

Shenandoah Community School District Board of Directors
Shenandoah Administration Board Room
June 10, 2024 – 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 Mason
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome To Audience
5. Public Forum
6. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests:

Contracts:

Jacqueline Barrett	HS Language Arts	MA+30 \$68,932
Robin Culbertson	.5 9 th Grade Sponsor	\$420
Alex Dailey	Director of Maintenance and Operations	\$87,500
Holly Olson	.5 9 th Grade Sponsor	\$420
Ryan O'Rourke	Asst. Football	\$3,984

Resignations:

Tim Akers	Custodial/Maintenance	effective 6.5.24
Krystal Gardner	MS Volleyball	
Morgen Maher	PS Associate	
Pam Nebel	HS Secretary	effective 6.30.24
Don Nelson	Bus Driver	
John (Bill) Novinger	JK-8 Associate	

Modifications:

Wendy Palmer	MS Secretary to HS Secretary	
Kyle Wallace	HS Associate to .5 Custodial	
 - d. Fundraising Requests:
*on attached sheet
7. Action Items
 - a. Approve 2 Year Page County Fair Agreement for 2024 - 2025
 - b. Approve 1 Year Renewal Agreement with Varsity Group for Gymnasium Scoreboard Advertising
 - c. Approve 1 Year Service Support Contracts with Albireo Energy for Building Automation System
 - i. Admin Building - \$2,557.3
 - ii. JK-8 Building - \$4,378.44
 - iii. High School - \$2,557.30

- d. Approve Middle School Scoreboard Quote with Daktronics for \$10,263
 - i. Booster Club will pay for half of the cost
- e. Approve Frontline Education Quote for Applicant Tracking with Proactive Recruiting for \$10,745
- 8. Informational Items
 - Next Regular Meeting –July 8, 2024 at 5:00 p.m.
- 9. Adjournment

Shenandoah Community School District Board of Directors
Shenandoah Administration Board Room
June 10, 2024 – immediately following regular meeting
Work Session

- 1. Call to Order
- 2. Roll Call and Determination of Quorum
- 3. Discussion Item:
 - a. Continued Discussion on Facility Study (possible action on roof repair)
- 4. Adjournment

Shenandoah Community School District Board of Directors
Shenandoah Administration Board Room
June 10, 2024 – immediately following work session
Closed Session Meeting

- 1. Call to Order
- 2. Roll Call and Determination of Quorum
- 3. Closed Session

Motion – I move that we hold a closed session as authorized by section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

- 4. Action Item
 - a. Vote on Recommendation from Closed Session
- 5. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – May 13, 2024
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, Glenn Mason, Brent Twyman, 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 Wooten.

Public Hearing – Budget Amendment FY2024:

The public hearing was opened at 5:01 p.m. With no public comment, the hearing was closed at 5:02 p.m.

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:

Branding and Mascot Discussion, Activities Department:

Activities Director Jon Weinrich shared a proposal to move toward using the mustang as the mascot for all teams and groups, which would provide more unity. Only 13 schools in the state of Iowa still use separate mascots for boys' and girls' teams. Students Jenna Burdorf, Ayla Hart, and Katie Delong spoke in support of the change. The consensus of the board was to move forward with more discussions and requested more student feedback.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills, fundraising requests, grant requests and out-of-state travel requests. Personnel Requests: Contracts 2024-25: Angel Dawson, Elementary Music – BA \$47,500 pending requirements are met; Jill Gandy, .25 IGNITE Language Arts – MA \$12,698 pending requirements are met; Deanne Marriott, .5 IGNITE Language Arts/Sped – BA \$30,000; Devin Morelock, Ag – BA \$47,500; Kayla Shelton, 4th Grade – BA \$47,500. Resignations: Robert Addy, Director of Maintenance and Operations – effective 6.30.24; Kirstin Baker, JK-8 Associate – effective end of school year; Grant Staats, MS Girls Wrestling; Gaylen Terry, PT Custodian – effective 5.31.24. Modifications 2024-25: Susan Anderson, .25 IGNITE Sped to .5 IGNITE Sped; Bailey Campin, .5 Asst. HS Track to Asst. HS Track; Morgan Sickman, JK-8 Associate to JK-8 Secretary; Elizabeth Skillern, .5 HS Girls Cross Country to Girls Cross Country; Grant Staats, Assistant HS Track to Head HS Track and .5 Asst. HS Football to Asst. HS Football; Kyle Wallace, .5 Asst. HS Track to Asst. HS Track. Volunteer Coaches 2024-25: John Connell, HS Football; Ryan O'Rourke, HS Football. Motion to approve by Director Van Der Vliet, second by Director Mason. Motion carried unanimously.

Action Items:

Approve Budget Amendment for FY2024:

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

Approve Concurrent Enrollment Agreement with Tarkio Technology Institute for 2024-25:

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

Approve Career Connect Contract with Iowa Lakes Community College:

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

Approve Sharing Agreement with Sidney CSD for Shared Automotive Teacher for 2024-25:

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

Approve 3.9% base salary increase for administrators, directors, and non-negotiated staff positions (excluding Business Office Specialist and IT Assistant) in addition to increases to Denise Green, IGNITE Administrator's base wage by an additional \$10,000 for increased responsibilities with program and transportation duties and to Jordan Newberg, Elementary Principal's base wage by an additional \$3,000 for change in position:

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

Approve non-negotiated staff changes:

Director Van Der Vliet made a motion to approve changing Lisa Holmes' title from Business Office Specialist to Assistant School Business Official with a salary of \$58,656 and Julie LaRock-Hogue, IT Assistant, from an hourly position to a salaried position at \$43,888, second by Director Wooten. Motion carried unanimously.

Informational Items:

Next Regular Meeting – June 10, 2024 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Mason to adjourn the meeting at 5:34 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Work Session of the Board of Directors – May 13, 2024
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:40 pm.

Roll Call:

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

Discussion Items:

JK-8 Facility Study:

The board reviewed the recent facility study and the suggested repairs and improvements.

Adjournment:

Motion by Director Van Der Vliet, second by Director Mason to adjourn the work session at 6:31 pm.
Motion carried unanimously.

Board Secretary

Board President

ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)												
Beg Balance Checking (BKIA 10)	115,370.29	411,093.98	(10,996.11)	237,075.88	61,415.58	87,063.70	407,235.94	72,029.83	83,968.36	9,400.27	1,919.01	10,147.14
Beg Balance PSF MED INS (BKIA 101)										-	500.02	500.06
Beg Balance PSF DNT INS (BKIA 102)										-	500.02	500.06
Beg Balance MS Concession (CASH)	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00
Beg Balance Checking (FNBC 30)	2,497.76	3,032.44	998.17	998.93	999.77	1,000.55	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)	603,406.39	153,061.06	72,590.44	138,372.80	1,318,773.88	1,185,208.23	602,536.43	663,921.59	1,169,483.12	576,927.43	1,553,694.55	479,252.28
Beg Balance Invest ISJIT (FNBC 112)	135,935.59	135,964.31	138,586.06	139,159.75	139,755.83	140,337.50	-	-	-	-	-	-
Beg Balance Invest ISJIT (BKIA 110)	1,079,217.37	678,411.33	522,271.66	524,413.86	526,607.32	528,832.16	671,629.15	965,115.99	168,636.89	832,145.40	835,602.27	1,839,423.56
Revenues	12,534.98	32,624.10	1,596,787.56	2,183,462.47	1,552,552.38	895,329.09	1,077,408.85	1,439,755.27	1,132,121.41	2,061,435.39	1,141,833.18	-
Receivables	466,384.38	763,895.64	-	-	-	-	-	(315,051.24)	304,431.22	-	10,620.02	-
Expenditures	(174,957.97)	(808,835.75)	(1,032,851.64)	(1,175,425.00)	(1,655,108.08)	(1,158,031.33)	(1,059,404.66)	(1,405,279.86)	(1,442,052.05)	(1,089,576.77)	(1,216,730.12)	-
Payables	(858,825.67)	(645,796.89)	(247,364.92)	(506.31)	(2,554.54)	1,661.62	1,661.70	1,596.79	1,884.15	1,884.15	1,884.15	-
End Balance Checking (BKIA 10)	411,093.98	(10,996.11)	237,075.88	61,415.58	87,063.70	407,235.94	72,029.83	83,968.36	9,400.27	1,919.01	10,147.14	-
End Balance PSF MED INS (BKIA 101)										500.02	500.06	-
End Balance PSF DNT INS (BKIA 102)										500.02	500.06	-
End Balance MS Concession (CASH)	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	-
End Balance Checking (FNBC 30)	3,032.44	998.17	998.93	999.77	1,000.55	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)	153,061.06	72,590.44	138,372.80	1,318,773.88	1,185,208.23	602,536.43	663,921.59	1,169,483.12	576,927.43	1,553,694.55	479,252.28	-
End Balance Invest ISJIT (FNBC 112)	135,964.31	138,586.06	139,159.75	139,755.83	140,337.50	-	-	-	-	-	-	-
End Balance Invest ISJIT (BKIA 110)	678,411.33	522,271.66	524,413.86	526,607.32	528,832.16	671,629.15	965,115.99	168,636.89	832,145.40	835,602.27	1,839,423.56	-
Total General Fund	1,381,773.12	723,660.22	1,040,231.22	2,047,762.38	1,942,652.14	1,681,611.52	1,701,277.41	1,422,298.37	1,418,683.10	2,392,425.87	2,330,033.10	-
Check	1,381,773.12	723,660.22	1,040,231.22	2,047,762.38	1,942,652.14	1,681,611.52	1,701,277.41	1,422,298.37	1,418,683.10	2,392,425.87	2,330,033.10	2,330,033.10
Management Fund (22)												
Beg Balance Checking (BKIA 10)	745.49	15,685.05	15,278.35	10,798.48	15,609.16	26,991.03	4,922.51	257.30	87.59	625.03	434.43	247.26
Beg Balance Savings (BKIA 14)	420,198.26	443,633.48	41,628.79	77,315.59	179,557.94	204,385.09	198,612.95	434.00	10,713.90	1,646.64	95,959.49	115,954.58
Beg Balance Invest (BKIA 110)	752,942.35	291,465.61	693,014.31	695,856.84	698,767.39	701,719.58	704,699.16	878,265.61	871,456.66	865,104.12	868,697.91	872,670.55
Revenues	2,823.34	4,321.61	69,008.15	113,628.52	46,109.60	11,676.61	8,387.23	6,966.18	20,076.33	101,380.98	27,445.50	-
Receivables	8,541.34	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(428,791.74)	(4,309.94)	(34,958.69)	(3,664.94)	(11,169.44)	(36,537.69)	(37,664.94)	(3,664.94)	(34,958.69)	(3,664.94)	(3,664.94)	-
Payables	(5,674.90)	(874.36)	-	-	4,221.05	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	15,685.05	15,278.35	10,798.48	15,609.16	26,991.03	4,922.51	257.30	87.59	625.03	434.43	247.26	-
End Balance Savings (BKIA 14)	443,633.48	41,628.79	77,315.59	179,557.94	204,385.09	198,612.95	434.00	10,713.90	1,646.64	95,959.49	115,954.58	-
End Balance Invest (BKIA 110)	291,465.61	693,014.31	695,856.84	698,767.39	701,719.58	704,699.16	878,265.61	871,456.66	865,104.12	868,697.91	872,670.55	-
Total Management Fund	750,784.14	749,921.45	783,970.91	893,934.49	933,095.70	908,234.62	878,956.91	882,258.15	867,375.79	965,091.83	988,872.39	-
Check	750,784.14	749,921.45	783,970.91	893,934.49	933,095.70	908,234.62	878,956.91	882,258.15	867,375.79	965,091.83	988,872.39	988,872.39
SAVE Fund (33)												
Beg Balance Checking (BKIA 10)	-	(75,897.72)	(1,074.53)	(19,901.95)	(63,971.80)	(63,824.49)	(66,021.51)	(68,100.79)	2,963.60	447.26	3,184.98	3,965.19
Beg Balance Checking (FNBC 30)	883.18	1,108.93	89.08	89.08	89.08	89.08	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)	18,969.72	200,730.54	134,637.16	142,056.29	210,121.60	328,671.81	317,970.99	110,246.53	167,888.31	156,779.42	203,959.37	310,566.99
Beg Balance Invest (FNBC 112)	57,767.96	57,780.15	59,049.72	59,294.16	59,548.15	59,795.99	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)	1,415,531.62	1,417,125.90	1,350,875.72	1,306,416.60	1,312,090.06	1,317,633.45	1,383,328.64	1,690,192.14	1,696,333.21	1,803,939.00	1,811,432.87	1,819,716.73
Revenues	7,736.12	137,074.84	128,316.38	109,087.30	139,393.85	121,875.31	114,153.43	148,795.68	101,524.00	107,791.73	130,034.49	-
Receivables	99,959.20	-	-	-	-	-	-	-	-	-	-	-
Expenditures	-	(194,345.49)	(183,939.35)	(79,164.39)	(14,905.10)	(128,963.03)	(17,093.67)	(13,948.44)	(7,543.44)	(50,380.19)	(14,362.80)	-
Payables	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	(75,897.72)	(1,074.53)	(19,901.95)	(63,971.80)	(63,824.49)	(66,021.51)	(68,100.79)	2,963.60	447.26	3,184.98	3,965.19	-
End Balance Checking (FNBC 30)	1,108.93	89.08	89.08	89.08	89.08	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)	200,730.54	134,637.16	142,056.29	210,121.60	328,671.81	317,970.99	110,246.53	167,888.31	156,779.42	203,959.37	310,566.99	-
End Balance Invest (FNBC 112)	57,780.15	59,049.72	59,294.16	59,548.15	59,795.99	-	-	-	-	-	-	-
End Balance Invest (BKIA 110)	1,417,125.90	1,350,875.72	1,306,416.60	1,312,090.06	1,317,633.45	1,383,328.64	1,690,192.14	1,696,333.21	1,803,939.00	1,811,432.87	1,819,716.73	-
Total SAVE Fund	1,600,847.80	1,543,577.15	1,487,954.18	1,517,877.09	1,642,365.84	1,635,278.12	1,732,337.88	1,867,185.12	1,961,165.68	2,018,577.22	2,134,248.91	-
Check	1,600,847.80	1,543,577.15	1,487,954.18	1,517,877.09	1,642,365.84	1,635,278.12	1,732,337.88	1,867,185.12	1,961,165.68	2,018,577.22	2,134,248.91	2,134,248.91
ACCOUNT												
PPEL Fund (36)												
Beg Balance Checking (BKIA 10)	4,206.00	4,792.81	6,607.70	(7,180.12)	2,256.65	2,878.12	5,967.28	204.94	1,753.80	634.37	815.45	1,129.63

Beg Balance Checking (FNBC 30)		1,450.85	1,498.14	401.38	401.38	401.38	401.38	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)		1,020.74	10,460.32	14,212.93	88,944.30	119,430.84	65,543.71	4,842.81	2,761.83	7,867.70	59,480.56	130,052.64	122,081.55
Beg Balance Invest (FNBC 112)		12,100.69	12,103.24	13,256.06	13,310.93	13,367.95	13,423.59	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)		935,143.17	839,202.13	768,341.96	771,493.46	774,720.37	702,676.59	719,424.10	847,867.10	800,947.70	804,338.96	797,680.32	801,373.93
Revenues		4,294.62	5,521.26	94,317.80	156,091.47	34,159.29	14,234.87	212,703.42	8,215.94	96,042.55	138,943.63	35,759.14	-
Receivables		42,989.48	-	-	-	-	-	-	-	-	-	-	-
Expenditures		(132,530.72)	(70,757.87)	(30,167.88)	(112,884.23)	(159,413.09)	(68,924.07)	(92,103.74)	(48,480.61)	(42,157.86)	(74,849.11)	(39,722.44)	-
Payables		(618.19)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		4,792.81	6,607.70	(7,180.12)	2,256.65	2,878.12	5,967.28	204.94	1,753.80	634.37	815.45	1,129.63	-
End Balance Checking (FNBC 30)		1,498.14	401.38	401.38	401.38	401.38	-	-	-	-	-	-	-
End Balance Invest (BKIA 14)		10,460.32	14,212.93	88,944.30	119,430.84	65,543.71	4,842.81	2,761.83	7,867.70	59,480.56	130,052.64	122,081.55	-
End Balance Invest (FNBC 112)		12,103.24	13,256.06	13,310.93	13,367.95	13,423.59	-	-	-	-	-	-	-
End Balance Savings (BKIA 110)		839,202.13	768,341.96	771,493.46	774,720.37	702,676.59	719,424.10	847,867.10	800,947.70	804,338.96	797,680.32	801,373.93	-
Total PPEL Fund		868,056.64	802,820.03	866,969.95	910,177.19	784,923.39	730,234.19	850,833.87	810,569.20	864,453.89	928,548.41	924,585.11	-
Check		868,056.64	802,820.03	866,969.95	910,177.19	784,923.39	730,234.19	850,833.87	810,569.20	864,453.89	928,548.41	924,585.11	924,585.11
Debt Service Fund (40)													
Beg Balance Fiscal Agent (BI)		-	-	-	-	-	-	-	-	-	-	-	-
Revenues		-	-	-	-	-	68,761.20	-	-	-	-	-	-
Expenditures		-	-	-	-	-	(68,761.20)	-	-	-	-	-	-
End Balance Fiscal Agent (BI)		-	-	-	-	-	-	-	-	-	-	-	-
Total Debt Service Fund		-	-	-	-	-	-	-	-	-	-	-	-
Check		-	-	-	-	-	-	-	-	-	-	-	-
Nutrition Fund (61)													
Beg Balance Checking (BKIA 10)		0.01	(3,831.01)	725.83	(29,088.54)	3,634.42	22.40	4,665.24	176.66	1,889.62	1,105.27	2,024.14	1,998.66
Beg Balance Checking (FNBC 20)		972.38	1,012.18	45.67	1,054.12	1,054.71	1,055.26	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)		69,934.42	68,143.24	59,233.20	63,100.22	91,865.88	84,687.36	69,475.15	61,148.80	72,392.78	77,322.12	88,438.77	90,894.72
Beg Balance Invest (FNBC 113)		10,039.25	10,041.37	11,046.11	10,089.21	10,132.40	10,174.63	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)		130,510.02	130,657.01	130,567.91	131,103.46	66,651.82	66,933.42	77,684.93	88,042.45	78,362.34	75,681.43	75,995.83	76,343.36
Revenues		2,323.37	25,251.50	42,372.95	90,613.76	91,765.04	83,304.50	60,083.47	67,611.05	78,114.51	71,703.83	83,924.91	-
Receivables		13,551.38	-	-	-	(2,636.65)	-	-	-	-	-	-	-
Expenditures		(8,013.36)	(28,548.92)	(67,398.20)	(93,844.13)	(95,879.43)	(94,567.63)	(62,756.18)	(64,281.58)	(76,810.43)	(59,513.91)	(81,306.91)	-
Payables		(13,294.68)	(1,106.65)	(335.00)	311.13	(3,715.12)	215.38	215.30	(52.64)	160.00	160.00	160.00	-
End Balance Checking (BKIA 10)		(3,831.01)	725.83	(29,088.54)	3,634.42	22.40	4,665.24	176.66	1,889.62	1,105.27	2,024.14	1,998.66	-
End Balance Checking (FNBC 20)		1,012.18	45.67	1,054.12	1,054.71	1,055.26	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)		68,143.24	59,233.20	63,100.22	91,865.88	84,687.36	69,475.15	61,148.80	72,392.78	77,322.12	88,438.77	90,894.72	-
End Balance Invest (FNBC 113)		10,041.37	11,046.11	10,089.21	10,132.40	10,174.63	-	-	-	-	-	-	-
End Balance Invest (BKIA 110)		130,657.01	130,567.91	131,103.46	66,651.82	66,933.42	77,684.93	88,042.45	78,362.34	75,681.43	75,995.83	76,343.36	-
Total Nutrition Fund		206,022.79	201,618.72	176,258.47	173,339.23	162,873.07	151,825.32	149,367.91	152,644.74	154,108.82	166,458.74	169,236.74	-
Check		206,022.79	201,618.72	176,258.47	173,339.23	162,873.07	151,825.32	149,367.91	152,644.74	154,108.82	166,458.74	169,236.74	169,236.74
ChildCare Fund (62)													
Beg Balance Checking (BKIA 10)		-	(1,844.60)	367.23	(94.84)	59.58	468.34	233.92	-	-	-	316.42	17.70
Beg Balance Savings (BKIA 14)		32.53	180.00	8,929.42	10,171.84	10,303.26	9,242.00	8,230.15	7,934.68	8,095.82	7,082.63	6,606.18	5,632.74
Revenues		180.00	10,961.25	1,263.54	2,249.26	1,944.36	988.66	1,107.03	1,977.70	951.66	1,535.26	1,040.77	-
Expenditures		-	-	(483.19)	(1,963.42)	(2,596.86)	(2,234.93)	(1,636.42)	(1,816.56)	(1,964.85)	(1,695.29)	(2,312.93)	-
Payables		(1,877.13)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		(1,844.60)	367.23	(94.84)	59.58	468.34	233.92	-	-	-	316.42	17.70	-
End Balance Savings (BKIA 14)		180.00	8,929.42	10,171.84	10,303.26	9,242.00	8,230.15	7,934.68	8,095.82	7,082.63	6,606.18	5,632.74	-
Total ChildCare Fund		(1,664.60)	9,296.65	10,077.00	10,362.84	9,710.34	8,464.07	7,934.68	8,095.82	7,082.63	6,922.60	5,650.44	-
Check		(1,664.60)	9,296.65	10,077.00	10,362.84	9,710.34	8,464.07	7,934.68	8,095.82	7,082.63	6,922.60	5,650.44	5,650.44
CHKID=30 (FNBC GEN SAVINGS)													
		5,639.51	1,488.63	1,489.39	1,490.23	1,491.01	-	-	-	-	-	-	-
CHKID=10 (BKIA GEN CHECKING)													
		349,998.51	10,908.47	191,608.91	19,003.59	53,599.10	357,003.38	4,567.94	90,662.97	12,212.20	8,694.43	17,505.58	-
CHKID=101 (BKIA PSF MEDICAL CHK)													
											500.02	500.06	-
CHKID=102 (BKIA PSF DENTAL CHK)													
											500.02	500.06	-
CHKID=110 (ISJIT - BKIA MM)													
		3,356,861.98	3,465,071.56	3,429,284.22	3,378,836.96	3,317,795.20	3,556,765.98	4,469,483.29	3,615,736.80	4,381,208.91	4,389,409.20	5,409,528.13	-
CHKID=112 (ISJIT - FNBC GENERAL)													
		205,847.70	210,891.84	211,764.84	212,671.93	213,557.08	-	-	-	-	-	-	-
CHKID=113 (ISJIT - FNBC NUTRITION)													
		10,041.37	11,046.11	10,089.21	10,132.40	10,174.63	-	-	-	-	-	-	-
CHKID=14 (BKIA GEN MM)													
		876,208.64	331,231.94	519,961.04	1,930,053.40	1,877,738.20	1,201,668.48	846,447.43	1,436,441.63	879,238.80	2,078,711.00	1,124,382.86	-
CHKID=20 (FNBC CN SAVINGS)													
		1,012.18	45.67	1,054.12	1,054.71	1,055.26	-	-	-	-	-	-	-

