

Shenandoah Community School District Board of Directors
 Shenandoah Administration Board Room
 November 14, 2022 – 5:00 p.m.
 Regular Meeting

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Van Der Vliet
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*

4. Welcome To Audience

5. Public Forum

6. Administrative Reports

- a. Review of Community Eligibility Provision Food Service

7. Consent Agenda

a. Minutes

b. Treasurer’s Report

i. Account Balances

ii. Unspent Authorized Budget Report

iii. Accounts Payable

c. Personnel Requests:

Contracts:

| | | |
|------------------------|---------------------|------------|
| Kailey Cole | K8 Associate | \$14.24/hr |
| Savannah Melendez | PT Food Service | \$13.97/hr |
| Stephen (Cory) Scamman | MS Girls Basketball | \$2,753 |
| Grant Staats | HS Girls Wrestling | \$5,506 |

Contracts 2023-24:

| | | |
|---------------|--|---------------|
| Kerra Ratliff | Spec. Ed. Strat II BD/LD Teacher Intern | BA +30/Step 1 |
|---------------|--|---------------|

Contracts (Camp Leader - \$20/hr):

Holly Olson
 Brandie Woodyard

Volunteer Coach (2023-24):

Andrew Christensen HS Football

Resignations:

| | | |
|-----------------|-------------------------|--------------------|
| Brenda Frank | Transportation Dispatch | effective 11.22.22 |
| Joanna Robinson | K8 Associate | effective 10.28.22 |

d. Fundraising Requests

*on attached sheet

8. Action Items

- a. Approve Discontinuing Participation in the Community Eligibility Provision Program effective January 2023
- b. Approval of Allowable Growth and Supplemental State Aid for Limited English Proficiency Program in the amount of \$32,686.10
- c. Approve Moving Remaining Balances in Inactive Scholarship Accounts into the Misc. Scholarship Account
 - i. Sjulín Family - \$.01
 - ii. Clifford Richardson - \$2.69
 - iii. Helen Limbacher - \$1.27
 - iv. Dale Spears - \$.46
 - v. W. James Smith - \$.01
- d. Approve SBRC Application – Increasing Enrollment at \$97,851
- e. Approve SBRC Application – Open Enrollment Out not in Fall of 2021 at \$114,186
- f. Approve SBRC Application – Limited English Proficient Instruction beyond 5 years at \$1,556
- g. Approve Supplemental Agreement with Software Unlimited for the Negotiations Module with a one-time fee of \$1,145 and an annual cost of \$400
- h. Approve Renewal of the Iowa Local Government Risk Pool Commission Natural Gas Program for 2023-24
- i. Approve Contract with John Gordan Companies
- j. Approve First of Readings of Board Policies:
 - i. 401.14: Employee Expression
 - ii. 402.02: Child Abuse Reporting
 - iii. 408.01: Licensed Employee Professional Development
 - iv. 601.02: School Day
 - v. 602.01: Curriculum Development
 - vi. 602.02: Curriculum Implementation
 - vii. 602.03: Curriculum Evaluation
 - viii. 605.01: Instructional Materials Selection (I,II)
 - ix. 605.01-R(1): Instructional Materials Selection (I, II) Regulation
 - x. 605.02: Instructional Materials Inspection
 - xi. 605.03: Objection to Instructional Materials
 - xii. 605.03-R(1): Objection to Instructional Materials – Reconsideration of Instructional Materials Regulation
 - xiii. 605.3E1: Instructions to the Reconsideration Committee
 - xiv. 605.3E2: Reconsideration of Instructional and Library Materials
 - xv. 605.3E3: Sample Letter to Individual Challenging Instructional or Library Materials
 - xvi. 605.3E4: Request to Prohibit a Student from Checking out Specific Library Materials
 - xvii. 605.04: Technology and Instructional Materials
 - xviii. 605.05: School Library
 - xix. 802.04: Capital Asset

9. Informational Items

Next Regular Meeting – December 12, 2022 at 5:00 p.m.

10. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – October 10, 2022
Administration Board Room

Call to Order:

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

Roll Call:

Roll Call was answered by Directors Jean Fichter, Jeff Hiser, Benne Rogers, Adam Van Der Vliet and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson, School Business Official William Barrett and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Rogers.

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 Report:

Financial Overview: William Barrett presented the end of FY22 unaudited fund balances.

Activities Report: High School Principal Andrew Christensen spoke about a new activity initiative being undertaken titled Reach, Revamp, Reconnect. The new initiative will focus on 8 pillars.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills and fundraising requests. Personnel Requests: Contracts: Cambre Schutt, PT Preschool After School Associate – \$14.24/hr; Nicole Richardson, Van Driver - \$39.15/rt, \$15.42/hr. After School Tutors (\$20/session): Alisa Andrew, Amy Bopp, Toni Bounds, Terri Henderson, Angie Hunter, Hailey Johnson, Holly Olson, Carleen Perry, Diana Roberts, Jordan Ross, Lindsey Shaffer, Linnea Shook, Danielle Terry, Kristian Vance, Brandie Woodyard. Modifications (Associate Level I to Level II/III - \$.15/hr increase): Risa Graham, Christina Hemenway. Resignations: Lauri Hobbie, Food Service – effective October 14; Dakota Lawson, Van Driver – effective October 7. Early Graduation Requests (December 2022 pending all requirements are met): Christian Dukes, Megan Everett, Cade Fielder, Soley Kinsley, Sophie Maxine, Madelyn Paris, Heidi Reed, Tessa Shackelford, Joslyn Shum, Mia Wallace. Motion to approve by Director Van Der Vliet, second by Director Wooten. Ayes- Rogers, Van Der Vliet, Wooten, Fichter. Nays – Hiser. Motion passes 4-1.

Action Items:

Approve Rising Hope Student Agreement:

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

Approve Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$455,352.32:

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

Set Public Hearing Date for JK-8 Window Project for November 1, 2022:

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

Appoint Delegate to IASB Delegate Assembly:

Director Hiser nominated Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Add Girl's Wrestling as an Athletic Team:

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

Discussion Items:

Review 600 Section of Board Policy: IASB has a list of approximately 12 changes within the 600 section, most of which deal with House File 802. Changes will be on for approval at future board meetings.

Informational Items:

Special Meeting – November 1, 2022 at 5:00 pm

Next Regular Meeting – November 14, 2022 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Wooten to adjourn the meeting at 5:35 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – October 10, 2022
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 6:00 pm.

Roll Call:

Roll Call was answered by Directors Jean Fichter, Jeff Hiser, Benne Rogers, Adam Van Der Vliet and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Approval of Agenda:

Motion by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Closed Session:

At 6:01 pm Director Van Der Vliet made a motion to go into closed session authorized by Iowa Code Section 21.5(1)(a) & 21.5(1)(e) to conduct a hearing to consider disciplinary action against a student and to review and discuss records which are required by state or federal law to be kept confidential. Director Rogers seconded the motion. Motion carried unanimously.

Action Item:

The board returned to open session by consensus at 6:28 pm. Director Van Der Vliet made a motion that the student who was the subject of the disciplinary hearing be mandatorily reassigned to online learning for the remainder of the 1st semester; that upon completion of the expulsion period, an application for re-admission must be submitted and approved by the administration with a recommendation to the Board prior to re-admission; and that written findings and conclusions consistent with the Board's deliberations will be prepared and the President is authorized and directed to execute the Findings of Fact and Conclusion. Director Hiser seconded the motion. Motion carried unanimously.

Adjournment:

Motion by Director Van Der Vliet, second by Director Rogers to adjourn the meeting at 6:29 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – November 1, 2022
Administration Board Room

Call to Order:

Board Vice-President Adam Van Der Vliet called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Jean Fichter (via phone, out of town), Jeff Hiser, Benne Rogers, Adam Van Der Vliet and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson, School Business Official William Barrett and Board Secretary Lisa Holmes.

Public Hearing – JK-8 Window Project:

The public hearing was opened at 5:00 pm. With no public comment, the hearing was closed at 5:01 pm.

Action Items:

Approve JK-8 Window Replacement Project Bid Package with The Wilson Group, Inc. from the Oct. 27th Bid Opening - \$1,010,655:

After reviewing the overall project budget, Director Fichter made a motion to approve the bid package with The Wilson Group, LLC. The motion was seconded by Director Rogers. Motion carried unanimously.

Approve A132 Agreement with The Wilson Group, Inc. for the JK-8 Window Replacement Project:

Motion to approve by Director Rogers, seconded by Director Wooten. Motion carried unanimously.

Informational Items:

Next Regular Meeting - November 14, 2022 at 5:00 p.m.

Adjournment:

Motion by Director Hiser, second by Director Rogers to adjourn the meeting at 5:05 pm. Motion carried unanimously.

Board Secretary

Board President

| SHENANDOAH COMMUNITY SCHOOL | | | |
|---------------------------------------|--|-----------------------|---------------------------------|
| UNSPENT AUTHORIZED BUDGET CALCULATION | | | |
| 2022-2023 | | | |
| | REGULAR PROGRAM DISTRICT COST | \$7,688,022.00 | |
| + | REGULAR PROGRAM BUDGET ADJUSTMENT | \$0.00 | |
| + | SUPPLEMENTARY WEIGHTING DISTRICT COST | \$122,715.00 | |
| + | SPECIAL ED DISTRICT COST | \$1,015,729.00 | |
| + | TEACHER SALARY SUMMPLEMENT DISTRICT COST | \$691,673.00 | |
| + | PROF DEV SUPPLEMENT DISTRICT COST | \$75,128.00 | |
| + | EARLY INTERVENTION SUPPL DISTRICT COST | \$87,656.00 | |
| + | TEACHER LEADERSHIP SUPP DISTRICT COST | \$371,074.00 | |
| + | AEA SPECIAL ED SUPPORT | \$380,673.00 | |
| + | AEA SPECIAL ED SUPPORT ADJUSTMENT | \$0.00 | |
| + | AEA MEDIA SERVICES | \$62,895.00 | |
| + | AEA EDUCATIONAL SERVICES | \$69,533.00 | |
| + | AEA SHARING DISTRICT COST | \$830.00 | |
| + | AEA TEACHER SALARY SUPPL DISTRICT COST | \$39,086.00 | |
| + | AEA PROF DEV SUPPL DISTRICT COST | \$4,203.00 | |
| + | DROPOUT ALLOWABLE GROWTH | \$232,546.00 | Local Match \$77,515 |
| + | SBRC ALLOWABLE GROWTH OTHER #1 | \$0.00 | Inc. Enrollmnt, OE Out, and LEP |
| + | SBRC ALLOWABLE GROWTH OTHER #2 | \$0.00 | LEP |
| + | SPECIAL ED DEFICIT ALLOWABLE GROWTH | \$0.00 | Estimated |
| - | 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 | \$61,588.00 | |
| = | MAXIMUM DISTRICT COST | \$10,780,175.00 | |
| + | PRESCHOOL FOUNDATION AID | \$200,151.00 | |
| + | INSTRUCTIONAL SUPPORT AUTHORITY | \$569,452.00 | |
| + | ED IMPROVEMENT AUTHORITY | \$0.00 | |
| + | OTHER MISCELLANEOUS INCOME | \$3,250,000.00 | Estimate on Budget Worksheet |
| + | UNSPENT AUTH BUDGET - PREVIOUS YEAR | \$3,920,594.72 | Est. |
| = | MAXIMUM AUTHORIZED BUDGET | \$18,720,372.72 | |
| - | EXPENDITURES | \$3,311,751.89 | 17.69% |
| = | UNSPENT AUTHORIZED BUDGET | \$15,408,620.83 | |
| | | | |
| | EXPENDITURES | FY2023 | FY2022 Actuals |
| | JULY | \$181,999.04 | \$209,118.22 |
| | AUGUST | \$372,434.04 | \$540,423.00 |
| | SEPTEMBER | \$1,583,530.30 | \$1,185,235.82 |
| | OCTOBER | \$1,173,788.51 | \$1,378,454.07 |
| | NOVEMBER | | \$1,061,892.88 |
| | DECEMBER | | \$1,200,949.33 |
| | JANUARY | | \$1,068,212.67 |
| | FEBRUARY | | \$2,205,533.90 |
| | MARCH | | \$1,417,225.67 |
| | APRIL | | \$996,563.39 |
| | MAY | | \$1,043,181.09 |
| | JUNE | | \$3,260,483.25 |
| | TOTAL | \$3,311,751.89 | \$15,567,273.29 |

