets according to SOP protocol. 				
<ul style="list-style-type: none"> Observe, identify, and report animals with signs of pain or unhealthiness. 				
<ul style="list-style-type: none"> Prepare and administer medications according to SOP 				
<ul style="list-style-type: none"> Weigh animals in a consistent manner according to protocol. 				
<ul style="list-style-type: none"> Measure and/or collect experimental and animal data (measure tumors, count/record behavior points) 				
<ul style="list-style-type: none"> Accurately calculate medication dosing. 				
<ul style="list-style-type: none"> Monitor and manage animals' vital signs during surgery and maintain anesthesia to the appropriate surgical plane. 				
<ul style="list-style-type: none"> Follow pre and post-operative procedures as per protocol. 				
<ul style="list-style-type: none"> Monitor and document animals' vital signs during post-operative procedures as per protocol. 				
<ul style="list-style-type: none"> Follow aseptic technique when assisting in animal surgeries. 				
<ul style="list-style-type: none"> Knowledge of basic animal breeding colony management. 				
4. Demonstrate proper use and maintenance of equipment				
<ul style="list-style-type: none"> Performs routine cleaning and calibration of equipment 				



○ Autoclave				
○ Cage washer				
○ Bottle filler				
○ Scales & Balances				
○ Laminar Flow Biological Hoods				
5. Documentation, Communication and Problem solving				
• Complete daily and weekly animal census with 99% accuracy,				
• File documents in appropriate locations				
• Correctly and consistently input animal health data into electronic form				
6. Observe Safe and Compliant Practices				
• Dispose of specimens and laboratory waste in accordance with SOP, regulatory agencies and protocol requirements.				
• Demonstrate consistent and appropriate hand-washing techniques.				
• Use of protective equipment, chemical showers, eye wash stations and fire extinguishers.				
• Demonstrate knowledge of Animal facility's chemical hygiene plan and location of MSDS sheets.				
• Demonstrate knowledge of handling procedures and precautions for chemical, biological and radiological materials.				
7. Demonstrate ethical and responsible conduct in all Animal Research Laboratory related activities				

Date Completed: _____

Apprentice: _____

Mentor: _____

Supervisor: _____

Sponsor: _____

Participating Employer must return this form to the Sponsor



Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____ Ranking: _____

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and workplace					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____



1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on competencies demonstrated in lieu of time considerations. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 1:1.

Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Level	Minimum Starting Wage(s)	On-the-Job Learning Benchmark	Education Timeline
1	\$7.25	With supervision, begin field training and become familiar with all required competencies.	Junior year
2	\$7.50	With supervision, demonstrate proficiency in all required tasks.	Senior year
3	\$8.50	With little or no supervision, demonstrate proficiency in all required tasks.	Post-Graduation from High School

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$9.00 per hour.

Note: Participating Employers will annotate wages on the Company Participation Agreement.

Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)



Provider(s): Shenandoah Community Schools
 Address: 1000 Mustang Drive
 Shenandoah, IA 51601

Method: Classroom

1. During the term of apprenticeship, each Apprentice is required to complete approximately 146 hours of related training instruction.
2. Each Apprentice’s attendance and progress in related training instruction must be tracked and appropriate records maintained.
3. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
4. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
5. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
6. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
7. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
8. Each Apprentice’s attendance and progress in related training and instruction must be tracked and appropriate records maintained.
9. Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
10. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice’s progress in related instruction classes.
11. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
12. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
13. Apprentices will not be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Related Training and Instruction
Math and Numeracy Skills
Arrange, add, subtract, multiply and divide whole numbers
Solve practical problems using addition, subtraction, multiplication and division of whole numbers
Solve practical problems involving fractions
Solve problems using operations with decimal fractions
Analyze problems to determine whether they are direct or inverse proportions, set up proportions and solve for unknowns
Solve practical applied customary length, area, volume, capacity and weight problems
Solve practical applied metric length, , area, volume, capacity and weight problems
Compute areas of more complex figures that consist of two or more common polygons
Solve practical applied problems involving tolerances and limits (customary and metric)
Read and interpret data from given vertical and horizontal bar graphs
Draw and label vertical and horizontal bar graphs using given data
Read and interpret data from given circle graphs
Read and interpret data from given broken-line, straight-line and curved-line graphs
LANGUAGE ARTS and COMMUNICATIONS SKILLS
Prepare and deliver an informative speech
Give and accept constructive criticism