GRAND TOTAL General/SAVE/PPEL/CN	4,805,609.89	4,030,684.22	4,365,251.73	5,553,243.22	5,475,410.48	5,115,437.84	5,320,498.66	5,142,841.40	5,272,659.91	6,477,814.67	6,552,416.69	-
ACCOUNT Reconciliation	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Bank Statement (BKIA) CHKID=10	363,919.25	56,165.41	197,484.38	26,538.05	55,545.38	375,815.06	48,707.22	117,058.88	20,508.04	31,048.95	54,997.47	-
Bank Statement (BKIA) CHKID=14	872,549.21	331,246.16	519,961.04	1,930,053.40	1,877,738.20	1,201,668.48	846,447.43	1,436,441.63	878,199.50	2,078,711.00	1,124,382.86	-
Bank Statement (BKIA) CHKID=101										500.02	500.06	
Bank Statement (BKIA) CHKID=102										500.02	500.06	
Bank Statement (FNBC) CHKID=20	1,012.18	45.67	1,046.12	1,054.71	1,055.26	-	-	-	-	-	-	-
Bank Statement (FNBC) CHKID=30	5,639.51	1,488.63	1,489.39	1,490.23	1,491.01	-	-	-	-	-	-	-
Bank Statement (ISJIT) CHKID=110	3,356,861.98	3,465,071.56	3,429,284.22	3,378,836.96	3,317,795.20	3,556,765.98	4,469,483.29	3,615,736.80	4,381,208.91	4,389,409.20	5,409,528.13	-
Bank Statement (ISJIT) CHKID=112	205,847.70	210,891.84	211,764.84	212,671.93	213,557.08	-	-	-	-	-	-	-
Bank Statement (ISJIT) CHKID=113	10,041.37	11,046.11	10,089.21	10,132.40	10,174.63	-	-	-	-	-	-	-
Less Outstanding Auto/Checks/Debits	(13,920.74)	(45,271.16)	-	(7,534.46)	(1,946.28)	(18,811.68)	(44,139.28)	(26,395.91)	(8,295.84)	(22,354.52)	(37,491.89)	-
Outstanding Deposits/GJE	3,659.43	-	(5,867.47)	-	-	-	-	-	1,039.30	-	-	-
Total Reconciliation	4,805,609.89	4,030,684.22	4,365,251.73	5,553,243.22	5,475,410.48	5,115,437.84	5,320,498.66	5,142,841.40	5,272,659.91	6,477,814.67	6,552,416.69	-
Amount Reconciliation Difference	-	-	-	-	-	-	-	-	-	(0.00)	-	-
Activity Fund (21)												
Beg Balance Checking (BKIA 3)	4,892.52	4,896.82	4,901.13	4,905.30	4,909.62	4,913.79	-	-	-	-	-	-
Beg Balance Checking (FNBC 40)	-	5,692.23	540.70	6,092.79	195.03	5,262.05	9,992.21	1,040.21	1,887.00	284.93	981.45	1,257.51
Beg Cash on Hand - Concession Bag	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00
Beg Cash on Hand - Gate Bag	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
Beg Balance Savings (FNBC 44)	21,936.25	20,506.08	6,363.56	29,554.52	66,226.59	57,811.07	43,669.54	37,348.26	36,174.76	26,068.61	15,210.78	20,679.02
Beg Balance Invest (FNBC 111)	115,451.18	115,475.53	125,534.67	121,041.23	121,559.71	122,065.64	122,590.94	163,228.74	163,884.50	162,630.33	163,307.03	164,008.99
Revenues	4,412.75	5,940.02	39,706.39	55,200.92	32,106.90	21,479.85	36,023.60	29,487.84	25,647.26	19,325.43	34,157.59	-
Receivables	3,848.77	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(3,243.57)	(11,970.62)	(15,452.61)	(23,903.81)	(34,945.30)	(35,279.71)	(10,659.08)	(29,158.79)	(38,609.65)	(28,810.04)	(27,711.33)	-
Payables	(727.24)	(3,200.00)	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 3)	4,896.82	4,901.13	4,905.30	4,909.62	4,913.79	-	-	-	-	-	-	-
End Balance Checking (FNBC 40)	5,692.23	540.70	6,092.79	195.03	5,262.05	9,992.21	1,040.21	1,887.00	284.93	981.45	1,257.51	-
End Cash on Hand - Concession Bag	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	-
End Cash on Hand - Gate Bag	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	-
End Balance Savings (FNBC 44)	20,506.08	6,363.56	29,554.52	66,226.59	57,811.07	43,669.54	37,348.26	36,174.76	26,068.61	15,210.78	20,679.02	-
End Balance Invest (FNBC 111)	115,475.53	125,534.67	121,041.23	121,559.71	122,065.64	122,590.94	163,228.74	163,884.50	162,630.33	163,307.03	164,008.99	-
Total Activity Fund	148,070.66	138,840.06	163,093.84	194,390.95	191,552.55	177,752.69	203,117.21	203,446.26	190,483.87	180,999.26	187,445.52	-
Check	148,070.66	138,840.06	163,093.84	194,390.95	191,552.55	177,752.69	203,117.21	203,446.26	190,483.87	180,999.26	187,445.52	187,445.52
Scholarships (81)												
Beg Balance Checking (FNBC 40)	-	-	-	-	-	-	-	-	-	-	-	-
Beg Balance Savings (FNBC 16)	10,413.33	9,371.45	152.88	1,153.25	1,153.90	1,154.51	1,155.10	1,155.77	1,156.36	1,156.95	1,157.60	1,158.33
Beg Balance Invest (FNBC 114)	371,451.54	371,530.00	381,613.02	381,688.82	383,323.74	384,919.08	386,575.36	387,735.15	389,042.32	390,712.06	392,337.85	394,024.34
Revenues	1,536.58	1,614.45	1,576.17	1,635.57	1,595.95	1,656.87	1,660.46	1,557.76	1,670.33	1,626.44	1,687.22	-
Expenditures	(2,500.00)	(750.00)	(500.00)	-	-	-	(500.00)	(250.00)	-	-	-	-
End Balance Checking (FNBC 40)	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Savings (FNBC 16)	9,371.45	152.88	1,153.25	1,153.90	1,154.51	1,155.10	1,155.77	1,156.36	1,156.95	1,157.60	1,158.33	-
End Balance Invest (FNBC 114)	371,530.00	381,613.02	381,688.82	383,323.74	384,919.08	386,575.36	387,735.15	389,042.32	390,712.06	392,337.85	394,024.34	-
Total Scholarships	380,901.45	381,765.90	382,842.07	384,477.64	386,073.59	387,730.46	388,890.92	390,198.68	391,869.01	393,495.45	395,182.67	-
Check	380,901.45	381,765.90	382,842.07	384,477.64	386,073.59	387,730.46	388,890.92	390,198.68	391,869.01	393,495.45	395,182.67	395,182.67
Agency Fund (91)												
Beg Balance Checking (BKIA 3)	174.78	174.78	174.78	174.78	174.78	174.78	-	-	-	-	-	-
Beg Balance Savings (FNBC 44)	4,116.21	4,116.21	4,294.43	4,294.43	4,294.43	4,294.43	5,469.21	5,469.21	5,469.21	5,469.21	5,469.21	5,469.21
Revenues	-	178.22	-	-	-	1,000.00	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 3)	174.78	174.78	174.78	174.78	174.78	-	-	-	-	-	-	-
End Balance Savings (FNBC 44)	4,116.21	4,294.43	4,294.43	4,294.43	4,294.43	5,469.21	5,469.21	5,469.21	5,469.21	5,469.21	5,469.21	-
Total Agency Fund	4,290.99	4,469.21	4,469.21	4,469.21	4,469.21	5,469.21	5,469.21	5,469.21	5,469.21	5,469.21	5,469.21	-
CHKID=3 (BKIA ACT CHECKING)	5,071.60	5,075.91	5,080.08	5,084.40	5,088.57	-	-	-	-	-	-	-
CHKID=40 (FNBC ACT CHECKING)	5,692.23	540.70	6,092.79	195.03	5,262.05	9,992.21	1,040.21	1,887.00	284.93	981.45	1,257.51	-

CHKID=44 (FNBC ACT SAVING)	24,622.29	10,657.99	33,848.95	70,521.02	62,105.50	49,138.75	42,817.47	41,643.97	31,537.82	20,679.99	26,148.23	-
CHKID=111 (ISJIT - FNBC ACTIVITY)	115,475.53	125,534.67	121,041.23	121,559.71	122,065.64	122,590.94	163,228.74	163,884.50	162,630.33	163,307.03	164,008.99	-
CHKID=114 (ISJIT - FNBC SCHOLARSHIP)	371,530.00	381,613.02	381,688.82	383,323.74	384,919.08	386,575.36	387,735.15	389,042.32	390,712.06	392,337.85	394,024.34	-
CHKID=166 (FNBC SCHOLAR SAV)	9,371.45	152.88	1,153.25	1,153.90	1,154.51	1,155.10	1,155.77	1,156.36	1,156.95	1,157.60	1,158.33	-
GRAND TOTAL Activity/Scholar/Agency	531,763.10	523,575.17	548,905.12	581,837.80	580,595.35	569,452.36	595,977.34	597,614.15	586,322.09	578,463.92	586,597.40	-

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SHENANDOAH COMMUNITY SCHOOL				
UNSPENT AUTHORIZED BUDGET CALCULATION				
2023-2024				
	REGULAR PROGRAM DISTRICT COST	\$8,019,041.00		
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00		
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$92,735.00		
+	SPECIAL ED DISTRICT COST	\$989,420.00		
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$720,506.00		
+	PROF DEV SUPPLEMENT DISTRICT COST	\$78,352.00		
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$91,240.00		
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$387,067.00		
+	AEA SPECIAL ED SUPPORT	\$394,012.00		
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00		
+	AEA MEDIA SERVICES	\$65,838.00		
+	AEA EDUCATIONAL SERVICES	\$72,785.00		
+	AEA SHARING DISTRICT COST	\$825.00		
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$40,458.00		
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,366.00		
+	DROPOUT ALLOWABLE GROWTH	\$288,077.00	Required Local Match \$96,026	
+	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	\$72,256.00	503,028.00	
=	MAXIMUM DISTRICT COST	\$11,172,466.00	10,780,175.00	392,291.00
+	PRESCHOOL FOUNDATION AID	\$133,613.00		
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$597,418.00		
+	ED IMPROVEMENT AUTHORITY	\$0.00		
+	OTHER MISCELLANEOUS INCOME	\$2,950,000.00	Estimate on Budget Worksheet	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,667,710.00	Est.	
=	MAXIMUM AUTHORIZED BUDGET	\$18,521,207.00		
-	EXPENDITURES	\$12,218,253.23	65.97%	
=	UNSPENT AUTHORIZED BUDGET	\$6,302,953.77		
	EXPENDITURES	FY2024	FY2023 Actuals	FY2023 Actuals
	JULY	\$174,957.97	\$181,999.04	\$181,999.04
	AUGUST	\$808,835.75	\$389,847.59	\$389,847.59
	SEPTEMBER	\$1,032,851.64	\$1,581,703.72	\$1,581,703.72
	OCTOBER	\$1,175,425.00	\$1,173,788.51	\$1,173,788.51
	NOVEMBER	\$1,655,108.08	\$1,043,857.23	\$1,043,857.23
	DECEMBER	\$1,158,031.33	\$1,041,531.82	\$1,041,531.82
	JANUARY	\$1,059,404.66	\$1,088,547.24	\$1,088,547.24
	FEBRUARY	\$1,405,279.86	\$1,161,047.84	\$1,161,047.84
	MARCH	\$1,442,052.05	\$1,269,836.25	\$1,269,836.25
	APRIL	\$1,089,576.77	\$1,204,439.25	\$1,204,439.25
	MAY	\$1,216,730.12	\$1,297,665.65	\$1,297,665.65
	JUNE	\$0.00		\$3,285,083.89
	TOTAL	\$12,218,253.23	\$11,434,264.14	\$14,719,348.03

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Function Part 1

Function	Part 1	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
08	GOVERNMENTAL LONG TERM FIXED ASSETS								
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
4000	FACILITIES ACQUISITION & CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	GOVERNMENTAL LONG TERM FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	GENERAL FUND								
1000	INSTRUCTION	8,279,272.35	777,373.46	7,375,497.64	89.38	896,446.76	7,327.95	16,932.44	879,514.32
2000	2000	4,987,287.82	439,356.66	4,320,042.15	87.03	657,165.17	10,080.50	10,268.85	646,896.32
4000	FACILITIES ACQUISITION & CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	6000	510,649.65	0.00	522,713.44	102.36	(12,063.79)	0.00	0.00	(12,063.79)
10	GENERAL FUND	13,777,209.82	1,216,730.12	12,218,253.23	89.01	1,541,548.14	17,408.45	27,201.29	1,514,346.85
21	ACTIVITY FUND								
1000	INSTRUCTION	256,544.71	27,711.33	259,744.51	106.40	(6,720.80)	3,521.00	9,693.23	(16,414.03)
2000	2000	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
21	ACTIVITY FUND	256,544.71	27,711.33	259,744.51	106.40	(6,720.80)	3,521.00	9,693.23	(16,414.03)
22	MANAGEMENT FUND								
1000	INSTRUCTION	252,114.41	3,664.94	183,764.07	72.89	68,350.34	0.00	0.00	68,350.34
2000	2000	391,514.00	0.00	419,286.82	107.09	(27,772.82)	0.00	0.00	(27,772.82)
3000	3000	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
22	MANAGEMENT FUND	643,628.41	3,664.94	603,050.89	93.70	40,577.52	0.00	0.00	40,577.52
33	SAVE(SECURE AN ADVANCED VISION FOR ED.								
1000	INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	2000	19,575.70	0.00	31,378.65	160.29	(11,802.95)	0.00	0.00	(11,802.95)
4000	FACILITIES ACQUISITION & CONSTRUCTION	432,726.00	14,362.80	602,906.05	139.59	(171,224.65)	1,044.60	87.99	(171,312.64)
5000	DEBT SERVICE	515.15	0.00	1,600.00	310.59	(1,084.85)	0.00	0.00	(1,084.85)
6000	6000	958,179.00	0.00	68,761.20	7.18	889,417.80	0.00	0.00	889,417.80
33	SAVE(SECURE AN ADVANCED VISION FOR ED.	14,362.80	14,362.80	704,645.90	50.02	705,305.35	1,044.60	87.99	705,217.36
36	PHYSICAL PLANT & EQUIPMENT								
1000	INSTRUCTION	9,272.70	0.00	0.00	0.00	9,272.70	0.00	0.00	9,272.70
2000	2000	366,786.80	33,851.21	659,475.56	195.21	(306,958.80)	14,270.04	42,251.81	(349,210.61)
3000	3000	0.00	0.00	45,245.11	0.00	(45,245.11)	0.00	0.00	(45,245.11)
4000	FACILITIES ACQUISITION & CONSTRUCTION	247,272.00	5,871.23	131,020.95	53.21	115,748.64	502.41	45.00	115,703.64
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	PHYSICAL PLANT & EQUIPMENT	623,331.50	39,722.44	835,741.62	143.23	(227,182.57)	14,772.45	42,296.81	(269,479.38)
40	DEBT SERVICE								
2000	2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICE	980,433.48	0.00	68,761.20	7.01	911,672.28	0.00	0.00	911,672.28
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Function Part 1		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
40	DEBT SERVICE	980,433.48	0.00	68,761.20	7.01	911,672.28	0.00	0.00	911,672.28
61	SCHOOL NUTRITION FUND								
2000	2000	7,727.25	285.00	9,022.56	117.20	(1,295.31)	0.00	33.74	(1,329.05)
3000	3000	784,624.97	81,021.91	723,898.12	93.59	60,726.85	0.00	10,454.65	50,272.20
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	SCHOOL NUTRITION FUND	792,352.22	81,306.91	732,920.68	93.82	59,431.54	0.00	10,488.39	48,943.15
62	CHILDCARE FUND								
1000	INSTRUCTION	18,339.34	2,312.93	16,704.45	91.09	1,634.89	0.00	0.00	1,634.89
62	CHILDCARE FUND	18,339.34	2,312.93	16,704.45	91.09	1,634.89	0.00	0.00	1,634.89
81	TRUST FUNDS NON EXPENDABLE								
1000	INSTRUCTION	0.00	0.00	4,300.00	0.00	(4,300.00)	0.00	0.00	(4,300.00)
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	4,300.00	0.00	(4,300.00)	0.00	0.00	(4,300.00)
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:		18,502,835.33	1,385,811.47	15,444,122.48	84.15	3,021,966.35	36,746.50	89,767.71	2,932,198.64

Shenandoah CSD
06/07/2024 09:20 AM

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC		277.00 LAWYER/NEGOTIATIONS
ANDERSON PAINTING AND TREE SERVICE		2,380.00 GROUNDS REPAIR SERVICES
BARBARA FARWELL		242.94 ESL TRAVEL
BROWN'S REPAIR & AUTO PARTS, INC.		3,485.30 VEHICLE REPAIR SERVICES
CABINETS BY STAC		31.98 MAINTENANCE SUPPLIES
CDW GOVERNMENT		600.00 PARTS/TRAINING
CENEX FLEET FUELING		4,550.43 FUEL
CENTURYLINK		660.39 TELEPHONE
CHAT MOBILITY		225.74 TELEPHONE
CITY OF SHENANDOAH		12,047.51 WATER-SEWER
COLLEGE BOARD, THE		3,297.00 HS TESTING
COLUMN SOFTWARE PBC		364.89 BOARD NEWSPAPER ADVERTISING
CORNHUSKER INTERNATIONAL TRUCKS		601.16 TRANSPORTATION REPAIR PARTS
CORNING RENTAL		95.00 MAINTENANCE RENTAL OF EQUIPMENT
COUNCIL BLUFFS CSD		6,188.32 TUITION OE TO LEA WITHIN IA LEVEL II
COUNTY LINE DESIGN		120.00 SUPPLIES
CULLIGAN WATER		425.47 MAINTENANCE SUPPLIES
DANA FINNEGAN		500.00 REIMBURSEMENT
DEPARTMENT OF INSPECTIONS, APPEALS,		720.00 BOILER INSPECTIONS
DEPT OF EDUCATION		1,200.00 BUS INSPECTION SERVICES
DINGES AUTO GLASS		525.00 VEHICLE REPAIR SERVICES
DOUG MEYER CHEVROLET		2,105.91 VEHICLE REPAIR SERVICES
EGAN SUPPLY		1,637.78 CUSTODIAL SUPPLIES
ELEVATE ROOFING		852.80 MAINTENANCE BUILDING REPAIR SERVICES
ELM STREET GRILL		436.56 MS PRINCIPAL SUPPLIES
FAREWAY STORES		23.64 SUPPLIES
GANNETT IOWA LOCALIQ		502.23 BOARD NEWSPAPER ADVERTISING
GLENWOOD CSD		5,631.30 PURCHASE EDUCATIONAL/L3 IND COSTS
GRAINGER		730.06 MAINTENANCE PARTS
HD PRO INSTITUTIONAL		1,583.91 CUSTODIAL SUPPLIES
HY-VEE		1,701.00 SUPPLIES - END OF YEAR AWARDS
IAMO COMMUNICATIONS		30.00 NETWORK SUPPORT INTERNET ACCESS
IA ASSN OF SCHOOL BUSINESS OFFICIALS		250.00 BUSINESS MANAGER DUES
IOWA ASSOCIATION OF AG EDUCATORS		275.00 HS AGRICULTURE STAFF WORKSHOP/CONF F
IOWA COMMUNICATIONS NETWORK		179.51 TELEPHONE
IOWA HIGH SCHOOL MUSIC ASSOCIATION		40.00 HS BAND STUDENT ENTRY & REGISTRATION
JB PARTS & SUPPLY		609.12 TRANSPORTATION SUPPLIES
JOHN GOWING PLUMBING AND HEATING		675.00 MAINTENANCE BUILDING REPAIR SERVICES
JW PEPPER & SON		484.51 MUSIC/SUPPLIES
KALEY CAIN		330.98 STUDENT TRANSPORTATION-PARENT
MID-AMERICAN RESEARCH CHEMICAL		482.40 CUSTODIAL SUPPLIES
MIDAMERICAN ENERGY		14,700.69 UTILITIES-ELECTRICITY
MILLER BUILDING		575.92 SUPPLIES
MITEL NET SOLUTIONS		580.60 TELEPHONE
OMAHA CHILDREN'S MUSUEM		621.00 FIELD TRIP ADMISSIONS
OMAHA COMMUNITY PLAYHOUSE		100.00 WORKSHOP
OMAHA WORLD HERALD		781.00 BOARD NEWSPAPER ADVERTISING
PLUNKETT'S PEST CONTROL		337.05 MAINTENANCE PEST CONTROL CONTRACTED
RED OAK WELDING		34.20 HS RENTAL OF EQUIPMENT
ROCSTOP - FOOD		301.00 SUPPLIES
ROCSTOP - FUEL		186.78 TRANSPORTATION GASOLINE
ROCSTOP CARDTROL		4,682.97 TRANSPORTATION DIESEL
SAPP BROS.		947.08 MAINTENANCE GASOLINE
SHENANDOAH NUTRITION		78.98 SUPPLIES
SHENANDOAH SCHOOL LUNCH		495.35 SUPPLIES
SHOOK MUSIC STUDIO		120.00 HS VOCAL MUSIC SUPPLIES
SIGNS & SHINES		32.50 SUPPLIES
SPORTS PLEX		120.00 SUPPLIES
SUGAR MAKERY		50.00 SUPPLIES
SWIFT SERVICES LLC		574.90 NETWORK SUPPORT INTERNET ACCESS
TRUCK CENTER COMPANIES		1,204.18 TRANSPORTATION REPAIR PARTS
US CELLULAR		479.06 NETWORK SUPPORT INTERNET ACCESS
VALLEY PUBLICATIONS		1,088.37 BOARD NEWSPAPER ADVERTISING
VETTER EQUIPMENT CO		267.56 MAINTENANCE PARTS
WALLIN PLUMBING & HEATING		491.33 MAINTENANCE PARTS
WILLIAM BARRETT		75.04 BUSINESS MANAGER TRAVEL
Fund Number 10		86,025.40
Checking Account ID 10	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
ELEVATE ROOFING		1,586.74 BUILDING IMPROVEMENT MAINTENANCE
LAWN WORLD		934.00 SITE IMPROVEMENT MAINTENANCE
SW ELITE CONCRETE		1,200.00 SITE IMPROVEMENT MAINTENANCE

Fund Number 33		3,720.74	
Checking Account ID 10	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
ACER SERVICE CORPORATION		13,067.16	TECH RELATED SUPPLIES
BLUPOINTE DRS		750.00	TECH RELATED SOFTWARE
CITY OF SHENANDOAH		50.98	WATER-SEWER
COUNCIL BLUFFS CSD		1,202.88	RENT OF ROOM
DOUG MEYER CHEVROLET		1,000.00	EQUIPMENT REPAIRS
MIDAMERICAN ENERGY		70.90	UTILITIES-ELECTRICITY
MILLER BUILDING		222.54	SUPPLIES - STUDENT HOUSING PROJECT
WELLS FARGO FINANCIAL LEASING		2,181.88	COPIER LEASE
Fund Number 36		18,546.34	
Checking Account ID 10	Fund Number 61		SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY		4,153.38	MILK
BERNARD FOOD INDUSTRIES		112.88	SNF FOOD FOR THE FOODSERVICE PROGRAM
EICKEMEYER REFRIGERATION, INC.		193.00	REPAIRS & MAINTENANCE EQUIPMENT
FAREWAY STORES		42.95	FOOD/SUPPLIES
HY-VEE		37.74	FOOD/SUPPLIES
MARTIN BROS DIST		22,622.95	FOOD/SUPPLIES
SIGNS & SHINES		378.75	SUMMER FOOD PROGRAM GENERAL SUPPLIES
Fund Number 61		27,541.65	
Checking Account ID 10		135,834.13	
Checking Account ID 40	Fund Number 21		ACTIVITY FUND
ADRIAN COTTON		145.00	GENERAL ATHLETICS OFFICIAL
ANNA PETERSON		154.00	GENERAL ATHLETIC WORKERS
BRAYTON SCHECHINGER		160.00	GENERAL ATHLETICS OFFICIAL
BRODY ROWEDDER		160.00	GENERAL ATHLETICS OFFICIAL
BSN SPORTS		264.83	SUPPLIES/SHEN SOFTBALL
CASEY CONOVER		160.00	GENERAL ATHLETICS OFFICIAL
CHAD METZGER		160.00	GENERAL ATHLETICS OFFICIAL
CHRISTOPHER JOHNSON		320.00	GENERAL ATHLETICS OFFICIAL
CLARINDA COUNTRY CLUB		60.00	ENTRY FEE TO ANOTHER SCHOOL
CORNBREAD SHED		910.00	SUPPLIES/SHEN SINGERS
COUNTY LINE DESIGN		38.00	SUPPLIES/GENERAL ATHLETICS
DOESE PHOTOGRAPHY		65.00	HS SUPPLIES/FFA
ELM STREET GRILL		300.00	SUPPLIES/GENERAL ATHLETICS
FAREWAY STORES		94.88	MUSTANG FIELD CONCESSION SUPPLIES
GARY WAX		160.00	GENERAL ATHLETICS OFFICIAL
HARLEY SCHIEFFER		500.00	SUPPLIES/GENERAL ATHLETICS
HAUFF SPORTS - DAKOTA SPORTS &		264.00	SUPPLIES/GENERAL ATHLETICS
IOWA FFA ASSOCIATION		70.00	REGISTRATION/FFA
IOWA GIRLS HS ATHLETIC UNION		45.00	STUDENT ENTRY & REGISTRATION FEES
JIM BRUCK		490.00	GENERAL ATHLETICS OFFICIAL
KEITH WOHLERS		150.00	GENERAL ATHLETICS OFFICIAL
LEON GOLF AND COUNTRY CLUB		40.00	ENTRY FEE TO ANOTHER SCHOOL
MATTHEW DEGASE		110.00	GENERAL ATHLETICS OFFICIAL
MIKE PETERSON		88.00	GENERAL ATHLETIC WORKERS
MILLER BUILDING		153.52	SUPPLIES/SHEN FOOTBALL
NORTHWEST BANK/KAYLA MICHAELSON		2,100.00	TRAVEL - MEALS
PHILIP TURNER		210.00	GENERAL ATHLETICS OFFICIAL
RAY WOOD		160.00	GENERAL ATHLETICS OFFICIAL
RICK PACE		290.00	GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES		83.64	SUPPLIES/MS MARCHING MUSTANGS
ROCSTOP - FOOD		190.00	MUSTANG FIELD CONCESSION SUPPLIES
ROCSTOP - FUEL		47.06	MUSTANG FIELD CONCESSION SUPPLIES
SAMUEL PORTER		160.00	GENERAL ATHLETICS OFFICIAL
SHANE FARLEY		400.00	GENERAL ATHLETICS OFFICIAL
SHANE WIEGEL		355.00	GENERAL ATHLETICS OFFICIAL
SHARI FOOTE		264.00	GENERAL ATHLETIC WORKERS
SHENANDOAH SCHOOL LUNCH		67.75	MUSTANG FIELD CONCESSION SUPPLIES
STEVE BALKOVEC		160.00	GENERAL ATHLETICS OFFICIAL
TRENT TURNEY		110.00	GENERAL ATHLETICS OFFICIAL
WILLIAM PATTERSON		320.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21		9,979.68	
Checking Account ID 40		9,979.68	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Andy	Campbell	Cross Country	6/1/2024	6/14/2024	Brooks Future Run Team Grants	Team shoes and apparel up to \$17,000, and \$1000 for additional expenses such as tea and entry fees.	100%. This is a grant.	Students

Date: April 2024

2024-2025 Page County Fair Partnership Agreement

Between:

**Page County Agricultural EXTENSION Council
Page County FAIR BOARD
Page County 4-H Youth Advisory Committee
Clarinda Community Schools
Brokaw Chapter FFA – Clarinda, Iowa
Shenandoah Community Schools
Davis-Rodgers FFA – Shenandoah, Iowa
Essex Community Schools
Essex FFA – Essex, Iowa***

Page County, Iowa

*The parties to this agreement acknowledge there may be exhibitors at the Page County Fair from FFA Chapters in School Districts that are not direct partners in this agreement, however the schools listed are the ones located in Page County, Iowa with FFA Chapters that they directly sponsor and who are parties to this agreement.