| Function Part 1 | Revised Budget | Expended During Month | Expenditures to Date | % of Budget | Balance at EOM | A/ P Outstanding | P/ O Outstanding | Unencumbered Balance |
|--------------------------------------|----------------|-----------------------|----------------------|-------------|-----------------------|------------------|-------------------|-----------------------|
| 5000 DEBT SERVICE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6000 6000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40 DEBT SERVICE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 61 SCHOOL NUTRITION FUND | | | | | | | | |
| 2000 2000 | 0.00 | 0.00 | 667.36 | 0.00 | (667.36) | 0.00 | 33.74 | (701.10) |
| 3000 3000 | 0.00 | 90,432.07 | 184,254.52 | 0.00 | (184,254.52) | 0.00 | 30,746.43 | (215,000.95) |
| 6000 6000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 61 SCHOOL NUTRITION FUND | 0.00 | 90,432.07 | 184,921.88 | 0.00 | (184,921.88) | 0.00 | 30,780.17 | (215,702.05) |
| 62 CHILDCARE FUND | | | | | | | | |
| 3000 3000 | 0.00 | 1,960.68 | 2,413.20 | 0.00 | (2,413.20) | 0.00 | 0.00 | (2,413.20) |
| 62 CHILDCARE FUND | 0.00 | 1,960.68 | 2,413.20 | 0.00 | (2,413.20) | 0.00 | 0.00 | (2,413.20) |
| 81 TRUST FUNDS NON EXPENDABLE | | | | | | | | |
| 1000 INSTRUCTION | 0.00 | 0.00 | 5,375.00 | 0.00 | (5,375.00) | 0.00 | 0.00 | (5,375.00) |
| 6000 6000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 81 TRUST FUNDS NON EXPENDABLE | 0.00 | 0.00 | 5,375.00 | 0.00 | (5,375.00) | 0.00 | 0.00 | (5,375.00) |
| 91 AGENCY FUND | | | | | | | | |
| 1000 INSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2000 2000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 91 AGENCY FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Total: | 0.00 | 1,353,023.65 | 4,220,066.00 | 0.00 | (4,220,066.00) | 35,574.23 | 174,277.41 | (4,429,917.64) |

MONTHLY BOARD VENDOR BILLS

| Invoice Detail | Invoice Detail | Description |
|------------------------------------|----------------|--|
| Amount | | |
| Checking Account ID 10 | Fund Number 10 | GENERAL FUND |
| ALLDATA | 975.00 | HS AUTO TECH SUPPLIES |
| ATC GROUP SERVICES LLC | 950.00 | PURCHASED BUILDING AND GROUNDS SERVICES |
| BARBARA FARWELL | 193.38 | ESL TRAVEL |
| BILL SELBY | 35.00 | REIMBURSEMENT |
| BLICK ART MATERIALS | 36.36 | SUPPLIES |
| BMO MASTERCARD - TRANSPORTATION I | 171.03 | TRANSPORTATION SUPPLIES |
| BMO MASTERCARD | 339.00 | ELEM GENERAL ED SUPPLIES |
| BMO MASTERCARD | 140.63 | SUPPLIES |
| BMO MASTERCARD | 4,929.24 | SUPPLIES |
| BMO MASTERCARD | 2,751.37 | SUPPLIES |
| BMO MASTERCARD | 3,609.41 | SUPPLIES |
| BMO MASTERCARD | 542.44 | SUPPLIES |
| BMO MASTERCARD | 1,238.52 | SUPPLIES |
| BMO MASTERCARD | 1,090.63 | SUPPLIES |
| BMO MASTERCARD | 4,432.67 | SUPPLIES/DUES/FEES |
| BMO MASTERCARD | 419.78 | SUPPLIES/SOFTWARE |
| BMO MASTERCARD | 2,418.11 | SUPPLIES |
| BMO MASTERCARD | 145.87 | SUPPLIES |
| BMO MASTERCARD | 434.26 | MAINTENANCE BUILDING SUPPLIES |
| BMO MASTERCARD | 3,190.50 | TECH REPAIR & MAINTENANCE SUPPLIES/SOFTWAR |
| BMO MASTERCARD | 357.23 | SUPPLIES |
| BMO MASTERCARD | 45.84 | HS SPED LVL III SUPPLIES |
| BMO MASTERCARD | 3,100.76 | SUPPLIES |
| BROWN'S REPAIR & AUTO PARTS, INC. | 201.50 | VEHICLE REPAIR SERVICES |
| BSN SPORTS | 364.23 | SUPPLIES |
| CABINETS BY STAC | 165.46 | MAINTENANCE BUILDING SUPPLIES |
| CDW GOVERNMENT | 317.16 | SOFTWARE/SUPPLIES |
| CENEX FLEET FUELING | 3,256.81 | FUEL |
| CENTURYLINK | 585.73 | TELEPHONE |
| CHAT MOBILITY | 59.34 | TELEPHONE |
| CITY OF SHENANDOAH | 15,651.12 | WATER-SEWER |
| CPI | 200.00 | SPED DIRECTOR DUES |
| CULLIGAN WATER | 425.47 | MAINTENANCE RENTAL OF EQUIPMENT |
| CURRICULUM ASSOCIATES | 62.19 | MS SPED LVL 1 SUPPLIES |
| DECKER INC | 585.86 | MAINTENANCE BUILDING SUPPLIES |
| DES MOINES REGISTER | 1,983.35 | ADVERTISING |
| DOUG MEYER CHEVROLET | 1,689.00 | VEHICLE REPAIR SERVICES |
| EGAN SUPPLY | 4,088.02 | PARTS/SUPPLIES |
| ENERGY ASSOCIATION OF IOWA SCHOOLS | 1,500.00 | PURCHASED BUILDING AND GROUNDS SERVICES |
| FILTER SHOP, INC., THE | 1,624.41 | MAINTENANCE BUILDING SUPPLIES |
| GLASS GUY, THE | 2,483.86 | MAINTENANCE BUILDING REPAIR SERVICES |
| GRAINGER | 187.79 | CUSTODIAL SUPPLIES |
| HD PRO INSTITUTIONAL | 1,630.70 | CUSTODIAL SUPPLIES |
| IAMO COMMUNICATIONS | 30.00 | NETWORK SUPPORT INTERNET ACCESS |
| IMAGINE LEARNING | 10,200.00 | CURRICULUM - IGNITE |
| IOWA COMMUNICATIONS NETWORK | 183.65 | TELEPHONE/DATA |
| IOWA WESTERN COMMUNITY COLLEGE | 100.00 | STAFF WORKSHOP/CONF REGI |
| JOHN GOWING PLUMBING AND HEATING | 172.75 | MAINTENANCE PARTS |
| KEVIN KUSH PUBLIC SPEAKING INC. | 2,324.00 | SPEAKER/MILEAGE |
| KIDWELL INC. | 32.50 | TECH REPAIR & MAINTENANCE SUPPLIES |
| KIM LEININGER | 175.00 | MAY MENTOR TRAVEL |
| LEPORTE ELECTRIC | 630.82 | MAINTENANCE BUILDING REPAIR SERVICES |
| MEDICAL ENTERPRISES | 200.00 | DRIVER DRUG TESTING |
| MID-AMERICAN RESEARCH CHEMICAL | 502.50 | CUSTODIAL SUPPLIES |
| MIDAMERICAN ENERGY | 15,462.35 | UTILITIES-ELECTRICITY |
| MILLER BUILDING | 260.59 | MAINTENANCE SUPPLIES |
| MITEL NET SOLUTIONS | 602.12 | TELEPHONE |
| NUMOTION | 2,406.60 | ELEM SPED LVL III SUPPLIES |
| O'REILLY AUTO | 16.51 | TRANSPORTATION REPAIR PARTS |
| OMAHA COMMUNITY PLAYHOUSE | 940.00 | ADMISSION |
| OMAHA PERFORMING ARTS | 4,400.00 | ADMISSION |
| OMAHA WORLD HERALD | 446.00 | ADVERTISING |
| PETERSEN AUTO | 939.60 | VEHICLE REPAIR SERVICES |
| PLUNKETT'S PEST CONTROL | 481.00 | MAINTENANCE PEST CONTROL CONTRACTED |
| PRO-TINT | 6,845.90 | MAINTENANCE BUILDING REPAIR SERVICES |
| RASMUSSEN MECHANICAL SERVICES | 1,282.65 | MAINTENANCE BUILDING REPAIR SERVICES |
| RED OAK WELDING | 801.46 | SUPPLIES/REPAIR |
| RIEMAN MUSIC DES MOINES | 1,456.78 | SUPPLIES |
| ROBERT MCCONKEY PAINTING | 350.00 | MAINTENANCE RENTAL OF EQUIPMENT |
| ROCSTOP CARDTROL | 6,520.17 | TRANSPORTATION DIESEL |
| SAPP BROS. | 193.95 | TRANSPORTATION SUPPLIES |
| SCHOOL ADMINISTRATORS OF IOWA | 500.00 | DUES |

