

Shenandoah Community School District Board of Directors
Shenandoah Administration Board Room
November 10, 2025 – 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. Public Hearing – 2026-27 School Calendar
5. Welcome To Audience
6. Public Forum
7. Administrative Reports
 - a. Recognition of Students Selected for All State
 - b. Vision Shenandoah – Recreation Update, Dr. Kerri Nelson and Matt Sells
 - c. Shenandoah Parks and Recreation, Soccer Program – Kevin Olson
8. Consent Agenda

- a. Minutes
- b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
- c. Personnel Requests:

Contracts:

Jennifer Dukes	WR Cheer Coach	\$2,159
----------------	----------------	---------

Contracts 2026-27:

David Terry	MS Football	*\$3,023
-------------	-------------	----------

*amount to be modified at the conclusion of the 2026-27 negotiation season

Resignations:

Dustin Comstock	MS Football	
Brett Roberts	Asst. HS Football	
Damyn Roberts	Maintenance	effective 10.24.25
Jasmine Tschida	Custodian	effective 10.31.25

Volunteer Coaches:

John Connell	MS Boys Basketball
Devin Morelock	Bowling
Dakota Murren	Speech
Ryan O'Rourke	HS Boys Basketball
Matt Sells	HS Boys Basketball
Auri Trowbridge	Speech
Austin Wilson	Boys and Girls Wrestling

Transfer:

Forrest Schmoker	Custodial to Maintenance Worker	\$24/hr
------------------	---------------------------------	---------

Modification:

Deanne Marriott

.5 IGNITE Language Arts to .8 IGNITE Language Arts/SPED

- d. Out of State Travel Requests
 - *on attached sheet
- e. Grant Requests
 - *on attached sheet
- 9. Action Items
 - a. Approve 2026-27 School Calendar
 - b. Vote for Candidate Running for GHAEA Board of Directors District 2
 - c. Acknowledge Receipt of K8 Roof and HVAC Replacement Project Status Report #6
 - d. Approve Review of 700, 800, and 900 Sections of Board Policy
- 10. Discussion Item (possible action):
 - a. IMEG Proposal
- 11. Informational Items
 - Special Meeting – November 17, 2025 at 5:00 p.m.
 - Next Regular Meeting – December 8, 2025 at 5:00 p.m.
- 12. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – October 13, 2025
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.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

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

Administrative Reports:

Therapeutic Dog:

Mr. Ratliff, Ms. Andersen and Mrs. Peterson shared with the board the idea of utilizing a trained therapeutic dog at the high school. Grant funding has been secured to pay for the training.

Amira Reading Intervention:

Mr. Buttry and Mrs. Blake gave a presentation on Amira Reading Intervention software that would be used in 5th and 6th grades for individualized reading interventions.

WIC Update:

Dr. Kerri Nelson updated the board on the timeline change to switching to the WIC. The schools and conferences involved want to make changes with schools leaving and joining all at the same time and effective for the 2026-27 school year.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills, fundraising requests, out of state travel requests and grant requests. Personnel Requests: Contracts: Rachel Bowery, HS Associate - \$16.49/hr; Trisha Lynn, PT Custodian - \$17.10/hr days, \$18.10/hr nights; Michael May, PT Custodian - \$17.10/hr days, \$18.10/hr nights; Matthew Perrin, Custodian - \$17.10/hr days, \$18.10/hr nights; Eli Stimson, HS Associate - \$16.49/hr. Resignations: Brent Ehlers, MS Football – effective end of season. Modifications: Susan Anderson, .75 FTE to .8 FTE Special Education Teacher. Motion to approve by Director Wooten, seconded by Director Van Der Vliet. Motion carried unanimously.

Action Items:

Approve Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$459,027.57:

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

Approve Allowable Growth and Supplemental State Aid for EL Excess Cost in the amount of \$1,592.23:

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

Approve Snow Removal Bid with DLA Farms:

Motion to approve by Director Wooten, seconded by Director Van Der Vliet. Motion carried 4-0 with Director Fichter abstaining.

Approve 2025-26 Annual Service and Inspection Agreement with BR Bleachers:

Motion to approve by Director Van Der Vliet, seconded by Director Twyman. Motion carried unanimously.

Approve 2025-26 Apex Consortium Agreement with Glenwood CSD:

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

Approve Increasing Adult Lunch Price to \$4.97 to meet State Minimum Requirement:

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

Approve HVAC Preventative Maintenance Proposals with Rasmussen Mechanical:

These include the JK-8 for \$2,686, Admin for \$1,084 and the High School for \$13,208. Motion to approve by Director Wooten, seconded by Director Mason. Motion carried unanimously.

Approve Quote with Amira Reading Suites for Middle School:

Cost of the two quotes is \$5,050 and \$1,725. Motion to approve by Director Wooten, seconded by Director Van Der Vliet. Motion carried unanimously.

Appoint Delegate to IASB Delegate Assembly:

Director Wooten made a motion to appoint Director Van Der Vliet, seconded by Director Twyman. Motion carried unanimously.