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2024-2025 Page County Fair Partnership Agreement

Between:

**Page County Agricultural EXTENSION Council
Page County FAIR BOARD
Page County 4-H Youth Advisory Committee
Clarinda Community Schools
Brokaw Chapter FFA – Clarinda, Iowa
Shenandoah Community Schools
Davis-Rodgers FFA – Shenandoah, Iowa
Essex Community Schools
Essex FFA – Essex, Iowa**

Now, on this 3rd day of April, 2024 this Partnership Agreement (Hereafter "AGREEMENT") is entered into between Page County Agricultural EXTENSION Council (hereafter "EXTENSION COUNCIL"), Page County FAIR BOARD (hereafter "FAIR BOARD"), Clarinda Community Schools, Essex Community Schools, Shenandoah Community Schools, and, Brokaw Chapter FFA, Essex FFA and Davis-Rodgers FFA (hereafter FFA) for the purpose of coordinating the relationship, events, activities and responsibilities of the parties, including the presentation of the Page County Fair (hereafter "COUNTY FAIR"). This agreement shall be reviewed bi-annually.

I. Background

- A.** EXTENSION COUNCIL is the elected officials that make up the County Agricultural EXTENSION District and has the authority and responsibility under Iowa Code, Section 176A.8 to prepare for educational programming including 4-H, in cooperation with IOWA STATE UNIVERSITY EXTENSION AND OUTREACH. EXTENSION Council oversees the staff it employs.

PAGE COUNTY AGRICULTURAL EXTENSION COUNCIL and IOWA STATE UNIVERSITY EXTENSION AND OUTREACH have entered into a separate Memorandum of Understanding that provides for the cooperative maintenance, support, operation and administration of EXTENSION efforts in Page County. Based on that separate MOU, the two entities cooperate as one entity for their responsibilities related to the presentation of the County Fair. For purposes of this current agreement, PAGE COUNTY AGRICULTURAL EXTENSION COUNCIL, ISU EXTENSION AND OUTREACH, shall be referred to simply as EXTENSION.

- B.** ISU EXTENSION AND OUTREACH, part of Iowa State University, has the authority and responsibility under Iowa Code, Sections 266.4 and 266.5, to organize and conduct agricultural and human sciences EXTENSION work, including 4-H Club youth development activities, and under Federal law, 7 U.S.C. 3410349, 18 U.S.C. 707 and 7CFR Part 8 has the responsibility to manage the events and activities involving 4-H Clubs, 4-H Volunteers and the use of the 4-H Name and Emblem.

C. FAIR BOARD is the Board of Directors of the corporate organization that has the authority and responsibility under Iowa Code, Section 174.3, to manage county fair events and the county fairgrounds.

D. PAGE COUNTY YOUTH ADVISORY COMMITTEE serves as volunteer representatives of the Page County 4-H Program, making recommendations regarding the 4-H Program, as outline in the organizations by-laws (available upon request). They are ultimately advisors to EXTENSION COUNCIL.

E. SCHOOL BOARD includes Clarinda Community Schools, Essex Community Schools, Shenandoah Community Schools. These are the only schools with FFA Chapters within Page County.

F. The Iowa FFA Association is supported, in part, by the Iowa FFA Foundation and the Iowa Department of Education. IOWA STATE UNIVERSITY EXTENSION AND OUTREACH on behalf of the Iowa 4-H Program and IOWA DEPARTMENT OF EDUCATION (on behalf of FFA) also have a Memorandum of Understanding in place stating the cooperation between 4-H and FFA for the purposes of shows. It states, "When young people are members of both 4-H and FFA, they shall plan and manage separate projects, and/or supervised agricultural experience (SAE) programs. Individuals may have the same area of experience in 4-H and FFA/SAE; however, individuals shall not identify or nominate, manage, keep records on, or exhibit the same plants or animals, etc. in both organizations. Contests should be conducted as to avoid competition between 4-H and FFA as organizations or as individuals. Fair and show officials, Extension staff, and FFA personnel should cooperatively determine whether to conduct separate divisions or a junior division. When conducting collaborative activities, both the 4-H and FFA organizations should be represented through emblems and information on all signs, print materials and awards. Show supervision is to be provided by representatives of both 4-H and FFA."

II. AGREEMENT

A. THEREFORE, EXTENSION, the FAIR BOARD, SCHOOL BOARDS and FFA express their mutual understanding that:

- 1.** The Parties recognize that this current agreement is important to define the relationship of EXTENSION and the FAIR BOARD and understand the responsibility of each party as they must work together to cooperate and coordinate the management of event and activities that are jointly provided in Page County, Iowa.
- 2.** The Parties recognize that one of the most important events they present together is the County Fair and one of the purposes for this current agreement is to maximize the positive experience for all fair exhibitors, participants and the public who participate.
- 3.** County Fairs are important to rural communities and honor Iowa's agricultural heritage and culture. This agreement addresses youth educational and exhibition activities that are important to developing confidence, leadership and integrity.

- 4.** Each party to this agreement must work closely with the others to maximize the resources available from each entity to present a quality County Fair.
- 5.** Permanent representatives will be appointed from/by EXTENSION, FAIR BOARD and FFA for the purpose of maintaining open communication. These positions will give some continuity to organizations who elect new leadership annually. Each organization will have authority over naming their own representatives.
- 6.** Joint meetings will be held at least bi-annually, during the first Quarter of the calendar year for the purpose of evaluating this partnership and to establish groundwork for County Fair. Additional meetings may be called by the leadership of the represented parties but cannot occur without some representation by all parties present.
- 7.** All Parties place a high premium on the value of youth development programming. For this reason, and to ensure a high level of cooperation is achieved during County Fair planning, the Page County Youth Coordinator (CYC) and/or County Director (CD) will be allowed to attend FAIR BOARD meetings, following this process: CYC and/or CD will send a request at the beginning of each calendar year, to be placed permanently on the Fair Board Meeting Agenda, and will attend Fair Board Meetings as liaison to EXTENSION, ISU and the Page County 4-H Program, but will have no formal vote. As a courtesy, the CYC and/or CD will notify the Fair Board as confirmation that he/she will be attending that month's meeting, and will give a report from EXTENSION/PAGE COUNTY 4-H. The CYC and/or CD will not be permitted to invite others to attend FAIR BOARD meetings, without prior approval from the Fair Board. Page County FAIR BOARD meets the 2nd Wednesday of every month at 7:30pm at the Page County Fairgrounds. The CYC and/or CD will leave the meeting following their report to the Fair Board and ensuing discussion, and prior to Fair Board business items being discussed.
- 8.** EXTENSION meetings by law are open to the public. Page County Extension meets on the third Monday of each month, at 6:30pm. Agendas are posted on the door of the Page County Extension Office, visible from the outside. If any of the parties to this agreement would like to have agenda items added to an EXTENSION Council meeting, please submit them to EXTENSION no later to the 2nd Monday of the month. Items must be placed on the agenda to be actionable. Agendas must be posted publicly at least 24 hours prior to meeting.
- 9.** Each party shall take seriously their role in risk management including preventive steps, such as volunteer registration and background screening, appropriate insurance coverage, training and review, emergency management and evacuation plans during the fair. It is understood that each Party to this agreement is responsible for obtaining and maintaining appropriate insurance or self-insurance to protect it and its officers, employees or agents against liabilities that may arrive from the Party's involvement in the activities or events that are the subject of this agreement.
- 10.** EXTENSION County Director or County Youth Coordinator will send unofficial minutes from Youth Advisory Committee and Extension Council to all partners in the MOU agreement. FAIRBOARD secretary will share updates with all partners in the MOU agreement.

B. EXTENSION shall have responsibilities that include but are not limited to:

- 1.** EXTENSION having ultimate authority and jurisdiction over the Page County 4-H Program, will have final decision-making authority over rules and guidelines pertaining to all 4-H events and activities, including 4-H involvement in the County Fair. Similarly, exhibitors must comply with FAIR BOARD deadlines, fees, and rules as laid out in the Page County Fair Book.
- 2.** EXTENSION will set the schedule of events involving 4-H and 4-H members for the Page County Fair in coordination with FAIR BOARD and named Superintendents.
- 3.** EXTENSION will establish and maintain a 4-H Youth Advisory Committee, whose purpose is to advise Page County 4-H with regard to Programming for Page County Youth, holding 4-H events, fundraising for 4-H and bringing new ideas to strengthen the 4-H program in Page County. This committee will consist of current 4-H members, 4-H Leaders and citizens of Page County who are deemed to have the "Heart Of Youth" and are selected by Page County 4-H to serve. Some of these members will serve on the Selection Committee* (See Superintendent section **III. E**)
- 4.** 4-H DATA SECURITY STATEMENT – Page County Extension will share certain 4-H member data with the Page County Fair board, with the understanding that this data will be:
 - a. Kept on file in a secure location, not accessible to the public.
 - b. Only used for Page County Fair events, 4-H Sale and risk management purposes.
 - c. No 4-H Data will used for marketing, shared or sold with other entities.
 - d. Page County EXTENSION Staff will openly assist Page County Fair Board staff with contacting 4-H members and 4-H families upon request.
- 5.** All Livestock weigh-ins will be accomplished according to the state 4-H guidelines as outlined in the publications 4-H 202 (Iowa Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State and Interstate Shows), 4-H 106 a-f (Livestock Identification Forms) and the 4-H/FFA Code of Ethics.
- 6.** All rules and guidelines must comply with the overall Iowa 4-H exhibiting rules and guidelines.
- 7.** Responsibility for the following:
 - Creation, implementation, and enforcement of rules related to all 4-H events
 - Provide comprehensive and complete 4-H event rules to the FAIR BOARD and coordinate with Fair Book Committee to submit changes by a specified, agreed upon date and time (see Fair Book section **III. B.**)
 - Supervision of all necessary activities concerning the 4-H Program
 - Determining eligibility of 4-H members and projects

- Background Screening and training of volunteers who work with the 4-H Program or 4-H members (Includes Superintendents and Assistant Superintendents who are selected by the Selection Committee (under **III. E.**)
- Taking 4-H/FFA event entries via FairEntry data system, issuing Exhibitor tag numbers, compilation, publication and distribution of all event programs, ring sheets, and official event results.
- Providing frequent and timely reporting to FAIR BOARD for purposes of comparing numbers of exhibitors, animals and stall needs.
- Providing timely reporting of event results to FAIR BOARD for purposes of sale docket preparation and premium payments to 4-H members (See p.21. N - Livestock Sale)
- Conducting the Annual 4-H Cherry Pie and Clover Kid Cupcake Auction fundraiser at the Kick-Off BBQ of the Page County Fair. These proceeds fund the Clover Kids program and provide additional programming for 4-H members throughout the year. EXTENSION is responsible for all activities involved in executing this event, including recruiting buyers, arranging for auctioneers, and collecting all proceeds from this event, providing receipts to buyers, and invoicing buyers when necessary.

C. FAIR BOARD responsibilities include but are not limited to:

1. Providing resources for infrastructure that help to make the County Fair possible.
FAIR BOARD will: (source Iowa Code 174.13)

- Determine the dates of the County Fair and setting schedule of events that do not include 4-H and 4-H members. FAIR BOARD will coordinate with EXTENSION and named Superintendents to schedule 4-H events.
- Provide appropriate facilities for the County Fair
- Maintain and upkeep the county fairgrounds
- Provide security during all fair-related activities
- Pay premiums to exhibitors as outlined in Fair Book (See p.18. O – 4-H Awards).
- Pay for the printing of the Fair Book, edit (with good faith and cooperation with EXTENSION) and distribute the Fair Book.
- Handle stall reservations and collection of stall fees.
- Handle the Fair Livestock Sale, including recruiting buyers, advertising, collecting sale proceeds and distributing sale premiums to 4-H/FFA members.

2. FAIR BOARD shall provide for indemnification of FAIR BOARD members by policy or by its by-laws. Service of ISU EXTENSION employees, PAGE COUNTY EXTENSION COUNCIL members or their appointees shall be contingent upon FAIR BOARD providing evidence of Director's and Officer's Insurance protecting such persons from liability when acting on behalf of the FAIR BOARD.

3. FAIR BOARD shall coordinate with EXTENSION to provide emergency management plans for County Fair, including emergency contact lists, on-site EMT services, and evacuation plans. Emergency plans will be distributed to FAIR BOARD members, EXTENSION staff, Superintendents and kept in the FAIR BOARD office for easy reference.

4. FAIR BOARD manages fundraising opportunities conducted during County Fair, with the exception of the Annual Cherry Pie Auction, 4-H Youth Council Silent Auction and Cupcake Auction. Past practice has given priority to the Page County 4-H program, and food vendors have been limited to 4-H groups. 4-H Clubs will abide by procedures spelled out on p. 15. III. Specific Page County Fair Structure by Topic & Process, H. Fundraising & Food section 3.
 5. FAIR BOARD will manage outside vendors wishing to participate in the fair. FAIR BOARD also assumes responsibility for public demonstrations, and disruptions that occur at the Page County Fair.
 6. FAIR BOARD will provide EXTENSION with final Fair Book electronically as a pdf. EXTENSION will then post this to www.extension.iastate.edu/page and provide the exact link back to FAIR BOARD to publish on social media. This process will take place as soon as Fair Book is in its final format for the printer.
 7. FAIR BOARD will add: "The printed Fair Book is the official rule book and takes precedence over any other copies." to the printed Fair Book and included in the electronic version, made un-editable for posting on EXTENSION's website.
- D. SCHOOL BOARD, having ultimate authority and jurisdiction over local FFA chapters,** will have final decision-making authority over rules and guidelines pertaining to all FFA events and activities, including FFA involvement in the County Fair. (Also refer to Background E above.)
1. SCHOOL BOARD responsibilities include, but are not limited to:
 - Creation, implementation and enforcement of rules related to all FFA events
 - Supervision of all necessary activities concerning the FFA Program
 - Determining eligibility of FFA members and projects
 - Approval and training of volunteers who work with the FFA Program or FFA members
 2. All Livestock weigh-ins will be accomplished according to the state FFA guidelines as outlined in FFA 202 Animal Identification, Weighing and Exhibition Requirements County, State and Interstate Shows, and the 4-H/FFA Code of Ethics.
 3. All rules and guidelines must comply with the overall Iowa FFA exhibiting rules and guidelines.
 4. All FFA fundraising activities (including food booths and petting zoo and activities) will be covered under SCHOOL BOARD liability insurance that is already in place. FFA Chapters will provide proof of insurance to EXTENSION. A copy of these certificates will be made available to FAIR BOARD.
- E. DISPUTE RESOLUTION POLICY: Only named parties to this agreement (EXTENSION, FAIR BOARD, SCHOOL BOARDS, FFA CHAPTERS)** may bring up violations of this agreement and its associated tasks (see Appendix B). Grievances should be made in writing (can be email) utilizing the format in Appendix B and distributed to ALL parties of this agreement utilizing the attached contact list (see Appendix B). All parties agree that a committee comprised of one appointed representative from each party will then

be assembled (each party can appoint their representative as they so choose), within 3 weeks of the grievance being filed. This committee will briefly hear the grievance, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the grievance to appear at this hearing will nullify the grievance. All parties agree that the assembled committee ruling will be binding. [This should not be confused with the Grievance Committee Process, which is for individuals to file a grievance as a result of an incident at a 4-H/FFA event.]

III. SPECIFIC PAGE COUNTY FAIR STRUCTURE BY TOPIC & PROCESS

To state that a task is the responsibility of one entity does not release other entities from contributing to the successful completion of said task. Since all parties involved share responsibility for the success of the County Fair, all must work cooperatively to complete necessary tasks.

It is imperative that all entities recognize the authority of each entity over their assigned tasks.

A. FAIR DATES & SCHEDULE

1. FAIR BOARD will set the dates of the Page County Fair and communicate these dates early to all entities.
2. EXTENSION will set the schedule of events involving 4-H and 4-H'ers for the Page County Fair, in coordination with FAIR BOARD and named Superintendents.
3. FAIR BOARD will set the schedule of Fair Board events for the Page County Fair.

B. FAIR BOOKS

1. FAIR BOARD will convene a Fair Book Committee for the purpose of updating the Page County Fair Book. This Committee will coordinate with EXTENSION Staff to receive and make changes specified by EXTENSION to the 4-H schedule of events and 4-H Rules sections of the Fair Book by an agreed-upon date, so that these changes can be implemented in the Page County Fair Book prior to going to print. This shall occur by May 1.
2. EXTENSION Staff will be provided with a copy of the revised fair book from the Fair Board Fair Book Committee and have one week to proof and submit final edits to the Fair Book Committee by an agreed-upon date, so that these changes can be implemented in the Page County Fair Book prior to going to print. This shall occur by May 1.
3. FAIR BOARD will print and distribute the books at the expense of the FAIR BOARD by June/July.
4. FAIR BOARD will provide enough Fair Books for all 4-H Club Leaders, Youth Advisory Committee members, Pre-Fair Superintendents and ample copies for EXTENSION Council and Staff.

5. FAIR BOARD will provide EXTENSION with final Fair Book electronically as a pdf. EXTENSION will then post this to www.extension.iastate.edu/page and provide the exact link back to FAIR BOARD to publish on social media. This process will take place as soon as Fair Book is in its final format for the printer.

6. "The printed Fair Book is the official rule book and takes precedence over any other copies." This statement will be added to the printed Fair Book and included in the electronic version, made un-editable for posting on EXTENSION's website.

C. FAIR GROUNDS

1. Fairgrounds clean-up, both before and after the fair, will be led by the FAIR BOARD, with the understanding that the Fair Board will coordinate with the CYC to schedule 4-H Clubs and FFA chapters at appropriate times for cleaning. Adult members of the YOUTH ADVISORY COMMITTEE will be scheduled to assist in the cleanup as deemed necessary by the Static Superintendent with regard to static exhibit areas and the 4-H Food Stand Kitchen.

2. FAIR BOARD agrees to allow CYC and other EXTENSION personnel to utilize the East end of the Fair Office on the fairgrounds for the duration of the Page County Fair, providing access to electrical outlets and allowing the space to be locked when not in use.

3. FAIR BOARD will be responsible for providing equipment, facilities, and entertainment for the fair that it determines appropriate.

4. FAIR BOARD will have appropriate pens, cages and stalls and tie-outs for exhibits registered by the deadline. See p.11. III. Specific Page County Fair Structure by Topic & Process, D. Fair Entries, section e.

5. FAIR BOARD will be responsible for waste disposal during the County Fair.

6. FAIR BOARD will be responsible for any recycling efforts during the County Fair

D. FAIR ENTRIES

1. EXTENSION will receive, approve and process all 4-H Fair Entries.

2. May 15th is the State deadline for project and animal entries in 4-H Online. This deadline is absolute. Appeals may be considered by Page County Extension Council, but only with mitigating circumstances.

3. Page County Fair Event Deadlines are set by May 1 by each organization responsible and communicated clearly to all parties to this agreement: 4-H Event deadlines for Fair are as follows:

a. EXTENSION

- i. Pre-Fair Event Entries: Cake Boss, Milk Made Magic, Awardrobe, Communications Events, Table Setting, Cook This!, Little Mr & Miss, Shooting Sports Fair Shoot, and Cookie Decorating

- ii. Livestock & Animal Event Entries: Dogs, Cats & Pets, Goats, Rabbits, Poultry, Horse, Sheep, Swine, Beef
- iii. Static Event Entries: Science, Agriculture, Horticulture, Family & Consumer Sciences, Personal Development

b. FAIR BOARD

- i. Stall Sign-ups and Fees for Livestock Entries
- ii. Page County Fair Queen
- iii. Bucket/Bottle Calf/Lamb/Goat
- iv. Baby Contest
- v. Open Class Exhibits

4. Appeals for missed deadlines will be referred to respective organization in charge of that event.

5. Process for exhibitors to enter the Page County Fair:

a. 4-H members will register and enter animal ID information into 4-H Online no later than **May 15**.

b. 4-H members showing livestock must have participated in weigh-ins (if required for species) prior to the **May 15th** deadline (consult CYC)

c. 4-H and FFA members must register for pre-fair and livestock events and classes in Fair Entry no later than **July 1**. Static projects must be entered by July 15 in Fair Entry (a penalty will be assessed for any static projects entered after July 15). It is strongly suggested that exhibitors contact EXTENSION to verify that entries are complete and correct.

d. 4-H and FFA members must provide documentation to EXTENSION of YQCA certification to EXTENSION, if they did not attend face-to-face YQCA training with CYC no later than July 1.

e. Exhibitors showing livestock must go to FAIR BOARD office in order to register for pens/stalls. FAIR BOARD will collect Stall Forms and stall fees. **THE DEADLINE FOR THIS IS JULY 1.**

f. EXTENSION Staff and FAIR BOARD personnel will confer at least weekly beginning June 1 and continuing through July 1 to ensure all exhibitors are entered in Fair Entry and have paid for stalls by July 1. Both organizations will compare exhibitor information and contact 4-H families to ensure exhibitors comply.

g. Farm Credit Services provides Stall Cards (not to be confused with Stall Forms) for exhibitors to use at the fair. CYC and FAIR BOARD office personnel will coordinate with Farm Credit Services in May of each year to report 4-H/exhibitor numbers and order Stall Cards. FAIR BOARD will work with Superintendents to provide these Stall Cards to exhibitors.