| | | | |
|-------------------------------|----------------|-------------------|--|
| SCHOOL BUS SALES | | 387.56 | TRANSPORTATION REPAIR PARTS |
| SHENANDOAH ACTIVITY FUND | | 2,857.02 | FUND TRANSFER |
| SHENANDOAH MEDICAL CENTER | | 4,413.00 | OTHER BENEFITS-FLU SHOTS |
| SHENANDOAH ROTARY | | 158.00 | MAY MENTOR DUES & FEES |
| SHENANDOAH SANITATION | | 818.91 | MAINTENANCE GARBAGE COLLECTION |
| SHERIDAN DECORATING | | 22.68 | MAINTENANCE BUILDING SUPPLIES |
| SHOOK MUSIC STUDIO | | 120.00 | HS BAND EQUIPMENT REPAIR |
| STAPLES ADVANTAGE | | 4,491.20 | DISTRICT WIDE SUPPLIES |
| SWIFT SERVICES LLC | | 174.94 | NETWORK SUPPORT INTERNET ACCESS |
| TILL360 LLC | | 10,200.00 | SPEAKER |
| TOM HARNACK | | 900.00 | SPEAKER/WORKSHOP |
| TRUCK CENTER COMPANIES | | 86.87 | TRANSPORTATION REPAIR PARTS |
| UNITED CULTURES INC | | 570.00 | ADMISSION |
| US CELLULAR | | 478.39 | TECHNOLOGY EQUIPMENT |
| VALLEY PUBLICATIONS | | 641.66 | ADVERTISING |
| WAGEWORKS, INC. | | 361.20 | MEDICAL INSURANCE OTHERS |
| WALLIN PLUMBING & HEATING | | 95.10 | MAINTENANCE PARTS |
| WILLIAM V. MACGILL & CO | | 531.87 | SCHOOL NURSE SUPPLIES |
| Fund Number 10 | | <u>154,374.33</u> | |
| Checking Account ID 10 | Fund Number 22 | | MANAGEMENT FUND |
| WILSON INSURANCE AGENCY | | 5,136.00 | INSURANCE |
| Fund Number 22 | | <u>5,136.00</u> | |
| Checking Account ID 10 | Fund Number 33 | | SAVE (SECURE AN ADVANCED VISION FOR ED. |
| BI-STATE ELECTRONICS | | 5,855.00 | MAINT. EQUIPMENT |
| INTERSTATE POWER SYSTEMS | | 1,375.27 | EQUIPMENT REPAIRS |
| RASMUSSEN MECHANICAL SERVICES | | 13,918.00 | BUILDING IMPROVEMENT |
| Fund Number 33 | | <u>21,148.27</u> | |
| Checking Account ID 10 | Fund Number 36 | | PHYSICAL PLANT & EQUIPMENT |
| AHLERS & COONEY PC | | 800.00 | LAWYER |
| BLUPOINTE DRS | | 750.00 | MONTHLY BACKUP |
| BMO MASTERCARD | | 824.00 | TECH RELATED SOFTWARE |
| CDW GOVERNMENT | | 742.24 | LICENSING/SUPPORT |
| FELD FIRE | | 2,334.58 | OTHER PURCHASED PROPERTY SERVICES |
| MIDAMERICAN ENERGY | | 9.10 | STUDENT HOUSING PROJECT |
| MILLER BUILDING | | 758.88 | STUDENT HOUSING PROJECT |
| OTIS ELEVATOR | | 125.00 | OTHER PURCHASED PROPERTY SERVICES |
| RISE VISION | | 831.60 | TECH RELATED SOFTWARE |
| SCREENCASTIFY | | 3,200.00 | TECH RELATED SOFTWARE |
| SYSTEMWORKS, LLC | | 2,600.00 | JK-8 WINDOWS - ARCHITECT/COMMISSION SERV |
| VISUAL EDGE IT | | 1,309.70 | COPIER LEASE |
| Fund Number 36 | | <u>14,285.10</u> | |
| Checking Account ID 10 | Fund Number 61 | | SCHOOL NUTRITION FUND |
| ANDERSON ERICKSON DAIRY | | 15,721.38 | MILK |
| BMO MASTERCARD | | 407.05 | REPAIRS & MAINTENANCE EQUIPMENT |
| DOVEL REFRIGERATION | | 571.42 | REPAIR |
| FAREWAY STORES | | 540.31 | FOOD/SUPPLIES |
| HEARTLAND PAYMENT SYSTEMS INC | | 495.00 | SOFTWARE |
| HY-VEE | | 281.29 | FOOD/SUPPLIES |
| MARTIN BROS DIST | | 92,064.49 | FOOD/SUPPLIES |
| MEYER LABORATORY INC | | 2,154.00 | SUPPLIES |
| Fund Number 61 | | <u>112,234.94</u> | |
| Checking Account ID 10 | Fund Number 21 | | ACTIVITY FUND |
| Checking Account ID 40 | | 307,178.64 | |
| ABRAHAM LINCOLN CSD | | 75.00 | ENTRY FEE TO ANOTHER SCHOOL |
| ASHLEIGH SMITH | | 150.00 | HS DRAMA SUPPLIES |
| BAND BOOSTERS | | 1,805.30 | CONCESSIONS |
| BARTLETT AUDIO | | 570.00 | HS DRAMA SUPPLIES |
| BMO MASTERCARD | | 565.69 | BPA SUPPLIES |
| BMO MASTERCARD | | 3,887.79 | SUPPLIES |
| BMO MASTERCARD | | 394.99 | SUPPLIES/FCCLA |
| BMO MASTERCARD | | 2,502.20 | SUPPLIES/TRAVEL FFA |
| BMO MASTERCARD | | 1,483.89 | SUPPLIES |
| BMO MASTERCARD | | 274.10 | SUPPLIES/STUDENT COUNCIL |
| BMO MASTERCARD | | 4,254.40 | SUPPLIES/GENERAL ATHLETICS |
| BMO MASTERCARD | | 1,811.68 | MAY MENTORING ACTIVITY SUPPLIES |
| BMO MASTERCARD | | 70.59 | HS DRAMA SUPPLIES |
| BMO MASTERCARD | | 100.00 | SUPPLIES |
| BMO MASTERCARD | | 1,243.84 | SUPPLIES |
| BMO MASTERCARD | | 598.00 | SUPPLIES/GENERAL ATHLETICS |
| BMO MASTERCARD | | 788.28 | TRAVEL/GENERAL ATHLETICS |
| BMO MASTERCARD | | 341.05 | MUSTANG FIELD CONCESSION SUPPLIES |
| BSN SPORTS | | 1,202.43 | SUPPLIES/GENERAL ATHLETICS |
| CLARINDA HS | | 100.00 | ENTRY FEE TO ANOTHER SCHOOL |
| COUNTY LINE DESIGN | | 817.00 | AUTO TECH CLUB SUPPLIES |
| DANNCO INC. | | 2,453.85 | SUPPLIES/GENERAL ATHLETICS |
| DEBBIE BLOMSTEDT | | 230.00 | GENERAL ATHLETICS OFFICIAL |

| | | |
|--------------------------------------|------------------|-----------------------------------|
| DEVIN COLLINS | 125.00 | GENERAL ATHLETICS OFFICIAL |
| DON'S JOHNS & SEPTIC PUMPING | 256.50 | RENTAL |
| EILEENS COLOSSAL COOKIES | 2,388.00 | HOSA GENERAL SUPPLIES |
| FAREWAY STORES | 1,928.11 | CONCESSIONS |
| FIRST NATIONAL BANK/KAYLA MICHAELSON | 60.00 | TRAVEL/GENERAL ATHLETICS |
| HEALY AWARDS, INC. | 753.53 | SHEN BOYS BOWLING SUPPLIES |
| IGCA SHOOT OUT | 60.00 | REGISTRATION |
| IOWA FFA ASSOCIATION | 1,342.50 | DUES |
| IOWA HIGH SCHOOL MUSIC ASSOCIATION | 145.00 | STUDENT ENTRY & REGISTRATION FEES |
| IOWA HOSA | 880.00 | DUES/MEMBERSHIP |
| JOHN BLOMSTEDT | 230.00 | GENERAL ATHLETICS OFFICIAL |
| JOHN NAHNSEN | 115.00 | GENERAL ATHLETICS OFFICIAL |
| KACIE WOODLEY | 115.00 | GENERAL ATHLETICS OFFICIAL |
| KEARI BEBOUT | 22.00 | GENERAL ATHLETIC WORKERS |
| LASTING INK IMPRESSIONS | 983.00 | SUPPLIES/CHEERLEADERS |
| MIDDLE SCHOOL PTO | 940.10 | CONCESSIONS |
| MIDWEST SCORING | 800.00 | SUPPLIES/GENERAL ATHLETICS |
| RIDDELL/ALL AMERICAN SPORTS | 157.64 | SUPPLIES/GENERAL ATHLETICS |
| RIEMAN MUSIC DES MOINES | 491.45 | SUPPLIES/MARCHING MUSTANGS |
| ROBBIE MACE | 70.00 | MS GENERAL ATHLETICS OFFICIAL |
| ROCSTOP - WHITEHILLS | 1,048.06 | MUSTANG FIELD CONCESSION SUPPLIES |
| RON HANSEN | 66.00 | MS GENERAL ATHLETIC WORKERS |
| SANCTUARY, THE | 2,012.98 | HS DRAMA SUPPLIES |
| SHARI FOOTE | 66.00 | GENERAL ATHLETIC WORKERS |
| SHENANDOAH CSD | 108.80 | REIMB TO GF |
| TARKIO FFA | 6,820.46 | TRAVEL - FFA |
| THOMAS JEFFERSON CSD | 90.00 | ENTRY FEE TO ANOTHER SCHOOL |
| TILL360 LLC | 3,975.00 | SPEAKER - MAY MENTORING SHARE |
| TOM OLSON | 70.00 | MS GENERAL ATHLETICS OFFICIAL |
| TONYA THOMPSON | 22.00 | MS GENERAL ATHLETIC WORKERS |
| TRI CENTER HIGH SCHOOL | 180.00 | ENTRY FEE TO ANOTHER SCHOOL |
| WEST MUSIC | 64.59 | SUPPLIES/SHEN SINGERS |
| Fund Number 21 | <u>52,106.80</u> | |
| Checking Account ID 40 | <u>52,106.80</u> | |

| First Name | Last Name | Organization | Start Date | End Date | Name of Fundraiser | What specific funds will be used for | Percentage of profit | Population |
|------------|-----------|---|------------|------------|--------------------------------|---|----------------------|-------------------------|
| Darin | Pease | High School Bowling | 11/8/2022 | 11/29/2022 | Butter Braid Pastry Fundraiser | bowling expenses, powders, equipment, tools | 50% | Staff or General Public |
| Patty | Roberts | High School Basketball and Wrestling Cheerleading | 11/29/2022 | 12/2/2022 | Winter Youth Cheer Camp | Cheer supplies, paint, poster paper, brushes, awards, team meals. | 40% | Students |

November 1, 2022

INSIGNIFICANT SCHOLARSHIP TRUST FUND ACCOUNTS

Currently there 5 Scholarship accounts with less than a \$3.00 balance. It is recommended to consolidate these accounts with the MISC SCHOLARSHIP Account, which currently has a balance of \$79.69.