Approve Real Estate Contract with Jim Hughes Real Estate for Student Housing Project Property:

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

Acknowledge Receipt of K8 Roof and HVAC Replacement Project Status Report #5:

Motion to acknowledge by Director Van Der Vliet, seconded by Director Twyman. Motion carried unanimously.

Set Public Hearing Date for November 10, 2025 at 5:00 p.m. for the 2026-27 School Calendar:

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

Informational Items:

Next Regular Meeting – November 10, 2025 at 5:00 pm

Adjournment:

Motion by Director Wooten, second by Director Van Der Vliet 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 – October 13, 2025
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:35 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:

Board Policy Update:

The board discussed the 700, 800 and 900 sections of board policy.

Adjournment:

Motion by Director Van Der Vliet, second by Director Mason to adjourn the work session at 6:08 pm.
Motion carried unanimously.

Board Secretary

Board President

**Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – October 27, 2025
Administration Board Room**

Call to Order:

Board President Jean Fichter called the meeting to order at 11:00 am.

Roll Call:

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

Action Items:

Approve Resolution to Set Hearing Date for the Sale of the Student Project House at 213 W. Sheridan Ave. for November 17th at 5:00 p.m.:

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

Informational Items:

Next Regular Meeting – November 10, 2025 at 5:00 pm

Special Meeting – November 17, 2025 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Mason to adjourn the meeting at 11:02 am. 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)	22,318.30	62,389.16	4,497.72	53,014.33	1,168.24	-	-	-	-	-	-	-
Beg Balance PSF MED INS (BKIA 101)	165,520.28	175,136.28	179,884.52	209,498.08	215,528.23	-	-	-	-	-	-	-
Beg Balance PSF DNT INS (BKIA 102)	13,106.68	10,507.21	12,202.37	8,931.74	11,215.16	-	-	-	-	-	-	-
Beg Balance MS Concession (CASH)	210.00	210.00	210.00	210.00	210.00	-	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)	1,440,807.21	1,229,937.60	320,085.59	1,105,232.91	2,946,847.58	-	-	-	-	-	-	-
Beg Balance Invest ISJIT (BKIA 110)	953,131.21	816,105.77	818,421.25	820,045.50	821,438.16	-	-	-	-	-	-	-
Revenues	41,263.63	70,937.41	2,069,120.52	3,257,466.34	-	-	-	-	-	-	-	-
Receivables	1,244,779.19	256,841.11	76,335.20	-	-	-	-	-	-	-	-	-
Expenditures	(392,869.50)	(614,269.39)	(1,284,112.93)	(1,460,435.12)	-	-	-	-	-	-	-	-
Payables	(1,193,980.98)	(672,493.70)	288.32	2,443.59	-	-	-	-	-	-	-	-
Prior Month's Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	62,389.16	4,497.72	53,014.33	1,168.24	-	-	-	-	-	-	-	-
End Balance PSF MED INS (BKIA 101)	175,136.28	179,884.52	209,498.08	215,528.23	-	-	-	-	-	-	-	-
End Balance PSF DNT INS (BKIA 102)	10,507.21	12,202.37	8,931.74	11,215.16	-	-	-	-	-	-	-	-
End Balance MS Concession (CASH)	210.00	210.00	210.00	210.00	-	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)	1,229,937.60	320,085.59	1,105,232.91	2,946,847.58	-	-	-	-	-	-	-	-
End Balance Invest ISJIT (BKIA 110)	816,105.77	818,421.25	820,045.50	821,438.16	-	-	-	-	-	-	-	-
Total General Fund	2,294,286.02	1,335,301.45	2,196,932.56	3,996,407.37	-	-	-	-	-	-	-	-
Check	2,294,286.02	1,335,301.45	2,196,932.56	3,996,407.37	3,996,407.37	-	-	-	-	-	-	-
Management Fund (22)												
Beg Balance Checking (BKIA 10)	5,018.34	288.24	562.38	(1,881.86)	561.65	-	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)	117,846.71	8,882.82	8,144.52	76,422.79	206,117.76	-	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)	447,584.35	38,981.18	40,068.51	831.25	1,485.24	-	-	-	-	-	-	-
Revenues	1,821.01	1,358.63	78,548.11	148,408.93	-	-	-	-	-	-	-	-
Receivables	4,139.91	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(528,258.08)	(735.46)	(51,951.34)	(15,616.46)	-	-	-	-	-	-	-	-
Payables	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	288.24	562.38	(1,881.86)	561.65	-	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)	8,882.82	8,144.52	76,422.79	206,117.76	-	-	-	-	-	-	-	-
End Balance Invest (BKIA 110)	38,981.18	40,068.51	831.25	1,485.24	-	-	-	-	-	-	-	-
Total Management Fund	48,152.24	48,775.41	75,372.18	208,164.65	-	-	-	-	-	-	-	-
Check	48,152.24	48,775.41	75,372.18	208,164.65	208,164.65	-	-	-	-	-	-	-
SAVE Fund (33)												
Beg Balance Checking (BKIA 10)	5,073.85	908.16	9,332.25	531.81	752.50	-	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)	77,888.09	200,689.60	165,217.85	180,146.26	272,202.21	-	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)	862,968.94	715,662.11	717,758.56	19,229.16	20,490.09	-	-	-	-	-	-	-
Revenues	3,027.59	106,707.04	128,478.82	133,379.21	-	-	-	-	-	-	-	-
Receivables	146,613.23	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(141,400.61)	(131,158.25)	(820,880.25)	(39,841.64)	-	-	-	-	-	-	-	-
Payables	(36,911.22)	(500.00)	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	908.16	9,332.25	531.81	752.50	-	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)	200,689.60	165,217.85	180,146.26	272,202.21	-	-	-	-	-	-	-	-
End Balance Invest (BKIA 110)	715,662.11	717,758.56	19,229.16	20,490.09	-	-	-	-	-	-	-	-
Total SAVE Fund	917,259.87	892,308.66	199,907.23	293,444.80	-	-	-	-	-	-	-	-
Check	917,259.87	892,308.66	199,907.23	293,444.80	293,444.80	-	-	-	-	-	-	-
ACCOUNT												
PPEL Fund (36)												
Beg Balance Checking (BKIA 10)	570.08	9,551.33	223.34	62.86	548.84	-	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)	4,180.61	6,766.61	1,773.34	57,515.64	124,942.24	-	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)	472,341.45	343,815.55	294,963.03	265,767.95	266,458.11	-	-	-	-	-	-	-
Revenues	1,535.13	1,181.34	61,573.52	143,137.30	-	-	-	-	-	-	-	-
Receivables	2,576.43	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(108,086.48)	(64,355.12)	(35,186.78)	(74,534.56)	-	-	-	-	-	-	-	-
Payables	(12,983.73)	-	-	-	-	-	-	-	-	-	-	-
Prior Month's Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	9,551.33	223.34	62.86	548.84	-	-	-	-	-	-	-	-
End Balance Invest (BKIA 14)	6,766.61	1,773.34	57,515.64	124,942.24	-	-	-	-	-	-	-	-
End Balance Savings (BKIA 110)	343,815.55	294,963.03	265,767.95	266,458.11	-	-	-	-	-	-	-	-