E. 4-H SUPERINTENDENTS

- 1.** A Selection Committee will be established for the management of 4-H Fair Superintendents and Assistant Superintendents. This committee shall be presided over by the EXTENSION County Youth Coordinator (CYC) and shall consist of three FAIR BOARD representatives (3 votes) and three EXTENSION representatives (1 4-H Youth Advisory Committee member and two Extension Council members = 3 votes) and 2 FFA representatives (1 vote). Recommendations from this committee will be determined by the majority of 7 votes from this committee. Extension Council will then vote on recommendations from this committee.
- 2.** Duties for the Selection Committee include recruiting new 4-H Superintendents and assisting Superintendents with selecting Assistant Superintendents as needed, making disciplinary recommendations (including termination) to the EXTENSION COUNCIL, enforcing Superintendent requirements of completing a background screening, attending an annual 4-H Volunteer training, and participating in an annual Superintendent meeting. All selected Superintendents and Assistant Superintendents must complete background screening and shall be approved by EXTENSION and FAIR BOARD prior to County Fair.
- 3.** Superintendents will be selected for three-year terms. This timeframe coincides with the term of validity for background screenings. Superintendents will be asked to sign a contract (agreed upon by EXTENSION and FAIR BOARD) and a background screening authorization at the beginning of each three-year term and adhere to the 4-H Code of Conduct. These documents will be kept on file with the EXTENSION office. Superintendents will be responsible for establishing a clear line of succession in the event they become incapacitated or unavailable for the day of show. This plan will be submitted to both EXTENSION and FAIR BOARD during pre-fair Superintendent meeting.
- 4.** Superintendents are considered 4-H volunteers, and once fully vetted, will be covered under 4-H liability insurance.
- 5.** Superintendents will have reporting responsibilities to EXTENSION/the CYC and the FAIR BOARD.
- 6.** Any meetings called by EXTENSION or FAIR BOARD specifically for Superintendents will include notification to the organization not calling the meeting, and an invitation to the CYC and FAIR BOARD President for attendance.
- 7.** Superintendents will be required to attend 4-H Volunteer Training and an annual Superintendent meeting.
- 8.** Superintendents are responsible for selecting their own Assistant Superintendents (these names will be provided to Selection Committee and will be background checked and voted on by EXTENSION), Junior Superintendents (CYC will provide a list of Intermediate or Senior 4-H members and Senior FFA members who have applied) and Judges (CYC will provide state resources). These selections will be reported by the Superintendent back to both EXTENSION and the FAIR BOARD.

9. Superintendents will be added to Fair Entry by EXTENSION. Superintendents will be provided training on Fair Entry as requested. Superintendents will be provided with support to create ring sheets and programs, calculate rate of gain and run reports using Fair Entry.

10. Superintendents are responsible for reviewing existing rules for their events, proposing rule changes by October 15 to EXTENSION, specifically Page County 4-H. (Please see outline of full rules change process in section **III. F.**)

11. 4-H Fair Superintendents will arrange for help in the ring and unpaid announcers for each show.

12. Superintendents are responsible for handing over judges results to EXTENSION personnel immediately after events, for processing. EXTENSION will process results and run reports which will be given back to Superintendents to review for accuracy prior to publication. A copy of the event results, once verified with the Superintendent, will be given to the Fair Board Office.

F. 4-H EVENT RULES CHANGES PROCESS AND TIMELINE

Changing of 4-H event rules takes time, and the involvement of many people.

Superintendents are responsible for reviewing existing rules for their events, proposing rule changes by October 15 to EXTENSION, specifically Page County 4-H.

Suggestions for Rules Changes may be made by other parties (4-H members, 4-H parents, 4-H Youth Advisory Committee) but should be taken to Page County 4-H for consideration by the County Youth Coordinator and the Superintendent involved in the event in question, which could prompt the rest of this procedure.

After this date, 4-H rules changes will be made at the discretion of EXTENSION/Page County 4-H and may include but are not limited to those based on emerging environmental/public safety issues brought to light by Federal, State and Local Authorities, Iowa 4-H or Iowa State University. (An example would be changes to events based on the threat of a health pandemic, such as COVID-19, a prolific livestock disease, such as Avian Influenza, or acts of terrorism or war, or threats of the same).

Here is an approximate timeline for making rules changes for the Page County Fair:

- 1.** September: Superintendents will meet with EXTENSION/Page County 4-H and FAIRBOARD representatives.
- 2.** October: Superintendents must submit proposed rule changes to EXTENSION, specifically Page County 4-H by October 15.

3. November: Proposed rule change will then be forwarded to FAIR BOARD and Youth Advisory Committee to discuss. Superintendent is asked to attend both meetings to discuss and defend reasons for Rules Change Request.

Both FAIR BOARD and Youth Advisory Committee will then issue recommendations regarding the proposed rule change, which will be submitted in writing (via meeting notes) to EXTENSION for vote by Extension Council.

4. December: Superintendent will be asked to present the Proposed Rule Change to the Extension Council for vote. Results of this vote will be forwarded to FAIR BOARD and Youth Advisory Committee.

5. January/February: If the rule change is adopted, the updated rule will be submitted to FAIR BOARD Fair Book Committee with updated 4-H Rules section to be printed in the Page County Fair Book (actual date to be defined in section III. A.-pg.9 annually).

6. June/July: Fair Books are distributed.

7. July: Page County Fair is held.

G. EMERGENCY MANAGEMENT

1. FAIR BOARD and EXTENSION will develop an emergency plan to be utilized in cases of inclement weather, including tornadoes, terroristic threats, public intoxication, the presence of firearms, elevated conflict, etc. FAIR BOARD will brief Superintendents on these procedures at FAIR BOARD meetings.

2. EXTENSION will print and distribute the Full Emergency Management Plan to FAIR BOARD (to be kept in Fair Board Office), to Superintendents at Superintendent Meetings and in their event binders, and EXTENSION STAFF.

H. FUNDRAISING & FOOD

1. EXTENSION, specifically the 4-H YOUTH ADVISORY COMMITTEE, will provide a licensed food stand during scheduled fair events from which patrons can purchase food and drinks at reasonable prices. All supplies for the 4-H Food Stand will be purchased through EXTENSION. One hundred percent of proceeds will be collected and deposited by EXTENSION. Proceeds will be used to offset food stand costs, and any proceeds will be used to support 4-H programming in Page County. The FAIR BOARD will not allow other entities to sell food and drink (exception is FAIR BOARD pop stand).

2. EXTENSION, specifically Page County 4-H, will conduct the Annual Cherry Pie and Cupcake Auction at the Kick-Off BBQ of the Page County Fair for the purpose of raising funds for travel with Citizenship Washington Focus (CWF), 4-H Enrollment Fees and to fund the Page County Clover Kids Program and other programming. Specific responsibilities are as follows:

- EXTENSION will arrange for volunteer auctioneers and clerks to conduct the Cherry Pie/Cupcake auction.
- EXTENSION will recruit buyers for the Cherry Pie/Cupcake auction.
- FAIR BOARD will provide appropriate facilities, including a working sound system, for the Annual Cherry Pie and Cupcake Auction.
- EXTENSION will collect auction proceeds to deposit in 4-H Cherry Pie and Cupcake accounts.
- EXTENSION will provide receipts to buyers and will invoice buyers when necessary at the Cherry Pie/Cupcake Auction.
- EXTENSION will encourage participants to write thank-you notes to their buyers for the Cherry Pie/Cupcake Auction.
- EXTENSION will arrange for special event insurance to cover these activities through Iowa State University's vendor insurance company Assured Partners.

3. 4-H Clubs and FFA Chapters will be allowed to have Fair Booths to fundraise at the Page County Fair.

- 4-H Clubs and FFA Chapters will work with FAIR BOARD to arrange location and services needed (electricity, water, etc.).
- 4-H Club Leaders will coordinate with EXTENSION to apply for necessary liability insurance riders to cover food service and activities at club booths.
- FFA Chapter activity is covered under their respective School Board's liability insurance. This will cover food service and activities at FFA booths.
- FAIR BOARD will appoint a CARNIVAL CHAIRPERSON to coordinate nightly handing over of proceeds from 4-H carnival booths and schedule this with 4-H Clubs.

4-H Club Leaders will turn over to Carnival Chairperson:

- ALL MONIES received that day from booth sales (with no expenses deducted)
- ALL TICKETS collected during booth operation
- ALL RECEIPTS for Club Expenses related to booth operation will be turned into EXTENSION by August 10.

Carnival NET proceeds will be split between 4-H Clubs (75%) and FAIR BOARD (25%). FAIR BOARD will pay out checks to 4-H Clubs in a timely fashion after receiving receipts for expenses.

4. Page County 4-H Council will conduct a silent auction in Wibholm Hall in order to raise funds for Page County 4-H County Council and Page County 4-H Programming. Items for the silent auction will be provided by County Council members who solicit donations. All proceeds will be collected and deposited by EXTENSION in County Council's account. EXTENSION will provide receipts to buyers and will invoice buyers when necessary.

5. FAIR BOARD will hold fundraising activities besides those involving Page County 4-H, including but not limited to: Pop Stand, evening events, open events, etc.

I. 4-H LIVESTOCK EVENTS

1. EXTENSION, in cooperation with appropriate 4-H Superintendents, will conduct weigh-in of market animals and ensure required identification rules have been followed, as outlined in 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing

and Exhibiting Requirements for County, State and Interstate Shows) and FFA 202 (Animal Identification, Weighing and Exhibition Requirements County, State and Interstate Shows).

2. EXTENSION and SCHOOL BOARD will ensure that all animal exhibitors have completed required training, specifically Youth for the Quality Care of Animals (YQCA) training.

3. Superintendents will make arrangements with a vet for necessary vet checks for livestock for their events. Superintendents should inform FAIR BOARD and EXTENSION regarding confirmed vet of choice no later than June 30. If emergency changes to the vet assignment are made, this must be communicated to EXTENSION and FAIR BOARD as soon as possible. It is recommended that each Superintendent name a backup Veterinarian, in the event that the designated Veterinarian is sick or becomes unavailable. Each species veterinarian's decision will be the final decision. Darla McCrary of Twin Oaks Vet Clinic will be the official Emergency Veterinarian for the Page County Fair.

4. FAIR BOARD Sales Committee, in cooperation with appropriate 4-H Superintendents, will arrange for market animals to be hauled to an appropriate meat processor.

5. EXTENSION, in cooperation with Superintendents will produce show programs and ring sheets and will process results. EXTENSION will distribute timely results to FAIR BOARD officials and will provide online results through Fair Entry.

6. EXTENSION will be responsible for calculating and distributing Official Rate of Gain results which will be used by Superintendents and Judges to determine awards and sale order.

J. 4-H JUDGES

1. EXTENSION has access to a State database of qualified judges. This list will be shared with Superintendents to aid in judge selection. Superintendents are responsible for selecting judges and submitting their information to EXTENSION for record-keeping and FAIR BOARD for payment.

2. Specific responsibilities are as follows:

- EXTENSION will estimate how many judges are needed and make recommendations to the SUPERINTENDENTS.
- FAIR BOARD will set a budget for paying judges and will report this amount to EXTENSION.
- EXTENSION will gather recommendations on judges and consult State database.
- Superintendents are responsible for selecting judges and submitting their information to FAIR BOARD who will contact them through a series of at least three contacts via telephone, mail and/or email. Superintendents will also notify EXTENSION of their judge selection prior to fair.

- FAIR BOARD will provide EXTENSION with billing slips for pre-fair judges to complete. EXTENSION will then submit these to FAIR BOARD in a timely fashion. FAIR BOARD will then make payment to pre-fair judges within 60 days.
- FAIR BOARD will submit payment to judges within 60 days of the event.

K. PHOTOS AT 4-H EVENTS

1. EXTENSION will arrange for photographs to be taken throughout the County Fair and especially of trophy and plaque winners for 4-H, and FFA contests. [Photos must be taken at the conclusion of each and every show, with a list of the photos taken in order.]
2. 4-H members have or have not authorized use of their photographs. These authorizations are held in the 4-H Online system. A photo authorization will also be added to Fair Entry as a custom field, and the list of 4-H members WITHOUT authorizations will be provided to FAIR BOARD prior to the start of Fair week. It is important to check for authorizations prior to publicizing photos.
3. All parties to this agreement are encouraged to share Page County Extension and Page County 4-H Social Media posts.

L. PUBLICITY

1. FAIR BOARD will perform pre-fair publicity that may include brochures mailed to Page County postal addresses, flyers displayed in local businesses, radio advertising, and/or the use of social media or their websites. Advertising will be at the expense of the FAIR BOARD.
2. EXTENSION may, at their discretion, also publicize County Fair schedule, events and activities and thank various entities for County Fair involvement, via social media.
3. Interviews with the media will be conducted based on subject matter by the entities specified:
 4-H events/shows/results/winners/clubs/members: EXTENSION PERSONNEL
 Fair Board events and activities/fairgrounds: FAIR BOARD
 Livestock Sale: FAIR BOARD
4. During all interview opportunities, subjects being interviewed should thank all entities (EXTENSION, FAIR BOARD, 4-H Clubs, FFA) for cooperating for a successful County Fair.
5. EXTENSION will write and submit news releases to local media outlets featuring fair results for 4-H FFA and FAIR BOARD will do so for FAIR BOARD contests.

M. RESULTS OF 4-H SHOWS/EVENTS

Results of each show/event will be handled, produced and publicized by EXTENSION staff. SUPERINTENDENTS will provide runners to take judges sheets for processing and distribution of official results. Results will be distributed to Superintendents for a final check by EXTENSION and then Official results will be distributed to FAIR BOARD, FFA

and media in a timely fashion. Results will also be made available publicly online through Fair Entry.

N. LIVESTOCK SALE

FAIR BOARD will conduct a Premium Sale for the financial gain of 4-H Livestock Exhibitors. Specific responsibilities are as follows:

- Superintendents will provide Official Sale Order lists to FAIR BOARD sale clerk as soon as available.
- FAIR BOARD will arrange for auctioneers and clerks to conduct the auction.
- FAIR BOARD will arrange for buyers for the auction.
- FAIR BOARD will develop, print and distribute auction program at the expense of the FAIR BOARD.
- FAIR BOARD will provide the appropriate facilities, including a working sound system for the Premium Sale.
- FAIR BOARD will provide personnel and volunteers to help during the auction.
- FAIR BOARD will provide buyer's cards used to recognize contributors.
- FAIR BOARD will collect auction proceeds and will cut checks to individual 4-H members. Checks will then be mailed to individual exhibitors.

O. 4-H AWARDS

1. FAIR BOARD will collect donations, and order trophies, banners, plaques, ribbons and other prizes according to its budget. EXTENSION will encourage recipients to issue thank-you notes to donors.
2. EXTENSION will provide official premium listing by 4-H/FFA member upon final results publication, as soon as they are available
3. FAIR BOARD will award and distribute ribbon premiums according to its budget and based on EXTENSION'S Official records of ribbons earned by each exhibitor. Premium checks will be issued by the FAIR BOARD in the name of each 4-H/FFA member. Checks will then be turned over to the EXTENSION Office organized by 4-H Club/FFA Chapter for distribution to exhibitors by September 30 (FAIRBOARD Fiscal Year End).

P. SHOW OF GOOD FAITH

ALL PARTIES will work cooperatively and in concert to ensure a safe and positive youth development experience during the Page County Fair.

Q. OPEN COMMUNICATION

All parties to this agreement are encouraged, as much as possible to communicate often, openly, and respectfully. Trust and productivity are built when open communication is maintained. Each party initiating communication is encouraged to copy their designated representative, and others in their reporting structure to keep all parties informed and on the same page. This is with the understanding that much communication will be between EXTENSION's County Youth Coordinator and FAIR BOARD's Secretary and Manager.

R. 4-H/FFA & FAIR RULES VIOLATIONS

*Rules violations will first be referred to both of these:

- County Youth Coordinator
- Event Superintendent
- The Page County Fair Book, Iowa Youth Code of Ethics, Iowa 4-H Rules will be consulted to see if there is clear language concerning the alleged violation.
- If there is lack of clarity, or if the parties are not in agreement, the Page County Extension Director and Page County Fair President may be asked to consult. They may involve Iowa 4-H Representatives for further clarification.
- All decisions will be made in the based on: Reasonableness, Safety and Positive Youth Development.

S. APPEAL/GRIEVANCE PROCESS

Purpose

The Page County 4-H/FFA Appeals/Grievance process provides a vehicle by which to respond to 4-H/FFA member's concerns relating to all Page County Fair 4-H/FFA events.

What may and may not be appealed/grieved:

An appeals/grievance committee **may be convened*** for the following situations:

- Alleged wrongdoing.
- Rule violations.

A grievance committee will not be convened for the following situations:

- Decisions made by officials (Extension staff, judges, fair veterinarian, etc.) which are final. (Refer to section *III. R.* regarding 4-H/FFA & Fair Rules Violations.)
- Issues related to deadlines for membership enrollment, livestock identification, and/or county fair pre-registration; due process will be provided by Extension staff.
- Code of Conduct-related violations, which will be addressed by staff according to the established process.

Who may appeal/grieve an issue

Any Page County 4-H or FFA member and his/her parent/guardian directly affected by the incident being reported.

Who responds to the appeal/grievance

The appeal/grievance committee of 5 members selected from the following based on availability and with no connection to the parties involved in the incident. There should only be one individual from any of the following categories:

- Extension Council Member
- Fair Board Executive Board Member
- 4-H Superintendent but not for the project area in question
- Youth Program Specialist from ISU Extension and Outreach
- School/FFA employed adult representative from a Page County FFA Chapter – not from a Chapter that the involved parties are members of
- Regional Director from ISU Extension and Outreach
- County Council Member (must be 9th grade or higher and not directly involved in the incident or from the same 4-H Club or FFA Chapter as any of the involved parties)

- Youth Advisory Committee member with no involvement with the parties involved or their clubs/chapters.

Process for filing a grievance

- During the county/state fair, grievances must be filed within 24 hours (1 day) of the incident. These must be turned into Extension personnel.
- The Page County Extension 4-H/FFA Grievance Form must be filled out and signed by the 4-H/FFA member(s) and their parent(s)/guardian(s) filing the grievance. There is no limit to the number of people signing the grievance, but they must be directly impacted by or involved in the situation.
- The grievance form must be submitted with \$25 cash or money order only. The money will be returned if the decision is ruled in favor of the person(s) filing the grievance.
- If there are testing costs associated with the grievance, the individual(s) filing the grievance are responsible for paying the testing costs.

At the appeal/grievance hearing

- The appeal/grievance committee will address the written appeal/grievance via a face-to-face meeting or by utilizing technology. It is the choice of the individual(s) filing the appeal/grievance whether or not they are present at the meeting. Only those individual(s) directly impacted by or involved in the situation being appealed/grieved may speak at the hearing.
- Participants in the appeal/grievance hearing are expected to act in a civil manner. Use of profanity or other inappropriate behavior by either party will not be tolerated and may result in termination of the hearing.
- All parties are expected to provide documentation/evidence at the hearing. If individuals are uncooperative and refuse to provide/bring requested information, the appeal/grievance committee may terminate the appeal/grievance process or the appeal/grievance may not be determined in favor of the uncooperative party.
- After all relevant information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on a majority rule. Committee members are expected to keep discussions confidential.
- Once a decision has been determined, the individual(s) filing the appeal/grievance will be notified of the decision of the appeal/grievance committee by Extension staff. Decisions made by the committee will be final.
- The resolution of the issue will be filed in writing and kept as a permanent record of the hearing at the Extension Office.

Role of the County Extension office staff

County Extension staff members will forward appeals/grievances to the committee promptly and will convene all meetings at which grievances are heard to ensure that all sides are heard and all options/alternatives are considered. Extension Office staff will facilitate the meeting but will not have a vote in the final decision. Extension staff will notify the individual(s) filing the grievance of the decision.

Appeal/Grievance Form located in Appendix B

IV. ORGANIZATIONAL CONTACTS:

ISU Extension and Outreach, Page County Email: betsyls@iastate.edu

Betsy Stephens, County Director
ISU Extension and Outreach, Page County
311 E Washington Street
Clarinda, IA 51632
712-542-5171 Office / 712-303-8500 Cell

Page County Fair Board

Email: fairboardpagecounty@gmail.com

Kyle Pirtle, President
1015 E Stuart Street
Clarinda, IA 51632
712-542-3873 Office / 402-714-8610 Cell

Clarinda Community School District

Email: shoneyman@clarindacsd.org

Scott Honeyman, President
423 East Nodaway
Clarinda, IA 51632
712-542-5165

Brokaw Chapter FFA - Clarinda

Andy Johnson
Emma Cutler
Logan Henry
423 East Nodaway
Clarinda, IA 51632
712-542-5165

Email: ajohnson@clarindacsd.org

Email: ecutler@clarindacsd.org

Email: lhenry@clarindacsd.org

Shenandoah Community School District

Email: fichterj@shenandoah.k12.ia.us

Jean Fichter, President
304 West Nishna Road
Shenandoah, IA 51601
712-246-1581

Davis-Rodgers Chapter FFA - Shenandoah

Sarah Martin
Clare Conley
304 West Nishna Road
Shenandoah, IA 51601
712-246-1581

Email: martinsf@shencsd.com

Email: conleyc@shencsd.com

Essex Community School District

Meredith Baker, President
111 Forbes Street
Essex, IA 51638
712-379-3114

Email: bakerm@essex.k12.ia.us

Essex FFA – Essex

Rebekah Sampers
111 Forbes Street
Essex, IA 51638
712-379-3114

Email: sampersr@essex.k12.ia.us

V. **SIGNATURE PAGE**

PAGE COUNTY FAIR PARTNERSHIP AGREEMENT 2024-2025

Page County Agricultural EXTENSION Council Chair

_____	_____	_____
Written Full Name	Signature	Date

Page County FAIR BOARD President

_____	_____	_____
Written Full Name	Signature	Date

Clarinda Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

Brokaw Chapter FFA – Clarinda

_____	_____	_____
Written Full Name	Signature	Date

Shenandoah Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

Davis-Rodgers Chapter FFA – Shenandoah

_____	_____	_____
Written Full Name	Signature	Date

Essex Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

Essex FFA – Essex

_____	_____	_____
Written Full Name	Signature	Date

2024-2025 Page County Fair Partnership Agreement Appendices

Appendix A:

CODES OF CONDUCT

- 1. 4-H Code of Conduct – Adult and Youth**
- 2. 4-H Code of Conduct for Volunteers**



Iowa State University Extension and Outreach 4-H Youth Development

Iowa 4-H Code of Conduct for Youth and Families

The Iowa 4-H Code of Conduct applies and will be enforced with 4-H youth, 4-H parents/guardians, and 4-H families.

- While participating in or attending a 4-H sponsored program (e.g. club meeting, project meeting, activity, event, learning opportunity).
- While participating in or attending a 4-H event or while on premises used for 4-H purposes (e.g. County Fair, State Fair, show ring, exhibit building, barn, food stand).
- While representing Iowa 4-H to the public
- Additional programs, events, or opportunities may have additional rules and expectations.
- At all times throughout a 4-H youth's participation when behavior outside of the Iowa 4-H puts youth at risk or has the potential to put youth at risk.

The opportunity to participate in and/or volunteer with Iowa 4-H is a privilege and honor, not a right. All youth participants and parents/guardians supporting their child's participation in 4-H are expected to review and agree to abide by the Iowa 4-H Code of Conduct before becoming involved with Iowa 4-H.

1. I understand that the Iowa 4-H Youth Development program is a non-formal education program in which I have a choice to participate. I accept my responsibility to engage in program activities and to excuse myself from this program if it does not meet my personal learning objectives. I recognize the organization has the responsibility and authority to remove youth who are disruptive to the 4-H Youth Development program, violate the Iowa 4-H Code of Conduct, the standards of the 4-H Pledge and Motto or federal, state or local laws.
2. I accept my responsibility to represent the Iowa State University Extension and Outreach 4-H Youth Development program by holding myself to the standards of the 4-H pledge and motto. I will refrain from behavior that negatively represents myself, my family, my community, 4-H or Iowa State University. I will act in a respectful and responsible manner during all 4-H programs.
3. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will ensure that my project exhibits are appropriate and respectful. I will demonstrate good sportsmanship, encourage this behavior in others, and not allow this behavior to detract from the learning experience. I will not let my personal desire to win overshadow the needs of the group.
4. I accept my personal responsibility to be informed and follow the policies, rules, and deadlines established by Iowa 4-H. I will not cheat, lie, knowingly furnish false information, deceive, or otherwise engage in dishonest, unethical or illegal behaviors. I will not encourage others to disregard or intentionally violate conditions of Iowa 4-H participation.
5. I will comply with directions of 4-H officials acting in the performance of their duties. I will not obstruct or disrupt any 4-H program or encourage others to engage in such conduct. I understand that a judge's decision is final.
6. I will strive to be a positive role model. I will treat youth, parents, volunteers, extension and outreach staff, judges and others with respect, courtesy and consideration.
7. I will communicate (oral, written and electronic) in an open, honest, respectful manner in all

- situations involving the 4-H program. I will refrain from communication that is negative, offensive, destructive or hurtful to others. I will refrain from sharing private matters in a public group setting.
8. I will promote a spirit of inclusion and welcome participation of individuals from all backgrounds. I will not engage in or tolerate harassment in any form, (For example bullying, slander, put-downs, insults, taunting, name calling, yelling, profane language, sexual innuendos and other comments or hostile behaviors likely to offend, hurt or set a bad example.)
 9. I will ensure a safe environment for myself and others by not carelessly or intentionally harming youth or adults in any way: emotionally, mentally, physically, socially, verbally or non-verbally.
 10. I will not possess, offer, or use tobacco, electronic smoking devices (including but not limited to e-cigs, vapes, juuls), alcohol or illegal substances. I will not attend 4-H programs under the influence of alcohol or any illegal substance.
 11. I will respect the property of others. I will not use, abuse, or take another individual's personal belongings. I will not damage facilities.

