

Shenandoah Community School District Board of Directors  
November 9, 2020 – 5:00 p.m.  
Zoom ID: 828 9778 9134  
Passcode: hjFCJ3

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Langley
  - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Report
  - a. End of FY20 Financial Report – Mrs. Sherri Ruzek
7. Consent Agenda
  - a. Minutes
  - b. Treasurer's Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable
  - c. Personnel Requests  
Contracts:  
Patricia Hemker                      Sub Bus Driver                      \$37.00/rt, \$14.72/hour  
  
Modifications:  
Hailey Johnson                      Associate Level I to Level II/III                      \$14.24/hr  
Kaylee Greene                      Associate Level I to Level II/III                      \$12.34/hr probationary
  - d. Fundraising Request:  
\*on attached sheet
  - e. Early Graduation Requests:  
Anna Rakes                      Gabriel Stattler                      Raymundo Ontiveros  
Bastian Lewis                      Mara Dinges                      Sommer Taylor  
Cole Shannon                      Mya Johnson                      Thea Mitchell  
Corbin Reed                      Paul Bruckner
  - f. Open Enrollment Requests:  
KS – Shenandoah to Sidney – deny due to late file and does not meet just cause  
MS – Shenandoah to Sidney – deny due to late file and does not meet just cause  
CS – Shenandoah to Sidney – deny due to late file and does not meet just cause  
SS – Shenandoah to Sidney – deny due to late file and does not meet just cause
8. Action Items
  - a. Approve Annual Service Agreement with Lawn World for Irrigation Service
  - b. Approve Renewal of Cotton Gallery/Wal-Mart Agreement for the High School Apparel Program

- c. Approve Mechanical Maintenance Contracts with Rasmussen Mechanical Services
    - i. K-8 Building - \$4,836
    - ii. High School Building - \$6,336
    - iii. Admin/Logan Building - \$953
  - d. Approve SBRC Application – Open Enrollment Out not in Fall of 2019 at \$165,120
  - e. Approve SBRC Application – Limited English Proficient Instruction beyond 5 years at \$3,101.12
  - f. Approve Furniture Purchase – 20 Tables and Chairs from Krieglers for \$15,700
9. Informational Items
- a. Next Regular Meeting –December 14, 2020 at 5:00 p.m.
10. Adjourn

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

**Mission Statement:**

The SCSD Mission Statement was read by Director Hiser.

**Welcome to Audience:**

President Fichter welcomed everyone to the meeting.

**Open Forum:**

President Fichter read the rules for speaking during the open forum. There was no public comment.

**Administrative Reports:**

Director Langley arrived at 5:06 pm.

**Ongoing Response to COVID 19** – Dr. Kerri Nelson gave an update on how the district is handling COVID 19 tracking and absences. Quarantine guidelines from the state and county are being followed.

**Bus Stop Realignment:**

The transportation department is looking at adding two bus stops to address safety concerns with children crossing busy streets. The exact locations are to be determined.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts, fundraising requests and the payment of bills. Personnel Requests: Contracts: Frances Hughes, sub van driver - \$14.72/hr; Holly Olson, associate - \$13.54/hr. Resignations: Craig Leigan, Bus Driver – effective September 14. Grant Request: Sarah Martin – National Apprenticeship Program, Department of Labor. Motion to approve by Director Langley, second by Director Van Der Vliet. Ayes – Bouray, Langley, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 4-1.

**Action Items:**

***Approve Final Reading of the Title IX Policy 106:***

Motion to approve by Director Van Der Vliet, second by Director Bouray. Motion carried unanimously.

***Approve Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$254,925.55:***

Motion to approve by Director Van Der Vliet, second by Director Bouray. Motion carried unanimously.

***Approve Allowable Growth and Supplemental State Aid for Limited English Proficiency Program in the amount of \$50,934.39:***

Motion to approve by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

***Approve Lease Agreement with Shenandoah Public Library:***

Motion to approve by Director Bouray, second by Director Van Der Vliet. Motion carried unanimously.

**Award Snow Removal and Salt/Sanding Bid:**

Motion to approve the lowest qualifying bid to DLA Farms by Director Van Der Vliet, second by Director Langley. Motion carried 3-0 with Directors Hiser and Fichter abstaining.

**Informational Items:**

Work Session – October 26, 2020 at 6:00 pm.

Next Regular Meeting – November 9, 2020 at 5:00 pm.

**Adjournment:**

Motion by Director Van Der Vliet, second by Director Langley to adjourn the meeting at 5:52 pm.  
Motion carried unanimously.

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Board Secretary

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Board President

**Shenandoah Community School District  
Minutes of the Special Meeting of the Board of Directors – November 2, 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 and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes. Absent were Directors Jeff Hiser and Kathy Langley.

**Action Items:**

***Approve Substantial Completion Documents for Signature with Genesis Contracting, Rasmussen Mechanical Services, Control Management, Big Sky Enterprises (K2 Electric), Tri-City Electric Company and McGill Asbestos:***

Motion to approve by Director Bouray, second by Director Van Der Vliet. Motion carried 3-0 with Directors Hiser and Langley absent.

**Adjournment:**

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 5:02 pm. Motion carried 3-0 with Directors Hiser and Langley absent.

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Board Secretary

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Board President

**Shenandoah Community School District**  
**Minutes of the Work Session of the Board of Directors – November 2, 2020**  
**Administration Board Room and High School**

**Call to Order:**

Board President Jean Fichter called the meeting to order at 5:04 pm.

**Roll Call:**

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

**Discussion Items:**

***Board Goals:***

The board reviewed previous board goals and worked on developing new goals for this year.

**Informational Items:**

**Next Regular Meeting – November 9, 2020 at 5:00 p.m.**

**Adjournment:**

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the work session at 6:27 pm.  
Motion carried 4-0 with Director Hiser absent.