Accounts includes with this recommendation are as follows:

| ACCOUNT NUMBER | DESCRIPTION | BALANCE | MOVE TO |
|---------------------|-------------------|---------|---------------------|
| 81 770 000 8107 000 | SJULIN FAMILY | \$0.01 | 21 770 000 8206 000 |
| 81 770 000 8114 000 | CLIFFORD RICHARDS | \$2.69 | 21 770 000 8206 000 |
| 81 770 000 8116 000 | HELEN LIMBACHER | \$1.27 | 21 770 000 8206 000 |
| 81 770 000 8201 000 | DALE SPEARS | \$0.46 | 21 770 000 8206 000 |
| 81 770 000 8207 000 | W. JAMES SMITH | \$0.01 | 21 770 000 8206 000 |

5976 Shenandoah Comm School District

SBRC Application

The application is due by December 1. If the application is timely filed by December 1 but related board action is taken after December 1, the district may upload board minutes up to two days after board action is taken in December.

This form will not accept special characters, such as dollar signs or commas.

Request: Increased Enrollment Districts may request modified supplemental amount (MSA) (i.e. spending authority) for on-time funding (awarded in current year) if the certified enrollment count of the current year exceeded the certified enrollment count of the prior year.

| Certified Enrollment | Certified Prev Enrollment | Enrollment - PrevEnrollment | DCPP | Maximum MSA Request(Increase FTE x DCPP) |
|----------------------|---------------------------|-----------------------------|---------|--|
| 1050.30 | 1037.10 | 13.20 | 7413.00 | 97851.60 |

Enter Amount of Request: 97851

Request: Open Enrollment Out Districts may request MSA for students open enrolled out (OEO) in the current year for whom the district is required to pay tuition in the current year and were not included in the certified enrollment count of the prior year.

| Enrollment - PrevEnrollment | Preliminary Eligible FTE | DiffMinusIncrease | PrevDCPP | Maximum MSA Request(Eligible FTE x Previous Year DCPP) |
|-----------------------------|--------------------------|-------------------|----------|--|
| 13.20 | 29.00 | 15.80 | 7227.00 | 114186.60 |

Enter Amount of Request: 114186

Request: LEP Instruction Beyond 5 Years Districts may request MSA for the costs of providing instructional services to limited English proficient (LEP) students being served beyond the five years of weightings.

| Eligible LEP Count | Test Level | Weighting | DCPP | Maximum MSA Request (Count x Weighting X DCPP) |
|--------------------|--------------|-----------|---------|--|
| 1.00 | Intermediate | 0.21 | 7413.00 | 1556.73 |
| 0.00 | Intensive | 0.26 | | |

Enter Amount of Request: 1556

District Certifier Contact

Include the title and phone number of the district contact completing this report.

| Name | Email | Title | Phone |
|-----------------|----------------------|-------|--------------|
| William Barrett | barrettw@shencsd.com | SBO | 712-246-1581 |

Submit Your Application

By clicking Submit We, the officials of this district certify under penalty of perjury and pursuant to the laws of the state of Iowa that the data submitted on this SBRC Application, are true, correct, and complete and complies with all applicable requirements of federal and state laws, rules, regulations, and instructions.

Certify Date: 11/4/2022 4:15:24 PM

Upload Board Minutes

Upload a copy of the board minutes authorizing the request(s) to the SBRC for these purposes. Board minutes should reflect the reason for the request and the amount authorized. Specific resolution language was published in the October 2021 SBA. [SBA Link](#)

Board Minutes Date 11/14/2022

Save

Choose File No file chosen

Upload

SUPPLEMENTAL AGREEMENT FOR THE NEGOTIATIONS MODULE

This agreement is supplemental to and forms a part of the Agreement for Licensed Software and Software Maintenance Agreement for Licensed School Accounting System, by and between Software Unlimited, Inc., hereinafter referred to as "SUI", and

Organization Name:

Physical Address:

City, State Zip:

Hereinafter referred to as "Customer", jointly and severally agree that a non-transferable and non-exclusive license for licensed software shall be granted by SUI to the Customer under this agreement, all subject to the terms and conditions given in the following sections.

THEREFORE BE IT RESOLVED, that SUI and Customer agree on the following terms and conditions:

1. INSTALLATION

The Add-on Module is designed to be self-installed, using the documentation provided, unless otherwise stated. Should the Customer specifically request on-site assistance of SUI with any or all of the installation, SUI will charge its own standard rates for such assistance. Rates are available upon request.

2. DOCUMENTATION

SUI shall provide help files with detailed instructions for the licensed software for the Customer's use for self-installation by the Customer and continued use of the software.

3. TESTING PERIOD

The purpose of the testing period is to permit the Customer to determine whether the program(s) meets the Customer's requirements.

The testing period for the licensed software included in this agreement begins the next day after the completion of the installation workshop and continues for thirty (30) calendar days thereafter. If within the thirty (30) calendar day trail the program(s) do not meet the Customer's requirements, applicable One-Time License Fee(s) and Maintenance Fee(s), prorated or otherwise, will be refunded to the Customer.

Customer requested on-site assistance or modifications are not included as part of the 30-day trial.

4. DISCONTINUANCE OF TESTING

The Customer may discontinue testing at any time during the testing period. Unless written notice of discontinuance is sent to SUI immediately upon discontinuance, the Customer will be deemed to have decided to retain the licensed software at the end of the testing period under all the terms of this agreement. No prepayments to SUI for licensing fees or for other related purposes shall be refundable to the Customer in the event of failure to give stated notification of discontinuance during testing.

In the event of the Customer's discontinuance of testing and then subsequent re-ordering the same licensed software later for the same location and/or installation, then Section 3 above will be deemed null and void for the re-ordering licensed software

5. SPECIFIED OPERATING ENVIRONMENT

Unless otherwise stated, the Licensed School Accounting System programs are designed to operate on PC or compatible workstations and/or servers with a compatible laser printer and/or laser office copier/printer. All workstation and/or server Operating Systems should be at a Microsoft supported versions and current with OS updates. Review current

system hardware requirements on our website for specific details. Any other workstation types and/or server configurations must be SUI approved.

The Web Link module requires a Server version currently supported by Microsoft® and current with OS updates, including but not limited to, IIS and .NET Framework supported versions. Review current system hardware requirements on our website for specific details. Any other server types and/or configurations must be SUI approved.

6. COMMENCEMENT, PAYMENT TERMS, AND RENEWAL

The payment of the applicable fees for the licensed software included in this agreement shall be due upon execution of this agreement and receipt of an invoice for the fees from SUI.

- A. This contract shall commence the next day after the completion of the initial module training. An invoice for the maintenance fee, which is prorated to cover the period between that commencement date and next fiscal period will follow.
- B. This contract shall be renewable for a one-year period consistent with your fiscal year, herein after called "renewal date", unless terminated as herein after provided.
- C. The annual maintenance fee is subject to change by SUI at any renewal date. Notice of such change shall be given forty-five (45) calendar days prior to the renewal date.

Other applicable charges shall be due upon the Customer's receipt of an invoice from SUI. All invoices shall be net thirty days from date of invoice and subject to a 1.5% per month finance charge for any unpaid balance thereafter. Refer to Attachment 1 for applicable fees and charges.

7. TERMINATION

This Agreement may be terminated by the Customer upon giving one month's prior written notice to SUI, but such termination shall require that all licensed software included in this Supplemental Agreement is discontinued, with all written materials and media returned or destroyed and that all licensing rights given the Customer under this Agreement have been transferred back to SUI. This Supplemental Agreement may be terminated by SUI if the Customer fails to comply with any of the terms and conditions of this Supplemental Agreement, or for any other reason, providing one month's written notice is given to the Customer. Such termination by SUI shall not be deemed to void or impair the SUI patent or copyrights held by SUI on any of the licensed software under this Agreement. No maintenance contract fee, paid by the Customer to SUI, under this contract is refundable should the Customer terminate this contract at any time.

The Customer acknowledges that Customer has read this agreement and understands it and agrees to be bound by its terms and conditions. Further, the Customer agrees that this agreement supersedes all proposals and prior agreements, oral or written, and all other communications related to the subject matter of the agreement. The Customer further acknowledges, and agrees to be bound by the terms and conditions of such other additional written agreements as the parties may execute from time to time.

Accepted by CUSTOMER:

(Signed) _____ (Date) _____

(Title) _____

Accepted by SOFTWARE UNLIMITED, INC.:

(Signed) _____ (Date) _____

(Title) _____

ATTACHMENT I

APPLICABLE LICENSE FEES AND CHARGES FOR LICENSED SCHOOL ACCOUNTING SYSTEM

I. FEE SCHEDULE (FY22-23)

| | | ANNUAL FEE SCHEDULE* (BASED ON STUDENT ENROLLMENT) | | | | | | |
|-------------------------------------|----------------|--|---------|----------|-----------|-----------|-----------|---------|
| MODULE | ONE-TIME | ≤100 | 101-500 | 501-1000 | 1001-3000 | 3001-5000 | 5001-7000 | ≥7001 |
| School Accounting System (AP,PR,GL) | \$4,995 | \$2,800 | \$4,100 | \$4,100 | \$4,100 | \$4,100 | \$4,100 | \$8,200 |
| Fixed Asset Inventory | \$1,145 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$1,000 |
| Report Writer | \$1,145 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$1,000 |
| Negotiations | \$1,145 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$800 |
| Human Resources | \$1,145 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$800 |
| Web Link | \$1,145 | \$700 | \$700 | \$700 | \$700 | \$700 | \$700 | \$1,400 |
| Accounts Receivable | \$1,145 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$1,000 |
| Census | \$495 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$300 |

*Non-school entities, without certified enrollment, use 501-1000 column. Annual Fees subject to change.

I.a OPTIONAL MODULE TRAINING EXPLANATION

Initial add-on module training is included with the One-Time License Fee, including the "Phone/Web" training option for unlimited users. Choose a training option that is convenient for district operators – formal Workshop or Phone/Web training.

All subsequent training is included with the Annual Maintenance Fee and unlimited for any formally scheduled "Workshop" and "Webinar" **ONLY**. Specialized, one-on-one "Phone/Web" training or "Onsite" training will continue to be available for additional fees. Please contact the Training Department.