Infractions to the Iowa 4-H Code of Conduct will be addressed by the Iowa 4-H Program, the local County Extension District, or their appointed representatives. Infractions to the Iowa 4-H Code of Conduct will result in consequences. The consequences may range from a verbal warning to the loss of privileges (e.g. participation at the event or future events, forfeiture of awards or other forms of recognition, forfeiture of positions of leadership, limitation on volunteer responsibilities) to full removal from the Iowa 4-H Program.

County: _____

Signature of Member: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

IOWA STATE UNIVERSITY

Extension and Outreach

Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, color, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran, or other protected classes. (Not all prohibited bases apply to all programs.) Inquiries regarding non-discrimination policies may be directed to the Diversity Advisor, 2150 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, 515-294-1482, extdiversity@iastate.edu. All other inquiries may be directed to 800-262-3804.



IOWA 4-H CODE OF CONDUCT FOR VOLUNTEERS

The Iowa 4-H Code of Conduct applies and will be enforced with 4-H volunteers as follows:

- While participating in or attending a 4-H sponsored program (e.g., club meeting, project meeting, activity, event, learning opportunity).
 - While participating in or attending a 4-H event, while on premises used for 4-H purposes (e.g., County Fair, State Fair, show ring, exhibit building, barn, food stand).
 - While representing Iowa 4-H to the public.
 - While having responsibility for youth involved in the 4-H Youth Development program.
 - At all times throughout a volunteer's service when behavior outside of the Iowa 4-H puts youth at risk or has the potential to put youth at risk.
 - The opportunity to participate in and/or volunteer with Iowa 4-H is a privilege and honor, not a right. All volunteers are expected to review and agree to abide by the Iowa 4-H Code of Conduct before becoming involved with Iowa 4-H.
1. I understand that the Iowa 4-H Youth Development program is a non-formal, experiential education program in which I have a choice to volunteer. I accept my responsibility to engage in program activities and to excuse myself from this volunteer assignment if it does not meet my volunteer objectives. I will not use the volunteer position for private, personal, or commercial financial gain. I recognize the organization has the responsibility and authority to remove individuals who are serving as volunteers who are disruptive to the 4-H Youth Development program, violate the Iowa 4-H Code of Conduct, the standards of the 4-H Pledge and Motto or federal, state, or local laws—or for any other reason the 4-H Youth Development program deems appropriate. I will act in a respectful and responsible manner during all 4-H programs.
 2. I accept my responsibility to represent the Iowa State University Extension and Outreach 4-H Youth Development program by holding myself to the standards of the 4-H pledge and motto. I will refrain from behavior that negatively represents myself, my family, my community, 4-H, or Iowa State University.
 3. I will work with staff and volunteers to create quality learning environments. I will practice youth-adult partnerships.
 4. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will demonstrate good sportsmanship, encourage this behavior in program participants and other volunteers, and not allow this behavior to detract from the learning experience. I will not let my personal desire to win overshadow the needs of the group or violate positive youth development principles.
 5. I accept my personal responsibility to be informed and follow the policies, rules, and deadlines established by Iowa 4-H. I will participate in required and optional training as per my role description and accept guidelines and support from Iowa State University Extension & Outreach staff and other volunteers. I will not cheat, lie, knowingly furnish false information, deceive, or otherwise engage in dishonest, unethical, or illegal behaviors. I will not encourage others to disregard or intentionally violate conditions of Iowa 4-H participation.

6. I will comply with directions of 4-H officials acting in the performance of their duties. I will not obstruct or disrupt any 4-H program or encourage others to engage in such conduct. I understand that a judge's decision is final.
7. I will strive to be a positive role model. I will treat youth, parents, volunteers, extension and outreach staff, judges, and others with respect, courtesy, and consideration.
8. I will communicate (oral, written, and electronic) in an open, honest, respectful manner in all situations involving the 4-H program. I will refrain from communication that is negative, offensive, destructive, or hurtful to others. I will refrain from sharing private matters in a public group setting.
9. I will promote a spirit of inclusion and welcome participation of individuals from all backgrounds. I will not engage in or tolerate harassment in any form (for example, bullying, slander, put-downs, insults, taunting, name calling, yelling, profane language, sexual innuendos, and other comments or hostile behaviors likely to offend, hurt, or set a bad example). I will not participate in behaviors that discriminate against other people.
10. I will ensure a safe environment for myself and others by not carelessly or intentionally harming youth or adults in any way emotionally, mentally, physically, socially, verbally, or non-verbally. I will access and operate machinery, vehicles, and other equipment in compliance with laws, rules of the 4-H program, and general safety practices.
11. I will not offer alcohol, tobacco products, electronic smoking devices (including but not limited to ecigs, vapes, juuls), or illegal substances to youth. I will not possess or use illegal substances. I will not use alcohol, tobacco products, or electronic smoking devices (including but not limited to e-cigs, vapes, juuls), during a 4-H program. I will not attend 4-H programs under the influence of alcohol or any illegal substance.
12. I will not have sexual contact or a sexual relationship with a member or youth program participant.
13. I will respect property of individuals. I will not use, abuse, or take another individual's personal belongings. I will not damage facilities.
14. I will expect youth and adults participating in the programs I lead as a 4-H volunteer to follow the Iowa 4-H Code of Conduct.
15. If behaviors contrary to the Iowa 4-H Code of Conduct are demonstrated during a 4-H program, I will address the situation. I will follow any county or university policies on reporting of infractions and or incidents.

Infractions to the Iowa 4-H Code of Conduct will be addressed by the Iowa 4-H Program, the local County Extension District, or their appointed representatives. Infractions of the Iowa 4-H Code of Conduct WILL result in consequences. The consequences may range from a verbal warning to the loss of privileges (e.g., limitation on volunteer responsibilities) to full removal from the Iowa 4-H program.

County: _____

Signature of Volunteer: _____

Date: _____

IOWA STATE UNIVERSITY
Extension and Outreach

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

Appendix B:

GREIVANCE PROCESS FORMS

1. Page County 4-H Grievance Filing Form

Page County 4-H Grievance Filing Form

THIS FORM MUST BE FILLED OUT BY THE 4-H/FFA MEMBER DIRECTLY AFFECTED BY THE ISSUE FOR WHICH THE GRIEVANCE IS BEING FILED. This form must be filed with Page County Extension personnel within 24 hours of the incident prompting the grievance and must accompany a payment of \$25. Money will be refunded if incident reviewers rule in your favor.

First & Last Name of 4-H/FFA Member Filing Grievance:	
Time & Date of Incident:	
Names of 4-H/FFA Members/other persons involved:	<div></div> <div></div> <div></div> <div></div>
<u>Description of Incident:</u> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

Please use back of sheet or attach additional sheets only if needed.

Signature of 4-H/FFA Member Filing Grievance:	
Date & Time Grievance Signed:	

THIS SECTION FOR EXTENSION PERSONNEL TO FILL IN ONLY:

Extension Staff Member Receiving Grievance:	
Date & Time Grievance Received:	
Type of Payment Received:	<input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash
Date & Time Committee Convened:	
Incident Reviewed By (List All):	
DECISION OF REVIEWERS:	
Payment Returned to Filer??	<input type="checkbox"/> No – ruled against <input type="checkbox"/> Yes on date _____

This form was adapted from one developed in 2013 by University of Minnesota Extension.

Appendix C:

DISPUTE RESOLUTION PROCESS

- 1. Formal Dispute Resolution Procedures**
- 2. Formal Dispute Report**

Appendix C: FORMAL DISPUTE RESOLUTION PROCEDURES

a) When filing an organization dispute (i.e. a dispute between the named parties to this agreement) please consider the following:

- *Can this be resolved with a short, personal conversation without formal action?*
- *Please use professional, non-offensive language.*
- *Please be clear and concise in your descriptions.*
- *Please fill in all information – grievances with no name or section will not be considered.*

b) DISPUTE FORMAT – Next page...

c) DISTRIBUTION LIST FOR FILING DISPUTE

You must file with ALL entities (See p.21. IV – Organizational Contacts) to have your dispute heard. Keep record of date dispute report was sent. This group will make every effort to hear dispute within 2 weeks of date filed.

d) DISPUTE COMMITTEE PROCEDURE

- All parties agree that a committee of 6 will then be assembled, within 3 weeks of the dispute being filed. This committee will be made up of 1 member of EXTENSION, 1 member of FAIR BOARD, 1 member of YOUTH ADVISORY COMMITTEE, 1 member of each FFA Chapter. Representatives will be chosen by whatever process each organization chooses. This committee will briefly hear the dispute, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the dispute to appear at this hearing will nullify the dispute. All parties agree that the committee ruling will be binding.
- In order to move the process along, EXTENSION will provide personnel to assemble a list of committee members by contacting each entity and asking for a representative to be appointed by that group as a representation of the entity.
- Meetings will take place in the Page County Extension Office at a time agreeable to the majority of the representatives offered to serve on the Committee.
- Every effort will be made to set a meeting time agreeable to all, within 3 weeks of the original filed dispute.
- This dispute proceeding should remain confidential until such time as it is decided by Committee vote. Entities can discuss the issue within their own organization's formal meetings, but discussion outside of these formal meetings should not take place, and entities should not discuss with other entities outside of the formal hearing process.
- By providing their signature on the Page County Fair Agreement and providing their contact information, entities have agreed to this process, and to abide by Committee decision.
- Committee decision will remain on file with each organization and placed with signed MOU. This may be discussed when MOU is re-negotiated for clarity.

PAGE COUNTY FAIR PARTNERSHIP AGREEMENT FORMAL DISPUTE REPORT

DATE: _____

We are hereby filing a dispute regarding a violation of the 2024-2025 Page County Fair Agreement – Memorandum of Understanding.

Please state which section of the MOU or its appendices is in question:

Please state which party to the MOU you are filling the grievance against:

Name _____

Title/Position/Organization _____

Please briefly describe the issue precipitating grievance (what happened):

Please use more space, if needed.

I understand that by filing this dispute, I am agreeing to have the matter heard by a committee of the members of the Page County Fair Agreement and be bound by their decision.

Filed by: _____
First Name **Last Name**

Representing Organization: _____

Signed: _____



Advertising Contract

It is agreed between **Shenandoah High School** and Varsity Group Marketing as follows:

WHEREAS, the parties entered into an agreement effective November 12, 2018, which set forth the provisions for renewing the advertising program managed by Varsity Group at the Shenandoah High School gymnasium;

WHEREAS, Varsity Group furnished Shenandoah High School with one 80-inch LCD monitor for the purpose of displaying advertising in the gymnasium;

WHEREAS, Varsity Group was granted the rights to sell advertising space on the equipment described above, and the parties share revenue collected from the sale of advertising;

WHEREAS, the parties wish to continue the advertising program;

The following terms and conditions apply:

Advertising Services and Responsibilities

1. Varsity Group shall be the sole vendor authorized to place advertising at the Shenandoah High School gymnasium—other than displays administered by the school or its booster organization.
2. Advertising sold by Varsity Group shall be displayed on the following:
Equipment: LCD monitor (80-inch screen)
Dimensions of cabinet: height—39 inches length— 70 inches
3. Varsity Group shall be responsible for maintaining the LCD monitor in proper working order throughout the term of this contract. The LCD monitor shall remain the property of Varsity Group.
4. Varsity Group shall handle all communication with advertisers, including negotiations, executing written agreements, procuring artwork, issuing invoices and collections.
5. Advertisers sold by Varsity Group and the content of their advertising shall be subject to approval by the Shenandoah High School administration. All advertising must be tasteful and must not advertise products or services that are illegal for minors. The advertising shall not contain or display anything that is obscene, profane, vulgar, defamatory, or is otherwise not suitable for minors.
6. Varsity Group shall design and program the advertising content for the LCD monitor, including installing the advertising, as necessary.
7. Shenandoah High School agrees to operate the LCD monitor and present the advertising sold by Varsity Group during all school-sponsored athletic events at the gymnasium. The advertising also may be presented at other events under the control and jurisdiction of Shenandoah High School if deemed desirable by the Shenandoah High School administration.
8. In the event there are changes to the athletic facilities at Shenandoah High School during the term of this contract, which require relocation of the LCD monitor or new equipment to present advertising, it shall be mutually agreed upon in writing by the parties.

Term

9. This contract shall extend through June 1, 2025, with Shenandoah High School having the option to renew. Shenandoah High School may exercise its option to renew by providing Varsity Group with written notice of renewal sixty (60) days prior to the end of the term. If no renewal notice is provided, the agreement shall automatically renew for successive one-year terms unless Shenandoah High School or Varsity Group gives notice to the other at least sixty (60) days in advance of the start of the new one-year term that it is not renewing this contract.

Allocation of Advertising Revenue

10. For each year of this contract, Varsity Group shall allocate to Shenandoah High School an amount equal to fifty percent (50%) of the revenue collected from advertisers, subject to the provisions below:

- a) An amount equal to fifty percent (50%) of the cost to design and program new advertising content shall be deducted from the revenue allocated to Shenandoah High School and retained by Varsity Group.
- b) An amount equal to fifty percent (50%) of the cost for maintenance and/or repair of the LCD monitor shall be deducted from the revenue allocated to Shenandoah High School and retained by Varsity Group.

Payments

11. Varsity Group will make payments to Shenandoah High School on or about May 31 of each year, representing the school's share of revenue collected for advertising displayed during that school year. Varsity Group will provide to Shenandoah High School an annual accounting of advertisers, revenue collected and costs associated with the advertising program.

The parties sign this contract, effective the _____ day of _____ 2024.

Varsity Group Marketing

By _____ Date _____
Scott Hale scooter@varsitygrp.com

Address P.O. Box 7853, Urbandale, IA 50323 Phone 515-967-5500

Shenandoah High School

By _____ Date _____

Print Name Jean Fichter Title Board President

Print Name Jon Weinrich Title Assistant Principal / Activities Director

High School Address 1000 Mustang Drive, Shenandoah, IA 51601

School Phone 712-246-4727 Contact e-mail weinrichj@shencsd.com



Prepared for:

Shenandoah, IA Community School
Admin. Building

Location:

304 W Nishna RD,
Shenandoah, IA 51601

Building Automation System
Service Support Contract
Primary Plan

Proposal Date: 6/1/2024



Building Scope

This service contract is provided by Albireo Energy LLC ("AE") and applies to building automation systems in the following buildings or facilities:

■ **Shenandoah Admin. Building (Address: 304 W Nishna RD, Shenandoah, IA 51601)**

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives. Your account manager is **Chad Blacketer**.

Dedicated Service Team

Our Service Team knows these systems. All our service technicians are specialists in maintaining and troubleshooting your system.

Albireo Energy Contact Information

Account Manager:	Chad Blacketer
Mobile:	402-681-2590 cblacketer@albireoenergy.com
24X7 Service:	402-571-9454
Non urgent service:	ServiceOmaha@albireoenergy.com
Address:	10825 Farnam Drive Suite 201 Omaha, NE 68154

Customer Contact Information

Contact:	Rob Addy addy@shenandoah.k12.ia.us
Work:	Customer Contact Phone Number
Mobile:	712- 246-1980
Work Site:	304 W Nishna RD, Shenandoah, IA 51601



Bill to:

Shenandoah Community Schools
304 W Nishna RD,
Shenandoah, IA 51601
Billing Email Address

Priority Response Time




As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

Call Availability- Service is available to call 7 days a week, 24 hours per day. After normal business hours an on-call technician is available for assistance by calling our service line at [402-571-9454](tel:402-571-9454). For calls answered after normal business hours, clients will be billed at the agreed upon after hours rate. (Monday – Friday 7:00 am – 4:00 pm)

Technology Updates

Included ☒ Not Included ☐




There are periodic releases for the current software version that provides added features or speed to your system. (Does not include hardware or major software version upgrades) **AE** will provide these patches as they become available, always keeping your system current. This proposal includes:

-  **Server/Supervisor** QTY 1
-  **Network Controller** QTY
-  **Controller (Rocs)** QTY

Database Protection

Included ☒ Not Included ☐

The stored electronic information (programming, setpoints etc...) in your system represents a large part of your investment. **AE** will back up your entire database on a regular basis to ensure that it is always complete and up-to-date. We will maintain an off-site copy at our facility. This proposal includes:

- | | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Server/Supervisor | Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input checked="" type="checkbox"/> |
|  Network Controllers | Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> |
|  Field Controllers | Annually <input type="checkbox"/> |

NOTE: Depending on the availability of remote BAS access to your site, **AE** may complete this task from offsite.



Preventative Maintenance Off-Site/Remote Only Included ☐ Not Included ☒

Seasonally evaluating your BAS is recommended best practice to help prevent emergency calls before they happen. Depending on the availability of remote access to your BAS, this work can be done remotely via a web interface. This proposal includes:

Remote Functional Checkout Frequency: times annually (seasonally):

For Spring/Fall seasons, site visit work will include (twice annually):

- Check server operation
- History cleanup
- Resource verify on server and net controllers
- Supervisor/Net controller communication health check
- BACnet Controller communication health check
- Page by Page Graphics Review for proper operations and possible issues

Preventative Maintenance – On-Site Visits Included ☐ Not Included ☒

Regular on-site visits from our skilled service team members can help prevent emergency calls before they happen and offer a better familiarity with your facility, BAS and current issues. This proposal includes:

Visit Frequency: visits annually (seasonally):

(Scheduling week/day of visits will be coordinated in advance between AE service department and facility staff prior to each visit.)

For Spring/Fall seasons, site visit work will include (twice annually):

- Check server operation
- History cleanup
- Resource verification on server and net controllers
- Supervisor/Net controller communication health check
- BACnet Controller communication health check
- Page by Page Graphics Review for proper operations and possible issues

On-Site Checkout Included Once Per Year As Part of Visits Above

■ **Parts – See Exhibit A (Attached) for Equipment Listing.**



System Alarm Review

Included ☐ Not Include ☒

Review basic functions and alarms daily, weekly, or monthly. Note the alarms and get back to customer with critical alarms and possible repairs. If additional troubleshooting is needed, AE will use Owner Directed Time or obtain customer approval. This proposal includes:

☒ Quarterly ☐

☒ Daily ☐

☒ Weekly ☐

☒ Monthly ☐

NOTE: Depending on the availability of remote BAS access to your site, AE may complete this task from offsite.

Graphic Update

Included ☐ Not Included ☒

Review graphics and customize client's graphical interface to improve ease of use. Update graphic interface to the latest standards, work specifically with customer to find out what you and your maintenance staff needs to see in your AE graphic interface. This proposal includes:

☒ Update Graphics for ease of use

System Training

Included ☐ Not Included

☒

Training can come in three forms: Onsite training, online BAS software training & training at the AE office that best fits customer schedule. Training sessions are customized based on the your needs and agenda. This proposal includes:

☒ Onsite training Qty:

☒ Offsite training Qty:

☒ Online training Qty:

Phone Support - Only Included for 1st year

Included ☒ Not Included ☐

Phone support as needed for basic system operation support from our office. This does not include troubleshooting.

Phone support hours: Monday - Friday 7:00 am – 4:00 pm by calling the AE service line at **402-571-9454**.



BAS Analytics

Included ☐ Not Included ☒

AE will add cloud based analytics to your system to help identify problems before they become an issue. This proposal includes:

 **AE analytics server**

Owner Directed Time

Included ☐ Not Included ☒

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service tech. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. Note that this does not include the cost of parts and other materials. This proposal includes:

 **Hours**

Cellular Service Administration

Included ☐ Not Included ☐ Not Applicable ☒

Albireo Energy LLC ("AE") has provided a cellular router for your facility to allow remote service and monitoring access via an internet connection, independently of any existing networks. AE provides and maintains this service directly with the cellular provider. Monthly subscription, equipment and support costs are included within this service contract.

Spare/Replacement BAS Parts

Included ☐ Not Included ☒

This service contract has included sufficient BAS parts and components to replace existing field controllers, sensors and relays. This will assist your facility to budget for these recommended replacements over a 5-year period. These parts will be delivered to, and reside at, your facility. Note that only the primary BAS components are included in this lump sum. This does not include wiring, conduit, miscellaneous materials, nor labor required to install and program/check-out these replacement devices.

 **Parts – See Exhibit B (Attached) for Part Listing, by Service Contract Year**

BAS Network Maintenance

Included ☐ Not Included ☒ Not Applicable ☐

Maintenance of Albireo Energy installed Operational Technology Network.

 **See Exhibit C (Attached) for Client Specific Network Maintenance Plan**



Price Advantage

Service Labor Rates (after owner directed time)

	<u>Current (2024)*</u>	<u>Discount</u>	<u>Extended</u>
Regular Rate	\$160	10%	\$144
Overtime Rate	\$240	10%	\$216
Holiday Rate	\$320	10%	\$288
Mileage	\$0.75/mile		

*Labor rates will be discounted from current AE rates. AE reserves the right to adjust rates, but service contract customers will retain a discount for the contract term of this service contract on a percentage basis.

Material Multipliers (based on published list prices)

Alerton	0.45
Siemens	0.55



Price Summary

The term of this agreement will be one (1) or five (5) years as selected below. Agreement set to commence and expire on the dates listed below. During the agreement term customer will receive preferred response, 10% discount off standard labor rates for work outside the scope of this agreement, and a preferred multiplier on materials.

Agreement Term	Start Date	End Date	Annual Amount
One Year	6/1/2024	5/31/2025	\$2,557.30

Five Year	6/1/2024	5/31/2025	\$2,390.00
	6/1/2025	5/31/2026	\$1,460.55
	6/1/2026	5/31/2027	\$1,533.58
	6/1/2027	5/31/2028	\$1,610.26
	6/1/2028	5/31/2029	\$1,690.77

Approved Term: ☐ One Year
☐ Five Year

Billing Cycle: ☐ Annual
☐ Semi-Annual

Accepted by: **Shenandoah School**

Accepted by: **Albireo Energy**

Name: **Rob Addy**

Name:

Signature:

Signature:

Title: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Date: Click or tap to enter a date.

PO# (if required): Click or tap here to enter text.





Exhibit A

On-Site Checkout Included Once Per Year:

☐ Mechanical Plant

- ☐ Chilled Water System(s) – QTY: 0
- ☐ Hot Water System(s) – QTY: 0
- ☐ Heat Exchanger(s) – QTY: 0
- ☐ Cooling Tower(s) – QTY: 0
- ☐ Variable Frequency Drive(s) (VFD's) – QTY: 0

☐ AHU/RTU/ERV

- ☐ Air Handling Unit(s) – QTY: 0
- ☐ Rooftop Unit(s) – QTY: 0
- ☐ Energy or Heat Recovery Ventilator(s) – QTY: 0

☐ Terminal Units

- ☐ Heat Pump(s) – QTY: 0
- ☐ Variable Air Volume Box(s) – QTY: 0
- ☐ Fan Coil Unit(s) – QTY: 0
- ☐ HVAC Zone(s) – QTY: 0
- ☐ Variable Refrigerant Flow Unit(s) – QTY: 0

☐ Misc HVAC Equipment

- ☐ Exhaust Fan(s) – QTY: 0
- ☐ Unit Heater(s)/Cabinet Unit Heater(s) – QTY: 0
- ☐ Freezer Temp Alarm(s) – QTY: 0
- ☐ Lab Hood System(s) – QTY: 0
- ☐ Gas Sensor(s) (CO, NO2, CO2) – QTY: 0

☐ Global Controllers

- ☐ Supervisor(s) – QTY: 0
- ☐ JACE(s) – QTY: 0
- ☐ ACM(s) – QTY: 0



Exhibit B

Spare/Replacement Parts List by Service Contract Year

Contract Year	Quantity	Part Number
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



Exhibit C

BAS Network Maintenance Plan

Click or tap here to enter text.



About Albireo Energy

Albireo Energy is a leading independent building controls and energy services provider recognized by customers for creating intelligent, high-performance buildings. We help building owners and their teams make decisions about building automation that achieves operating performance, decarbonization and sustainability goals.