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Board Secretary

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Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>General Fund (10)</b>						
Beg Balance Checking (FNBC)	\$1,243,866.25	\$466,578.18	\$852,337.44	\$833,554.13		
Beg Balance Savings (FNBC)	\$2,724,672.11	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02		
Revenues	\$56,745.67	\$151,061.98	\$1,334,814.17	\$2,012,906.49		
Expenditures	-\$885,669.31	-\$1,114,668.86	-\$1,044,247.66	-\$1,136,957.50		
End Balance Checking (FNBC)	\$466,578.18	\$852,337.44	\$833,554.13	\$240,341.16		
End Balance Savings (FNBC)	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38		
<b>Total General Fund</b>	<b>\$3,455,442.83</b>	<b>\$2,491,835.95</b>	<b>\$2,767,241.15</b>	<b>\$3,648,481.54</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Management Fund (22)</b>						
Beg Balance Checking (FNBC)	\$52,351.80	\$28,509.35	\$41,251.61	\$7,071.15		
Beg Balance Savings (FNBC)	\$1,107,944.62	\$1,117,381.14	\$870,411.28	\$965,200.14		
Revenues Checking	\$9,453.44	\$3,042.20	\$94,790.95	\$191,276.85		
Expenditures Checking	-\$23,859.37	-\$237,269.80	-\$34,182.55	\$6,743.30		
End Balance Checking (FNBC)	\$28,509.35	\$41,251.61	\$7,071.15	\$328.10		
End Balance Savings (FNBC)	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74		
<b>Total Management Fund</b>	<b>\$1,145,890.49</b>	<b>\$911,662.89</b>	<b>\$972,271.29</b>	<b>\$1,151,804.84</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SAVE Fund (33)</b>						
Beg Balance Checking (FNBC)	\$645,393.77	\$124,991.61	\$9,870.07	\$39,655.41		
Beg Balance Savings (FNBC)	\$4,381,301.61	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14		
Revenues Checking	\$92,558.67	\$88,730.37	\$88,431.48	\$88,348.11		
Expenditures Checking	-\$1,590,492.43	-\$1,235,140.50	-\$790,242.42	-\$289,862.16		
End Balance Checking (FNBC)	\$124,991.61	\$9,870.07	\$39,655.41	\$329,626.23		
End Balance Savings (FNBC)	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18		
<b>Total SAVE Fund</b>	<b>\$3,528,761.62</b>	<b>\$2,382,351.49</b>	<b>\$1,680,540.55</b>	<b>\$1,488,843.41</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PPEL Fund (36)</b>						
Beg Balance Checking (FNBC)	\$252,708.95	\$181,353.93	\$1,230.78	\$8,907.44		
Beg Balance Savings (FNBC)	\$400,663.93	\$404,628.26	\$401,655.88	\$436,790.52		
Revenues Checking	\$4,071.99	\$2,027.97	\$65,137.27	\$132,774.84		
Expenditures Checking	-\$71,462.68	-\$185,123.50	-\$22,325.97	-\$17,046.80		
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$181,353.93	\$1,230.78	\$8,907.44	\$2,050.63		
End Balance Savings (FNBC)	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46		
<b>Total PPEL Fund</b>	<b>\$585,982.19</b>	<b>\$402,886.66</b>	<b>\$445,697.96</b>	<b>\$556,609.09</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Debt Service Fund (40)</b>						
Beg Balance Checking (FNBC)	\$0.00	\$0.00				
Beg Balance Savings (FNBC)	\$3.70	\$3.70	\$3.70	\$3.70		
Beg Balance Fiscal Agent (FNBC)	\$96,186.66	\$166,222.13	\$236,276.37	\$306,343.87		
Revenues Checking	\$70,035.47	\$70,054.24	\$70,067.50	\$70,089.75		
Expenditures Checking						
Transfer						
End Balance Checking (FNBC)	\$0.00					
End Balance Savings (FNBC)	\$3.70	\$3.70	\$3.70	\$3.70		
End Balance Fiscal Agent (FNBC)	\$166,222.13	\$236,276.37	\$306,343.87	\$376,433.62		
<b>Total Debt Service Fund</b>	<b>\$166,225.83</b>	<b>\$236,280.07</b>	<b>\$306,347.57</b>	<b>\$376,437.32</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 1</b>	<b>\$801,433.07</b>	<b>\$904,689.90</b>	<b>\$889,188.13</b>	<b>\$572,346.12</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Savings Acct 1</b>	<b>\$7,914,647.76</b>	<b>\$5,284,050.79</b>	<b>\$4,976,566.52</b>	<b>\$6,273,396.46</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>SHENANDOAH ACCOUNT BALANCES</b>						
<b>Total Savings Acct 15</b>	<b>\$166,222.13</b>	<b>\$236,276.37</b>	<b>\$306,343.87</b>	<b>\$376,433.62</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total Acct 1</b>	<b>\$8,882,302.96</b>	<b>\$6,425,017.06</b>	<b>\$6,172,098.52</b>	<b>\$7,222,176.20</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Reconciliation</b>						
Bank Statement Checking (FNBC)	\$1,100,115.87	\$1,461,064.53	\$1,167,738.71	\$767,189.03		
Bank Statement Savings (FNBC)	\$7,914,647.76	\$5,284,050.79	\$4,976,566.52	\$6,273,396.46		
Bank Statement Fiscal Agent (FN)	\$166,222.13	\$236,276.37	\$306,343.87	\$376,433.62		
Less Outstanding Checks	-\$298,682.80	-\$556,374.63	-\$278,550.58	-\$194,842.91		
Outstanding Deposits/GJE	\$0.00					
<b>Total Reconciliation</b>	<b>\$8,882,302.96</b>	<b>\$6,425,017.06</b>	<b>\$6,172,098.52</b>	<b>\$7,222,176.20</b>		
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>ACCOUNT</b>						
	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>Activity Fund (21)</b>						
Beg Balance Checking	\$5,919.70	\$685.52	\$3.92	\$5,013.71		
Beg Balance Savings	\$95,441.53	\$100,619.63	\$99,372.81	\$123,782.33		
Revenues Savings	\$5,188.51	\$6,785.35	\$34,659.06	34371.42		
Expenditures Checking	-\$5,244.59	-\$8,584.87	-\$5,239.75	-\$14,218.09		
Expenditures Savings						
End Balance Checking	\$685.52	\$3.92	\$5,013.71	\$2,683.70		
End Balance Savings	\$100,619.63	\$99,372.81	\$123,782.33	\$146,265.67		
<b>Total Activity Fund</b>	<b>\$101,305.15</b>	<b>\$99,376.73</b>	<b>\$128,796.04</b>	<b>\$148,949.37</b>		
<b>Scholarships (81)</b>						
Beg Balance Checking	\$0.00	\$0.00	\$0.00			
Beg Balance Savings	\$386,987.88	\$386,195.64	\$383,903.26	\$383,934.73		
Revenues Savings	\$32.76	\$32.62	\$31.47	\$32.52		
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	\$383,967.25		
<b>Total Scholarships</b>	<b>\$386,195.64</b>	<b>\$383,903.26</b>	<b>\$383,934.73</b>	<b>\$383,967.25</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Agency Fund (91)</b>						
Beg Bal Checking	\$174.78	\$174.78	\$174.78	\$174.78		
Beg Bal Savings	\$1,104.97	\$1,104.97	\$2,104.97	\$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	\$174.78		
End Balance Savings	\$1,104.97	\$2,104.97	\$2,104.97	\$2,104.97		
<b>Total Agency Fund</b>	<b>\$1,279.75</b>	<b>\$2,279.75</b>	<b>\$2,279.75</b>	<b>\$2,279.75</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 2</b>	<b>\$860.30</b>	<b>\$178.70</b>	<b>\$5,188.49</b>	<b>\$2,858.48</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Savings Acct 2</b>	<b>\$487,920.24</b>	<b>\$485,381.04</b>	<b>\$509,822.03</b>	<b>\$532,337.89</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total Acct 2</b>	<b>\$488,780.54</b>	<b>\$485,559.74</b>	<b>\$515,010.52</b>	<b>\$535,196.37</b>	<b>\$0.00</b>	<b>\$0.00</b>



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

OCTOBER								
	FUNCTION	GENERAL	MGMNT	TRUST	PPEL	EMG LEVY/ DISASTER RELIEF	PERL	ACTIVITY
	INSTRUCTION	1XXX	\$1,474,825.19	\$111,004.18	\$3,150.00			\$33,287.30
	SUPPORT SERVICES	2XXX	\$1,249,552.33	\$196,050.84		\$234,041.02		
OTHER	NON-INSTRUCTIONAL	3XXX						
	FACILITIES ACQ & CONST	4XXX				\$66,734.84		
	DEBT	5XXX						
	AEA FLOW THROUGH	6100	\$201,805.00					
	TRANSFERS							
		6900						
	<b>TOTAL</b>		\$2,926,182.52	\$307,055.02	\$3,150.00	\$300,775.86	\$0.00	\$0.00
								\$33,287.30
	PUBLISHED BUDGET		\$13,797,336.00	\$544,000.00	\$0.00	\$710,000.00	\$0.00	\$0.00
	% USED		21.21%	56.44%	0.00%	42.36%	0.00%	0.00%
			\$13,668,222.00					\$235,000.00
								14.16%
	FUNCTION	CAPITAL PROJECTS	DEBT SERVICE	NUTRITION	OTHER ENTERPRISE	TOTAL USED	PUB BUDGET	% OF BUDGET
	INSTRUCTION	1XXX				\$1,622,266.67	\$9,246,000.00	17.55%
	SUPPORT SERVICES	2XXX	\$1,844.26			\$1,681,488.45	\$5,378,000.00	31.27%
	NON-INSTRUCTION	3XXX		\$148,111.95		\$148,111.95	\$750,000.00	19.75%
	FACILITIES ACQ & CONST	4XXX	\$2,224,464.02			\$2,291,198.86	\$3,900,000.00	58.75%
	DEBT	5XXX	\$900.00			\$900.00	\$930,000.00	0.10%
	AEA FLOW THROUGH	6100				\$201,805.00	\$522,336.00	38.64%
	TRANSFER	62xx	\$280,064.28			\$280,064.28		
	<b>TOTAL</b>		\$2,507,272.56	\$0.00	\$148,111.95	\$0.00	\$6,225,835.21	\$20,726,336.00
								30.04%
	PUBLISHED BUDGET		\$4,689,755.00	\$930,000.00	\$750,000.00	\$0.00		
	% USED		53.46%	0.00%	19.75%	0.00%		30.04%