I.b GENERAL LEDGER, ACCOUNTS PAYABLE AND PAYROLL LICENSE FEE EXPLANATION

Included with the one-time license fee is the conversion of the customer's **chart of accounts, vendor file (vendor identifier, name, address information), relevant payroll information (employee identifier, name, address, and social security number information), and current year's budget figures**. If your vendor file is not accessible for the conversion process, we will enter **100 of your most frequently used vendors**. **The customer's system operator will be responsible for verification of conversion information**. Initial core program (AP,PR,GL) training is included with the One-Time License Fee when attending a formally scheduled workshop. Onsite training estimates available upon request. You will receive a thirty (30) calendar day trial after you attend the installation workshop.

II. CONVERSION SERVICES EXPLANATION

If you have remote access capabilities and give us approval, our staff can connect to your computer to view information that may be helpful in solving an issue. Having e-mail and/or Internet access will also allow for easy transfer of files, if needed.

If you currently have Fixed Asset Inventory or Census on computer we may be able to convert the data, for a fee. You will then be able to begin with the Fixed Asset Inventory and / or Census immediately. If you work with a vendor to gather the physical inventory we will also work with them to convert.

III. ANNUAL MAINTENANCE FEE EXPLANATION

Our maintenance fee* includes unlimited module updates and enhancements, unlimited training (formally scheduled Workshops and Webinars), and unlimited access to our 1-800 Helpline support number. To safeguard the customer's investment, now as well as in the future, we provide updates for customization to State, Federal, Dept. of Education, and Retirement Reporting requirements. If you are not at the start of your fiscal year the maintenance contracts will be pro-rated. They are renewed once a year at the start of the customer's fiscal period.

*Maintenance & Training Fees subject to change



AGREEMENT

This confirms the appearance of Jade Gordon

DATE OF SPEAKING: February 2, 2023

PRESENTATION: Keynote

LOCATION: Shenandoah, Iowa

CLIENT: Shenandoah High School

FINANCIAL ARRANGEMENT

Agreed Honorarium Guarantee: \$3000

Airfare / Travel: Travel expense for 1 to be reimbursed by client.

Lodging: A room for the speaker will be provided and paid for by client.

Ground Transportation: Client will arrange and pay for ground transportation to pick up speaker upon arrival, transport locally as needed and return to airport upon completion of program.

ADDITIONAL CONSIDERATIONS

Books / CD's: Client may purchase copies of Jon Gordon's books via Amazon.com, BN.com, Porchlight Books OR another book seller.

Video/Audio Taping / Rights: Video or Audio taping of speech is prohibited without prior approval from The Jon Gordon Companies. Due to intellectual property rights, additional fees may apply.

Confidentiality: All terms and financial considerations within this agreement, including the agreed upon speaker honorarium, are considered confidential and not to be discussed outside the direct client contact and representatives of The Jon Gordon Companies.

THE
**JON
GORDON**
COMPANIES

CLIENT CONTACT AND INFORMATION

(To be completed by client)

Contact information

Name/Title: *Mary Peterson, HS SPED Teacher*
Mailing Address: *1000 Mustang Drive, Shenandoah, VA 51601*
Office Phone: *712-246-4727*
Cell Phone: *712-215-0126*
Email: *petersonm@shencscl.com*

Event details

Speaker time: *1:30-3:00 pm*
Expected total number of attendees: *approximately 300*
Percentage of attendees: *56% Male 44% Female*
Purpose of Event: *Positivity and The Coffee Bean book
Presentation to students and staff to improve culture in our building*
Event address: *Shenandoah High School, Gladys Wirsig-Jones Auditorium, 1000 Mustang Dr., Shenandoah, VA 51601*

AGREED TO BY:

Signature/Date: _____
(Client Contact)

Jade Gordon

Signature/Date: _____
(Jade Gordon-Speaker- The Jon Gordon Companies, Inc.)

Signature/Date: _____
(Marlo Tosterud, VP - The Jon Gordon Companies, Inc.)

Date: 10/12/2022

**Please forward a copy of this agreement via email to jade@JonGordon.com. Upon receipt, your date will be secured.
Thank you**

Policy 401.14: Employee Expression

Status: DRAFT

Original Adopted Date: 03/09/2022 | Last Reviewed Date: 03/09/2022

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees will comply with Iowa law to the extent that compliance does not infringe on employees' free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Note: This is a mandatory policy required by Iowa Code ch. 279.73.

Legal Reference: U.S. Const. Amend. I
Kennedy v. Bremerton School District, 597 U.S. (2022)
Iowa Code §§ 279.73; 280.22

I.C. Iowa Code References

Iowa Code § 279.73

Iowa Code § 280.22

Description

Directors - Powers and Duties - Intellectual Freedom - <https://simbli.eboardsolutions.com/SU/laslsh6paUrwPADE5WP2XuXAQ==>

Student Exercise of Free Expression - <https://simbli.eboardsolutions.com/SU/rMbKNMY2nwzxrKxyLLx4qg==>

U.S. Constitution References

U.S. Constitution

Description

Amend. 1 - <https://simbli.eboardsolutions.com/SU/u9JoDt45PmsP4dbitFanhA==>

Cross References

401.13

401.13-R(1)

502.03

502.03-R(1)

Description

Staff Technology Use/Social Networking

Staff Technology Use/Social Networking - Regulation

Student Expression and Student Publications Code

Student Expression and Student Publications Code - Regulation

Policy 402.02: Child Abuse Reporting

Status: ADOPTED

Original Adopted Date: 03/09/2022 | Last Revised Date: 06/23/2022 | Last Reviewed Date: 06/23/2022

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.

NOTE: All mandatory reporter training certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>(<https://simbli.eboardsolutions.com/SU/BTP0FOoiZjgb9eUovJ9CdQ==>).

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17.
441 I.A.C. 9.2; 155; 175.

I.C. Iowa Code References

Iowa Code § 232

Description

Juvenile Justice - <https://simbli.eboardsolutions.com/SU/vxOgO3EkrigsUnYFUbPCzQ==>

Iowa Code § 232A

Juvenile Justice Restitution - <https://simbli.eboardsolutions.com/SU/pDdLyGKCF7p0SP57UqplusslshnQ==>

Iowa Code § 235A

Child Abuse - <https://simbli.eboardsolutions.com/SU/MWceYJ3Jkcplus1RIJTLPCORQ==>

Iowa Code § 280.17

Uniform School Requirements - Child abuse reporting - <https://simbli.eboardsolutions.com/SU/Yq0JdQORTKiZMOupplslj1VA==>

I.A.C. Iowa Administrative Code References

441 I.A.C. 155

Description

Human Services - Child Abuse Prevention - <https://simbli.eboardsolutions.com/SU/59FUTarMFzf88QpMCexiEQ==>

441 I.A.C. 175

Human Services - Abuse of Children -
<https://simbli.eboardsolutions.com/SU/C7BxDzHGVAp48sc8Gh23pw==>

441.I.A.C. 9.2

Human Services - Statement of Policy -
<https://simbli.eboardsolutions.com/SU/tRQoFTEFIssr5gcslsht9Dslshyg==>

Cross References

401.06

Limitations to Employment References

402.03

Abuse of Students by School District Employees

502.09

Interviews of Students by Outside Agencies

507.01

Student Health and Immunization Certificates

Description

Policy 408.01: Licensed Employee Professional Development

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees. Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, **is** **are** made to the superintendent. Approval **of** **by** the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

NOTE: This is a mandatory policy.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code § 279.8; .74;
281 I.A.C. 12.7; 83.6

I.C. Iowa Code References

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees - <https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

Iowa Code 279.74

Powers and Duties - Specific Defined Concepts - <https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ==>

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.7

Description

Professional Development - <https://simbli.eboardsolutions.com/SU/pVMSqQimVxJEqZjNH9Ooslshw==>

281 I.A.C. 83.6

General Accreditation Standards - Teacher Professional Development - <https://simbli.eboardsolutions.com/SU/g528zB29ZrxJOySzyUcJcG==>

Cross References

414

Description

Classified Employee Professional Purposes Leave

Policy 601.02: School Day

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

The student school day for grades one through twelve will consist of a minimum of six hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least thirty hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, the part of the day during which school was in session will constitute a school day. The [superintendent/building principal] will create administrative regulations necessary to utilize any remote learning opportunities that are available and permitted by law during the period of closure. Remote learning opportunities will count toward instructional time requirements as allowed by law. During the time of remote learning, student attendance will be taken, assessments may be administered and grades will count toward students' cumulative grade point average. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans during periods of closure will be determined by each respective IEP or Section 504 team.

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: 34 C.F.R. sec. 300
28 C.F.R. pt. 35
Iowa Code § 256.7 (3) (21) (32), 279.8, .10.
281 I.A.C. 12.1(1), .1(7-10).

I.C. Iowa Code References

Iowa Code § 256.7

Description

DE - Duties of State Board -
<https://simbli.eboardsolutions.com/SU/2YhSyJalzmh6aoOQjPYZng==>

Iowa Code § 279.10

Directors- Powers and Duties - School Year Begin Date -
<https://simbli.eboardsolutions.com/SU/abWXRkne6jVFMG5KErbp4A==>

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees -
<https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.1

Description

General Standards -
<https://simbli.eboardsolutions.com/SU/YUtmkTJUMOlgHxkUbjbmsA==>

C.F.R. - Code of Federal Regulations References Description

28 C.F.R. 35

Judicial - Disability - Nondiscrimination -

<https://simbli.eboardsolutions.com/SU/npoEibZl1Yf0Uplus3ZMtpS1A==>

34 C.F.R. Pt. 300

Education - Disabilities/Children/Assistance to States -

<https://simbli.eboardsolutions.com/SU/RShDnOlHBMiplusSdaczVYC6g==>

Cross References

601.01

711.08

Description

School Calendar

Transportation in Inclement Weather

Policy 602.01: Curriculum Development

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what and how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc. tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students. The board delegates the curriculum development process to the Superintendent, who will make curriculum development recommendations and submit them to the board for final approval.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensure the identified learnings are rigorous, challenging, and represent the most important learning for our students.
- Increases the probability that students will acquire the desired knowledge, skills and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination.
- Improves classroom instruction.

The superintendent is responsible for the curriculum development process and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends research and expert advice regarding the content/discipline;
- Study the current status of the content/discipline (what and how well students are currently learning);
- Identify content standards, benchmarks, and grade level expectations for the content/discipline;
- Describe the desired learning behaviors, teaching and learning environment related to the content/discipline;
- Identify differences in the desired and present program and develop a plan for addressing the differences;
- Communicate with internal and external publics regarding the content area;
- Involve staff, parents, students, and community members in curriculum development decisions;
- ~~Verify integration of local, state, and/or federal mandates (MCNS, school-to-work, etc);~~
- Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level;
- Ensure proposed curriculum complies with applicable laws;
- Align annual improvement goals with needs assessment information.