Identify strategies for different types of conflict
Define the term nonverbal communication and explain how it differs in each of the three cultural levels: technical, formal and informal
Create a resume appropriate for a high school student going to the next steps of their life
Define the term small group and list the uses and values of small group communication in an effective organization
Actively participate in small group, problem-solution process and present the results to an audience
Summarize the communication skills needed by effective team members in a leadership position and why these skills are so important
Identify the leader's responsibilities during a team meeting
Formulate a message while writing a business letter
Demonstrate proficiency in a job interview
FINANCIAL LITERACY
Explain the three basic reasons for saving money
Develop a plan for spending and saving that has both long-term and short-term components
Evaluate investment alternatives: money markets, bonds, single stocks, mutual funds, annuities and real estate
Identify the costs of using various credit
Understand that integrity and honesty are important when it comes to negotiating with others
Analyze the components of an employer benefits package
Differentiate between term and cash life insurance
Describe factors affecting take-home pay
HEALTH
CPR instruction
Understand the characteristics of positive mental, social, and physical wellness
Identify stress management techniques
Recognize how a person's choices can affect our environment and what we individually and collectively can do to improve our environment.
Describe how the skills of communication, cooperation and compromise are essential for healthy relationships
Identify what is and is not sexual harassment

APPRENTICESHIP SPECIFIC SKILLS	
A. Anatomy and Physiology Introduction to the systematic study of anatomy and physiology of animals with emphasis on functional relationships and interdependence of systems.	48
B. Laboratory Animal Clinical Management Survey of common management practices in veterinary facilities and care of laboratory animals in a clinical setting. Topics including but not limited to; aseptic techniques, anesthesia and analgesia, Regulations/Compliance, safety, genetics/breeding colonies, diseases in laboratory animals, diagnostic techniques, immunology, and pharmacology	66
C. Technical Mathematics II Review of mathematical functions including fractions, decimals, measurement, scientific notation, percentages, proportions, perimeters, areas, volumes of geometric figures and problem solving techniques	16
D. Communications Development of oral, written communication skills utilized in the workplace. Technical writing for SOP, research protocol, and documentation. Review of skills, as well as potential barriers to effective "listening". Basic principles and techniques for communication with non-native English speakers.	16
TOTAL HOURS	146

<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
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INDUSTRIAL MANUFACTURING TECHNICIAN <i>(Alternate Title: Manufacturing Production Technician)</i>	17-3029.09	2031CB
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Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs task properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**



Apprentice Name: _____

Start Date _____

JOB FUNCTION 1: Protect self and other workers from accidents and injuries	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Follow employer safety requirements, including the consistent and proper use of protective clothing and personal safety devices				
B. Maintain a clean and orderly workplace, storing chemicals and corrosive or combustible materials properly and disposing of waste products according to company policies and local/federal laws and regulations				
C. Use, store and maintain hand-tools properly to eliminate trip hazards, injury, electrocution or damage				
D. Lift supplies and materials using proper body mechanics and assistive devices, such as hoists, lifts, forklifts and straps				
E. Report and respond promptly, safely and appropriately to emergency or hazard situation and troubleshoot any issues that may arise				
F. Use lock-out/tag-out procedures when working with appropriate tools and equipment				
JOB FUNCTION 2: Accurately and properly interpret production specifications in order to set up/plan for production run	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Outline operational sequence and steps in production process; identify points of transition between different employees or machines in the production area and impact on downstream production				
B. Identify and obtain the appropriate raw materials for use in production				
C. Obtain the necessary tools for performing the production run (such as tools to set up or modify equipment or to prepare or finish production materials)				
D. Set up or program machine according to manufacturer's and/or employer's specifications, seeking support of a qualified programmer or maintenance technician when utilizing appropriate notification procedures				