Total PPEL Fund		360,133.49	296,959.71	323,346.45	391,949.19	-	-	-	-	-	-	-	-
Check		360,133.49	296,959.71	323,346.45	391,949.19	391,949.19	-	-	-	-	-	-	-
Debt Service Fund (40)													
Beg Balance Fiscal Agent (BI)		-	-	-	-	-	-	-	-	-	-	-	-
Revenues		-	-	-	-	-	-	-	-	-	-	-	-
Expenditures		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Fiscal Agent (BI)		-	-	-	-	-	-	-	-	-	-	-	-
Total Debt Service Fund		-	-	-	-	-	-	-	-	-	-	-	-
Check		-	-	-	-	-	-	-	-	-	-	-	-
ACCOUNT		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Nutrition Fund (61)													
Beg Balance Checking (BKIA 10)		14.60	138.85	1,075.45	1,944.86	957.79	-	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)		59,541.86	61,864.18	92,575.04	68,556.46	72,119.43	-	-	-	-	-	-	-
Beg Balance Invest (BKIA 110)		183,143.36	183,714.92	184,159.84	184,471.94	184,739.54	-	-	-	-	-	-	-
Revenues		5,527.89	77,428.69	40,330.29	90,897.66	-	-	-	-	-	-	-	-
Receivables		55,953.18	-	-	-	-	-	-	-	-	-	-	-
Expenditures		(16,602.16)	(45,336.31)	(63,337.15)	(88,684.16)	-	-	-	-	-	-	-	-
Payables		(47,121.92)	-	169.79	630.00	-	-	-	-	-	-	-	-
Prior Month's Adjustment (AUDIT)		(5,261.14)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		138.85	1,075.45	1,944.86	957.79	-	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)		61,864.18	92,575.04	68,556.46	72,119.43	-	-	-	-	-	-	-	-
End Balance Invest (BKIA 110)		183,714.92	184,159.84	184,471.94	184,739.54	-	-	-	-	-	-	-	-
Total Nutrition Fund		240,456.81	277,810.33	254,973.26	257,816.76	-	-	-	-	-	-	-	-
Check		240,456.81	277,810.33	254,973.26	257,816.76	257,816.76	-	-	-	-	-	-	-
ChildCare Fund (62)													
Beg Balance Checking (BKIA 10)		(75.00)	-	-	-	-	-	-	-	-	-	-	-
Beg Balance Savings (BKIA 14)		6,488.69	6,418.54	7,634.09	8,585.00	7,563.95	-	-	-	-	-	-	-
Revenues		14.85	1,232.45	1,298.54	1,263.19	-	-	-	-	-	-	-	-
Expenditures		(10.00)	(16.90)	(347.63)	(2,284.24)	-	-	-	-	-	-	-	-
Payables		-	-	-	-	-	-	-	-	-	-	-	-
Prior Month's Adjustment		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Savings (BKIA 14)		6,418.54	7,634.09	8,585.00	7,563.95	-	-	-	-	-	-	-	-
Total ChildCare Fund		6,418.54	7,634.09	8,585.00	7,563.95	-	-	-	-	-	-	-	-
Check		6,418.54	7,634.09	8,585.00	7,563.95	7,563.95	-	-	-	-	-	-	-
CHKID=10 (BKIA GEN CHECKING)		73,275.74	15,691.14	53,672.00	3,989.02	-	-	-	-	-	-	-	-
CHKID=101 (BKIA PSF MEDICAL CHK)		175,136.28	179,884.52	209,498.08	215,528.23	-	-	-	-	-	-	-	-
CHKID=102 (BKIA PSF DENTAL CHK)		10,507.21	12,202.37	8,931.74	11,215.16	-	-	-	-	-	-	-	-
CHKID=110 (ISJIT - BKIA MM)		2,098,279.53	2,055,371.19	1,290,345.80	1,294,611.14	-	-	-	-	-	-	-	-
CHKID=14 (BKIA GEN MM)		1,514,559.35	595,430.43	1,496,459.06	3,629,793.17	-	-	-	-	-	-	-	-
GRAND TOTAL General/SAVE/PPEL/CN		3,871,758.11	2,858,579.65	3,058,906.68	5,155,136.72	-	-	-	-	-	-	-	-
ACCOUNT		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Reconciliation													
Bank Statement (BKIA) CHKID=10		71,693.27	15,691.14	53,672.00	30,115.94	-	-	-	-	-	-	-	-
Bank Statement (BKIA) CHKID=14		1,513,723.35	595,430.43	1,496,459.06	3,629,793.17	-	-	-	-	-	-	-	-
Bank Statement (BKIA) CHKID=101		175,136.28	179,884.52	209,498.08	216,249.23	-	-	-	-	-	-	-	-
Bank Statement (BKIA) CHKID=102		10,507.21	12,202.37	10,576.50	13,528.14	-	-	-	-	-	-	-	-
Bank Statement (ISJIT) CHKID=110		2,098,279.53	2,055,371.19	1,290,345.80	1,294,611.14	-	-	-	-	-	-	-	-
Less Outstanding Auto/Checks/Debits		-	-	(1,644.76)	(29,160.90)	-	-	-	-	-	-	-	-
Outstanding Deposits/GJE		2,418.47	-	-	-	-	-	-	-	-	-	-	-
Total Reconciliation		3,871,758.11	2,858,579.65	3,058,906.68	5,155,136.72	-	-	-	-	-	-	-	-
Amount Reconciliation Difference		-	-	-	-	-	-	-	-	-	-	-	-
Activity Fund (21)													
Beg Balance Checking (FNBC 40)		(1,057.00)	879.14	395.80	90.47	(11.79)	-	-	-	-	-	-	-
Beg Cash on Hand - Concession Bag		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	-	-	-	-	-	-	-
Beg Balance Savings (FNBC 44)		12,438.40	5,924.45	3,729.10	38,214.76	76,307.83	-	-	-	-	-	-	-
Beg Balance Invest (FNBC 111)		158,967.97	159,514.16	160,062.07	145,552.03	146,033.13	-	-	-	-	-	-	-
Revenues		8,743.91	14,855.81	41,678.73	69,584.32	-	-	-	-	-	-	-	-