It is the responsibility of the superintendent to keep the board apprised of necessary curriculum revisions, progress or each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

NOTE: This is a mandatory policy but the content is discretionary to the extent somewhere in the board policy the board describes its process for establishing content standards, benchmarks, performance levels, and annual improvement goals aligned with needs assessment information. The bulleted items are suggestions for content of this policy. The italicized items are not mandatory functions but are implied from the mandates. Boards, in conjunction with their administrators, should review their curriculum development process and incorporate it into this policy - striking what doesn't apply and adding what does.

Legal Reference: 20 U.S.C. § 1232h.
34 C.F.R. Pt. 98.
Iowa Code §§ 216.9; 256.7, 279.8; .74; 280.3.
281 I.A.C. 12.5, .8.

I.C. Iowa Code References

| | Description |
|-------------------|---|
| Iowa Code § 216.9 | Unfair/Discriminatory Practices - https://simbli.eboardsolutions.com/SU/AjpluscGJpbLzrhwxzsGSZ50Q== |
| Iowa Code § 256.7 | DE - Duties of State Board - https://simbli.eboardsolutions.com/SU/2YhSyJalznh6aoQ0jPYZng== |
| Iowa Code § 279.8 | Directors - General Rules - Bonds of Employees - https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g== |
| Iowa Code § 280.3 | Education Program - Attendance Center Requirements - https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ== |
| Iowa Code 279.74 | Powers and Duties - Specific Defined Concepts - https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ== |

I.A.C. Iowa Administrative Code References

| | Description |
|-----------------|--|
| 281 I.A.C. 12.5 | General Accreditation Standards - Education Program - https://simbli.eboardsolutions.com/SU/vkblwsaFMEJuozkHwvERtA== |
| 281 I.A.C. 12.8 | General Accreditation Standards - Student Achievement - https://simbli.eboardsolutions.com/SU/4gaoUDaHkAy0JQ8PybbXiw== |

U.S.C. - United States Code References

| | Description |
|-------------------|---|
| 20 U.S.C. § 1232h | Education - Protection of Pupil Rights - https://simbli.eboardsolutions.com/SU/m4fXslsh7XCCplusQ4tMaVCLplusKrw== |

C.F.R. - Code of Federal Regulations References

| | Description |
|------------------|--|
| 34 C.F.R. Pt. 98 | Education - Research, Experimental Programs, Testing - Student Rights - https://simbli.eboardsolutions.com/SU/lgYvlzmfRavCLoplusPq516Q== |

Cross References

| | Description |
|----------|---|
| 101 | Educational Philosophy of the School District |
| 103 | Long-Range Needs Assessment |
| 103-R(1) | Long-Range Needs Assessment - Regulation |
| 604.10 | Online Courses |
| 906 | Unmanned Aircraft/Drones |

Policy 602.02: Curriculum Implementation

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Without careful and continuing attention to implementation, planned changes in curriculum and instruction rarely succeed as intended. How change is put into practice, to a large extent, determines how well it fares.

Implementation refers to what actually happens in practice as compared to what was supposed to happen. Curriculum implementation includes the provision of organized assistance to staff in order to ensure that the newly developed curriculum and the most powerful instructional strategies are actually delivered at the classroom level. There are two components of any implementation effort that must be present to guarantee the planned changes in curriculum and instruction succeed as intended:

- Understanding the conceptual framework of the content/discipline being implemented; and,
- Organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

The superintendent is responsible for curriculum implementation and for determining the most effective way of providing organized assistance and monitoring the level of implementation. A curriculum framework will describe the processes and procedures that will be followed to assist all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework will, at a minimum, describe the processes and procedures for the following curriculum implementation activities to:

- Study and identify the best instructional practices and materials to deliver the content;
- Describe procedures for the purchase of instructional materials and resources (See Policy _____. Boards should insert the policy number to cross reference their policy on Instructional Materials Selection);
- Identify/develop exemplars that demonstrate the learning behaviors, teaching, and learning environment to deliver the content;
- Study the current status of instruction in the content area (how teachers are teaching);
- Compare the desired and present delivery system, identify differences (gap analysis), and develop a plan for addressing the differences;
- Organize staff into collaborative study teams to support their learning and implementation efforts (address the gaps);
- Provide ongoing professional development related to instructional strategies and materials that focuses on theory, demonstration, practice and feedback;
- Regularly monitor and assess the level of implementation;
- Communicate with internal and external publics regarding curriculum implementation;
- Involve staff, parents, students, and community members in curriculum implementation decisions;
- Ensure the curriculum framework complies with applicable laws;
- Provide professional development to staff to support effective curriculum implementation.

It is the responsibility of the superintendent to keep the board apprised of curriculum implementation activities, progress of each content area related to curriculum implementation activities, and to develop administrative regulations for curriculum implementation including recommendations to the board.

Note: This is a mandatory policy but the content is discretionary to the extent somewhere in board policy the board describes its process for establishing content standards, benchmarks, performance levels, and annual improvement goals aligned with needs assessment information. The bulleted items are suggestions for content of this policy. The italicized items are not mandatory functions but are implied from the mandates. Boards, in conjunction with their administrators, should review their curriculum implementation process and incorporate it into this policy - striking what doesn't apply and adding what does. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #1 - May 15, 2000.

I.C. Iowa Code References

Description

Iowa Code § 216.9

Unfair/Discriminatory Practices -
<https://simbli.eboardsolutions.com/SU/AjpluscGJpblzrhwxzsGSZ50Q==>

Iowa Code § 256.7

DE - Duties of State Board -
<https://simbli.eboardsolutions.com/SU/2YhSyJalznh6aoQ0jPYZng==>

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees -
<https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

Iowa Code § 280

Uniform School Requirements -
<https://simbli.eboardsolutions.com/SU/6pf4DpDsiUfBaGB2tr60Nw==>

Iowa Code 279.74

Powers and Duties - Specific Defined Concepts -
<https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ==>

I.A.C. Iowa Administrative Code References

Description

281 I.A.C. 12.8

General Accreditation Standards - Student Achievement -
<https://simbli.eboardsolutions.com/SU/4gaoUDaHkAy0JQ8PybbXiw==>

U.S.C - United States Code References

Description

20 U.S.C. § 1232h

Education - Protection of Pupil Rights -
<https://simbli.eboardsolutions.com/SU/m4fXslsh7XCCplusQ4tMaVCLplusKrw==>

C.F.R. - Code of Federal Regulations References

Description

34 C.F.R. Pt. 98

Education - Research, Experimental Programs, Testing - Student Rights -
<https://simbli.eboardsolutions.com/SU/lgYvlzzmfRayCLoplusPq516Q==>

Cross References

Description

101

Educational Philosophy of the School District

103

Long-Range Needs Assessment

103-R(1)

Long-Range Needs Assessment - Regulation

Policy 602.03: Curriculum Evaluation

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Regular evaluation of the total curriculum is necessary to ensure that the written and delivered curriculum is having the desired effect for students.

Curriculum evaluation refers to an ongoing process of collecting, analyzing, synthesizing, and interpreting information to aid in understanding what students know and can do. It refers to the full range of information gathered in the school district to evaluate (make judgments about) student learning and program effectiveness in each content area.

Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels, is standards-based, and informs decisions which impact significant and sustainable improvements in teaching and student learning.

The superintendent is responsible for curriculum evaluation and for determining the most effective way of ensuring that assessment activities are integrated into instructional practices as part of school improvement with a particular focus on improving teaching and learning. A curriculum framework will describe the procedures that will be followed to establish an evaluation process that can efficiently and effectively evaluate the total curriculum. This framework will, at a minimum, describe the procedures for the following curriculum evaluation activities:

- Identify specific purposes for assessing student learning;
- Develop a comprehensive assessment plan;
- Select/develop assessment tools and scoring procedures that are valid and reliable;
- Identify procedures for collecting assessment data;
- Identify procedures for analyzing and interpreting information and drawing conclusions based on the data (including analysis of the performance of various sub-groups of students);
- Identify procedures for establishing at least three levels of performance (specific to the content standard and the assessment tool when appropriate) to assist in determining whether students have achieved at a satisfactory level (at least two levels describe performance that is proficient or advanced and at least one level describes students who are not yet performing at the proficient level);
- Identify procedures for using assessment information to determine long-range and annual improvement goals;
- Identify procedures for using assessment information in making decisions focused on improving teaching and learning (data based decision making);
- Provide support to staff in using data to make instructional decisions;
- Define procedures for regular and clear communication about assessment results to the various internal and external publics (mandatory for communication about students receiving special education services);
- Define data reporting procedures;
- Verify that assessment tools are fair for all students and are consistent with all state and federal mandates;
- Verify that assessment tools measure the curriculum that is written and delivered;
- Identify procedures for deciding when multiple assessment measures are necessary for making good decisions and drawing appropriate conclusions about student learning;
- Identify roles and responsibilities of key groups;
- Involve staff, parents, students, and community members in curriculum evaluation;
- Ensure participation of eligible students receiving special education services in district-wide assessments.
- Ensure curriculum complies with applicable laws.

It is the responsibility of the superintendent to keep the board apprised of curriculum evaluation activities, the progress of each content area related to curriculum evaluation activities, and to develop administrative regulations for curriculum evaluation including recommendations to the board.

Note: This is a mandatory policy but the content is discretionary to the extent somewhere in board policy the board describes its process for establishing content standards, benchmarks, performance levels, and annual improvement goals aligned with needs assessment information. The bulleted items are suggestions for content of this policy. The italicized items are not mandatory functions but are implied from the mandates. Boards, in conjunction with their administrators, should review their curriculum evaluation process and incorporate it into this policy - striking what doesn't apply and adding what does. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #1- May 15, 2000.

Legal Reference: 20 U.S.C. § 1232h
34 C.F.R. pt. 98
Iowa Code §§ 216.9, 256.7, 279.8, 280.3.
281 I.A.C. 12.8.

I.C. Iowa Code References

Iowa Code § 216.9

Description

Unfair/Discriminatory Practices -
<https://simbli.eboardsolutions.com/SU/AjpluscGJpbLzrhwxzsGSZ50Q==>

Iowa Code § 256.7

DE - Duties of State Board -
<https://simbli.eboardsolutions.com/SU/2YhSyJalzmb6aoO0jPYZng==>

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees -
<https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

Iowa Code § 280.3

Education Program - Attendance Center Requirements -
<https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ==>

Iowa Code 279.74

Powers and Duties - Specific Defined Concepts -
<https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ==>

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.8

Description

General Accreditation Standards - Student Achievement -
<https://simbli.eboardsolutions.com/SU/4gaoUDaHkAy0JQ8PybbXiw==>

U.S.C - United States Code References

20 U.S.C. § 1232h

Description

Education - Protection of Pupil Rights -
<https://simbli.eboardsolutions.com/SU/m4fXslsh7XCCplusQ4tMaVCLplusKrw==>

C.F.R. - Code of Federal Regulations References

34 C.F.R. Pt. 98

Education - Research, Experimental Programs, Testing - Student Rights -
<https://simbli.eboardsolutions.com/SU/lgYvlzmfRavCLoplusPq516Q==>

Cross References

101

Description

Educational Philosophy of the School District

103

Long-Range Needs Assessment

103-R(1)

Long-Range Needs Assessment - Regulation

Policy 605.01: Instructional Materials Selection (I, II)

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Option I

The board has sole discretion to approve instructional materials for the school district. The board delegates this authority to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district. The Superintendent will provide licensed employees necessary training to ensure selected instructional materials comply with applicable laws. All instructional materials are available for review upon request and subject to all applicable laws.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by licensed employees.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every 7 years.