E. Set up production run based on recommended run time, production intervals, inspection intervals or production requirements				
F. Coordinate production run with others based on supply requirements, product transition and inspection needs, or employer priorities				
G. Notify appropriate individual of concerns regarding production plans, access to raw materials, run time or potential delays in production timing or production quantity/quality				
JOB FUNCTION 3: Set up, inspect and adjust production equipment prior to the full production run	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Set up production equipment to meet production specifications				
B. Inspect production equipment and surrounding work area				
C. Adjust production equipment to meet and maintain production specifications				
D. Notify appropriate individual of potential problems with equipment or machine function, need for routine maintenance, or concerns about unusual sounds, vibrations, smells or production errors				
JOB FUNCTION 4: Operate production equipment according to production schedule and protocols and meeting all safety requirements	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Maintain a neat and orderly work-space ensuring that work area is properly marked or cordoned off and eliminating or flagging potential trip hazards created by production materials or products				
B. Plan an appropriate production schedule taking into account availability of raw materials and production capacity of equipment/machines				
C. Utilize raw materials properly, using protective gear and lifting devices as necessary				
D. Use personal protection devices as necessary and maintain proper ergonomic positioning relative to equipment or machines, raw materials and production products				
E. Document run specifications, adjustments,				



output and quality assurance checks				
F. Apply emergency stop procedures when necessary to avoid personal injury, damage to machinery or facilities, or spoilage of production run				
G. If emergency stop procedures are employed, begin troubleshooting procedures to fix the equipment, including documenting issues with equipment and the production run				
JOB FUNCTION 5: Produce products that meet or exceed quality, volume and cost requirements	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Observe production rate as compared to scheduled or projected rate, quantity or volume, and modify as necessary; notify appropriate individual of potential delays, under-production or potential additional capacity				
B. Monitor production quality, including the inspection of parts and products, and troubleshoot if necessary to improve quality and accuracy				
C. Perform product finishing according to production protocols				
D. Document appropriate information, such as product quality parameters, lot numbers or other relevant information				
E. Clearly and openly communicate concerns about quality or quantity of production with appropriate individual and colleagues in the production chain				
F. Adjust to changes in production requirements of schedule				
JOB FUNCTION 6: Shut down, disassemble, and maintain equipment according to manufacturer's and employer's recommendations and protocols	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Shut down equipment according to manufacturer's instructions or employer's protocols				
B. Engage emergency shut-down procedures when necessary				
C. Disassemble equipment and components				
D. Clean up tooling, equipment and work spaces				



E. Sanitize equipment according to applicable standards				
F. Note and troubleshoot needed maintenance or repair services and inform appropriate individual or department, if necessary				
G. Follow preventive maintenance schedule and document				
JOB FUNCTION 7: Contribute to the business goals of the organization through continuous improvement and professional development	Demonstrates Fundamentals	Proficient in Task	N/A	Completion Date
Competencies				
A. Determine the impact of production time, material supply, quality and quantity on the business goals of the employer, its supply chain and its customers				
B. Understand the proprietary nature of materials and how it relates to the business goals and functions				
C. Makes constructive suggestions regarding ways to improve the production process, workplace efficiencies or cost control				
D. Participates in cross training activities to expand knowledge and skill set				
E. Helps others learn about the business, the specifics of production and the connection between production and business goals				
F. Participates in the calculation of costs and revenue, as related to production and business goals				

Date Completed: _____

Apprentice: _____

Mentor: _____

Supervisor: _____

Sponsor: _____



Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____

Ranking: _____

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and work place					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Able to not let personal life interfere with work					
27.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____



Section 2 – Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) 29.5(b)(16)

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on competencies demonstrated in lieu of time considerations. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 1:1.

Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Level	Minimum Starting Wage(s)	On-the-Job Learning Benchmark	Education Timeline
1	\$7.25	With supervision, begin field training and become familiar with all required competencies.	Junior year
2	\$8.25	With supervision, demonstrate proficiency in all required tasks.	Senior year
3	\$8.50	With little or no supervision, demonstrate proficiency in all required tasks.	Post-Graduation from High School

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$9.00 per hour.



Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)

Provider(s): Shenandoah Community Schools
Address: 1000 Mustang Drive
Shenandoah, IA 51601