[illegible]

SHENANDOAH COMMUNITY SCHOOL				
UNSPENT AUTHORIZED BUDGET CALCULATION*				
2025-2026				
	REGULAR PROGRAM DISTRICT COST	\$8,462,778		
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0		
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$128,542		
+	SPECIAL ED DISTRICT COST	\$1,234,012		
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$1,093,075		
+	PROF DEV SUPPLEMENT DISTRICT COST	\$82,968		
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$96,354		
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$409,987		
+	AEA SPECIAL ED SUPPORT	\$424,069		
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0		
+	AEA MEDIA SERVICES	\$69,539		
+	AEA EDUCATIONAL SERVICES	\$76,890		
+	AEA SHARING DISTRICT COST	\$866		
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$43,546		
+	AEA PROF DEV SUPPL DISTRICT COST	\$0		
+	DROPOUT ALLOWABLE GROWTH	\$306,965	Required Local Match \$102,322	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$0	Inc. Enrollmnt, OE Out, and LEP	
+	SBRC ALLOWABLE GROWTH OTHER #2	\$200,000	LEP	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$790,000	Estimated	
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0		
-	AEA SPECIAL ED POSITIVE BALANCE	\$0		
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0		
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0		
+	ENROLLMENT AUDIT ADJUSTMENT	\$22,985		
-	AEA PRORATA REDUCTION	-\$16,570	598,340	
=	MAXIMUM DISTRICT COST	\$13,426,006	11,879,062	1,546,944.00
+	PRESCHOOL FOUNDATION AID	\$167,800		
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$658,507		
+	ED IMPROVEMENT AUTHORITY	\$0		
+	OTHER MISCELLANEOUS INCOME	\$2,640,000	Estimate on Budget Worksheet	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,955,294	Est.	
=	MAXIMUM AUTHORIZED BUDGET	\$20,847,607		
-	EXPENDITURES	\$3,751,687	18.00%	
=	UNSPENT AUTHORIZED BUDGET	\$17,095,920		
	EXPENDITURES	FY2026	FY2025 Actuals	FY2025 Actuals
	JULY	\$392,869.50	\$306,052.63	\$306,052.63
	AUGUST	\$614,269.39	\$486,045.64	\$486,045.64
	SEPTEMBER	\$1,284,112.93	\$1,722,929.65	\$1,722,929.65
	OCTOBER	\$1,460,435.12	\$1,260,697.81	\$1,260,697.81
	NOVEMBER	\$0.00	\$0.00	\$1,379,001.87
	DECEMBER	\$0.00	\$0.00	\$1,254,941.02
	JANUARY	\$0.00	\$0.00	\$1,241,859.07
	FEBRUARY	\$0.00	\$0.00	\$1,350,155.50
	MARCH	\$0.00	\$0.00	\$1,666,491.89
	APRIL	\$0.00	\$0.00	\$1,252,696.36
	MAY	\$0.00	\$0.00	\$1,359,787.49
	JUNE	\$0.00	\$0.00	\$3,485,994.76
	TOTAL	\$3,751,686.94	\$3,775,725.73	\$16,766,653.69