Education materials gifted to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

The superintendent will establish additional criteria to guide the selection of instructional materials through administrative regulation, ensuring alignment with educational goals and compliance with laws.

NOTE: This is a mandatory policy, but the content is discretionary. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Iowa Code §§ 279.8; 74; 280.3, .14; 301.281 I.A.C. 12.3(12).

| | |
|--------------------|---|
| Iowa Code § 279.8 | Directors - General Rules - Bonds of Employees - https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g== |
| Iowa Code § 280.14 | Uniform School Requirements - Administrators - https://simbli.eboardsolutions.com/SU/ncA1dXdJzGBJu0Z7JuIH0w== |
| Iowa Code § 280.3 | Education Program - Attendance Center Requirements - https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ== |
| Iowa Code § 301 | Textbooks - https://simbli.eboardsolutions.com/SU/z6zjIdeU8v20qSc7hh9jsQ== |
| Iowa Code 279.74 | Powers and Duties - Specific Defined Concepts - https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ== |

I.A.C. Iowa Administrative Code References

| | |
|-----------------|---|
| 281 I.A.C. 12.3 | Description Administration - https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg== |
|-----------------|---|

Cross References

| | |
|----------|---|
| 208 | Description Ad Hoc Committees |
| 208-E(1) | Ad Hoc Committees - Exhibit |

Regulation 605.01-R(1): Instructional Materials Selection (I, II) - Regulation

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the **Community School** District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. **For the purpose of this rule the term "instructional materials" includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.**
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of **text instructional** materials for distribution to classes will rest with the licensed employees, principal and superintendent. **For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.**
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.

1. The superintendent will inform the committee as to their role and responsibility in the process.
2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent **the major any** religions in a factual, unbiased manner. The primary source material of **the major** religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. **Required material will comply with all applicable laws.**
- C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of **men and women individuals** without preference or bias. **Required materials will comply with all applicable laws.**
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.

- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
 1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster in students a wide range of significant interests;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and,
 - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
 2. Materials selected **is are** consistent with stated principles of selection. These principles are:
 - a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the sexual, racial, religious and ethnic groups in the community by:
 1. Portraying people, **both men and women**, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 - e. To strive for impartiality in the selection process.
 3. The materials selected will meet stated selection criteria. These criteria are:
 - a. Authority-Author's qualifications - education, experience, and previously published works;
 - b. Reliability:
 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
 - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural

diversity of society.

d. Language:

1. Vocabulary:

- a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
- b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause others women to feel excluded or dehumanized.

2. Compatible to the reading level of the student for whom it is intended.

e. Format:

1. Book

- a. Adequate and accurate index;
- b. Paper of good quality and color;
- c. Print adequate and well spaced;
- d. Adequate margins;
- e. Firmly bound; and,
- f. Cost.

2. Nonbook

- a. Flexibility, adaptability;
- b. Curricular orientation of significant interest to students;
- c. Appropriate for audience;
- d. Accurate authoritative presentation;
- e. Good production qualities (fidelity, aesthetically adequate);
- f. Durability; and,
- g. Cost.

3. Illustrations of book and nonbook materials should:

- a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
- b. Make clearly apparent the identity of minorities;
- c. Contain pertinent and effective illustrations;
- d. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.

f. Special Features:

1. Bibliographies.
2. Glossary.
3. Current charts, maps, etc.
4. Visual aids.
5. Index.
6. Special activities to stimulate and challenge students.
7. Provide a variety of learning skills.

g. Potential use:

1. Will it meet the requirement of reference work?
2. Will it help students with personal problems and adjustments?
3. Will it serve as a source of information for teachers and librarians?
4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, gender identity and sexual stereotypes?
5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
6. Will it help students and teachers keep abreast of and understand current events?
7. Will it foster and develop hobbies and special interest?
8. Will it help develop aesthetic tastes and appreciation?
9. Will it serve the needs of students with special needs?
10. Does it inspire learning?
11. Is it relevant to the subject?
12. Will it stimulate a student's interest?

4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.

5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for

determining the relevance and value of materials in a given context.

I.C. Iowa Code References

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees -
<https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

Iowa Code § 280.14

Uniform School Requirements - Administrators -
<https://simbli.eboardsolutions.com/SU/ncA1dXdJzGBJu0Z7JulH0w==>

Iowa Code § 280.3

Education Program - Attendance Center Requirements -
<https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ==>

Iowa Code § 301

Textbooks -
<https://simbli.eboardsolutions.com/SU/z6zjIdeU8v20qSc7hh9jsQ==>

Iowa Code 279.74

Powers and Duties - Specific Defined Concepts -
<https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ==>

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.3

Description

Administration -
<https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg==>

Cross References

208

Description

Ad Hoc Committees

208-E(1)

Ad Hoc Committees - Exhibit

Policy 605.02: Instructional Materials Inspection

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

UPDATED TITLE: INSTRUCTIONAL AND LIBRARY MATERIALS INSPECTION AND DISPLAY

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional and library materials must may be viewed on school district premises. Copies may be obtained according to board policy.

[Parents and guardians of students will be provided view-only access to select instructional materials through the district's classroom management software. Select instructional and library materials include:

- A catalog of books available in the school library;
- Electronic textbooks and core materials that are written and published primarily for use in elementary and secondary school instruction, and are required by the classroom teacher for use by students;
- Relevant portions of required printed textbooks and materials, if it is practical for district staff to digitize and upload;
- Any other materials as determined by the classroom teacher.

[In determining what materials should be posted on the district's classroom management software platform, the district will balance the desire for transparency with the time constraints of existing job duties and demands of employees. Parents and guardians should be advised that while district employees strive to keep information current, the most up to date materials are available upon request and subject to all applicable laws.]

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

NOTE: This federally funded programs portion of this policy is a mandatory policy and reflects federal law on the subject of parental rights to inspect instructional materials. The language related to viewing materials through either district premises or use of the classroom management software platform is optional language that allows for greater transparency for districts. It is not required by law but is intended to be used in districts that utilize online classroom management software and choose to make an online catalog of instructional materials visible to parents/guardians. Not all districts may have online classroom software capable of this feature. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 279.8; 74; 280.3, .14; 301.
281 I.A.C. 12.3(12).

I.C. Iowa Code References

Description

| | |
|--------------------|--|
| Iowa Code § 279.8 | Directors - General Rules - Bonds of Employees - https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g== |
| Iowa Code § 280.14 | Uniform School Requirements - Administrators - https://simbli.eboardsolutions.com/SU/ncA1dXdJzGBJu0Z7JulH0w== |
| Iowa Code § 280.3 | Education Program - Attendance Center Requirements - https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ== |
| Iowa Code § 301 | Textbooks - https://simbli.eboardsolutions.com/SU/z6zjldeU8v20qSc7hh9jsQ== |

Iowa Code 279.74

Powers and Duties - Specific Defined Concepts -
<https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ==>

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.3

Description

Administration -
<https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg==>

Cross References

901

Description

Public Examination of School District Records

Policy 605.03: Objection to Instructional Materials

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

[Parents or guardians of students enrolled in the district have the ability to request that their student not be able to check out certain library materials.]

NOTE: This is a mandatory policy, but the language related to checking out materials is optional for districts. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Iowa Code §§ 279.8; 74; 280.3, .14; 301.
281 I.A.C. 12.3(12).

I.C. Iowa Code References

| I.C. Iowa Code References | Description |
|----------------------------------|--|
| Iowa Code § 279.8 | Directors - General Rules - Bonds of Employees - https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g== |
| Iowa Code § 280.14 | Uniform School Requirements - Administrators - https://simbli.eboardsolutions.com/SU/ncA1dXdJzGBJu0Z7JulHQw== |
| Iowa Code § 280.3 | Education Program - Attendance Center Requirements - https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ== |
| Iowa Code § 301 | Textbooks - https://simbli.eboardsolutions.com/SU/z6zjIdeU8v20qSc7hh9jsQ== |
| Iowa Code 279.74 | Powers and Duties - Specific Defined Concepts - https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ== |

I.A.C. Iowa Administrative Code References

| I.A.C. Iowa Administrative Code References | Description |
|---|--|
| 281 I.A.C. 12.3 | Administration - https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg== |

Cross References

| Cross References | Description |
|-------------------------|--|
| 213 | Public Participation in Board Meetings |

Regulation 605.03-R(1): Objection to Instructional Materials - Reconsideration of Instructional Materials Regulation

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

A. A member of the school district community may raise an objection to instructional materials used in the school district's education program. While the individuals recommending the selection of such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material; the district must be ready to acknowledge that an error in selection may have been made despite this process. School employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

1. The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.

2. The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue at the lowest organizational level. The materials generally will remain in use pending the outcome of the reconsideration procedure.

a. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.

c. The school official or employee receiving the initial complaint will direct the complainant to complete the Request for Reconsideration of Instructional and Library Materials Form, and notify the building level principal of receipt of the complaint within two school days after the reconsideration form is received. Schools officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.

B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional and library materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.

2. Each attendance center and the school district's central administrative office will keep on hand and make available Request for Reconsideration of Instructional and Library Materials Forms.

3. The individual will state the specific reason the instructional or library material is being challenged. The Request for Reconsideration of Instructional and Library Materials Form is signed by the individual and filed with the building-level principal.

4. The building-level principal will promptly file the objection with the Superintendent for re-evaluation.

5. The Superintendent will convene a reconsideration committee within two weeks of receipt of the Reconsideration Form.

6. The committee will make their recommendation to the Superintendent within five school days of meeting.

7. The Superintendent will issue a decision related to the Reconsideration Request Form within 5 school days of receipt of the committee's recommendation. A copy of the Superintendent's decision will be provided to the complainant.

8. An appeal of the Superintendent's decision may be filed with the board secretary within five days of the Superintendent's decision. The board will determine whether to hear the appeal at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. The board's decision will be communicated to the complainant. The board's decision will be deemed final.

9. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.

10. The Reconsideration Committee

a. The reconsideration committee is made up of eight members.