**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	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code	AEA FLOWTHROUGH Source Code	PROPERTY TAX Source Codes	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes	EXCISE TAXES UTILITY REPL. Source Codes	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
	3801, 3803, 3111	3116, 3117, 3119 3204, 3216, 3376	3113	3214	1110-1119	1134	1170-1179			
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	\$543,215.00	\$143,641.00		\$40,361.00	\$1,191,943.21		\$2,159.16	\$91,587.12	\$2,012,906.49	\$2,058,639.45
NOV								\$0.00		
DEC								\$0.00		
JAN								\$0.00		
FEB								\$0.00		
MAR								\$0.00		
APR								\$0.00		
MAY								\$0.00		
JUN								\$0.00		
<b>TOTAL</b>	<b>\$1,086,430.00</b>	<b>\$287,282.00</b>	<b>\$0.00</b>	<b>\$201,805.00</b>	<b>\$1,799,595.52</b>	<b>\$0.00</b>	<b>\$2,197.24</b>	<b>\$335,524.46</b>	<b>\$3,712,834.22</b>	<b>\$3,527,159.47</b>

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 SUPPLEMENT 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	\$188,221.00	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 - Sep
-	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	\$10,982,437.00	
+	PRESCHOOL FOUNDATION AID	\$229,060.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$335,524.46	\$ 1,404,271.00 Estimate on Budget Worksheet
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00	
=	MAXIMUM AUTHORIZED BUDGET	\$16,003,626.46	
-	EXPENDITURES	\$2,926,182.52	18.28%
=	UNSPENT AUTHORIZED BUDGET	\$13,077,443.94	
	<b>EXPENDITURES</b>	<b>FY 21</b>	<b>FY '20 Actuals</b>
	JULY	\$237,873.72	\$199,722.68
	AUGUST	\$507,103.64	\$384,876.61
	SEPTEMBER	\$1,044,247.66	\$1,011,518.98
	OCTOBER	\$1,136,957.50	\$1,008,378.85
	NOVEMBER		
	DECEMBER		
	JANUARY		
	FEBRUARY		
	MARCH		
	APRIL		
	MAY		
	JUNE		
	<b>TOTAL</b>	<b>\$2,926,182.52</b>	<b>\$2,604,497.12</b>

**MONTHLY BOARD VENDOR BILLS**  
 November 2020 AP for Board Meeting

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
DFA DAIRY BRANDS CORPORATE, LLC	11,030.18	MILK-HS
EARTHGRAINS BAKING CO'S INC	46.67	K8 BREAD
FAREWAY STORES	159.96	POP
HY-VEE	371.59	PRODUCE
JOHN GOWING PLUMBING AND HEATING INC.	70.40	REPAIRS & MAINTENANCE EQUIPMENT
MARTIN BROS DIST	31,151.09	SUPPLIES
Fund Number 61	<u>42,829.89</u>	
Checking Account ID 20	<u>42,829.89</u>	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
ASPI SOLUTIONS, INC	60.00	SUPPLIES/GENERAL ATHLETICS
BAND BOOSTERS	1,367.91	MUSTANG FIELD CONCESSION SUPPLIES
CENTRAL RESTAURANT PRODUCTS	1,800.00	MUSTANG FIELD CONCESSION SUPPLIES
CHRIS GIBSON	36.00	GENERAL ATHLETIC WORKERS
CRAIG SHOWERS	110.00	GENERAL ATHLETICS OFFICIAL
DENNY HOWARD	18.00	GENERAL ATHLETIC WORKERS
DON'S JOHNS & SEPTIC PUMPING	85.50	MAY MENTORING ACT. STUD& STAFF ADMISSION
FAREWAY STORES	1,100.56	MUSTANG FIELD CONCESSION SUPPLIES
GRAPHIC EDGE	630.38	cheerleading - 1451921
HOWARD SPORTING GOODS	4,819.30	Medals-girls tennis
HUNTER STANGE	110.00	GENERAL ATHLETICS OFFICIAL
IOWA CATTLEMEN'S FOUNDATION	200.00	REGISTRATION/FFA
IOWA FFA ASSOCIATION	1,118.50	State
ISAAC GIBSON MEMORIAL FUND	300.67	MUSTANG FIELD CONCESSION SUPPLIES
MATT MADSEN	135.00	GENERAL ATHLETICS OFFICIAL
MIDDLE SCHOOL PTO	121.80	MUSTANG FIELD CONCESSION SUPPLIES
MILLER BUILDING	41.27	CLASS OF 2022 SUPPLIES
RANDY BAXTER	110.00	GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES	1,300.50	EQUIPMENT/MS MARCHING MUSTANGS
ROCSTOP - WHITEHILLS	960.00	concession pizzas
RON HANSEN	18.00	GENERAL ATHLETIC WORKERS
SERENITY STUDIO&SPA	106.00	SUPPLIES/STUDENT COUNCIL
SHENANDOAH CSD	1,658.00	GENERAL ATHLETIC WORKERS
SHENANDOAH SCHOOL LUNCH	39.25	OTHER ACTIVITY INCOME/GENERAL ATHLETICS
SOUTHWEST VALLEY SCHOOL	30.00	ENTRY FEE TO ANOTHER SCHOOL
TREVOR ARGO	110.00	GENERAL ATHLETICS OFFICIAL
ZACH BURT	110.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	<u>16,496.64</u>	
Checking Account ID 3	<u>16,496.64</u>	
Checking Account ID 30	Fund Number 10	GENERAL FUND
2NDGEAR	36,250.00	Shipping
AHLERS & COONEY PC	550.00	LAWYER
ART OF EDUCATION UNIVERSITY, THE	499.00	MS ART SUPPLIES
BARBARA FARWELL	221.49	ESL TRAVEL
BROWN'S REPAIR & AUTO PARTS, INC.	1,666.70	VEHICLE REPAIR SERVICES
CABINETS BY STAC	2,600.77	MAINTENANCE BUILDING SUPPLIES
CAMBLIN MECHANICAL	412.50	MAINTENANCE BUILDING REPAIR SERVICES
CENEX FLEET FUELING	3,805.99	TRANSPORTATION DIESEL
CENTURYLINK	618.83	MS PRINCIPAL TELEPHONE
CESA 5	3,900.00	WORKSHOP/CONF. REG AT RISK
CHAT MOBILITY	56.04	BUSINESS MANAGER TELEPHONE
CITY OF SHENANDOAH	16,120.54	WATER-SEWER
COUNTY LINE DESIGN	40.00	CUSTODIAL SUPPLIES
CULLIGAN WATER	170.00	MAINTENANCE SUPPLIES
DEPT OF EDUCATION	1,200.00	BUS INSPECTION SERVICES
DICK BLICK	46.28	HS ART SUPPLIES