Method: Classroom

1. During the term of apprenticeship, each Apprentice is required to complete approximately 288 ours of related training instruction.
2. Each Apprentice’s attendance and progress in related training instruction must be tracked and appropriate records maintained.
3. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
4. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
5. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
6. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
7. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
8. Each Apprentice’s attendance and progress in related training and instruction must be tracked and appropriate records maintained.
9. Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
10. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice’s progress in related instruction classes.
11. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
12. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
13. Apprentices will not be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Related Training and Instruction
Math and Numeracy Skills
Arrange, add, subtract, multiply and divide whole numbers
Solve practical problems using addition, subtraction, multiplication and division of whole numbers
Solve practical problems involving fractions
Solve problems using operations with decimal fractions
Analyze problems to determine whether they are direct or inverse proportions, set up proportions and solve for unknowns
Solve practical applied customary length, area, volume, capacity and weight problems
Solve practical applied metric length, , area, volume, capacity and weight problems
Compute areas of more complex figures that consist of two or more common polygons
Solve practical applied problems involving tolerances and limits (customary and metric)
Read and interpret data from given vertical and horizontal bar graphs
Draw and label vertical and horizontal bar graphs using given data
Read and interpret data from given circle graphs
Read and interpret data from given broken-line, straight-line and curved-line graphs
LANGUAGE ARTS and COMMUNICATIONS SKILLS



Prepare and deliver an informative speech
Give and accept constructive criticism
Identify strategies for different types of conflict
Define the term nonverbal communication and explain how it differs in each of the three cultural levels: technical, formal and informal
Create a resume appropriate for a high school student going to the next steps of their life
Define the term small group and list the uses and values of small group communication in an effective organization
Actively participate in small group, problem-solution process and present the results to an audience
Summarize the communication skills needed by effective team members in a leadership position and why these skills are so important
Identify the leader's responsibilities during a team meeting
Formulate a message while writing a business letter
Demonstrate proficiency in a job interview
FINANCIAL LITERACY
Explain the three basic reasons for saving money
Develop a plan for spending and saving that has both long-term and short-term components
Evaluate investment alternatives: money markets, bonds, single stocks, mutual funds, annuities and real estate
Identify the costs of using various credit
Understand that integrity and honesty are important when it comes to negotiating with others
Analyze the components of an employer benefits package
Differentiate between term and cash life insurance
Describe factors affecting take-home pay
HEALTH
CPR instruction
Understand the characteristics of positive mental, social, and physical wellness
Identify stress management techniques
Recognize how a person's choices can affect our environment and what we individually and collectively can do to improve our environment.
Describe how the skills of communication, cooperation and compromise are essential for healthy relationships
Identify what is and is not sexual harassment

APPRENTICESHIP SPECIFIC SKILLS	
1. Woods Manufacturing	
2. Drafting	
3. Furniture Design and Manufacturing	
TOTAL HOURS	146



Attachment 3A: On-the-Job Learning and Education Outline

<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
<i>CNC Set-Up Programmer Milling and Turning</i>	51-4012.00	1100CE

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs task properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**



Apprentice Name: _____

Start Date _____

JOB FUNCTION 1: Demonstrates basics of measurement, materials, and safety of products and parts	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Identifies and demonstrates use of machine safety and personal protective equipment				
B. Demonstrates compliance with lock-out / tag-out procedures and OSHA requirements and guidelines				
C. Handles and stores hazardous materials as assigned while adhering to safe practices in accordance with OSHA and EPA requirements and guidelines				
D. Develops an inspection plan and inspects simple parts using precision tools and techniques while preparing reports on the compliance of the parts				
E. Performs the inspection of parts				
F. Follows a sampling plan to allow for process control				
G. Analyzes the performance of a single-part production process				
H. As a member of a process team, analyzes the performance of a production process				
JOB FUNCTION 2: Conducts job planning, layout, and benchwork	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Lays out the location of hole centers and surfaces with accuracy				
B. Using aluminum or mild steel, hand drills and hand taps holes				
C. Sets up and performs sawing to a layout				
D. Develops a process plan for a part requiring milling, drilling, turning, or grinding				
JOB FUNCTION 3: Operates manufacturing equipment	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Sets up and operates machine tools to perform routine drilling operations				
B. Sets up and performs squaring up the six surfaces of a block to within +/- .2 inch and .002 inch over 4.5 inches squareness				
C. Sets up and operates vertical milling machines				
JOB FUNCTION 4: Generates CNC programming and operates a milling machine	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Using the principles of Cartesian coordinates, develops a program for the manufacture of a simple part				
B. Creates a qualified CNC program, sets up and operates the mill, changes tool values as necessary, and replaces and qualifies tooling as necessary				
C. Sets up and operates a CNC mill or CNC milling center				
D. Writes sophisticated RS-274-D programs				
E. Creates programs using a manufacturing modeling software package				
JOB FUNCTION 5: Demonstrates CNC turning operations and operates a CNC lathe	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Sets up and carries out, between centers and with chucks, turning operations				