Because we're technology agnostic, we see buildings in a different way. By understanding the mission of a building portfolio, our team of building performance experts designs and delivers technology and service solutions that provide maximum control of data centers, offices, hospitals, universities, manufacturing, multi-use sites. Our work begins with engineering, project planning and exceptional execution, and extends through maintenance, monitoring, analytics, and energy procurement services. At Albireo Energy, our promise is to stay connected.

The Albireo Way

The Albireo Way is our disciplined approach to project management. It starts with goal alignment (between promise makers and promise keepers), and continues with detailed planning, clear expectation setting, financial management, and strong communication with all. The result: projects delivered on time, on budget, in-scope, and exceeding customer expectations. Our approach is backed by the belief that seamless project management is vital and that the project management role is more than a job. That's why we've established the Albireo Energy Project Management Program that includes core and advanced competency building, career paths, and ongoing training in project and financial management, communication, and team engagement. Some may call us hyper-focused on project excellence. We call it excellence in staying connected.



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1. **SCOPE OF WORK:** This proposal is based upon the use of straight time labor only, unless otherwise stated in this contract. AE will perform the contracted work with trained, experienced, and qualified personnel. Plastering, patching, and painting are excluded. Material will be furnished by AE, however, may be distributed and installed by others under AE's supervision but at no additional cost to AE. Purchaser agrees to provide AE with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. AE agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge AE for any costs or expenses without AE's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by AE under this agreement, AE's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by AE shall not operate to compel AE to perform any work relating to Hazards without AE's express written consent. Services performed at customer's direction outside of the scope of this proposal will be billed at our prevailing rates.
2. **AGREEMENT TERM:** Either party may cancel this agreement at any time during the contract term by providing written notice 30 days in advance of cancellation date. Should a midterm cancellation be exercised by customer, any savings realized to date from special discounts specific to contract term, or cost incurred by Albireo Energy such as pre purchased SMA's, will be assessed for entire contract term to date and be due at cancellation.
3. **INVOICING AND PAYMENTS:** Invoices are due and payable within 30 days of date of invoice. If payment is not received when due, the agreement will be considered breached, and services may be suspended and or terminated. Payments shall be made in monthly, quarterly, or yearly installments as stated in contract, due and payable in advance of services being rendered.
4. **MATERIAL:** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons for the control of, and without the fault of, AE, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent there, and in the case of permanent unavailability, AE shall be excused from furnishing said materials or equipment, but shall remain responsible for furnishing a substitute acceptable to Purchaser at AE's expense, and shall be reimbursed for the difference between the price for the materials or equipment currently unavailable and its cost for the substitute.
5. **WARRANTY:** AE warrants that the equipment manufactured shall be free from defects in material and workmanship arising from normal usage for a period of ninety (90) days from delivery of said equipment, or if installed by AE, for a period of ninety (90) days from installation. AE warrants that for equipment it furnishes and/ or installs but manufactured by others, AE will extend the same warranty terms and conditions that AE receives from the manufacturer of said equipment. For equipment installed by AE, if Purchaser provides written notice to AE of any such defect within thirty (30) days after the appearance or discovery of such defect, AE shall, at its option, repair or replace the defective equipment. For equipment not installed by AE, if Purchaser returns the defective equipment to AE within thirty (30) days after appearance or discovery of such defect, AE shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by AE shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused, or which has not been properly and reasonably maintained. Repair or replacement of equipment parts or components is limited to restoring working condition. AE shall not be obligated to provide replacement equipment that provides significant betterment or improvement to the system initially installed. AE shall not be responsible for repairs, replacement or services required due to negligence, abuse, misuse, improper repairs or modifications, lack of operator maintenance or other issues beyond our control. **THESE**



WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANT ABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

6. **LIABILITY:** AE Shall not be liable for any liquidated, delay, special, indirect, or consequential damages arising in any manner for the equipment or material furnished, or the work performed, pursuant to this agreement only if the event, act, incident or omission leading to such damages was not due to the negligence or willful misconduct of AE, or its employees, agents or representatives. Cyber security and related liability is specifically excluded. AE's liability to under this Agreement is limited to the total amount paid to Albireo during the calendar year in which the liability occurred.
7. **INTELLECTUAL PROPERTY PROTECTIONS:** AE reserves our right to our intellectual property, and AE's liability for any intellectual property issues is specifically excluded.
8. **TAXES:** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state, or local law. Purchaser shall pay, in addition to the stated price; all taxes not legally required to be paid by AE or, alternatively, shall provide AE with acceptable tax exemption certificates. AE shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
9. **DELAYS:** AE shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond AE's control, including, but not limited to, acts of God, fire, riots, and labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors. AE shall not be responsible for loss, delay, injury, or liquidated or actual damages caused by circumstances beyond our control. In no event shall we be liable for business interruption losses, or consequential or speculative damages.
10. **ATTORNEYS' FEES:** Purchaser agrees that it will pay and reimburse AE for any and all reasonable attorneys' fees which are incurred by AE in the course of AE's collection of undisputed invoice amounts due pursuant to Paragraph 2 above.
11. **INDEMNITY:** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH:** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **CHANGES:** No change or modification of any of the terms and conditions stated herein shall be binding upon AE unless accepted by AE in writing.
14. **EMERGENCY SERVICE WORK:** If emergency service is performed at your request and inspection reveals a defect for which we are not liable under this agreement, the emergency service call will be billed at our prevailing time and material rate.
15. **CLIENT RESPONSIBILITIES:** Client is responsible to promptly notify AE of unusual operating conditions, provide reasonable access to equipment being serviced, for removal and replacement of ceilings, enclosures or tenant's property required to gain access to the equipment being serviced. If online service via a modem is being provided, the client needs to provide and maintain at client's cost, a voice grade dials up phone line installed in a mutually agreed upon location.
16. **CLIENT RESPONSIBILITIES:** AE may not assign this agreement, or its rights and duties hereunder without client's express written consent.



Proprietary property of Albireo Energy. Cannot be copied or distributed without permission of Albireo Energy.



Prepared for:

Shenandoah, IA Community School District
K-8 Building

Location:

601 Dr. Creighton Circle
Shenandoah, NE 51601

Building Automation System
Service Support Contract
Primary Plan

Proposal Date: 6/1/2024



Building Scope

This service contract is provided by Albireo Energy LLC ("AE") and applies to building automation systems in the following buildings or facilities:

■ **Shenandoah Admin. Building (Address: 601 Dr. Creighton Circle, Shenandoah, IA 51601)**

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives. Your account manager is **Chad Blacketer**.

Dedicated Service Team

Our Service Team knows these systems. All our service technicians are specialists in maintaining and troubleshooting your system.

Albireo Energy Contact Information

Account Manager:	Chad Blacketer
Mobile:	402-681-2590 cblacketer@albireoenergy.com
24X7 Service:	402-571-9454
Non urgent service:	ServiceOmaha@albireoenergy.com
Address:	10825 Farnam Drive Suite 201 Omaha, NE 68154

Customer Contact Information

Contact:	Rob Addy addr@shenandoah.k12.ia.us
Work:	Customer Contact Phone Number
Mobile:	712-308-1980
Work Site:	601 Dr. Creighton Circle



Shenandoah, IA 51601

Bill to:

Shenandoah Community School
304 W Nishna Rd
Shenandoah, IA 51601

Priority Response Time

As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

Call Availability- Service is available to call 7 days a week, 24 hours per day. After normal business hours an on-call technician is available for assistance by calling our service line at [402-571-9454](tel:402-571-9454). For calls answered after normal business hours, clients will be billed at the agreed upon after hours rate. (Monday – Friday 7:00 am – 4:00 pm)

Technology Updates

Included ☒ Not Included ☐

There are periodic releases for the current software version that provides added features or speed to your system. (Does not include hardware or major software version upgrades) **AE** will provide these patches as they become available, always keeping your system current. This proposal includes:

- ■ ■ **Server/Supervisor** QTY 0
- ■ ■ **Network Controller** QTY 1
- ■ ■ **Controller (Rocs)** QTY

Database Protection

Included ☒ Not Included ☐

The stored electronic information (programming, setpoints etc...) in your system represents a large part of your investment. **AE** will back up your entire database on a regular basis to ensure that it is always complete and up-to-date. We will maintain an off-site copy at our facility. This proposal includes:

- | | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| ■ ■ ■ Server/Supervisor | Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> |
| ■ ■ ■ Network Controllers | Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input checked="" type="checkbox"/> |
| ■ ■ ■ Field Controllers | Annually <input type="checkbox"/> |

NOTE: Depending on the availability of remote BAS access to your site, **AE** may complete this task from offsite.



Preventative Maintenance Off-Site/Remote Only Included ☐ Not Included ☒

Seasonally evaluating your BAS is recommended best practice to help prevent emergency calls before they happen. Depending on the availability of remote access to your BAS, this work can be done remotely via a web interface. This proposal includes:

Remote Functional Checkout Frequency: times annually (seasonally):

For Spring/Fall seasons, site visit work will include (twice annually):

- Check server operation
- History cleanup
- Resource verify on server and net controllers
- Supervisor/Net controller communication health check
- BACnet Controller communication health check
- Page by Page Graphics Review for proper operations and possible issues

Preventative Maintenance – On-Site Visits Included ☐ Not Included ☒

Regular on-site visits from our skilled service team members can help prevent emergency calls before they happen and offer a better familiarity with your facility, BAS and current issues. This proposal includes:

Visit Frequency: visits annually (seasonally):

(Scheduling week/day of visits will be coordinated in advance between AE service department and facility staff prior to each visit.)

For Spring/Fall seasons, site visit work will include (twice annually):

- Check server operation
- History cleanup
- Resource verification on server and net controllers
- Supervisor/Net controller communication health check
- BACnet Controller communication health check
- Page by Page Graphics Review for proper operations and possible issues

On-Site Checkout Included Once Per Year As Part of Visits Above

■ **Parts – See Exhibit A (Attached) for Equipment Listing.**



System Alarm Review

Included ☐ Not Include ☒

Review basic functions and alarms daily, weekly, or monthly. Note the alarms and get back to customer with critical alarms and possible repairs. If additional troubleshooting is needed, AE will use Owner Directed Time or obtain customer approval. This proposal includes:

☒ Quarterly ☐

☒ Daily ☐

☒ Weekly ☐

☒ Monthly ☐

NOTE: Depending on the availability of remote BAS access to your site, AE may complete this task from offsite.

Graphic Update

Included ☐ Not Included ☒

Review graphics and customize client's graphical interface to improve ease of use. Update graphic interface to the latest standards, work specifically with customer to find out what you and your maintenance staff needs to see in your AE graphic interface. This proposal includes:

☒ Update Graphics for ease of use

System Training

Included ☐ Not Included

☒

Training can come in three forms: Onsite training, online BAS software training & training at the AE office that best fits customer schedule. Training sessions are customized based on the your needs and agenda. This proposal includes:

☒ Onsite training Qty:

☒ Offsite training Qty:

☒ Online training Qty:

Phone Support: - Only Included for 1st year

Included ☒ Not Included ☐

Phone support as needed for basic system operation support from our office. This does not include troubleshooting.

Phone support hours: Monday - Friday 7:00 am – 4:00 pm by calling the AE service line at **402-571-9454**.



BAS Analytics

Included ☐ Not Included ☒

AE will add cloud based analytics to your system to help identify problems before they become an issue. This proposal includes:

- **AE analytics server**

Owner Directed Time

Included ☐ Not Included ☒

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service tech. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. Note that this does not include the cost of parts and other materials. This proposal includes:

- **Hours** [Click or tap here to enter text.](#)

Cellular Service Administration

Included ☐ Not Included ☐ Not Applicable ☒

Albireo Energy LLC ("AE") has provided a cellular router for your facility to allow remote service and monitoring access via an internet connection, independently of any existing networks. AE provides and maintains this service directly with the cellular provider. Monthly subscription, equipment and support costs are included within this service contract.

Spare/Replacement BAS Parts

Included ☐ Not Included ☒

This service contract has included sufficient BAS parts and components to replace existing field controllers, sensors and relays. This will assist your facility to budget for these recommended replacements over a 5-year period. These parts will be delivered to, and reside at, your facility. Note that only the primary BAS components are included in this lump sum. This does not include wiring, conduit, miscellaneous materials, nor labor required to install and program/check-out these replacement devices.

- **Parts – See Exhibit B (Attached) for Part Listing, by Service Contract Year**

BAS Network Maintenance

Included ☐ Not Included ☒ Not Applicable ☐

Maintenance of Albireo Energy installed Operational Technology Network.

- **See Exhibit C (Attached) for Client Specific Network Maintenance Plan**



Price Advantage

Service Labor Rates (after owner directed time)

	<u>Current (2024)*</u>	<u>Discount</u>	<u>Extended</u>
Regular Rate	\$160	10%	\$144
Overtime Rate	\$240	10%	\$216
Holiday Rate	\$320	10%	\$288
Mileage	\$0.75/mile		

*Labor rates will be discounted from current AE rates. AE reserves the right to adjust rates, but service contract customers will retain a discount for the contract term of this service contract on a percentage basis.

Material Multipliers (based on published list prices)

Alerton	0.45
Siemens	0.55



Price Summary

The term of this agreement will be one (1) or five (5) years as selected below. Agreement set to commence and expire on the dates listed below. During the agreement term customer will receive preferred response, 10% discount off standard labor rates for work outside the scope of this agreement, and a preferred multiplier on materials.

Agreement Term	Start Date	End Date	Annual Amount
One Year	6/1/2024	5/31/2025	\$4,378.44

Five Year	6/1/2024	5/31/2025	\$4,092.00
	6/1/2025	5/31/2026	\$2,199.75
	6/1/2026	5/31/2027	\$2,309.74
	6/1/2027	5/31/2028	\$2,425.22
	6/1/2028	5/31/2029	\$2,546.49

Approved Term: ☐ One Year
☐ Five Year

Billing Cycle: ☐ Annual
☐ Semi-Annual

Accepted by: **Shenandoah Schools**

Accepted by: **Albireo Energy**

Name: **Rob Addy**

Name: Click or tap here to enter text.

Signature:

Signature:

Title: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Date: Click or tap to enter a date.

PO# (if required): Click or tap here to enter text.





Exhibit A

On-Site Checkout Included Once Per Year:

☐ **Mechanical Plant**

- ☐ Chilled Water System(s) – QTY: 0
- ☐ Hot Water System(s) – QTY: 0
- ☐ Heat Exchanger(s) – QTY: 0
- ☐ Cooling Tower(s) – QTY: 0
- ☐ Variable Frequency Drive(s) (VFD's) – QTY: 0

☐ **AHU/RTU/ERV**

- ☐ Air Handling Unit(s) – QTY: 0
- ☐ Rooftop Unit(s) – QTY: 0
- ☐ Energy or Heat Recovery Ventilator(s) – QTY: 0

☐ **Terminal Units**

- ☐ Heat Pump(s) – QTY: 0
- ☐ Variable Air Volume Box(s) – QTY: 0
- ☐ Fan Coil Unit(s) – QTY: 0
- ☐ HVAC Zone(s) – QTY: 0
- ☐ Variable Refrigerant Flow Unit(s) – QTY: 0

☐ **Misc HVAC Equipment**

- ☐ Exhaust Fan(s) – QTY: 0
- ☐ Unit Heater(s)/Cabinet Unit Heater(s) – QTY: 0
- ☐ Freezer Temp Alarm(s) – QTY: 0
- ☐ Lab Hood System(s) – QTY: 0
- ☐ Gas Sensor(s) (CO, NO2, CO2) – QTY: 0

☐ **Global Controllers**

- ☐ Supervisor(s) – QTY: 0
- ☐ JACE(s) – QTY: 0
- ☐ ACM(s) – QTY: 0



Exhibit B

Spare/Replacement Parts List by Service Contract Year

Contract Year	Quantity	Part Number
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



Exhibit C

BAS Network Maintenance Plan

Click or tap here to enter text.



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6. **LIABILITY:** AE Shall not be liable for any liquidated, delay, special, indirect, or consequential damages arising in any manner for the equipment or material furnished, or the work performed, pursuant to this agreement only if the event, act, incident or omission leading to such damages was not due to the negligence or willful misconduct of AE, or its employees, agents or representatives. Cyber security and related liability is specifically excluded. AE's liability to under this Agreement is limited to the total amount paid to Albireo during the calendar year in which the liability occurred.
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9. **DELAYS:** AE shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond AE's control, including, but not limited to, acts of God, fire, riots, and labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors. AE shall not be responsible for loss, delay, injury, or liquidated or actual damages caused by circumstances beyond our control. In no event shall we be liable for business interruption losses, or consequential or speculative damages.
10. **ATTORNEYS' FEES:** Purchaser agrees that it will pay and reimburse AE for any and all reasonable attorneys' fees which are incurred by AE in the course of AE's collection of undisputed invoice amounts due pursuant to Paragraph 2 above.
11. **INDEMNITY:** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH:** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **CHANGES:** No change or modification of any of the terms and conditions stated herein shall be binding upon AE unless accepted by AE in writing.
14. **EMERGENCY SERVICE WORK:** If emergency service is performed at your request and inspection reveals a defect for which we are not liable under this agreement, the emergency service call will be billed at our prevailing time and material rate.
15. **CLIENT RESPONSIBILITIES:** Client is responsible to promptly notify AE of unusual operating conditions, provide reasonable access to equipment being serviced, for removal and replacement of ceilings, enclosures or tenant's property required to gain access to the equipment being serviced. If online service via a modem is being provided, the client needs to provide and maintain at client's cost, a voice grade dials up phone line installed in a mutually agreed upon location.
16. **CLIENT RESPONSIBILITIES:** AE may not assign this agreement, or its rights and duties hereunder without client's express written consent.



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Prepared for:

**Shenandoah, IA Community School District
High School**

Location:

1000 Mustang Drive
Shenandoah, IA 51601

**Building Automation System
Service Support Contract
Primary Plan**

Proposal Date: 6/1/2024



Building Scope

This service contract is provided by Albireo Energy LLC ("AE") and applies to building automation systems in the following buildings or facilities:

■ **Shenandoah High School (Address: 1000 Mustang DR, Shenandoah, IA 51601)**

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives. Your account manager is **Chad Blacketer**.

Dedicated Service Team

Our Service Team knows these systems. All our service technicians are specialists in maintaining and troubleshooting your system.

Albireo Energy Contact Information

Account Manager:	Chad Blacketer
Mobile:	402-681-2590 cblacketer@albireoenergy.com
24X7 Service:	402-571-9454
Non urgent service:	ServiceOmaha@albireoenergy.com
Address:	10825 Farnam Drive Suite 201 Omaha, NE 68154

Customer Contact Information

Contact:	Rob Addy addyr@shencsd.com
Work:	Customer Contact Phone Number
Mobile:	712-308-1980
Work Site:	1000 Mustang Drive Shenandoah, NE Zip 51601



Bill to:

Shenandoah School
304 W Nishna Rd
Shenandoah, IA 51601

Priority Response Time

As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

Call Availability- Service is available to call 7 days a week, 24 hours per day. After normal business hours an on-call technician is available for assistance by calling our service line at [402-571-9454](tel:402-571-9454). For calls answered after normal business hours, clients will be billed at the agreed upon after hours rate. (Monday – Friday 7:00 am – 4:00 pm)

Technology Updates

Included ☒ Not Included ☐

There are periodic releases for the current software version that provides added features or speed to your system. (Does not include hardware or major software version upgrades) **AE** will provide these patches as they become available, always keeping your system current. This proposal includes:

- ■ ■ Server/Supervisor QTY
- ■ ■ Network Controller QTY 2
- ■ ■ Controller (Rocs) QTY

Database Protection

Included ☒ Not Included ☐

The stored electronic information (programming, setpoints etc...) in your system represents a large part of your investment. **AE** will back up your entire database on a regular basis to ensure that it is always complete and up-to-date. We will maintain an off-site copy at our facility. This proposal includes:

- | | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| ■ ■ ■ Server/Supervisor | Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> |
| ■ ■ ■ Network Controllers | Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input checked="" type="checkbox"/> |
| ■ ■ ■ Field Controllers | Annually <input type="checkbox"/> |

NOTE: Depending on the availability of remote BAS access to your site, **AE** may complete this task from offsite.



Preventative Maintenance Off-Site/Remote Only Included ☐ Not Included ☒

Seasonally evaluating your BAS is recommended best practice to help prevent emergency calls before they happen. Depending on the availability of remote access to your BAS, this work can be done remotely via a web interface. This proposal includes:

Remote Functional Checkout Frequency: times annually (seasonally):

For Spring/Fall seasons, site visit work will include (twice annually):

- Check server operation
- History cleanup
- Resource verify on server and net controllers
- Supervisor/Net controller communication health check
- BACnet Controller communication health check
- Page by Page Graphics Review for proper operations and possible issues

Preventative Maintenance – On-Site Visits Included ☐ Not Included ☒

Regular on-site visits from our skilled service team members can help prevent emergency calls before they happen and offer a better familiarity with your facility, BAS and current issues. This proposal includes:

Visit Frequency: visits annually (seasonally):

(Scheduling week/day of visits will be coordinated in advance between AE service department and facility staff prior to each visit.)

For Spring/Fall seasons, site visit work will include (twice annually):

- Check server operation
- History cleanup
- Resource verification on server and net controllers
- Supervisor/Net controller communication health check
- BACnet Controller communication health check
- Page by Page Graphics Review for proper operations and possible issues

On-Site Checkout Included Once Per Year As Part of Visits Above

■ Parts – See Exhibit A (Attached) for Equipment Listing.



System Alarm Review

Included ☐ Not Include ☒

Review basic functions and alarms daily, weekly, or monthly. Note the alarms and get back to customer with critical alarms and possible repairs. If additional troubleshooting is needed, AE will use Owner Directed Time or obtain customer approval. This proposal includes:

■ Quarterly ☐

■ Daily ☐

■ Weekly ☐

■ Monthly ☐

NOTE: Depending on the availability of remote BAS access to your site, AE may complete this task from offsite.

Graphic Update

Included ☐ Not Included ☒

Review graphics and customize client's graphical interface to improve ease of use. Update graphic interface to the latest standards, work specifically with customer to find out what you and your maintenance staff needs to see in your AE graphic interface. This proposal includes:

■ Update Graphics for ease of use

System Training

Included ☐ Not Included

☒

Training can come in three forms: Onsite training, online BAS software training & training at the AE office that best fits customer schedule. Training sessions are customized based on the your needs and agenda. This proposal includes:

■ Onsite training Qty:

■ Offsite training Qty:

■ Online training Qty:

Phone Support - Only Included for 1st year

Included ☒ Not Included ☐

Phone support as needed for basic system operation support from our office. This does not include troubleshooting.

Phone support hours: Monday - Friday 7:00 am – 4:00 pm by calling the AE service line at **402-571-9454**.



BAS Analytics

Included ☐ Not Included ☒

AE will add cloud based analytics to your system to help identify problems before they become an issue. This proposal includes:

 **AE analytics server**

Owner Directed Time

Included ☐ Not Included ☒

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service tech. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. Note that this does not include the cost of parts and other materials. This proposal includes:

 **Hours**

Cellular Service Administration

Included ☐ Not Included ☐ Not Applicable ☒

Albireo Energy LLC ("AE") has provided a cellular router for your facility to allow remote service and monitoring access via an internet connection, independently of any existing networks. AE provides and maintains this service directly with the cellular provider. Monthly subscription, equipment and support costs are included within this service contract.

Spare/Replacement BAS Parts

Included ☐ Not Included ☒

This service contract has included sufficient BAS parts and components to replace existing field controllers, sensors and relays. This will assist your facility to budget for these recommended replacements over a 5-year period. These parts will be delivered to, and reside at, your facility. Note that only the primary BAS components are included in this lump sum. This does not include wiring, conduit, miscellaneous materials, nor labor required to install and program/check-out these replacement devices.

 **Parts – See Exhibit B (Attached) for Part Listing, by Service Contract Year**

BAS Network Maintenance

Included ☐ Not Included ☒ Not Applicable ☐

Maintenance of Albireo Energy installed Operational Technology Network.

 **See Exhibit C (Attached) for Client Specific Network Maintenance Plan**



Price Advantage

Service Labor Rates (after owner directed time)

	<u>Current (2024)*</u>	<u>Discount</u>	<u>Extended</u>
Regular Rate	\$160	10%	\$144
Overtime Rate	\$240	10%	\$216
Holiday Rate	\$320	10%	\$288
Mileage	\$0.75/mile		

*Labor rates will be discounted from current AE rates. AE reserves the right to adjust rates, but service contract customers will retain a discount for the contract term of this service contract on a percentage basis.