Vendor Name	Invoice Amount	Invoice Detail Description
EWELL EDUCATIONAL SERVICES	325.00	CARL PERKINS SUPPLIES
GLOWFORGE	4,990.00	TAG SUPPLIES
GREEN HILLS AEA	1,058.40	PD ONLINE
HD PRO INSTITUTIONAL	6,058.72	DISINFECTANT
HOWARD SPORTING GOODS	34.80	engraving on IRIS plaque
IAMO COMMUNICATIONS	30.00	GOVERNOR'S EMERGENCY RELIEF SUPPLIES
IOWA DEPARTMENT OF HUMAN SERVICES	1,423.00	MEDICAID DIRECT SERVICES
IOWA DIVISION OF LABOR SERVICES	80.00	MAINTENANCE BUILDING REPAIR SERVICES
JB PARTS & SUPPLY	394.96	MAINTENANCE BUILDING SUPPLIES
JBI DISTRIBUTORS, LLC	805.00	CARES GENERAL SUPPLIES
JOHN GOWING PLUMBING AND HEATING INC.	523.72	MAINTENANCE BUILDING REPAIR SERVICES
JW PEPPER & SON	70.99	HANDLING
KIDWELL INC.	1,750.00	TECHNOLOGY COORDINATOR RELATED SOFTWARE
LAWN WORLD	375.00	MAINTENANCE SNOW REMOVAL-CONTRACTED
MEDICAL ENTERPRISES	615.00	BUS DRIVER DRUG TESTING
MID-AMERICAN RESEARCH CHEMICAL	1,530.15	SHIPPING
MIDAMERICAN ENERGY	13,567.97	UTILITIES-ELECTRICITY
MILLER BUILDING	564.42	MAINTENANCE SUPPLIES
MITEL NET SOLUTIONS	550.23	ELEM PRINCIPAL TELEPHONE
O'REILLY AUTO	23.74	TRANSPORTATION REPAIR PARTS
OTICON INC.	80.00	SHIPPING
PAPER TIGER SHREDDING	59.80	PURCHASED PROFESSIONAL SERVICES
PHONAK HEARING SYSTEM	178.99	SHIPPING
PRO-ED	650.00	Edmark Online 5 Student Users
PROJECT LEAD THE WAY	950.00	MS PD SUPPLIES
REALLY GOOD STUFF	40.93	Shipping
REALLY GREAT READING	95.00	BLAST Subscription Length 1 year
RED OAK WELDING	366.95	ivocie# RENT 8263-cylinder rent
RIEMAN MUSIC DES MOINES	201.00	HS BAND EQUIPMENT REPAIR
ROCSTOP - WHITEHILLS	61.38	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	230.00	MAINTENANCE PEST CONTROL CONTRACTED
SCHOOL ADMINISTRATORS OF IOWA	500.00	ELEM PRINCIPAL DUES
SCHOOL SPECIALTY / CLASSROOM DIRECT	86.68	HS GENERAL ED SUPPLIES
SHENANDOAH ACTIVITY FUND	224.10	MISC INCOME
SHENANDOAH ROTARY	128.00	SUPERINTENDENT DUES FOR INDIVIDUAL
SHENANDOAH SANITATION	796.85	MAINTENANCE GARBAGE COLLECTION
SHERIDAN DECORATING	22.58	HS IND ARTS RESALE INVENTORY
SIGNS & SHINES	120.00	GROUNDS GENERAL SUPPLIES
SOUTHWESTERN COMM COLLEGE	30.00	ANNUAL DRIVER TRAINING
SWIFT SERVICES LLC	934.92	GEER HARDWARE
SYMMETRY ENERGY SOLUTIONS	1,883.26	UTILITIES-GAS
TEXAS MUSIC FESTIVALS, INC.	1,420.00	CARES ATHLETIC SUPPLIES
TRUCK CENTER COMPANIES	1,957.65	TRANSPORTATION REPAIR PARTS
US CELLULAR	1,933.58	GOVERNOR'S EMERGENCY RELIEF SUPPLIES
WALLIN PLUMBING & HEATING	4,762.36	SW IOWA MENTAL HEALTH GRANT
WELLMARK BLUE CROSS BLUESHEILD	116,540.53	MEDICAL INSURANCE OTHERS
Fund Number 10	<u>237,183.80</u>	
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND
ANDY CAMPBELL	792.95	BUILDING INSURANCE
TOM FRENCH	370.00	BUILDING INSURANCE
WELLMARK BLUE CROSS BLUESHEILD	6,743.30	EARLY RETIREES MEDICAL INSURANCE
Fund Number 22	<u>7,906.25</u>	
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
BA MARKETING & PUBLICITY, LLC	1,650.00	Sept. 15 Video Production
BIG SKY ENTERPRISES, LLC	42,478.56	SERIES 2019 CONSTRUCTION

**MONTHLY BOARD VENDOR BILLS**  
 November 2020 AP for Board Meeting

Vendor Name	Invoice Detail Amount	Invoice Detail Description
CAMBLIN MECHANICAL	1,722.58	HVAC REPAIRS
CARL A. NELSON & CO	44,660.29	REV BONDS ARCHITECTURE & ENGINEERING
CONTROL MANAGEMENT, INC.	22,018.18	BUILDING IMPROVEMENT
DECKER INC	576.84	TACK STRIP
DLR GROUP	10,949.73	REV BONDS ARCHITECTURE & ENGINEERING
FACILISERV	3,869.00	Annual Service
GENESIS CONTRACTING GROUP	50,492.99	SERIES 2019 CONSTRUCTION
HD PRO INSTITUTIONAL	737.63	FREIGHT
IMEG	2,200.00	SERIES 2019 CONSTRUCTION
RASMUSSEN MECHANICAL SERVICES	17,188.46	SERIES 2019 CONSTRUCTION
SUNBELT RENTALS, INC.	2,226.00	SERIES 2019 CONSTRUCTION
SYSTEMS MANAGEMENT & BALANCING	23,760.00	SERIES 2019 CONSTRUCTION
TRI-CITY ELECTRIC COMPANY	8,853.17	SERIES 2019 CONSTRUCTION
Fund Number 33	<u>233,383.43</u>	
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE
CAMBLIN MECHANICAL	2,140.00	ADM BUILDING REPAIRS
CDW GOVERNMENT	303.42	Peerless-AV AEC009012 - mounting compone
COUNSEL OFFICE & DOCUMENT	1,648.87	HIGH SCHOOL COPIER LEASE
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES
GRANT WOOD AEA	10,047.11	POWERSCHOOL
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	MIDDLE SCHOOL COPIER LEASE
HEARTLAND PAYMENT SYSTEMS INC	4,049.00	MOSAIC FRONT OF HOUSE
KIDWELL INC.	795.00	OTHER EQUIPMENT
KRIEGLER OFFICE	41,655.81	BUILDING IMPROVMENT FURNITURE&FIXTURES
MILLER BUILDING	1,388.11	MAINTENANCE STORAGE SHED
RASMUSSEN MECHANICAL SERVICES	1,422.88	BUILDING REPAIR
VAN'S DISTRIBUTING	1,811.90	EQUIPMENT REPAIRS
ZIMCO SUPPLY	610.00	OTHER EQUIPMENT
Fund Number 36	<u>67,929.95</u>	
Checking Account ID 30	<u>546,403.43</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Stacy	Resh	SHENANDOAH CMTY SCH DIST	11/2/2020	11/15/2020	Scholastic Online Bookfair	Purchase of library books	25%	Students
Liz	Skillern	Business Professionals of America	10/26/2020	11/6/2020	CFA Fundraising - Coffee	Conference registration, travel, food, meetings, etc.	40%	Staff or General Public
William	Flowers	First Tech Robotics Class	11/2/2020	5/10/2021	Robotics Class Fundraiser - GoFundMe, DonorsChoose, Business Sponsorships	Purchase of tools, building supplies, competition equipment, robotics equipment, etc...	100%	Other

LAWN WORLD LLC  
809 W Ferguson Rd.  
Shenandoah, IA 51601  
712-246-1316  
lawnworld@live.com

## Irrigation Service Contract Letter

Dear Customer,

Happy Fall everyone! It's that time of year to begin thinking about your irrigation system maintenance and fall shut downs! Enclosed you will find your annual irrigation service contract, effective October 1, of the current year through Spring/Summer of next year. Benefits of an annual service contract include discounted service call rates (\$50) and hourly labor rates (\$50), and automatic scheduling for Spring Startups and Fall Winterizations.