B. Uses the principles of Cartesian coordinates to develop a program for the manufacture of a simple part				
C. Operates a CNC lathe or turning center				
D. Writes sophisticated programs				
E. Creates programs using a manufacturing modeling software package				
JOB FUNCTION 6: Conducts general housekeeping and maintenance	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Keeps the duty station, tools, workbenches, and manual equipment clean and safe for work				
B. Inspects and assesses the general condition of an assigned machine tool				
C. Inspects and assesses the condition of tooling				
JOB FUNCTION 7: Engages in career management and employee relations	Demonstrated Fundamentals	Proficient in Tasks	Completion Date	N/A
A. Develops and explains a short-term career plan and resume				
B. Completes job application form and demonstrates interviewing skills				
C. Demonstrates appropriate interpersonal skills in job performance evaluations, group communication and decision-making, and conflict resolution				
D. Identifies and explains the major departments or functions in a metalworking company and how they affect production units				
E. Understands and explains employment rights and responsibilities in metalworking companies				

Date Completed: _____

Apprentice: _____

Mentor: _____

Supervisor: _____

Sponsor: _____



Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____

Ranking: _____

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and work place					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Able to not let personal life interfere with work					
27.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____



Section 2 –Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) 29.5(b)(16)

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on competencies demonstrated in lieu of time considerations. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 1:1.

Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Level	Minimum Starting Wage(s)	On-the-Job Learning Benchmark	Education Timeline
1	\$7.25	With supervision, begin field training and become familiar with all required competencies.	Junior year
2	\$8.25	With supervision, demonstrate proficiency in all required tasks.	Senior year
3	\$8.50	With little or no supervision, demonstrate proficiency in all required tasks.	Post-Graduation from High School

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$9.00 per hour.



Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)

Provider(s): Shenandoah Community Schools
Address: 1000 Mustang Drive
Shenandoah, IA 51601

Method: Classroom

1. During the term of apprenticeship, each Apprentice is required to complete approximately 288 hours of related training instruction.
2. Each Apprentice’s attendance and progress in related training instruction must be tracked and appropriate records maintained.
3. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
4. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
5. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
6. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
7. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
8. Each Apprentice’s attendance and progress in related training and instruction must be tracked and appropriate records maintained.
9. Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
10. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice’s progress in related instruction classes.
11. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
12. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
13. Apprentices will be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Related Training and Instruction
Math and Numeracy Skills
Arrange, add, subtract, multiply and divide whole numbers
Solve practical problems using addition, subtraction, multiplication and division of whole numbers
Solve practical problems involving fractions
Solve problems using operations with decimal fractions
Analyze problems to determine whether they are direct or inverse proportions, set up proportions and solve for unknowns
Solve practical applied customary length, area, volume, capacity and weight problems
Solve practical applied metric length, , area, volume, capacity and weight problems
Compute areas of more complex figures that consist of two or more common polygons



Solve practical applied problems involving tolerances and limits (customary and metric)
Read and interpret data from given vertical and horizontal bar graphs
Draw and label vertical and horizontal bar graphs using given data
Read and interpret data from given circle graphs
Read and interpret data from given broken-line, straight-line and curved-line graphs
LANGUAGE ARTS and COMMUNICATIONS SKILLS
Prepare and deliver an informative speech
Give and accept constructive criticism
Identify strategies for different types of conflict
Define the term nonverbal communication and explain how it differs in each of the three cultural levels: technical, formal and informal
Create a resume appropriate for a high school student going to the next steps of their life
Define the term small group and list the uses and values of small group communication in an effective organization
Actively participate in small group, problem-solution process and present the results to an audience
Summarize the communication skills needed by effective team members in a leadership position and why these skills are so important
Identify the leader's responsibilities during a team meeting
Formulate a message while writing a business letter
Demonstrate proficiency in a job interview
FINANCIAL LITERACY
Explain the three basic reasons for saving money
Develop a plan for spending and saving that has both long-term and short-term components
Evaluate investment alternatives: money markets, bonds, single stocks, mutual funds, annuities and real estate
Identify the costs of using various credit
Understand that integrity and honesty are important when it comes to negotiating with others
Analyze the components of an employer benefits package
Differentiate between term and cash life insurance
Describe factors affecting take-home pay
HEALTH
CPR instruction
Understand the characteristics of positive mental, social, and physical wellness
Identify stress management techniques
Recognize how a person's choices can affect our environment and what we individually and collectively can do to improve our environment.
Describe how the skills of communication, cooperation and compromise are essential for healthy relationships
Identify what is and is not sexual harassment