Material Multipliers (based on published list prices)

Alerton	0.45
Siemens	0.55



Price Summary

The term of this agreement will be one (1) or five (5) years as selected below. Agreement set to commence and expire on the dates listed below. During the agreement term customer will receive preferred response, 10% discount off standard labor rates for work outside the scope of this agreement, and a preferred multiplier on materials.

Agreement Term	Start Date	End Date	Annual Amount
One Year	6/1/2024	5/31/2025	\$4,944.47

Five Year	6/1/2024	5/31/2025	\$4,621.00
	6/1/2025	5/31/2026	\$2,755.20
	6/1/2026	5/31/2027	\$2,892.96
	6/1/2027	5/31/2028	\$3,037.61
	6/1/2028	5/31/2029	\$3,189.49

Approved Term: ☐ One Year
☐ Five Year

Billing Cycle: ☐ Annual
☐ Semi-Annual

Accepted by: **Shenandoah High School**

Accepted by: **Albireo Energy**

Name: **Rob Addy**

Name: Click or tap here to enter text.

Signature:

Signature:

Title: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Date: Click or tap to enter a date.

PO# (if required): Click or tap here to enter text.





Exhibit A

On-Site Checkout Included Once Per Year:

☐ **Mechanical Plant**

- ☐ Chilled Water System(s) – QTY: 0
- ☐ Hot Water System(s) – QTY: 0
- ☐ Heat Exchanger(s) – QTY: 0
- ☐ Cooling Tower(s) – QTY: 0
- ☐ Variable Frequency Drive(s) (VFD's) – QTY: 0

☐ **AHU/RTU/ERV**

- ☐ Air Handling Unit(s) – QTY: 0
- ☐ Rooftop Unit(s) – QTY: 0
- ☐ Energy or Heat Recovery Ventilator(s) – QTY: 0

☐ **Terminal Units**

- ☐ Heat Pump(s) – QTY: 0
- ☐ Variable Air Volume Box(s) – QTY: 0
- ☐ Fan Coil Unit(s) – QTY: 0
- ☐ HVAC Zone(s) – QTY: 0
- ☐ Variable Refrigerant Flow Unit(s) – QTY: 0

☐ **Misc HVAC Equipment**

- ☐ Exhaust Fan(s) – QTY: 0
- ☐ Unit Heater(s)/Cabinet Unit Heater(s) – QTY: 0
- ☐ Freezer Temp Alarm(s) – QTY: 0
- ☐ Lab Hood System(s) – QTY: 0
- ☐ Gas Sensor(s) (CO, NO2, CO2) – QTY: 0

☐ **Global Controllers**

- ☐ Supervisor(s) – QTY: 0
- ☐ JACE(s) – QTY: 0
- ☐ ACM(s) – QTY: 0



Exhibit B

Spare/Replacement Parts List by Service Contract Year

Contract Year	Quantity	Part Number
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



Exhibit C

BAS Network Maintenance Plan

Click or tap here to enter text.



About Albireo Energy

Albireo Energy is a leading independent building controls and energy services provider recognized by customers for creating intelligent, high-performance buildings. We help building owners and their teams make decisions about building automation that achieves operating performance, decarbonization and sustainability goals.

Because we're technology agnostic, we see buildings in a different way. By understanding the mission of a building portfolio, our team of building performance experts designs and delivers technology and service solutions that provide maximum control of data centers, offices, hospitals, universities, manufacturing, multi-use sites. Our work begins with engineering, project planning and exceptional execution, and extends through maintenance, monitoring, analytics, and energy procurement services. At Albireo Energy, our promise is to stay connected.

The Albireo Way

The Albireo Way is our disciplined approach to project management. It starts with goal alignment (between promise makers and promise keepers), and continues with detailed planning, clear expectation setting, financial management, and strong communication with all. The result: projects delivered on time, on budget, in-scope, and exceeding customer expectations. Our approach is backed by the belief that seamless project management is vital and that the project management role is more than a job. That's why we've established the Albireo Energy Project Management Program that includes core and advanced competency building, career paths, and ongoing training in project and financial management, communication, and team engagement. Some may call us hyper-focused on project excellence. We call it excellence in staying connected.



Standard Terms and Conditions of Service

By accepting this proposal, the purchaser agrees to the following Terms and Conditions with Albireo Energy Inc. hereafter referred to as AE:

1. **SCOPE OF WORK:** This proposal is based upon the use of straight time labor only, unless otherwise stated in this contract. AE will perform the contracted work with trained, experienced, and qualified personnel. Plastering, patching, and painting are excluded. Material will be furnished by AE, however, may be distributed and installed by others under AE's supervision but at no additional cost to AE. Purchaser agrees to provide AE with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. AE agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge AE for any costs or expenses without AE's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by AE under this agreement, AE's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by AE shall not operate to compel AE to perform any work relating to Hazards without AE's express written consent. Services performed at customer's direction outside of the scope of this proposal will be billed at our prevailing rates.
2. **AGREEMENT TERM:** Either party may cancel this agreement at any time during the contract term by providing written notice 30 days in advance of cancellation date. Should a midterm cancellation be exercised by customer, any savings realized to date from special discounts specific to contract term, or cost incurred by Albireo Energy such as pre purchased SMA's, will be assessed for entire contract term to date and be due at cancellation.
3. **INVOICING AND PAYMENTS:** Invoices are due and payable within 30 days of date of invoice. If payment is not received when due, the agreement will be considered breached, and services may be suspended and or terminated. Payments shall be made in monthly, quarterly, or yearly installments as stated in contract, due and payable in advance of services being rendered.
4. **MATERIAL:** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons for the control of, and without the fault of, AE, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent there, and in the case of permanent unavailability, AE shall be excused from furnishing said materials or equipment, but shall remain responsible for furnishing a substitute acceptable to Purchaser at AE's expense, and shall be reimbursed for the difference between the price for the materials or equipment currently unavailable and its cost for the substitute.
5. **WARRANTY:** AE warrants that the equipment manufactured shall be free from defects in material and workmanship arising from normal usage for a period of ninety (90) days from delivery of said equipment, or if installed by AE, for a period of ninety (90) days from installation. AE warrants that for equipment it furnishes and/ or installs but manufactured by others, AE will extend the same warranty terms and conditions that AE receives from the manufacturer of said equipment. For equipment installed by AE, if Purchaser provides written notice to AE of any such defect within thirty (30) days after the appearance or discovery of such defect, AE shall, at its option, repair or replace the defective equipment. For equipment not installed by AE, if Purchaser returns the defective equipment to AE within thirty (30) days after appearance or discovery of such defect, AE shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by AE shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused, or which has not been properly and reasonably maintained. Repair or replacement of equipment parts or components is limited to restoring working condition. AE shall not be obligated to provide replacement equipment that provides significant betterment or improvement to the system initially installed. AE shall not be responsible for repairs, replacement or services required due to negligence, abuse, misuse, improper repairs or modifications, lack of operator maintenance or other issues beyond our control. **THESE**



WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANT ABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

6. **LIABILITY:** AE Shall not be liable for any liquidated, delay, special, indirect, or consequential damages arising in any manner for the equipment or material furnished, or the work performed, pursuant to this agreement only if the event, act, incident or omission leading to such damages was not due to the negligence or willful misconduct of AE, or its employees, agents or representatives. Cyber security and related liability is specifically excluded. AE's liability to under this Agreement is limited to the total amount paid to Albireo during the calendar year in which the liability occurred.
7. **INTELLECTUAL PROPERTY PROTECTIONS:** AE reserves our right to our intellectual property, and AE's liability for any intellectual property issues is specifically excluded.
8. **TAXES:** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state, or local law. Purchaser shall pay, in addition to the stated price; all taxes not legally required to be paid by AE or, alternatively, shall provide AE with acceptable tax exemption certificates. AE shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
9. **DELAYS:** AE shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond AE's control, including, but not limited to, acts of God, fire, riots, and labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors. AE shall not be responsible for loss, delay, injury, or liquidated or actual damages caused by circumstances beyond our control. In no event shall we be liable for business interruption losses, or consequential or speculative damages.
10. **ATTORNEYS' FEES:** Purchaser agrees that it will pay and reimburse AE for any and all reasonable attorneys' fees which are incurred by AE in the course of AE's collection of undisputed invoice amounts due pursuant to Paragraph 2 above.
11. **INDEMNITY:** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH:** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **CHANGES:** No change or modification of any of the terms and conditions stated herein shall be binding upon AE unless accepted by AE in writing.
14. **EMERGENCY SERVICE WORK:** If emergency service is performed at your request and inspection reveals a defect for which we are not liable under this agreement, the emergency service call will be billed at our prevailing time and material rate.
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16. **CLIENT RESPONSIBILITIES:** AE may not assign this agreement, or its rights and duties hereunder without client's express written consent.



Proprietary property of Albireo Energy. Cannot be copied or distributed without permission of Albireo Energy.

Thank you for giving Daktronics the opportunity to be your equipment provider. It is important to us that we capture your vision for this project. The provided quote outlines your product selection. Please look it over carefully and work with your salesperson to review and answer any questions.

We look forward to partnering with you on this exciting opportunity!

Placing Order:

When you are ready to place your order, contact your salesperson to obtain order documents. Daktronics will need the following information:

- Finalized equipment decision, including colors
- Delivery location/address
- Bill to information – Invoice Remit

If you are incorporating school or sponsorship logos into your project, please view [Daktronics Graphics File Standards](#) and submit with your order documents.

Additional Information:

Our website and blog offer helpful information. Learn more about what our customers are talking about by visiting the following:

- Could your PA system use an upgrade?
 - Check out our [Sports Sound Systems](#).
- Wishing you could check off more items on your list of needs?
 - See how [Daktronics Sports Marketing](#) could add revenue to your budget.
- Curious what other schools have installed?
 - Look through our [Daktronics Sports Photo Gallery](#) for ideas.
- Did you know we have an in-house reliability laboratory?
 - Experience the testing your components undergo in our [Product Reliability Lab](#).
- Interested in financing options for orders over \$25,000?
 - View our [Getting Started Guide](#) to see what Daktronics offers.
- Want to view helpful information related to our products, in addition to stories on how other schools are developing students and generating revenue?
 - Check out our [blog](#).

DAKTRONICS QUOTE # 845095-1-0

Shenandoah Community School District
Jon Weinrich
304 W Nishna Rd
Shenandoah, IA USA 51601
Phone: (712)490-5481
Fax:
Email: weinrichj@shenandoah.k12.ia.us

3/Apr/2024
Quote Valid for: 60 days
Terms: Net 30 days from shipment with
Purchase Order
Subject to Credit Review
FCA: DESTINATION
Delivery: Call for Production Time

Reference: Basketball

Item No.	Model	Description	Qty	Price
1	BB-2142-AR-PV	Tuff Sport® PanaView® Basketball Scoreboard; Scoreboard Color: _____; Caption Color: _____ Cabinet Dimensions: 3' 0" H X 6' 6" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Max Power: 200 watts/display Weight: Unpackaged 90 lbs per display; Packaged 121 lbs per display	2	\$10,063.00
		NOTE This scoreboard is also available in White.	1	
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: _____	2	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	2	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	2	
	Radio Receiver	Frequency of 2.4 GHz	2	
	DAK Score App with All Sport® MX-1 Mobile Scoring Kit	DAK Score App with All Sport® MX-1 Mobile Scoring Kit and Gen VI Radio Transmitter	2	
2	FREIGHT	Shipping to site via LTL (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required. Customer is responsible for receiving & unloading truck upon delivery.	1	\$200.00

Services

3	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
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Total Price Excluding Applicable Tax:	\$10,263.00
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Please reference listed sales literature: DD1628383 for G5C5-W, DD2481922 for BB-2142-AR-PV, DD3888368 for DAK Score App with All Sport® MX-1 Mobile Scoring Kit, SL-03991 for AS-5010 Kit, SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$11,285 per year

\$100,000 in total equipment cost = \$22,568 per year

\$250,000 in total equipment cost = \$56,420 per year

****Payments based on 5 year/annual payment in advance structure. Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.**

Exclusions:

- | | |
|----------------------------------------------------|------------------------------------|
| - Electrical Installation | - Physical/Mechanical Installation |
| - Structure | - Foundation |
| - Power | - Hoist |
| - Technical Support/Installation Support | - Engineering Certification |
| - Signal Conduit | - Labor to Pull Signal Cable |
| - Applicable Permits | - Taxes |
| - Electrical Switch Gear or Distribution Equipment | - Front End Equipment |

Unless expressly stated otherwise in this Quote # 845095-1 Rev 0 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Prices and charges are subject to change by Daktronics at any time before the final agreement between the parties is effective. Ship Date will be determined after customer purchase order is received or agreement is signed or otherwise effective, shop drawings are approved (if required) and down payment is received (if required).

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order.

Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.

Savanna Johnston
PHONE: 605-891-5643
FAX:
EMAIL: Savanna.Johnston@daktronics.com

Brett Lyon
PHONE:
FAX: 605-697-4700
EMAIL: Brett.Lyon@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

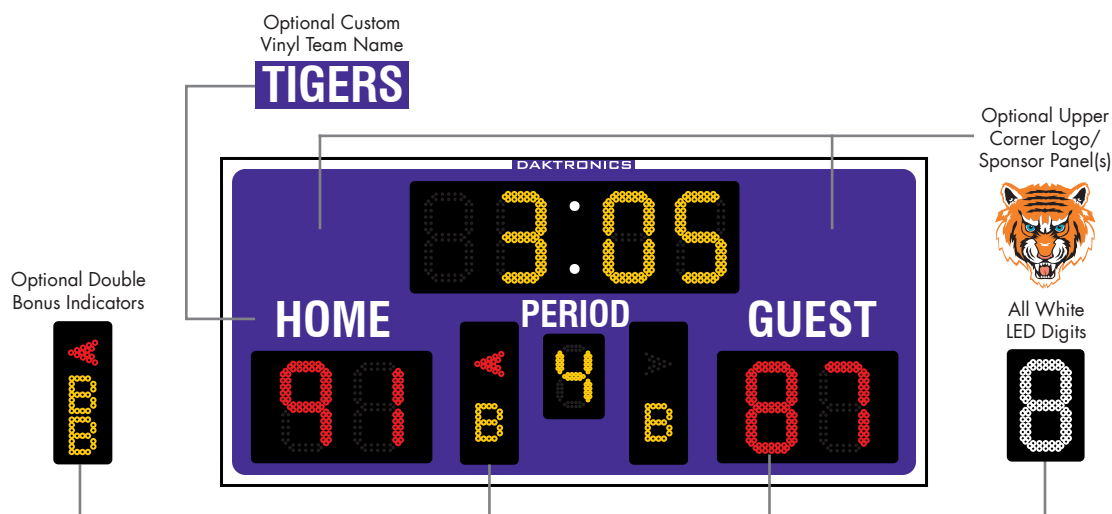
Additional Links:

Gold Scope of Services (www.daktronics.com/TermsConditions/SL-05659)

NOTE:

The pricing may be adjusted for freight and taxes depending on the options selected.
Please request order documents to submit your order.

DAKTRONICS BB-2142 PRODUCT SPECIFICATIONS



This indoor single-sided LED basketball scoreboard displays period time to 99:59, HOME and GUEST scores to 99, PERIOD to nine and indicates possession and bonus. Scoreboard can also score volleyball and wrestling. When period time is less than one minute, the scoreboard displays time to 1/10 of a second.

POWER (120 VAC)*	UNCRATED WEIGHT	DIMENSIONS
110 Watts, 1.0 Amp	80 lb (36 kg)	3'-0" H x 6'-6" W x 6" D (914 mm x 1.98 m x 152 mm)

**Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).*

DIGITS & INDICATORS

- Period digit is 7" (178 mm) high. All other digits are 10" (254 mm) high. Bonus indicators are 4" (102 mm) high and possession arrows are 3" (76 mm) high.
- Scoreboard features PanaView® LED digit technology.
- Scoreboard comes with choice of LED colors:
 - > **Red/Amber LEDs:** clock digits, PERIOD digit and Bonus indicators are amber. Score digits and possession indicators are red.
 - > **White LEDs:** all digits and indicators are white.

CAPTIONS & STRIPING

- HOME and GUEST captions are 4" (102 mm) high. PERIOD caption is 3" (76 mm) high.
- Standard captions and border striping are white vinyl. Choose another vinyl color at no additional cost (see [DD2101644](#)).

DISPLAY COLOR

Choose a color from the Daktronics standard paint book (see [SL-02730](#)).

CONSTRUCTION

Durable, lightweight aluminum Tuff Sport® cabinet withstands high-velocity impact from air-filled sports balls without the need for protective screens.

PRODUCT SAFETY APPROVAL

ETL-listed, tested to CSA standards, and CE-labeled **for indoor use only**

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

DAKTRONICS BB-2142 PRODUCT SPECIFICATIONS

CONTROL CONSOLES	CONTROL OPTIONS
All Sport® 1600 (see SL-04352) or All Sport 5000 (see SL-03991)	Wireless: 2.4 GHz spread spectrum radio features 64 non-interfering channels and 8 broadcast groups (see SL-04370). This is a popular upgrade. <hr/> Wired: One-pair shielded cable of 22 AWG minimum is required. A cover plate with mounted connector and standard 2" x 4" x 2" (51 mm x 102 mm x 51 mm) outlet box is provided. Connector mates with signal cable from control console.
RC-200 (see DD3715714)	Wireless handheld controller features 2.4 GHz spread spectrum radio with 64 non-interfering channels and 8-10 hours of operation via internal rechargeable battery.
DAK Score & MX-1 (see DD3888368)	CUSTOMER-SUPPLIED mobile device or tablet with DAK Score app installed communicates via Bluetooth® wireless technology to an MX-1 Interface Box that controls the scoreboard through 2.4 GHz radio or wired connection.

Note: All Sport 5000 required when paired with statistics displays.

HORN

A vibrating horn, mounted behind the scoreboard face, sounds automatically when period/timeout clock counts down to zero or manually as controlled by the operator.

SEGMENT TIMER MODE

The segment timer mode is ideal for keeping practices on schedule. The horn at the end of a segment allows coaches and athletes to focus on the practice and to listen for the horn when it is time to change drills (see [SL-04004](#)).

TIME OF DAY MODE

This scoreboard features a Time of Day (TOD) mode that allows it to act as a clock when the control console is unplugged or off. Refer to the scoreboard installation manual for instructions on how to enable the Time of Day mode.

GENERAL INFORMATION

Scoreboard provides scoring capabilities for two teams. 100% solid state electronics are housed in an all aluminum cabinet. Scoreboard arrives at the site fully assembled. Mounting hardware not included. Specifications and pricing are subject to change without notice.

FAN FAVORITE OPTIONS

These are the most commonly requested enhancements:

- Custom vinyl team name caption in place of HOME
- 12" tall x 16" wide (305 mm x 406 mm) logo/sponsor panels in upper corners
- Double bonus indicators

OTHER ACCESSORIES & UPGRADES

The options below are available for additional customization:

- Different sounding 12 VDC horn in place of buzzer
- Protective screen (see [SL-02551](#))
- Suspension installation kit *or* corner mounting kit

COMPLETE YOUR SYSTEM

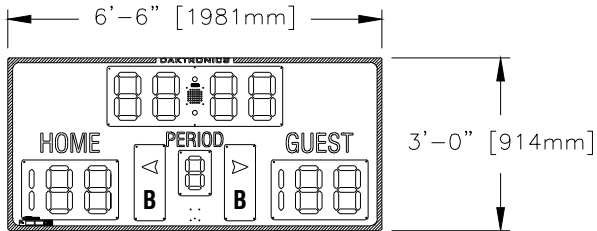
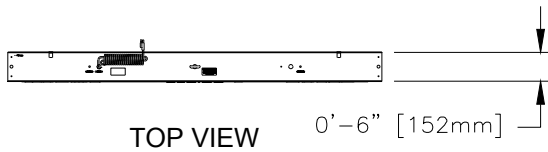
Contact Daktronics about adding any of this equipment to create a unique scoring and display system:

- Backlit advertising/ID panels (see [SL-03664](#))
- Non-backlit advertising/ID panels (see [SL-03917](#))
- Decorative accents
- Statistic displays, shot clocks, and light strips
- Sportsound® Indoor Audio
- Video displays
- Live web streaming of scores and stats

FOR ADDITIONAL INFORMATION

- Mechanical Specifications: DWG-1131080 (attached)
- Component Locations: DWG-1131079 (attached)
- Architectural Specifications: See [SL-07699](#)
- Installation Manual: See [DD2481645](#)
- Service Manual: See [DD2481648](#)

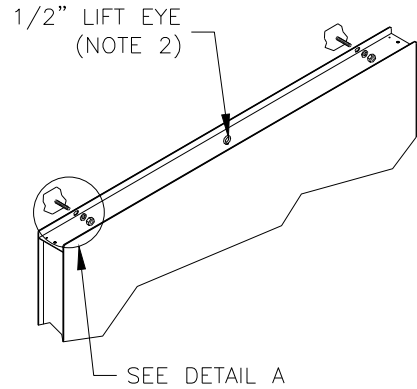
BB-2142



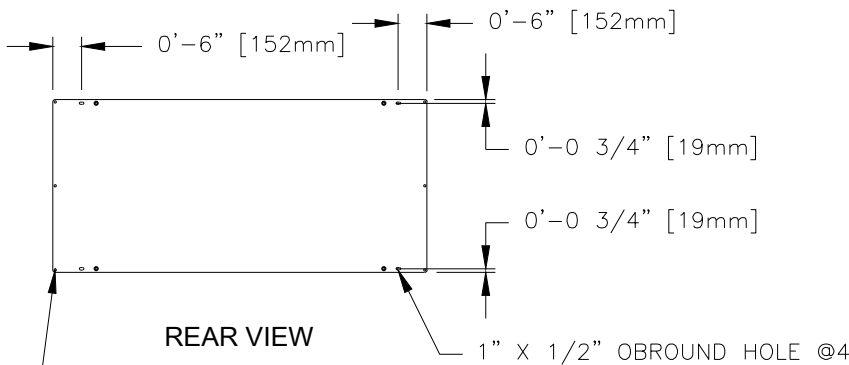
FRONT VIEW

0'-1 3/8" [36mm]
INVERTED CHANNEL DEPTH

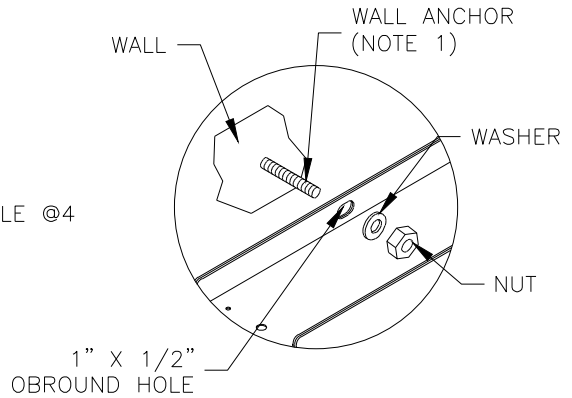
SIDE VIEW



WALL MOUNTING DETAIL



Ø 0.4375" HOLE @4 FOR
OPTIONAL CORNER MOUNTING
(REFER TO DWG-150831)




DETAIL: A
(SCALE 1=10)

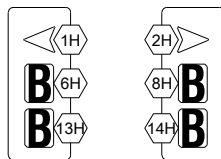
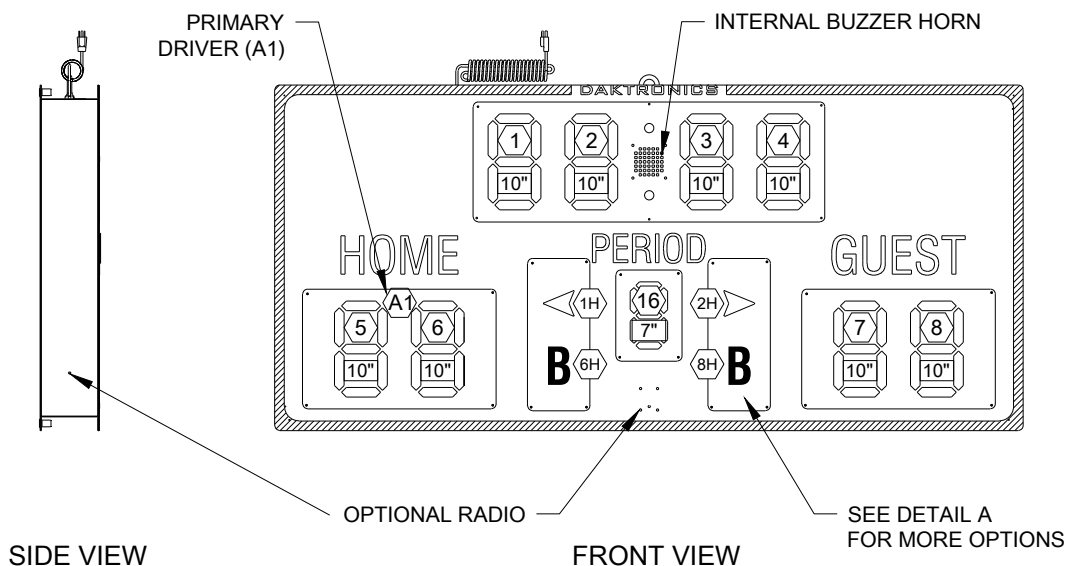
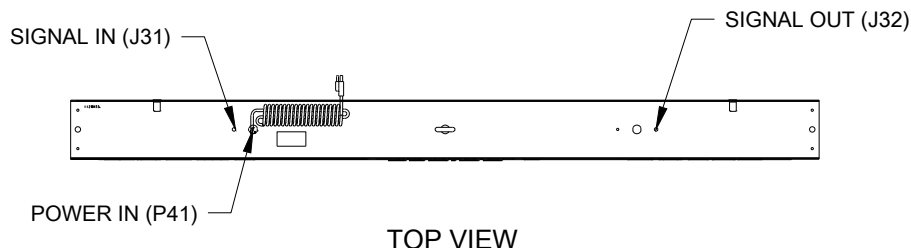
NOTES:

1. USE APPROPRIATE WALL ANCHORS FOR TYPE OF WALL. (NOT PROVIDED BY DAKTRONICS)
2. LIFT EYE IS FOR TEMPORARY USE WHILE LIFTING SCOREBOARD DURING INSTALLATION. DO NOT USE LIFT EYE FOR PERMANENT SUSPENSION. (REFER TO DWG-1130959)

WEIGHTS	
SHIPPING WEIGHT	MOUNTING WEIGHT
120 LBS (55 KG)	80 LBS (36 KG)

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		BROOKINGS, SD 57006			
DO NOT SCALE DRAWING					
PROJ: INDOOR SCOREBOARDS					
TITLE: MECHANICAL SPEC, BB-2142/BB-3142					
DESIGN: KDRAGT			DRAWN: KDRAGT		DATE: 22 MAR 13
SCALE: 1=40					
SHEET		REV	JOB NO:	FUNC-TYPE-SIZE	1131080
		00	P1749	E - 10 - A	

BB-2142/3142



DETAIL: A
SCALE 1:1
OPTIONAL DOUBLE
BONUS INDICATORS

NOTES:

⑦ = DIGIT DESIGNATION IN
RELATION TO DRIVER

13" = DIGIT SIZE

⑫H = SEGMENT DESIGNATION

Ⓐ1 = DRIVER NUMBER



DAKTRONICS, INC.