SHENANDOAH COMMUNITY SCHOOL										
CALCULATION OF MISCELLANEOUS INCOME										
2025-2026										
	STATE AID/ SRCIPVR (CNI)	TLC/4 YR STATE AID/TSS/ EARLY INTER/PD/ TRANS EQ.	SPED DEFICIT & 10% SPED SUPPORT	AEA FLOWTHROUGH	PROPERTY TAX	INSTRUCTIONAL SUPPORT THRU	EXCISE TAXES UTILITY REPL.	** MISC	TOTAL REVENUE	
	Source Codes	Source Codes	STATE AID Source Code	Source Code	Source Codes	INCOME SURTAXES Source Code	Source Codes	REVENUE	(Includes Flowthrough)	
	3111, 3112	3116, 3117, 3119	Source Code		1110-1119 &	Source Code				
	3801, 3803	3204, 3216, 3342, 3376	3113, 3306	3214	1191, 3804	1134	1170-1179			FY2025
JUL	-	-	-	-	-	-	-	41,263.63	41,263.63	78,231.31
AUG	30,877.00	-	-	-	-	-	-	40,060.41	70,937.41	61,372.98
SEP	640,085.00	184,686.00	3,523.00	31,703.70	950,708.11	-	239.94	258,174.77	2,069,120.52	2,144,363.91
OCT	640,085.00	184,686.00	3,523.00	31,703.70	2,135,322.96	-	78,720.78	183,424.90	3,257,466.34	3,038,948.32
NOV	-	-	-	-	-	-	-	-	-	1,114,161.62
DEC	-	-	-	-	-	-	-	-	-	1,199,637.44
JAN	-	-	-	-	-	-	-	-	-	1,052,190.22
FEB	-	-	-	-	-	-	-	-	-	1,209,389.88
MAR	-	-	-	-	-	-	-	-	-	1,668,995.19
APR	-	-	-	-	-	-	-	-	-	2,754,959.04
MAY	-	-	-	-	-	-	-	-	-	1,175,195.40
JUN	-	-	-	-	-	-	-	-	-	2,645,467.69
TOTAL	\$ 1,311,047.00	\$ 369,372.00	\$ 7,046.00	\$ 63,407.40	\$ 3,086,031.07	\$ -	\$ 78,960.72	\$ 522,923.71	\$ 5,438,787.90	\$18,142,913.00