APPRENTICESHIP SPECIFIC SKILLS
Computers and Electronics —circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Mechanical —machines and tools, including their designs, uses, repair, and maintenance.
Mathematics — arithmetic, algebra, geometry, calculus, statistics, and their applications.
Production and Processing —raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
Design —design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
Engineering and Technology —practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
Computers and Electronics —circuit boards, processors, chips, electronic equipment, and computer hardware and software,



including applications and programming.
Mechanical —machines and tools, including their designs, uses, repair, and maintenance.
TOTAL HOURS 288



On the Job Learning Experiences

Junior Year Entrance

	Incoming Summer	1st Semester	2nd Semester
11th Grade		-Related Training *Registered as an apprentice if OJL opportunity arises. (Level 1)	- Related Training *Registered as an apprentice if OJL opportunity arises. (Level 1)
12th Grade	40 Hours per Week (LEVEL 1-2) *Registered as an apprentice	Average 20 hours per week (LEVEL 2) *Registered as an apprentice	Average 20 hours per week Possible Completion of Program (LEVEL 2) *Registered as an apprentice
Post-High School	40 hours per week (Level 3) Complete any additional coursework required by Apprenticeship and OJL until competencies are met. When competencies are met, apprentice is eligible for regular full time employment.		

Senior Year Entrance

	Incoming Summer	1st Semester	2nd Semester
12th Grade	40 Hours per Week (LEVEL 1-2) *Registered as an apprentice	-Related Training Average 20 hours per week (LEVEL 1-2) *Registered as an apprentice	-Related Training Average 20 hours per week (LEVEL 1-2) *Registered as an apprentice
Post-High School	Full Time Employment which may include overtime (LEVEL 3) Complete any additional coursework required by Apprenticeship agreement and OJL until competencies are met. When competencies are met, apprentice is eligible for regular full time employment.		

* Completion of the Apprenticeship (Post-Secondary Workplace Experience) = Community College Credits to be determined based on competencies and/or hours completed.



Appendix B

ETA-671 APPRENTICESHIP AGREEMENT

(This is an example only. ETA 671 Generated by RAPIDS. Contact your ATR for assistance)

<https://dol.appiancloud.com/suite/>



Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION – SECTION II OMB No. 1205-0223 Expiration Date: 03/31/2023

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number - -	Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) Non-Veteran Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) Male Female		4. a. Ethnic Group (Mark one) Hispanic or Latino Not Hispanic or Latino	6. Education Level (Mark one) 8th grade or less 9th to 12th grade GED High School Graduate or Greater Post-Secondary or Technical Training
7a. Employment Status (Mark one) New Employee Existing Employee		7b. Career Connection (Mark one) (Instructions on reverse) None Pre-Apprenticeship Technical Training School Military Veterans Job Corps Youth Build HUD/STEP-UP Career Center Referral School-to-Registered Apprenticeship		
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date		

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a Occupation (The work processes listed in the standards are part of this agreement).	2b Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) Yes No	
3. Occupation Training Approach (Mark one) 3a. Time-Based 3b. Competency-Based 3c. Hybrid		4. Term (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs., Mos., Yrs.)	
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins	
9a. Related Instruction (Number of Hours Per Year)	9b. Apprentice Wages for Related Instruction Will Be Paid Will Not Be Paid	9c. Related Training Instruction Source Associated Locksmiths of America, Penn Foster		

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term Hrs., Mos., or Yrs.										
10e. Wage Rate (Mark one) % or \$										

11. Signature of Sponsor's Representative(s) Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
12. Signature of Sponsor's Representative(s) Date Signed	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
------------------------------------	------------------------------------	--------------------



4. Apprentice Identification Number (Definition on reverse):

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian and Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American. A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:



- 10a. Prior hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.
- 10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.
- 10c. Journeyworker's wage: sponsor enters wage per hour.
- 10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.
- 10e. Percent or dollar amount: sponsor marks one.

- Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
- 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
 - 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR Part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR Part 29. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0023)



Voluntary Disability Disclosure OMB No. 1205-0223 Expiration Date: 03/31/2023

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.⁽¹⁾ To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

⁽¹⁾ Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Apprenticeship website at <https://www.doleta.gov/OA/eo/>.