- **Fall Winterization** – starts around October. The ideal way to protect your irrigation system during the off season. The water is turned off, the backflow prevention device and the lines to the house are drained. If your system requires air to be blown through the lines we will provide this as well.
- **Spring Startup** – starts around May 1. The irrigation system is turned back on and thoroughly checked for leaks. All zones are run, to make sure every sprinkler head is performing properly and covering its intended area. The system's control unit is checked to make sure it is programmed properly. Anyone requesting startups prior to May 1, please understand that if the weather turns cold and we have to shut down the system, you will be charged accordingly.

Please sign and return your contract by October 1, 2020.\* Once your contract and payment are received by Lawn World LLC, you will be automatically scheduled for your Fall Winterization. In order for us to be as efficient as possible, we schedule these services by neighborhood. We will contact you in advance with your scheduled date and remind you to leave us access to your control unit if you will not be home.

**\*If we have not received your contract before October 1, 2020, you will have to pay our full service rate of \$75 plus \$75/hour to have your system shut down. We do NOT offer contracts for half a year to cover only startups or shut downs, these will be billed out at our non-contract rates. All calls for service please call the office at 712-246-1316.**

Thank you for your continued business and we look forward to serving you for years to come!

**Jared McManis, Owner**

Lawn World LLC  
809 W Ferguson Rd.  
Shenandoah, IA 51601

8/28/2020

## ANNUAL IRRIGATION SERVICE CONTRACT

Between

**LAWN WORLD LLC**

and

Shenandoah Schools Football Field

1000 Mustang Dr

Shenandoah IA,51601

Annual Contract Price: 250.00

REC'D

SEP - 3 2020

SUPERINTENDENT  
OF SCHOOLS

**Proposed Work.** Lawn World LLC will provide two (2) maintenance visits per year; the Spring Startup and the Fall Winterization. The Spring Startup visit will involve the irrigation system being turned back on and thoroughly checked for leaks. All zones are run, to make sure every sprinkler head is performing properly and covering its intended area. The system's control unit is checked to make sure it is programmed properly. The Fall Winterization visit includes the water being turned off, the backflow prevention device and the lines to the house are drained. If your system requires air to be blown through the lines we will provide this as well.

**Period of Maintenance.** Lawn World LLC shall perform maintenance on the System in accordance with the terms and conditions of this agreement for a period of one (1) year.

**General Provisions.** Lawn World LLC agrees to complete the work listed above in a timely and professional manner. Upon acceptance of this agreement, Customer benefits with an annual service contract including discounted service call rate of \$50 and \$50/hour and automatic scheduling for Spring Startups and Fall Winterizations. Customers requesting startups prior to May 1, understand that if the weather turns cold and we have to shut down the system, you will be charged accordingly.

**Acceptance:** I would like to participate in the annual service contract program and will send payment for the amount below along with this completed form.

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CELL PHONE #

\_\_\_\_\_  
EMAIL

I would like my controller left programmed and in the **run** position after spring start up.

I would like my controller left programmed but in the **off** position after spring start up.

**CONSENT FORM**

For Sale of Product at Wal-Mart Stores

School Granting Consent Shenandoah Community School District  
Address 304 W. Nishna Rd  
City, State Zip Shenandoah, IA 51601

Dear Administrator,

This consent form confirms that you are granting Wal-Mart Stores, Inc. the non-exclusive right to sell Apparel which bears your school name and logos (including Trademarks and/or Copyrighted Material) at Store Nos. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (store numbers will be filled in by Cotton Gallery)

For good and valuable consideration, including the promotion of school spirit, community pride, goodwill and royalty payments receipt of which is acknowledged, you hereby grant Wal-Mart the non-exclusive right and Cotton Gallery, Ltd., the license to manufacture and/or sell Apparel bearing your school name and logos (including Trademarks or Copyrighted Material.) The Cotton Gallery will pay the school named above an 8% royalty on the net gross sale price of the item sold. The royalty shall be paid on a quarterly basis. The quality of such Apparel shall be high. Such right will continue until December 31, 2024 and can only be extended beyond 2023 with permission from \_\_\_\_\_.

The school may upon official written notice cancel this contract effective 30 days after the date of the written notice during the term of this agreement.

Please take a moment to fill in the blanks below:

School colors Maroon & White  
School mascot Mustangs & Fillies  
Approximate date for Homecoming Late Sept. / Early Oct.

Sincerely,  
Michael B. Stromert  
President-Cotton Gallery Ltd.  
799 44<sup>th</sup> St  
Marion, IA 52302  
Phone: 1-800-211-9321

Please indicate your agreement by signing below.

By: \_\_\_\_\_ (signature) \_\_\_\_\_ (print)  
Its: \_\_\_\_\_ (title) Date: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Please fax back to 319-377-6747 or scan and email to ehubbell@cottongallery.com.



# MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

**Prepared For:**

Rob Addy  
K-8 Building  
601 Dr Creighton Cir  
Shenandoah, IA - 51601

# IMPORTANT CONTACTS

Rob Addy,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

This program gives you the power back to manage your business!

To the right, is your list of important contacts. Refer to the How I can help section to learn how each contact can be of service in the most responsive fashion.

I am personally thankful for the opportunity to be of service,

Dave Bodenstedt

## **Account Manager**

**Name:** Dave Bodenstedt

**How I Can Help:** I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.

**Phone:** 402-679-3006

**Email:** [dave.bodenstedt@rasmech.com](mailto:dave.bodenstedt@rasmech.com)

## **Dispatcher**

**Name:** Josh Madsen

**How I Can Help:** I am your service dispatcher. I can help with service schedules, invoices, and work order history.

**Phone:** 712-323-0541

**Email:** [josh.madsen@rasmech.com](mailto:josh.madsen@rasmech.com)



# PROGRAM OVERVIEW

## Scope of Work

The scope of this Agreement includes **Cooling Tower, Heat Exchanger, and Water Heater** preventative maintenance coverage on all listed equipment in semi-annual visits and as listed per tasking sheets. Each visit includes heating and/or cooling preventative maintenance as seasonal conditions require. Filters, coil cleanings, and annual belt changes for related equipment is included in the contract amount. Work has been quoted and shall be performed during normal business hours M-F 7-4.

**Visit one (fall)** will consist of tasks related to Cooling to Heating change over, as well as Cooling Tower, Heat Exchanger, & Water Heater PM's. Rasmussen shall use a scale remover process to remove scale from heat exchanger. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

**Visit two (spring)** will consist of tasks related to Heating to Cooling changeover and Boiler shutdown, as well as Cooling Tower PM's. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

*Please note if any school location PM is declined, all proposals for Admin/preschool, K8, & High School are subject to requote due to having to recalculate travel time and estimated mileage.*

NEW NOTE 10/12/20 (REV2)

Took out Pump PM's per Rob.

# COVERED EQUIPMENT

Below is the list of equipment covered under the Agreement Terms of this Proposal.