Function Part 1		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
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	0.00	900,364.06	2,036,598.01	0.00	(2,036,598.01)	19,542.22	43,120.50	(2,099,260.73)
2000	2000	0.00	528,367.36	1,651,681.53	0.00	(1,651,681.53)	27,874.68	16,394.16	(1,695,950.37)
4000	FACILITIES ACQUISITION & CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	6000	0.00	31,703.70	63,407.40	0.00	(63,407.40)	0.00	0.00	(63,407.40)
10	GENERAL FUND	0.00	1,460,435.12	3,751,686.94	0.00	(3,751,686.94)	47,416.90	59,514.66	(3,858,618.50)
21	ACTIVITY FUND								
1000	INSTRUCTION	0.00	31,105.41	80,854.22	0.00	(80,854.22)	19,899.53	8,863.20	(109,616.95)
2000	2000	0.00	7.00	7.00	0.00	(7.00)	0.00	0.00	(7.00)
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	ACTIVITY FUND	0.00	31,112.41	80,861.22	0.00	(80,861.22)	19,899.53	8,863.20	(109,623.95)
22	MANAGEMENT FUND								
1000	INSTRUCTION	0.00	15,616.46	117,607.63	0.00	(117,607.63)	0.00	0.00	(117,607.63)
2000	2000	0.00	0.00	478,953.71	0.00	(478,953.71)	0.00	101,685.00	(580,638.71)
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	0.00	15,616.46	596,561.34	0.00	(596,561.34)	0.00	101,685.00	(698,246.34)
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	0.00	1,983.70	3,313.97	0.00	(3,313.97)	0.00	0.00	(3,313.97)
4000	FACILITIES ACQUISITION & CONSTRUCTION	0.00	37,857.94	981,651.10	0.00	(981,651.10)	11,900.00	5,176.71	(998,727.81)
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	6000	0.00	0.00	148,315.68	0.00	(148,315.68)	0.00	0.00	(148,315.68)
33	SAVE(SECURE AN ADVANCED VISION FOR ED	0.00	39,841.64	1,133,280.75	0.00	(1,133,280.75)	11,900.00	5,176.71	(1,150,357.46)
36	PHYSICAL PLANT & EQUIPMENT								
1000	INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	2000	0.00	74,395.01	206,780.14	0.00	(206,780.14)	29,898.90	66,936.48	(303,615.52)
3000	3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000	FACILITIES ACQUISITION & CONSTRUCTION	0.00	139.55	32,882.80	0.00	(32,882.80)	0.00	2,622.00	(35,504.80)
6000	6000	0.00	0.00	42,500.00	0.00	(42,500.00)	0.00	0.00	(42,500.00)
36	PHYSICAL PLANT & EQUIPMENT	0.00	74,534.56	282,162.94	0.00	(282,162.94)	29,898.90	69,558.48	(381,620.32)
40	DEBT SERVICE								

Function Part 1		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2000	2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	SCHOOL NUTRITION FUND								
2000	2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3000	3000	0.00	88,684.16	206,148.45	0.00	(206,148.45)	0.00	1,015.59	(207,164.04)
6000	6000	0.00	0.00	7,811.33	0.00	(7,811.33)	0.00	0.00	(7,811.33)
61	SCHOOL NUTRITION FUND	0.00	88,684.16	213,959.78	0.00	(213,959.78)	0.00	1,015.59	(214,975.37)
62	CHILDCARE FUND								
1000	INSTRUCTION	0.00	2,284.24	2,658.77	0.00	(2,658.77)	0.00	0.00	(2,658.77)
62	CHILDCARE FUND	0.00	2,284.24	2,658.77	0.00	(2,658.77)	0.00	0.00	(2,658.77)
81	TRUST FUNDS NON EXPENDABLE								
1000	INSTRUCTION	0.00	750.00	9,100.00	0.00	(9,100.00)	0.00	0.00	(9,100.00)
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	750.00	9,100.00	0.00	(9,100.00)	0.00	0.00	(9,100.00)
91	AGENCY FUND								
1000	INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91	AGENCY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		0.00	1,713,258.59	6,070,271.74	0.00	(6,070,271.74)	109,115.33	245,813.64	(6,425,200.71)