Participation Agreement

Check One

Veterinary and Laboratory Animal Technician
Industrial Manufacturing (Alt Title Manufacturing Production Technician)
CNC Set Up Programmer Milling and Turning

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Shenandoah Community School District and agree(s) to carry out the intent and purpose of said Standards and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The Employer affirms they have been furnished a copy of the Standards and have read and understood them, and request approval to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards that are consistent with the requirements set forth in 29 CFR § 30.10(b). This employer participation agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer or the Office of Apprenticeship.

Business Name _____

Employer' Name _____

Title _____

Federal Tax ID Number (EIN): _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ E-mail: _____

Journeyworker/Mentor Wage (Apprentice Completion Wage) \$ _____

Signature _____ Date: _____

Reviewed and Approved by:

Shenandoah Community School District

Signature _____ Date: _____

Title: _____

All Employer Participation Agreement must be uploaded in RAPID's 2.0 by the Sponsor

DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED

In accordance with Title IX of the Education Amendments Act of 1972, the [NAME] Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Aaron Burdorf, JK-8 Principal & Equity Coordinator, Shenandoah JK-8, 601 Dr. Creighton Circle, Shenandoah, IA 51601, (712) 246-2520, email burdorfa@shencsd.com

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Legal References: 20 U.S.C. § 1681 *et seq.*

 34 C.F.R. § 106 *et seq.*

Approved _____

Reviewed _____

Revised _____

A district may request allowable growth and supplemental aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

Our Board approved this action on

Upload your minutes (PDF or Word): No file chosen

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$941,184.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$2,112,662.55	\$94,118.40
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$2,367,588.10	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$254,925.55)	<input type="text" value="\$254,925.55"/>

DISTRICT LEVEL FORMS	STATUS	DATE
----------------------	--------	------

Program between 410 - 419 Account ID = 9 and Fund = 10 Object by Function		Salaries 100-199	Benefits 200-299	Purchased Professional 300-399	Equip rental/repair 430-449	Other (tuition) 500-599	Supplies 600-699	Equip 730-739	Total
i. Instruction	1XX	84,572.31	23,103.84	0.00	0.00	1,429.31	114.74	0.00	109,411.45
i. Student Support Services	21XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. Staff Support Services	22XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. Exec Admin	23XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. Bldg Admin	24XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. Business Admin	25XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. O & M	26XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. Transportation	27XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i. Community Services	33XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Total		84,572.31	23,103.84	0.00	0.00	1,429.31	114.74	0.00	109,411.45

11. Total (Line 10)		109,411.45
12. Weighted funding received (from October 2018 CE x FY20 DCCP) (2.42 X 6880)	16,649.60	
13. Other resources (expenditures above that have project >0000, excluding 1112)	38,882.41	
14. FY19 state and federal carryover	0.00	
15. MAG on FY20 Application form (from SBRC application form)	3,027.00	
16. Resources Available but unused	0.00	
Total Resources Available (Sum Lines 12 thru 16)		58,477.01
17. Preliminary Maximum allowable request (Lines 11-Total Resources Available, if positive, otherwise zero)		50,934.39
18. Any expenditure included in the row above that is not expressly allowed by IAC (district input)	0	
19. Maximum allowable request (Line 17 minus 18, if positive, otherwise zero)		50,934.39
20. Amount requested (may be less than maximum allowable)		50,934.39
21. FTE of LEP students in instructional LEP program on count date (from October 19 SR/CE)	10.00	10.00
22. FTE of LEP students in instructional LEP program at end of year (from SRI Spring 20)	11.00	11.00

LEASE AGREEMENT

This Lease Agreement (this "Agreement") is effective as of 9/21/2020, 2020 (the "Effective Date") between the Shenandoah Community School District ("Tenant") and Shenandoah Public Library ("Landlord").

WHEREAS, Tenant desires to provide internet service to its students in residential areas throughout its District; and

WHEREAS, in order to provide such internet service, Tenant needs to locate wireless internet broadcasting equipment at strategic locations within the community; and

WHEREAS, Landlord owns property that would provide a suitable location for Tenant to install its equipment and Landlord is willing to permit Tenant to use its premises in accordance with the terms and conditions stated in this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. **PREMISES.** Landlord owns certain real property locally known as 201 S. Elm St (the "Landlord's Property"). The Landlord hereby lets to the Tenant and the Tenant hereby leases from the Landlord a portion of the Landlord's Property depicted and/or described on **Exhibit A** attached hereto (the "Premises"), together with the non-exclusive right to enter the Landlord's Property to access the Premises 7 days a week, 24 hours a day.