- (1) One licensed employee designated annually, as needed, by the superintendent.
- (2) One teacher-librarian designated annually by the superintendent.
- (3) One member of the administrative team designated annually by the superintendent.
- (4) Three members of the community appointed annually, as needed, by the board.
- (5) Two high school students, selected annually by the high school principal.

b. The committee will select their chairperson and secretary.

c. The committee will meet at the request of the superintendent.

d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.

e. The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting is made public through appropriate communication methods as required by law.

f. The committee will receive the completed Reconsideration Request Form from the superintendent.

g. The committee will determine its agenda for the meeting which may include the following:

- (1) Distribution of copies of the completed Reconsideration Request Form.
- (2) An opportunity for the individual or a group spokesperson to talk about or expand on the

Reconsideration Request Form.

(3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.

(4) Distribution of copies of the challenged instructional material as available.

h. The Committee will determine whether interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

i. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the superintendent, the complainant and the appropriate attendance centers.

j. The individual filing the challenge is kept informed by the Superintendent of the status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.

k. Following the superintendent's decision with respect to the committee's recommendation, the individual may appeal the decision to the board for review.

l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.

m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.

n. If necessary or appropriate in the judgment of the committee, the committee may consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.

I.C. Iowa Code References

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees - <https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

Iowa Code § 280.14

Uniform School Requirements - Administrators - <https://simbli.eboardsolutions.com/SU/ncA1dXdJzGBJu0Z7JulH0w==>

Iowa Code § 280.3

Education Program - Attendance Center Requirements - <https://simbli.eboardsolutions.com/SU/2BAEZrp3RPZWgplusNf4lu5EQ==>

Iowa Code § 301

Textbooks - <https://simbli.eboardsolutions.com/SU/z6zjldeU8v20qSc7hh9jsQ==>

Iowa Code 279.74

Powers and Duties - Specific Defined Concepts - <https://simbli.eboardsolutions.com/SU/bSNhdcczYnnOFp0siNbHbQ==>

I.A.C. Iowa Administrative Code References

Description

281 I.A.C. 12.3

Administration - <https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg==>

Cross References

Description

213

Public Participation in Board Meetings

INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional and library materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to ~~provide an open forum for discussion of challenged materials and to~~ make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of a combination of community members and licensed employees as detailed in 605.3R1. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the committee.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for meaningful discussion of disparate views agreement. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

The committee may, at its discretion, hear ~~If the complainant chooses, the complainant may make~~ an oral presentation from the complainant to the committee to expand and elaborate on the complaint. The committee may will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALSRECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

REVIEW INITIATED BY: _____ DATE: _____

Name _____

Address _____

City/State _____ Zip Code _____ Telephone _____

School(s) in which item is used _____

Relationship to school (parent, student, citizen, etc.) _____

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author _____ Hardcover _____ Paperback _____ Other _____

Title _____

Publisher (if known) _____

Date of Publication _____

MULTIMEDIA MATERIAL IF APPLICABLE:

Title _____

Producer (if known) _____

Type of material (filmstrip, online resource,
motion picture, etc.) _____

PERSON MAKING THE REQUEST REPRESENTS: (*circle one*)

Self _____ Group or Organization _____

Name of group _____

Address of Group _____

RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALS REQUEST FORM

1. What brought this item to your attention?

2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

3. In your opinion, what harmful effects upon students might result from use of this item?

4. Do you perceive any instructional value in the use of this item?

5. Did you review the entire item? If not, what sections did you review?

6. Should the opinion of any additional experts in the field be considered?

_____ yes _____ no

If yes, please list specific suggestions: _____

7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALS REQUEST FORM

8. Do you wish to make an oral presentation to the Review Committee?

_____ Yes (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee, or that you will get your requested amount of time.

_____ Minutes.

_____ No

Dated

Signature

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL OR LIBRARY
MATERIALS

Dear:

We recognize your concern about the use of _____ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional and Library Materials Selection policy statement, and
3. Procedure for reconsideration of instructional and library materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

REQUEST TO PROHIBIT A STUDENT FROM CHECKING OUT SPECIFIC LIBRARY MATERIALS

Request to prohibit a student from checking out certain library materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY _____ DATE _____

Name _____

Address _____

City/State _____ Zip Code _____ Telephone _____

Name of affected Student _____

Requester's Relationship to Student (must be parent/legal guardian) _____

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Author _____ Hardcover _____ Paperback _____ Other _____

Title _____

Publisher (if known) _____

Date of Publication _____

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Title _____

Producer (if known) _____

Type of material (filmstrip, motion picture, etc.) _____

Dated

Signature

Policy 605.04: Technology and Instructional Materials

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, electronic devices and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Iowa Code § 279.8
281 I.A.C. 12.3(12), 12.5(10), .5(17)

I.C. Iowa Code References

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees - <https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g==>

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.3

Description

Administration - <https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg==>

281 I.A.C. 12.5

General Accreditation Standards - Education Program - <https://simbli.eboardsolutions.com/SU/vkbLwsaFMEJuozkHwvERtA==>

Cross References

604.11

Description

Appropriate Use of Online Learning Platforms

712

Technology and Data Security

712-R(1)

Technology and Data Security - Security Requirements of Third-Party Vendors Regulation

Policy 605.05: School Library

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection." *The district may provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website. Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.*

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials. ~~for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials;~~

NOTE: *This is a mandatory policy and reflects the educational standards. The language in italics is optional and is not a legal requirement. However, districts may wish to make this information accessible to parents and guardians to increase transparency for the school community. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.*

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301.
281 I.A.C. 12.3(11), (12).

I.C. Iowa Code References

| | Description |
|--------------------|--|
| Iowa Code § 256.7 | DE - Duties of State Board - https://simbli.eboardsolutions.com/SU/2YhSyJalzmb6aoO0jPYZng== |
| Iowa Code § 279.8 | Directors - General Rules - Bonds of Employees - https://simbli.eboardsolutions.com/SU/GxLOU5DCQ4IPacx1slshYam7g== |
| Iowa Code § 280.14 | Uniform School Requirements - Administrators - https://simbli.eboardsolutions.com/SU/ncA1dXdJzGBJu0Z7JulH0w== |
| Iowa Code § 301 | Textbooks - https://simbli.eboardsolutions.com/SU/z6zjIdeU8v20qSc7hh9jsQ== |

I.A.C. Iowa Administrative Code References

| | Description |
|-----------------|--|
| 281 I.A.C. 12.3 | Administration - https://simbli.eboardsolutions.com/SU/L3CskFik8aC3VhP8qtplusLfg== |

Cross References

| | Description |
|-------------|---|
| 605.06 | Internet - Appropriate Use |
| 605.06-R(1) | Internet - Appropriate Use - Regulation |
| 605.06-E(1) | Internet - Appropriate Use - Internet Access Permission Letter to Parents |
| 605.06-E(2) | Internet - Appropriate Use - Violation Notice |

Policy 802.04: Capital Assets

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Revised Date: 05/05/2022 | Last Reviewed Date: 05/05/2022

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than (\$ *capitalization threshold*), *except for intangible right to use lease assets*. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset. \$ 5,000

All intangible assets (*except for right to use lease assets*) with a purchase price equal to or greater than (\$ *capitalization threshold*) with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded. \$ 150,000

~~This policy applies to all intangible assets.~~ If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The district recognizes the importance of classifying leases of intangible assets as assets or liabilities in financial statements. When operating as a lessor, the district will recognize a lease liability and an intangible right-to-use lease asset. When operating as a lessee, the district will recognize a lease receivable and a deferred inflow of resources consistent with the requirements established in GASB 87.

The District recognizes a lease liability and an intangible right-to-use lease asset with an initial value of (\$ threshold amount) or more. At the commencement of a lease, the District initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date plus certain initial direct costs to place the asset in service. The lease asset is then amortized on a straight-line basis over the life of the lease.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

NOTE: This is a mandatory policy. It is suggested the board consider a capitalization threshold consistent with the GASB 34 Committee Recommendations which recommended "districts and AEAs implement capitalization levels that would capture at least 80% of the value of assets. However, the threshold should not be greater than \$5,000." In addition, Boards may wish to establish guidelines at lower thresholds for keeping track of capital assets for internal control and insurance purposes.

In determining the capital asset capitalization threshold, the size of the school district, the property insurance deductible and the time and effort necessary to account for and track capital assets with a lesser value should be considered. It is strongly recommended the board consult with the school auditor prior to setting the capitalization

threshold.

An intangible asset **excluding right to use lease**, should be recognized in the statement of net assets only if it is identifiable which means the asset is either separable or, arose from contractual or other legal rights, regardless of whether those rights are transferable or separable. The intangible asset must also possess all of the following characteristics/criteria:

- lack of physical substance;
- be of a nonfinancial nature (not in monetary form like cash or investment securities); and,
- the initial useful life extending beyond a single reporting period.

Examples of intangible assets include easements, land use rights, patents, trademarks and copyrights. In addition, intangible assets include computer software purchased, licensed or internally generated, including websites, as well as outlays associated with an internally generated modification of computer software.

Intangible assets can be purchased or licensed, acquired through nonexchange transactions or internally generated. Intangible assets exclude assets acquired or created primarily for purposes of directly obtaining income, assets from capital lease transactions reported by lessees, and goodwill created through the combination of a government and another entity.

A school district could, and many do, use bar code identification tags to control capital assets, such as VCRs, technology equipment, etc., even though these capital assets have a cost below the capitalization threshold. In tracking these capital assets only the information necessary to control the location and use of them needs to be maintained. Some school districts video-tape each classroom/office annually to save time and effort tracking capital assets below the capitalization threshold. The video tape is also helpful for insurance claims. Whether a school district chooses to track capital assets with a cost below the capitalization threshold or not, capital assets with a cost below the capitalization threshold should not be included in the capital assets listing for reporting purposes.

This policy provides for valuing capital assets at historical cost as required by GAAP. This policy bases the capitalization threshold on the historical/acquisition cost of the individual asset. The school district can choose to use the historical cost of all the items included in a purchase order as the basis for determining whether to capitalize the capital asset. The cost of improvements may be added to the historical cost of a capital asset. Deciding whether to add the costs of an improvement to a capital asset's historical cost is a judgment call which should be made after consulting with the school auditor.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A.

I.C. Iowa Code References

Iowa Code § 257.31

Description

Finance Program - Committee -
<https://simbli.eboardsolutions.com/SU/UJLMYdVaoL2saq7ymrAijKA==>

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees -
<https://simbli.eboardsolutions.com/SU/GxLQU5DCQ4IPacx1slshYam7g==>

Iowa Code § 297

School Houses/Sites -
<https://simbli.eboardsolutions.com/SU/nvXAM4Hpc9x1sMAWslshaKCCw==>

Iowa Code § 298A

School District Fund Structure -
<https://simbli.eboardsolutions.com/SU/Kgu5hrq0flsx9tLytac44A==>

Cross References

701.03

Description

Financial Records

709

Insurance Program