Shenandoah CSD
11/06/2025 03:45 PM

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
ACCESS ELEVATOR AND LIFTS	\$ 720.20	MAINTENANCE BUILDING REPAIR SE
AHLERS & COONEY PC	\$ 858.50	LAWYER
ALBIREO ENERGY	\$ 2,392.78	MAINTENANCE BUILDING REPAIR SE
ALLDATA	\$ 975.00	HS AUTO TECH SOFTWARE
AMAZON.COM SALES INC.	\$ 3,334.17	SUPPLIES/MATERIALS
ANDYMARK INC.	\$ 351.81	HS ROBOTICS SUPPLIES
BLAINE'S SERVICE LLC	\$ 7,649.47	VEHICLE REPAIR SERVICES
CABINETS BY STAC	\$ 601.97	APPLIANCE/SUPPLIELS
CENEX FLEET FUELING	\$ 2,648.41	MAINTENANCE GASOLINE
CENTURYLINK	\$ 532.18	TELEPHONE
CESA 5	\$ 4,325.00	FLEXISCHEDULE
CHRIS CHAMBERLAIN	\$ 60.42	REIMBURSEMENT
CITY OF SHENANDOAH	\$ 6,016.66	WATER-SEWER
COLUMN SOFTWARE PBC	\$ 473.60	BOARD NEWSPAPER ADVERTISING
COMMERCIAL LIGHTING	\$ 580.49	MAINTENANCE SUPPLIES
CORNING RENTAL	\$ 265.00	MAINTENANCE RENTAL OF EQUIPMEN
COUNCIL BLUFFS CSD	\$ 11,178.71	TUITION TO LEA WITHIN IA NOT C
DELUXE	\$ 256.29	BUSINESS MANAGER SUPPLIES
DH PACE DOOR SERVICES GROUP	\$ 422.25	MAINTENANCE BUILDING REPAIR SE
EARL MAY SEED	\$ 66.00	GROUNDS GENERAL SUPPLIES
EGAN SUPPLY	\$ 2,627.50	BUILDINGS/GROUNDS CUSTODIAL SU
FAREWAY STORES	\$ 75.80	SUPPLIES
FLINN SCIENTIFIC	\$ 326.95	HS GENERAL ED SUPPLIES
GLENWOOD CSD	\$ 8,852.36	PURCHASE EDUCATIONAL/L3 IND CC
GRAINGER	\$ 4,169.34	BUILDINGS/GROUNDS CUSTODIAL SU
GREEN HILLS AEA	\$ 48,013.00	AEA FLOWTHROUGH
HD SUPPLY	\$ 1,935.68	BUILDINGS/GROUNDS CUSTODIAL SU
HILLTOP AUTO BODY	\$ 225.00	VEHICLE REPAIR SERVICES
HY-VEE	\$ 340.80	SUPPLIES
INSTRUCTURE, INC.	\$ 3,000.00	CANVAS
INSURANCE STRATEGIES CONSULTING LLC	\$ 540.00	509A STUDY FOR AUDIT
IOWA DEPARTMENT OF HUMAN SERVICES	\$ 9,257.13	MEDICAID DIRECT SERVICES
IOWA DEPARTMENT OF INSPECTIONS,	\$ 300.00	ELEVATOR INSPECTION
ISFIS	\$ 95.00	NON INSTRUCTION STAFF WORKSHOI
JB PARTS & SUPPLY	\$ 53.48	SUPPLIES
JKAY PHOTO AND DESIGNS	\$ 487.00	DISTRICT WIDE SUPPLIES
JOHN GOWING PLUMBING AND HEATING	\$ 742.52	MAINTENANCE BUILDING REPAIR SE
JOHNSON CONTROLS FIRE PROTECTION LP	\$ 6,020.29	MAINTENANCE BUILDING REPAIR SE
JW PEPPER & SON	\$ 32.99	HS VOCAL MUSIC SUPPLIES
KENDALL HUNT PUBLISHING CO	\$ 104.40	MS GENERAL ED WORKBOOKS
LEARNING A-Z	\$ 143.10	GENERAL SUPPLIES
LEPORTE ELECTRIC	\$ 503.03	MAINTENANCE BUILDING REPAIR SE
LUKE BUTTRY	\$ 1,650.00	TUITION REIMBURSEMENT
MAINFRAME STUDIOS	\$ 536.00	CONOVER GRANT
MCNEILLY STEEL BUILDING	\$ 239.25	MAINTENANCE BUILDING REPAIR SE
MID-AMERICAN RESEARCH CHEMICAL	\$ 4,614.13	MAINTENANCE CLEANING SUPPLIES
MIDAMERICAN ENERGY	\$ 16,000.96	UTILITIES-ELECTRICITY
MILLER BUILDING	\$ 941.24	MAINTENANCE BUILDING SUPPLIES
MITEL NET SOLUTIONS	\$ 830.03	TELEPHONE
MOLLY HAWKINS' HOUSE	\$ 379.05	ELEM ART SUPPLIES
NANOPAC, INC.	\$ 5,816.00	INSTRUCTIONAL SUPPLIES/L2 IND
NCS PEARSON, INC.	\$ 509.88	HS GENERAL ED SOFTWARE
NOLTE, CORNMAN & JOHNSON	\$ 8,400.00	AUDITOR
O'REILLY AUTO	\$ 226.47	HS AUTO TECH SUPPLIES
PAGE COUNTY LANDFILL ASSOCIATION	\$ 409.00	MAINTENANCE GARBAGE COLLECTION
PLUNKETT'S PEST CONTROL	\$ 2,035.31	MAINTENANCE PEST CONTROL CONTE
RASMUSSEN MECHANICAL SERVICES	\$ 13,130.41	MAINTENANCE BUILDING REPAIR SE
RED OAK WELDING	\$ 880.05	HS RENTAL OF EQUIPMENT
ROCSTOP - FUEL	\$ 220.00	CAR WASHES
ROCSTOP CARDTROL	\$ 4,150.89	TRANSPORTATION DIESEL
ROLLING HILLS SALES & SERVICE	\$ 2,794.97	EQUIPMENT REPAIR
SAPP BROS.	\$ 541.25	MAINTENANCE GASOLINE
SCHOLASTIC MAGAZINES	\$ 197.78	MS GENERAL ED TEXTBOOKS
SHELTON, PAULA	\$ 43.60	ESL TRANSLATING
SHENANDOAH SANITATION	\$ 2,369.73	MAINTENANCE GARBAGE COLLECTION
STAPLES ADVANTAGE	\$ 227.45	MAINTENANCE PARTS