2. **TERM.** This Agreement shall be effective as of the Effective Date and shall continue for an initial term of 3 years (the "Term"). The Term of this Agreement shall automatically be extended on the same terms and conditions for successive 3-year periods unless either party terminates it by giving the other party written notice of its intent to terminate at least 6 months prior to the end of the then current Term.

3. **RENT.** Tenant shall not be required to pay rent under this Agreement. Landlord acknowledges and agrees that it has received good and valuable consideration from Tenant in exchange for Tenant's use of the Premises, and Landlord covenants not to allege a lack of consideration as a defense to its obligations under this Agreement.

4. **USE.** Tenant may use the Premises for the purpose of installing, maintaining, repairing, and operating wireless internet equipment and other uses incidental thereto. All equipment shall be at the Tenant's expense and their installation shall be at the discretion and option of Tenant. Tenant shall have the right to replace, repair, add, upgrade, or otherwise modify its equipment or any portion thereof at any time during the Term.

5. **POSSESSION.** Tenant shall have the right to possession of the Premises on the Effective Date and shall return possession to Landlord on the expiration or termination of this Agreement. Tenant shall remove its equipment from the Premises within 3 months following expiration or termination of this Agreement.

6. **INDEMNIFICATION.** Tenant shall indemnify and hold the Landlord harmless against any personal injury or property damage to the extent the same directly results from the Tenant's use of the Premises under this Agreement.

7. **TERMINATION FOR DEFAULT.** If either party breaches the terms of this Agreement, the non-breaching party may serve the breaching party with written notice specifying the breach and giving the breaching party 30 days to cure. If the breaching party does not cure the breach within said 30-day period, the non-breaching party may terminate this agreement by providing the breaching party with written notice of termination, which shall be effective upon receipt by the breaching party. Termination of this Agreement shall be the non-defaulting party's sole and exclusive remedy for a breach of this Agreement by the breaching party.

8. **NOTICES.** All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, addressed as follows:

Landlord: Shenandoah Public Library
Attn: Director
201 S. Elm St.
Shenandoah, IA 51601

Tenant: Shenandoah Community School District
Attn: Superintendent
304 W Nishna Rd
Shenandoah, IA 51601

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

9. **COOPERATION.** Both parties acknowledge and agree to cooperate as needed to assure that all required responsibilities are met by both parties.

10. **NO WAIVER.** No waiver of the breach of any terms or conditions of this Agreement shall be valid unless in writing, nor shall any such waiver constitute a waiver of any other or succeeding breach of the same or other provisions of this Agreement.

11. **ASSIGNMENT; BINDING.** Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

12. **SEVERABILITY.** If any provisions of this Agreement are determined to be invalid by a court of competent jurisdiction, then such provisions shall be deemed null and void, but without invalidating the remaining provisions hereof.

13. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the complete and entire agreement between the parties. None of the terms or conditions of this Agreement shall be in any manner altered or modified except by a written instrument duly signed by both parties.

14. **GOVERNING FORUM AND LAW.** Any dispute arising out of this Agreement shall be tried in a court of competent jurisdiction in Fremont County, Iowa. This Agreement shall be governed by the laws of the State of Iowa.

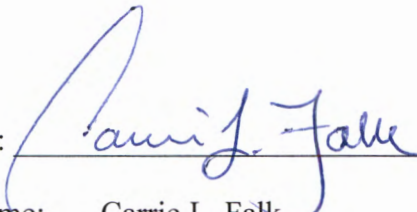
15. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year written below.

LANDLORD:

TENANT:

SHENANDOAH COMMUNITY
SCHOOL DISTRICT

By: 
Name: Carrie L. Falk
Title: Library Director

By: _____
Board President
By: _____
Board Secretary

EXHIBIT A

Premises

[Insert or Attach Description or Depiction of Premises]

Snow Removal Bids 2020-21

Company	Snow Removal	Sand/Salt	Notes
DLA Farms	\$75/truck/hour (probably 2 trucks)	\$100/hour	Apparent low bid depending upon sand/salt time
SW Iowa Parking Lot	\$150/hour	\$300/lot/time	Previous year's bid