<b>NAME</b>	<b>TYPE</b>	<b>MFG NAME</b>	<b>MODEL</b>	<b>SERIAL</b>
K8 - Boiler 1	Boiler	Bryan	AB250-W-FDG	87472
K8 - Boiler 2	Boiler	Bryan	AB250-W-FDG	87488
K8 - Heat Exchanger	Heat Exchanger	Tranter	UFX-42-5-HP- 171	93312
K8 - Water Heater	Hot Water Heater	PVI	1000 P 600A-TP	0801104804
K8 - Water Heater Burner 3	Burner	PVI	BG400	276640
K8 Cooling Tower 1	Cooling Tower	BAC	TBD	-

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Boiler(s) listed equipment below.

**K8 - Boiler 1**

**K8 - Boiler 2**

- Boiler shut down in the spring

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Burner(s) listed equipment below.

## **K8 - Water Heater Burner 3**

- Combustion Analysis / Burner Tuning - Report Submission (Annual)
  - Adjust Gas input if needed
    - Adjust Air Damper
- Record Manifold Pressure WC per fire setting
- Record O2 Volume percentage per fire setting
  - Record Efficiency % per fire setting
- Record Ambient Air Temp per fire setting
- Verify operation status of safety devices
  - Adjust Gas Butterfly
- Record Gas Input & Output Pressures per fire setting
- Record CO2 Volume percentage per fire setting
  - Record CO PPMN per fire setting
  - Record Flue Gas Temp per fire setting

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Hot Water Heater(s) listed equipment below.

## **K8 - Water Heater**

- Operational inspection after burner tuning

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Heat Exchanger(s) listed equipment below.

## **K8 - Heat Exchanger**

- Visually check for leaks.
- Tighten all mechanical connections.
- Verify pressure gauge and thermometer accuracy
- Check and clean strainers if present.
- Check operating safety devices
- Clean exterior surfaces as needed.
- Verify operation of Sump Tank
- Flush Heat Exchanger System with Scale remover

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Cooling Tower(s) listed equipment below.

## **K8 Cooling Tower 1**

- Inspect General Condition of Unit
  - Clean and Flush Sump
- Check and Adjust Sump Water Level
  - Inspect and clean Spray Nozzles
    - Check and Adjust Bleed Rate
  - Check Motor Voltage and Current
    - Lubricate Fan Motor Bearings
- Check Fan and Pump Motor for Proper Rotation
  - Check Tower Loop control
- Check Unit for Unusual Noise or Vibration
  - Check Sock Filter Cartridge(s)
- Clean Debris from Unit
  - Clean Sump Strainer
- Inspect Heat Transfer Section
  - Check and Adjust Fan Belt Tension
  - Check Fan Bearing Locking Collars
    - Lubricate Fan Shaft Bearings
  - Lubricate Motor Base Adjusting Screw
- Check Sump tank and makeup water valve
  - Check Operation of Make-Up Valve
- Check Fan for Rotation Without Obstruction

# PROGRAM OVERVIEW

## Agreement Terms

This Agreement is to commence on 2020-11-01 and continue for a term of 1 year. Contract is set to expire on 2021-10-31. Payments are to be made on Semi-Annual intervals. Seller's Terms and Conditions can be found at <https://www.iasmech.com/terms>.

*\*Please note, this agreement does not include any sales and/or use tax.*

## Program Investment

### Year One

**FOUR THOUSAND, EIGHT HUNDRED THIRTY-SIX DOLLARS.....\$4,836.00**

## For Approval

Print Name

Signature for Approval

Date Accepted

Purchase Order # (If applicable)



# MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

**Prepared For:**

Rob Addy  
Shenandoah High School  
1000 Mustang Dr  
Shenandoah, IA - 51601

# IMPORTANT CONTACTS

Rob Addy,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

This program gives you the power back to manage your business!

To the right, is your list of important contacts. Refer to the How I can help section to learn how each contact can be of service in the most responsive fashion.

I am personally thankful for the opportunity to be of service,

Dave Bodenstedt

## **Account Manager**

**Name:** Dave Bodenstedt

**How I Can Help:** I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.

**Phone:** 402-679-3006

**Email:** dave.bodenstedt@rasmech.com

## **Dispatcher**

**Name:** Josh Madsen

**How I Can Help:** I am your service dispatcher. I can help with service schedules, invoices, and work order history.

**Phone:** 712-323-0541

**Email:** josh.madsen@rasmech.com



# PROGRAM OVERVIEW

## Scope of Work

The scope of this Agreement includes **Chiller, Boiler, DOAS, Makeup Air Unit (MAU), Glycol Feeder System**, preventative maintenance coverage on all listed equipment in semi-annual visits and as listed per tasking sheets. Each visit includes heating and/or cooling preventative maintenance as seasonal conditions require. Filters, coil cleanings, and annual belt changes for related equipment is included in the contract amount. Work has been quoted and shall be performed during normal business hours M-F 7-4.

**Visit one (fall)** will consist of tasks related to Cooling to Heating changeover and Pre-season Chiller shut down and boiler start-up, as well as Boiler, DOAS, MAU, & Glycol Feeder System PM's. Boiler PM consists combustion analysis and CSD1 safety report and inspection. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

***Please note:** boiler PM requires the following kits for the 2021 heating season. (Did not include for 2020 heating season.)*

*Array Boiler Maintenance Kit 20156537 \$375.00 per boiler*

*Cleaning Kit 20136186 \$338.00 per boiler*

*It is also advised to stock an Array Boiler Emergency Service Kit 20156539 \$2,652.00*

**Visit two (spring)** will consist of tasks related to Heating to Cooling changeover and Pre-season Chiller start up and Boiler shutdown, as well as Chiller, and DOAS PM's. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

*Please note if any school location PM is declined, all proposals for Admin/preschool, K8, & High School are subject to requote due to having to recalculate travel time and estimated mileage.*

NEW NOTE 10/12/20 (REV2)

Took out Gym / Auditorium RTU's & Pump PM's per Rob.

# COVERED EQUIPMENT

Below is the list of equipment covered under the Agreement Terms of this Proposal.

NAME	TYPE	MFG NAME	MODEL	SERIAL
High Sch - ACCH-1 - Chiller	Chiller - Scroll	Daikin	AGZ120EDSEM N00	STNU200700107
High Sch - Boiler B-1	Boiler	Riello	AR 3000	FC290002440
High Sch - Boiler B-2	Boiler	Riello	AR 3000	FC09P000626
High Sch - DOAS- 1	Packaged Unit	Valent	VPRP-110-10C- 20I-A-1DC	16544040
High Sch - FCS - Makeup Air Unit - MAU 1	Makeup Air Unit	Valent	VX-112-7.5D-1	-
High Sch - Glycol Feed System 1	Feedwater Tank	JL Wingert	TBD	-
High Sch - Shop Makeup Air Unit - MAU 1	Makeup Air Unit	Greenheck	DGX-120-H32- DB	14828156 16L

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Chiller - Scroll(s) listed equipment below.