BROOKINGS, SD 57006

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PROJ: INDOOR SCOREBOARDS

TITLE: COMPONENT LOCATION; BB-2142/BB-3142

DESIGN: KDRAGT

DRAWN: KDRAGT

DATE: 22 MAR 13

SCALE: 1=20

SHEET

REV

JOB NO:

FUNC - TYPE - SIZE

03

P1749

E - 10 - A

1131079

REV 03	DATE: 28 MAY 19	PER CN-80249: REPLACED LL-2525 LABELS WITH LL-4172151 LABELS.	BY: AGM
REV 02	DATE: 02 MAR 15	PER EC-17119, REMOVED DRIVER DETAILS, CHANGED MASTER TO PRIMARY	BY: KDB
REV 01	DATE: 17 MAY 13	PER EC-10508, CHANGING CLOCK DIGIT TO VINYL COLONS	BY: MBC



1400 Atwater Drive Malvern, PA 19355

05/24/2024

Customer:	Order Form Details:
Shenandoah Community School District 304 W Nishna Rd Shenandoah, Iowa, 51601 United States	Pricing Expiration: 5/31/2024 Quote Currency: USD Account Manager: Joshua Steinman
Contact: Bill Barrett Title: School Business Official Phone: 7122461581 Email: barrettw@shencsd.com	Startup Cost Billing Terms: One-Time, Invoiced after signing Subscription Billing Frequency: Annual Sale Type: New Initial Term: 7/01/2024 – 6/30/2025

Pricing Overview	Amount
One-Time Fees	\$3,325.00
Annual Recurring Fees	\$7,420.00

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	\$3,325.00	\$3,325.00

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
Applicant Tracking with Proactive Recruiting, unlimited usage for internal employees	7/01/2024	6/30/2025	\$7,420.00



1400 Atwater Drive Malvern, PA 19355

05/24/2024

Additional Order Form Information

Tax Information

Tax Exemption: We currently don't have a tax exemption certificate on file for you. Please use this [link](#) to upload your tax exemption certificate. Otherwise, the appropriate tax will be applied at the time of invoicing.

PO Information

PO Status: Purchase order to follow

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment



1400 Atwater Drive Malvern, PA 19355

05/24/2024

Invoicing Schedule	Due Date	Amount
Invoice: One Time Frontline Implementation	Upon Signing	\$3,325.00 + applicable sales tax \$3,325.00
Invoice: Annual Applicant Tracking with Proactive Recruiting, unlimited usage for internal employees	7/31/2024	\$7,420.00 + applicable sales tax \$7,420.00



1400 Atwater Drive Malvern, PA 19355

05/24/2024

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Frontline Technologies Group LLC dba Frontline Education	Shenandoah Community School District
Signature: _____	Signature: _____
Name: _____	Name: <u>Kerri Nelson</u>
Title: _____	Title: <u>School Business Official</u>
Address: <u>1400 Atwater Drive</u>	Address: <u>304 W Nishna Rd</u>
<u>Malvern, PA 19355</u>	<u>Shenandoah, Iowa 51601</u>
Email: <u>billing@frontlineed.com</u>	Email: <u>barrettw@shencsd.com</u>
Effective Date: _____	

STATEMENT OF WORK



Frontline Education

Implementation Services



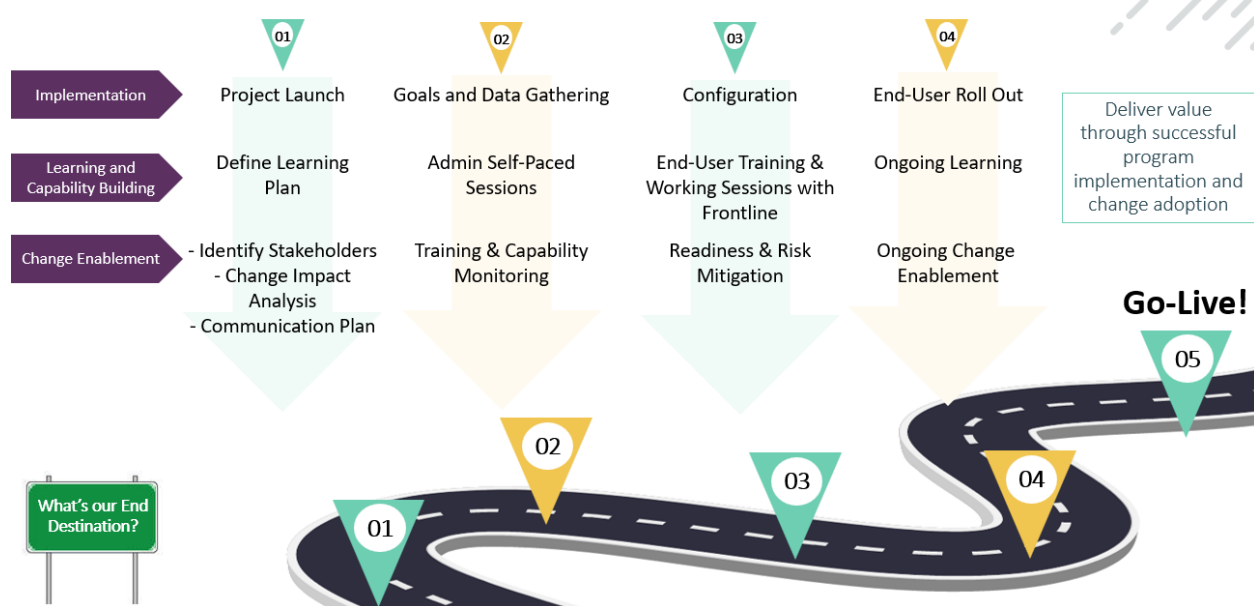
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Introduction

Frontline Education offers a complete customer experience, with professional resources to collaborate with your project team during the implementation. Frontline uses a three-part method to provide a lasting solution that helps Clients achieve their strategic objectives.



Implementation: Frontline will collaborate with the Client leadership and project personnel to grasp the strategic objectives of the project. Client will apply Frontline proven methods for carrying out the solution whenever feasible.

Learning & Capability Building: Frontline provides a mixed learning approach for clients. By combining independent learning and interactive working sessions, Frontline has an effective way of making sure the successful enablement of Clients.

Change Enablement: With all changes, it is necessary to manage that change effectively within your organization. Frontline offers a Change Management plan for their Clients to successfully communicate, manage, and monitor the adoption of the Frontline system.

Project Governance

Project Planning

Frontline understands that effective project planning lays the foundation for a successful implementation and is vital to reducing risk. We develop detailed project plans for every implementation that establish objectives and outcomes with a clear schedule of deliverables for both Frontline and client stakeholders for each stage of the project.



Upon initiation of the project, Frontline will work with the Client project leaders and other key stakeholders to identify and document all key project components and project team members. As detailed below, various stakeholder and work groups will be established and will work collaboratively to refine and finalize project plans for each program component including all timelines and milestones.

Governance Objectives

A strong governance structure overlays roles and responsibilities to the project management plan, providing complete transparency regarding who will do what and when. Frontline has embedded procedures within our implementation methodology, so that defined controls alert the key stakeholders if problems arise or if scheduled targets are missed. Having this risk management capability, at the highest levels of the project, provides assurance that there is a system of checks and balances, and that the teams are meeting expectations.

Project Governance Methodology

Our team will provide ongoing monitor and control activities and deliverables for the duration of the project to keep the project on track. These activities provide a view into the health and progress of the project so that management can take effective, efficient, and timely actions when the project's performance deviates from the plan or when a proactive measure to manage risks is required.

Risk & Issue Management

The Risk and Issue Management Plan processes help to identify risks to the project, how those risks may be responded to and how mitigation plans can be outlined and controlled. Examples of risk include loss of a critical resource, technology changes, dependence on a third party, project sponsorship or management changes.

Project Team – Roles & Responsibilities

A strong Project Team will be integral to the successful management of this project. The team structure will align appropriate levels of Frontline managers and consultants to your management team and staff in a manner proven effective in other large-scale implementation projects.

Frontline's recommended team structure - outlined below - identifies the type of personnel that are commonly involved with the project. It should be anticipated that other personnel will be involved based on the client organizational structure and on an ad-hoc basis to provide specific insights, knowledge or support as the project moves through its different phases.

Frontline - Executive Sponsor

The Client will be assigned an Executive Sponsor – from the Frontline executive leadership team – to liaise with your senior leadership, act as project champion, and drive overall success of the program.

The Executive Sponsor will provide focus and oversight to the project while building the executive relationship between Client and Frontline and will participate in Executive Steering Committee meetings to review project progress, and significant risks and issues as needed.

Frontline - Project Manager

An implementation project management resource will be assigned to coordinate all planning, communication, scheduling, risks, project reporting and ensure project success.

- o Acting as the day-to-day point of contact for the Client project team to ensure on-time delivery of the Frontline project deliverables





- Managing the implementation project plan and project dashboard for ongoing project status reporting, and conducting recurring Project Status Meetings
- Partnering with Client project team to track risks, issues, action items, and key project decisions
- Managing and tracking project scope change requests
- Partnering with the Client project team to develop on the training schedule and change management plan

Frontline - Implementation Consultants

Implementation consultants will provide subject matter expertise and will serve as the primary point of contact for all functional and system configuration work, lead consulting and training activities, as well as become the primary means of support during the initial go-live period.

Implementation Consultants responsibilities include:

- Partnering with Client in conducting Discovery and Requirements Gathering sessions
- Conducting configuration, consulting, training, and work sessions as defined by the project plan
- Review data templates with the client and explain expected data.
- Partner with the client and provide consistent and timely validation of the data provided to ensure it meets the minimum requirements for import.
- Provide data errors in an organized format, indicating which data points are non-compliant and require additional review/correction.
- Online training and consultation will be provided to show the client how to maintain data on an ongoing basis after the initial import.
- Partnering with the Client project team to perform unit testing and UAT as defined by the project plan
- Providing support following go-live and transition to Frontline Support through the Support Handoff meeting

Frontline – Strategic Consultants

Strategic Consultants engage in multi-solution implementations. The Strategic Consultant will work with the Client to determine strategic goals for the Frontline solution, review current processes for redundancy and waste, and make strategic process driven recommendations to achieve overall district objectives.

Client - Executive Sponsor

The Executive Sponsor provides focus and oversight to the project while building the executive relationship between Client and Frontline, ideally Superintendent, Assistant Superintendent of HR, CFO, etc.

The Executive Sponsor will work with all relevant parties to expedite and resolve issues that require the highest executive level involvement, such as contract amendments and scope adjustments. The Executive Sponsor will serve as project champions to promote the visibility and credibility of the Program.

- Provides leadership and promotes project goals within organization ensuring necessary resources are available
- Participates in Executive Sponsor meetings with Frontline Executive Sponsor/Steering Committee to review project progress, and significant risks and issues as needed
- Serves as a point of escalation beyond the Client Project Manager, if needed.
- Promotes Organizational Change Management in support of project success

Client - Project Manager

The Client Project Manager will oversee the implementation and execution of all project-related activities, while ensuring the successful completion of each phase and related activities to reach the project milestones successfully.

Additional responsibilities include:





- Acts as the primary project contact responsible for client-side communications, scheduling, deliverable tracking and advancing the project according to plan
- Works collaboratively with Frontline Project Manager to ensure that the project remains on track and risks are identified and mitigated early
- Ensures timely completion of Client project tasks and action items as identified by Project Plan
- Partners with Frontline Project Manager and project teams to track risks, issues, action items, and key project decisions., and works collaboratively with the Frontline Program Director to mitigate risks and resolve issues
- Partners with Frontline Project Manager on Project Change Management Plan, cascading project communications to the Executive Sponsor, Client project team and project stakeholders
- Partners with Frontline Project Manager on training schedule, identifying attendees, availability, and attendance for training sessions

Client - Implementation Process Owners

Working closely with the Frontline Implementation Consultants, the business process experts will be responsible for the following:

- Define organizational policies and answering policy-based questions and or clarifications
- Understands business requirements and can provide guidance about the future direction of the business area
- Responsible for identifying business impacts and deciding on configuration options in a timely manner
- Provides and coordinates functional support after the project go-live

Client - Functional and Subject Matter Experts

Working closely with the Frontline Implementation Consultants the subject matter experts will be responsible for the following:

- Provide specialist business process knowledge
- Responsible for configuration decisions and execution of test scenarios
- Ensure configuration and supports business impacts review
- Responsible for data validation

Client - System Administrator(s)

Working closely with the Frontline Implementation Consultants the system administrators will be responsible for the following:

- Responsible for day-to-day operations, upkeep of system, and user management.
- Create/edit/delete new records, packets, and forms
- Sending/tracking/completing forms
- It is necessary to include functional area system owners (e.g., recruiting, hiring and onboarding, compensation, time and attendance, etc.) who can define current policies, processes, and business needs
- Timely completion of project tasks and action items in support of the project plan and schedule
- Partners with IT Department and Frontline Consultant to verify data imports and data exchange
 - Provide named resource(s) responsible for data extraction.
 - Data must be provided using Frontline's standard templates.
 - The client will extract the data in the format requested, or work with their current vendor to extract the data.
 - If the client cannot generate the data based on the specification, there is no guarantee that Frontline Education staff will be able to import it.
 - It is the responsibility of the client to have reviewed the content of the data before sending to Frontline.
 - The district will work with Frontline Education to map any data that does not match a dropdown/look-up value in Frontline.





- Any data transformation will be the responsibility of the client. This includes merging data sets, reformatting data, breaking apart or combining fields or removal of duplicate records.
- Once the data has been imported, the client will review the data as it exists in the system for accuracy. If any discrepancies are found between what was sent and what was imported, Frontline will research and provide resolution or feedback. Once the data imported is deemed accurate, the client will provide sign-off.

Client - IT Department

Working closely with the Frontline Team the Client technical team will system administrators will be responsible for the following:

- Maintain user access, security, and workflow
- Ensure Frontline Education domains/IP addresses have been incorporated into any firewalls and/or spam filters
- Responsible for updating whitelist from Frontline
- Provide technical support in instances where local network/technology configurations impact usage of our solutions
- Engage with 3rd party vendor and manage the relationship for data transfers
- Work with the 3rd party vendor directly to provide Frontline with clearly defined specifications for data files
- Act as "subject matter expert" for all data content questions from Frontline representatives.
- Coordinate testing of files with the 3rd party vendor.
- Provide any SFTP credential information back to the vendor or facilitate the transfer of the data directly to the vendor.
- Subject Matter Expert for the implementation – including requirements, testing and go-live Support (as needed)

Scope of Work

Overall System Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities.

The system is collaboratively designed and built out over the course of multiple configuration calls and follow up actions. Natural spaces are planned in the project cadence for review and acceptance of configuration for individual data elements and pieces of functionality. Reference materials with step-by-step walk throughs are provided to help validate system is functioning to accomplish desired goals. Final User Acceptance Testing materials are provided to help both the Frontline and Client project teams walk through and ensure integrity of system configuration as planned.

Frontline Solution	Configuration Scope	Client to Provide
Frontline Recruiting & Hiring	<u>District Employer Info Page</u> : Frontline will complete the pre-configured page <u>Location List</u> : Frontline will adjust best practices as needed <u>User List</u> : Frontline will configure (1) User List <u>Groups</u> : Frontline will configure up to (2) Groups <u>Email Templates (Auto Replies)</u> : Frontline will provide (4) pre-configured and up to (3) custom <u>Job Postings</u> : Frontline will provide up to (3) Job Postings <u>Campaign</u> : Frontline will provide (1) Campaign <u>Filters</u> : Frontline will provide (28) pre-configured and up to (2) custom Filters <u>Admin Views</u> : Frontline will provide (5) pre-configured and up to (3) custom <u>Application Pages</u> : Frontline will provide (21) pre-configured and up to (2) custom	<input type="checkbox"/> Applicant and New Hire Forms and Packets <input type="checkbox"/> Job Postings <input type="checkbox"/> Client Specific Application Pages <input type="checkbox"/> Establish and Implement End User Training Plan





	<p><u>Position Categories & Types</u>: Populates from HRMS, Frontline will adjust as needed</p> <p><u>Position Lists</u>: Frontline will provide (355) pre-configured separate position areas that fall in (38) categories under (3) areas, adjusted as needed</p> <p><u>Pipelines</u>: Frontline will provide (1) pre-configured with (6) stages, up to (1) custom</p> <p><u>Forms</u>: Frontline will provide (12) pre-configured, up to (2) additional with workflows</p> <p><u>Public Forms Library</u>: Frontline will provide (338) pre-configured</p> <p><u>Forms Packet</u>: Frontline will configure up to (1)</p> <p><u>Job Description Templates</u>: Frontline will provide (73) pre-configured and up to (2) additional configured</p> <p><u>Applicant Certificate Types</u>: Frontline will provide (134) pre-configured</p> <p><u>User Groups & Permissions</u>: Frontline will configure up to (1) User Group & Permissions</p> <p><u>Cross Advertising</u>: Frontline will (6) pre-configured</p> <p><u>EEO Reporting</u>: Frontline has built in reporting functionality to aggregate applicant data anonymously based on position types and date range. Ad-hoc Reporting on applicant, job posting, or forms data to export into an Excel File</p> <p><u>Reports</u>: All tables in Frontline are exportable (Excel or CSV).</p> <p><u>Data Imports</u>: Frontline will complete (1) Initial data import for each conversion file listed below. After each data import, data must be maintained/updated/added manually in Frontline until the system is live (dual maintenance).</p> <ul style="list-style-type: none"> ○ Applicant position list: categories and types ○ Job Posting location / department list ○ Applicant certificate types ○ User list <p>Data excluded:</p> <ul style="list-style-type: none"> ○ Historic data conversion, including inactive employees and past position assignments ○ Loading of digital documents and files to employee records <p><u>Data Transfers</u>: Data Transfer abilities exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Client can create a report and Frontline will assist with enabling (1) data transfer. Specific examples of configurable Data Transfer types include:</p> <ul style="list-style-type: none"> ○ Standard Data Transfer with Frontline Education Solutions' Absence and Substitute Management and Frontline Central. 	
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Project Timelines

Based on Frontline experience with Implementing the solution, below is a high-level estimated project timeline and order of implementation. After the Kickoff call, the Frontline project team will work with the Client to finalize an agreed upon timeline and order of importance based on Client goals.

Client should be thinking about various scenarios that may impact the timeline and be prepared to share with the Frontline project team during Kickoff. Examples are:

- School vacation weeks – Client project staff unavailable to work on the project
- Planned leave of absences for Client project staff
- Availability of Client project staff during contract renewal season, back-to-school staffing season, etc....





- o The availability of resources to work on each solution - is it possible to run them at the same time since there are different project leads for each implementation, or are there project leads who would handle more than one of the implementations

Frontline will kickoff the overall project within seven (7) business days of contract signature.

Phase	Projected Start Date	Projected End Date
Kickoff	Contract + 7	Contract +7
Strategic Goal Setting / Requirements Gathering	Kickoff +14	+3
Frontline Central Kickoff – Go Live	After completion of Goal Setting	8-10 weeks Discovery to Go-live
HRMS Kickoff – Go Live	After FC Go-live	6 months Discovery to Go-Live
Absence Management Kickoff – Go Live	After HRMS Go-live	6-8 weeks Discovery to Go-live
Time & Attendance Kickoff – Go Live	After Absence Go-live	10-14 weeks Discovery to Go-live
Recruiting & Hiring Kickoff – Go Live	After Time & Attendance Go-live	8-10 weeks Discovery to Go-live
Professional Growth Kickoff – Go Live	After T&A Go-live	6-8 weeks Discovery to Go-live
HCA Kickoff – Go Live	After solutions Go-live	1 week from Kickoff to Go-live
3 rd Party Data Transfers	Handled within each solution	Complete within 120 days of Kickoff

Project Scope Changes - Change Orders

Frontline shall perform the services specified in this SOW. Any other services or changes identified by the parties will require a duly executed Change Order. If the parties mutually agree to change this SOW, then, Frontline will create a Change Order documenting the change in Statement of Work, additional (or exchanged) services to be delivered and resources required, any changes to the project plan and/or deliverable dates (if applicable), and additional estimated fees (if applicable).

Both parties must properly execute the Change Order before any resources will be assigned or any additional/changed services will be performed.

Change Orders may be executed based on substantial and material changes including, but not limited to, any of the following areas:

- o Request to delay the Planned Go Live, 30 days or more from the original date
- o Changes to the requirements once configuration has begun
- o Additional requirements identified after signoff on Discovery
- o Changes to decisions made by the Client that require rework or otherwise affect deliverables
- o Changes to client team leading to the need for a pause in implementation, additional training, rework and/or changes to requirements

Steps to the Change Order Process: Project Scope Change Request Form

- o Identify the change of scope
- o Document the change
- o Analysis of the change
- o Submission to Frontline and Client Executive Sponsors
- o Executive Sponsor review
- o Executive Sponsor approval / denial

Assumptions

- o Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- o Frontline Education have planned timelines based on presumed effort and availability of client resources. Time and effort will vary depending on actual availability and effort required to collect data and complete data entry and validation.





- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Some dual entry will be required during the transition from Legacy system to Frontline system. The amount will depend on decisions made regarding the transition.
- Data will only be loaded once, and delta files will not be used to update existing data
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Completion Criteria

- Frontline will make deliverables available to the Client for review and acceptance in accordance with the Implementation Plan timeline.
- Client will provide an adequate number of resources to review Deliverables to confirm conformity in all material respects based on mutually agreed upon requirements and specifications
- Client will provide written notice of acceptance or rejection within ten (10) business days of delivery.
- Deliverables which are not rejected by the Client within the above time frame shall be deemed accepted.
- During final sign-off, Client will approve of the work completed and Frontline will make the Production Environment live.