## High Sch - ACCH-1 - Chiller

- Pre-Startup Checkout
  - Circulate evaporator water, checking for proper system pressure and evaporator pressure drop. Compare the pressure drop to the evaporator water pressure drop curve
  - Check water treatment and proper glycol percent, if used
  - Check that all refrigerant valves are either opened or closed as required for proper operation of the chiller.
    - Replace all refrigerant valve caps and tighten.
  - Check all connections and all refrigerant threaded connectors.
- Connect refrigerant service gauges to each refrigerant circuit before starting unit.
  - Open all electrical disconnects and check all power wiring connections. Start at the power block and check all connections through all components to and including the compressor terminals.
- Check at the power block or disconnect for the proper voltage and proper voltage between phases before starting the unit
  - Verify chiller water flow rate
- Verify remote start / stop or time clock (if installed) has requested the chiller to start.
  - Set the Evap Delta T based on a percent of unit nominal flow and the Start Delta T as a starting point.
    - Check Compressor Oil Level (each circuit)
    - Check Rotation of condenser fans.
  - Check compressor suction pressures (each circuit)
    - Check compressor superheat (each circuit)
    - Measure volts/amps of compressors (spring)
      - Record Chiller Liquid Line Temp
- Front seat both condenser liquid line service valves.
  - After the compressors have stopped, put System Switch (S1) to the OFF position (emergency stop).
- Check the pump operation and vent all air from the system
- Flush System and clean all water strainers before placing the chiller into service.
- Check all exposed brazed joints for evidence of leaks.
  - Check all valve stem packing for leaks.
- Check all refrigerant lines to insure that they will not vibrate against each other or against other chiller components and are properly supported.
- Look for any signs of refrigerant leaks around the condenser coils.
  - Pre-Startup Electrical Check Out
    - Check all control wiring by pulling on the wire at connections and tighten all screw connections. Check plug-in relays for proper seating and to insure retaining clips are installed.
    - Start up steps:
      - Calibrate thermal dispersion flow switch
      - Set the chilled water setpoint to the required temperature.
- Check the controller setpoints to be sure that factory defaults are appropriate.
  - Check refrigerant sight glass for flashing
  - Check the liquid line sight glasses
- Check compressor discharge pressures (each circuit)
  - Check compressor subcool (each circuit)
- Measure volts/amps of condenser fan motors (spring)
  - Extended Shutdown
    - Put both circuit switches to the OFF position (Pumpdown and Stop position).
- Front seat both refrigerant circuit discharge valves (if applicable).

- If chilled water system is not drained, maintain power to the evaporator heater to prevent freezing. Maintain heat tracing on the chilled water lines.
  - Leave electrical power to the unit on, so the compressor crankcase heaters will keep the liquid refrigerant out of the compressor oil.
- Drain evaporator and water piping to prevent freezing.
- Tag all opened electrical disconnect switches to warn against startup before refrigerant valves are in the correct operating position

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Boiler(s) listed equipment below.

## **High Sch - Boiler B-1**

- Check the pressure of the hydraulic system
- Check air piping and verify if leaks are present
  - Verify the condensate discharge system
- Inspect and test the reset button of low water cut off
  - Combustion test and analysis
    - Check ignition electrode
  - Clean condensate discharge
    - Check control parameters
    - Check wiring and connections
- Verify the flame stability and signal strength
  - Verify proper water quality per O&M

## **High Sch - Boiler B-2**

- Check vent piping and verify if leaks are present
  - Check relief valves
  - Test low water cut off
- Check all piping (gas and water) for leaks
- Verify condition of flue and air system (including Venturi and fan)
- Clean the combustion chamber (including the burner tube)
- Safety block check, modulation range check, gas valve closing after burner stop
  - Check for gas piping leak
    - Verify startup
  - Inspect the burner gasket
- Shut off the boiler for spring season

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Packaged Unit(s) listed equipment below.

## High Sch - DOAS- 1

- Check door seals, tighten handles as needed
  - Clean coils
  - Check the drain trap for any sediment
- Return the trap to operating position before the cooling season starts
- Check that the damper blade seals are in good condition
- Clean the inside of the unit with disinfectant to prevent dirt buildup microorganism growth
  - Clean dirt from the Blower wheel
- Check rubber isolators (if applicable) for deterioration.
  - Change belts
- Inspect the filters and clean or change as needed
- Measure volts/amps of condenser fan motors (spring)
- Check compressor discharge pressures (each circuit) (spring)
- Check compressor subcool (each circuit) (spring)
  - Inspect burner assembly / clean (fall)
- Check ignition system for proper operation (fall)
  - Check and clean pilot assembly (fall)
- Check the condition of gaskets around doors
  - Clean Drain Pans and install pan tabs
  - Winterize the drain trap
- Check all damper linkages to make sure they are operating smoothly
  - Clean the damper rod bushings
- Tighten Blower fans wheel, bolts, and set screws.
- Tighten motor mounting bolts and blower/motor assembly support bolts
  - Lubricate blower motor if applicable
- Inspect and clean the flat plate heat exchanger
  - Measure volts/amps of compressors (spring)
- Check compressor suction pressures (each circuit) (spring)
- Check compressor superheat (each circuit) (spring)
- With the unit running, check and record the: ambient temperature (semi)
  - Check combustion fan (fall)
- Inspect flue, draft diverter and clean air screen (fall)

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Makeup Air Unit(s) listed equipment below.

## **High Sch - Shop Makeup Air Unit - MAU 1**

- Examine and Clean Burners, Igniters, and Flame Rods
  - Check starters and contact surfaces
    - Change belts annually
    - Check all operating controls
  - Check fan wheels - clean as required
  - Check and clean outside air intakes
    - Check and clean pilot assembly
    - Check combustion fan
- Verify louver operation. Clean / lube as needed
- Check power supply operation
- Check operating temperatures
  - Check all safety controls
- Lube motors/bearings where applicable
  - Check motor supports
- Check unusual noises/vibrations
  - Inspect heat exchanger
- Check Filters advise if cleaning is needed

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Makeup Air Unit(s) listed equipment below.

## High Sch - FCS - Makeup Air Unit - MAU 1

- Check door seals, tighten handles as needed
  - Clean coils
  - Check the drain trap for any sediment
- Return the trap to operating position before the cooling season starts
- Check that the damper blade seals are in good condition
- Clean the inside of the unit with disinfectant to prevent dirt buildup microorganism growth
  - Clean dirt from the Blower wheel
- Check rubber isolators (if applicable) for deterioration.
  - Change belts
- Inspect the filters and clean or change as needed
- Measure volts/amps of condenser fan motors (spring)
- Check compressor discharge pressures (each circuit) (spring)
- Check compressor subcool (each circuit) (spring)
  - Inspect burner assembly / clean (fall)
- Check ignition system for proper operation (fall)
  - Check and clean pilot assembly (fall)
- Check the condition of gaskets around doors
  - Clean Drain Pans and install pan tabs
  - Winterize the drain trap
- Check all damper linkages to make sure they are operating smoothly
  - Clean the damper rod bushings
- Tighten Blower fans wheel, bolts, and set screws.
- Tighten motor mounting bolts and blower/motor assembly support bolts
  - Lubricate blower motor if applicable
- Inspect and clean the flat plate heat exchanger
  - Measure volts/amps of compressors (spring)
- Check compressor suction pressures (each circuit) (spring)
- Check compressor superheat (each circuit) (spring)
- With the unit running, check and record the: ambient temperature (semi)
  - Check combustion fan (fall)
- Inspect flue, draft diverter and clean air screen (fall)

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Feedwater Tank(s) listed equipment below.

## High Sch - Glycol Feed System 1

- Check the pressure of the hydraulic system
- Check the Y-strainer and check valve for clogging & wear
  - Check pump/motor for noises or leaks
  - Check for wear on the pressure switch contacts
- Check adjustment seal on Brass Pressure Relief Valve
- Check the piping and tubing to insure proper discharge of the glycol solution
  - Check pump for proper operation
  - Lubricate sleeve bearing motors if applicable
- Check PVC pressure relief valve diaphragm condition

# PROGRAM OVERVIEW

## Agreement Terms

This Agreement is to commence on 2020-11-02 and continue for a term of 1 year. Contract is set to expire on 2021-11-01. Payments are to be made on Semi-Annual intervals. Seller's Terms and Conditions can be found at <https://www.rasmech.com/terms>.

*\*Please note, this agreement does not include any sales and/or use tax.*

## Program Investment

### Year One

**SIX THOUSAND, THREE HUNDRED THIRTY-SIX DOLLARS.....\$6,336.00**

## For Approval

Print Name

Signature for Approval

Date Accepted

Purchase Order # (If applicable)



# MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

**Prepared For:**

Rob Addy  
SHENANDOAH COMM  
SCHOOL DIST  
304 W NISHNA ROAD  
SHENANDOAH, IA - 51601

# IMPORTANT CONTACTS

Rob Addy,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

This program gives you the power back to manage your business!

To the right, is your list of important contacts. Refer to the How I can help section to learn how each contact can be of service in the most responsive fashion.

I am personally thankful for the opportunity to be of service,

Dave Bodenstedt

## **Account Manager**

**Name:** Dave Bodenstedt

**How I Can Help:** I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.

**Phone:** 402-679-3006

**Email:** dave.bodenstedt@rasmech.com

## **Dispatcher**

**Name:** Josh Madsen

**How I Can Help:** I am your service dispatcher. I can help with service schedules, invoices, and work order history.

**Phone:** 712-323-0541

**Email:** josh.madsen@rasmech.com



# PROGRAM OVERVIEW

## Scope of Work

The scope of this Agreement includes **Boiler** preventative maintenance coverage on all listed equipment in semi-annual visits and as listed per tasking sheets. Each visit includes heating preventative maintenance as seasonal conditions require. Work has been quoted and shall be performed during normal business hours M-F 7-4.

**Visit one (fall)** will consist of tasks related to Boiler PM. Boiler PM consists combustion analysis and CSD1 safety report and inspection. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

**Visit two (spring)** will consist of tasks related to Boiler shutdown. We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

*Please note if any school location PM is declined, all proposals for Admin/preschool, K8, & High School are subject to requote due to having to recalculate travel time and estimated mileage.*

NEW NOTE 10/12/20 (REV2)

Took out Pump PM's per Rob.

# COVERED EQUIPMENT

Below is the list of equipment covered under the Agreement Terms of this Proposal.

<b>NAME</b>	<b>TYPE</b>	<b>MFG NAME</b>	<b>MODEL</b>	<b>SERIAL</b>
Admin - Boiler 1	Boiler	LES	HF3-60	07F-4532
Admin - Boiler Burner 1	Burner	Webster	JB1G-03- RM7898A-M.12- UL/CSD1	U99519A-01

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Boiler(s) listed equipment below.

## Admin - Boiler 1

- CSD1 (<250HP) / NFPA-85 (>250HP) Safety Report Submission (Annual)
  - Test Forced Circulation
  - Test Water Temperature
- Test High Water Temperature Limit M/R
- Test Fuel Safety Shutoff Valve, Secondary
  - Test / Verify Combustion Air Switch
  - Test / Verify Low Gas Pressure M/R
    - Test Flame Safeguard, Primary
      - Test Low Fire Start Switch
  - Test / Verify Main Gas Regulator
  - Test Regulated Outlet Pressure
  - Test Intake Air Louver, Proof
    - Verify Screen Clean
- Test Low-Water Fuel Cutoff
- Verify Low-Water Fuel Cutoff M/R
  - Test Forced Circulation
- Test Fuel Safety Shutoff Valve, Main
  - Test Pilot Safety Shutoff Valve
  - Test High Gas Pressure M/R
  - Test Purge Air Flow Switch
  - Test Flame Detector, Scanner
- Test / Verify Safety Relief Valve #1
  - Test Unregulated Inlet Pressure
    - Test Manifold, High Fire
    - Test Combustion Air Intake
- Boiler shut down in the spring

# MAINTENANCE PROGRAM

The following Maintenance Program will be applied to the Burner(s) listed equipment below.

## **Admin - Boiler Burner 1**

- Combustion Analysis / Burner Tuning - Report Submission (Annual)
  - Adjust Gas input if needed
    - Adjust Air Damper
- Record Manifold Pressure WC per fire setting
- Record O2 Volume percentage per fire setting
  - Record Efficiency % per fire setting
- Record Ambient Air Temp per fire setting
- Verify operation status of safety devices
  - Adjust Gas Butterfly
- Record Gas Input & Output Pressures per fire setting
- Record CO2 Volume percentage per fire setting
  - Record CO PPMN per fire setting
  - Record Flue Gas Temp per fire setting

# PROGRAM OVERVIEW

## Agreement Terms

This Agreement is to commence on 2020-11-01 and continue for a term of 1 year. Contract is set to expire on 2021-10-31. Payments are to be made on Semi-Annual intervals. Seller's Terms and Conditions can be found at <https://www.rasmech.com/terms>.

*\*Please note, this agreement does not include any sales and/or use tax.*

## Program Investment

### Year One

**NINE HUNDRED FIFTY-THREE DOLLARS.....\$953.00**

## For Approval

Print Name

Signature for Approval

Date Accepted

Purchase Order # (If applicable)

Link to Board Minutes:

You have entered text on the page. You must Save Values before you can Certify.

(Generated nightly, changes to Certified Enrollment are reflected the following day)

### Increasing Enrollment

Actual Enrollment Fall 2019	1058.4
Actual Enrollment Fall 2020	1015.3
Increase	0
Current Year DCPP	7048
Maximum On-Time Funding Modified Supplemental Amount for Increasing Enrollment	0
Request \$ 0	<input type="button" value="Request Max"/>

(Changes to student data are reflected immediately)

### Open Enrollment Out not in Fall 2019

Open Enrollment Out Students on Fall 2020 Certified Enrollment but not on the Fall 2019 Certified Enrollment	24
Open Enrollment Out Students Minus Increase (previous section)	24
Last Year's State Cost Per Pupil for Open Enrollment Out	6880
Maximum Modified Supplemental Amount for Open Enrollment Out	165120
Request \$ <input type="text" value="165120"/>	<input type="button" value="Request Max"/>

(Changes to student data are reflected immediately)

### ELL Beyond 5 Years

Students Served Beyond 5 Years	2
Weighting	0.22
Total Weighting	0.44
Current Year DCPP	7048
Maximum Modified Supplemental Amount for LEP Instruction Beyond 5 Years	3101.12

----- Forwarded message -----

From: **cindy** <cindy@krieglerofficeequipment.com>

Date: Tue, Aug 25, 2020 at 2:59 PM

Subject: tables and chairs

To: <nelsonk@shencsd.com>

Here is the information on the tables and chairs:

5' x 18" Flip Top Mobile Table \*\* this is what the hospital has.      Retail price \$ 954.00      Your Price \$496.00 per table

6' x 18" Flip Top Mobile Table \*\*same table, 1' longer      Retail price \$1028.00      Your Price \$529.00 per table

Optional Modesty Panel -- additional \$114.00 per table      (Hospital does not have these)

Laminate tops would be just like the High School desks. Matching Edge band. Bases available in several paint colors including charcoal and black.

Stack chairs like the hospital has. Fixed arms. Casters. 300# weight rated      Retail price \$579.00 each      Your Price \$289.00 each

Frame colors on chairs: Platinum or Black (not charcoal)

We would need to pick fabric for seats and mesh for backs.

I have included a picture of the tables with the modesty panels on them and how they look when folded. I chose the color options on the chair. I can send you pics of others if you like and I have fabric swatches if you want to look that way.

All of the items we talked about today and all of the furniture we put in the high school is made in the USA.

Thank you

Cindy

Kriegler Office Equipment



**SMOOTH**

Dampened articulation ensures that tops flip without a hitch—or a crash. The hinge mechanism prevents damage to the tables and protects the safety of the people who set them up and prepare them for storage.



**SECURE**

The nesting base features double locking latch handles to provide extra security and peace of mind. Lock tabletops in place and rest assured that they'll stay in place until it's time to store tables away again.



**EASY**

There's no need to dismantle nesting tables for storage. Even the optional modesty panel retracts when tables are nested.