SWIFT SERVICES LLC	\$	574.90	NETWORK SUPPORT INTERNET ACCESS
US CELLULAR	\$	482.36	NETWORK SUPPORT INTERNET ACCESS
VALLEY PUBLICATIONS	\$	466.51	BOARD NEWSPAPER ADVERTISING
VERIZON WIRELESS	\$	373.09	TELEPHONE
ZEARN	\$	125.00	IGNITE GENERAL ED SUPPLIES
Fund Number 10	\$	200,719.59	
Checking Account ID 10	Fund Number 33		SAVE (SECURE AN ADVANCED V
			FOR ED.
CARL A. NELSON & CO	\$	3,825.30	CONSTRUCTION MANAGEMENT
EGAN SUPPLY	\$	3,250.00	MAINT. EQUIPMENT
IMEG	\$	3,900.00	BUILDING IMPROVEMENT
JOHNSON CONTROLS FIRE PROTECTION LP	\$	4,267.45	BUILDING IMPROVEMENT
RASMUSSEN MECHANICAL SERVICES	\$	38,257.50	BUILDING IMPROVEMENT
Fund Number 33	\$	53,500.25	
Checking Account ID 10	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
ACER SERVICE CORPORATION	\$	25,125.93	TECH RELATED SUPPLIES
BLUPOINTE DRS	\$	1,843.00	TECH RELATED SUPPLIES
CHROMEBOOKPARTS.COM	\$	366.87	TECH RELATED SUPPLIES
CITY OF SHENANDOAH	\$	57.84	STUDENT HOUSING PROJECT
COUNCIL BLUFFS CSD	\$	1,867.92	RENT OF ROOM
KAMI - NOTABLE INC.	\$	2,825.00	TECH RELATED SOFTWARE
MIDAMERICAN ENERGY	\$	81.71	STUDENT HOUSING PROJECT
POWERSCHOOL GROUP LLC	\$	2,905.05	TECH RELATED SOFTWARE
RENAISSANCE	\$	3,000.00	TECH RELATED SOFTWARE
RISE VISION	\$	999.00	TECH RELATED SOFTWARE
WELLS FARGO FINANCIAL LEASING	\$	4,654.88	COPIER LEASE
Fund Number 36	\$	43,727.20	
Checking Account ID 10	Fund Number 61		SCHOOL NUTRITION FUND
FAREWAY STORES	\$	211.24	SCHOOL LUNCH PROGRAM LUNCH
HILAND DAIRY	\$	5,646.41	SCHOOL LUNCH PROGRAM LUNCH
HY-VEE	\$	409.42	SCHOOL LUNCH PROGRAM LUNCH
MARTIN BROS DIST	\$	33,741.75	SCHOOL LUNCH SUPPLIES/FOOD
MEYER LABORATORY INC	\$	543.60	SCHOOL LUNCH PROGRAM SUPPLIES
STEVEN WAINWRIGHT	\$	827.50	SCHOOL LUNCH PROGRAM LUNCH
Fund Number 61	\$	41,379.92	
Checking Account ID 10		\$	339,326.96
Checking Account ID 40	Fund Number 21		ACTIVITY FUND
ALL-AMERICAN IOWA SPORTS, INC.	\$	890.00	SUPPLIES/GENERAL ATHLETICS
AMAZON.COM SALES INC.	\$	1,706.48	SUPPLIES
ART OF JR CHANEY	\$	100.00	MAY MENTORING ACTIVITY SUPPLIE
B & H PHOTO	\$	436.39	HS DRAMA SUPPLIES
BRYAN (ANDY) REGAN	\$	230.00	GENERAL ATHLETICS OFFICIAL
BRYCE CARRUTHERS	\$	150.00	GENERAL ATHLETICS OFFICIAL
CHAMPION TEAMWEAR	\$	575.76	UNIFORMS/MS CHEERLEADERS
CODY RICE	\$	22.00	GENERAL ATHLETIC WORKERS
COUNTY LINE DESIGN	\$	12.00	SUPPLIES/GENERAL ATHLETICS
CRAIG GARDNER	\$	22.00	GENERAL ATHLETIC WORKERS
CYNTHIA WHITEHILL	\$	120.00	MS GENERAL ATHLETICS OFFICIAL
DANNCO INC.	\$	624.25	SUPPLIES/GENERAL ATHLETICS
DEVIN COLLINS	\$	150.00	GENERAL ATHLETICS OFFICIAL
DON'S JOHNS & SEPTIC PUMPING	\$	1,092.00	SUPPLIES/GENERAL ATHLETICS
DRAMATISTS PLAY SERVICE INC.	\$	427.94	HS PLAY SUPPLIES
FAREWAY STORES	\$	2,230.69	MUSTANG FIELD CONCESSION SUPPI
GREG PULLIAM	\$	110.00	GENERAL ATHLETICS OFFICIAL
IGCA	\$	60.00	REGISTRATION/SHEN GIRLS BB
IOWA FFA ASSOCIATION	\$	1,385.00	DUES/FFA
IOWA HIGH SCHOOL MUSIC ASSOCIATION	\$	126.00	REGISTRATION/SHEN SINGERS
JAKE DAVIS	\$	120.00	GENERAL ATHLETICS OFFICIAL
JENNIFER LEWIS	\$	115.00	SUPPLIES/GENERAL ATHLETICS
JEREMY HOFF	\$	150.00	GENERAL ATHLETICS OFFICIAL
JULIE FIXEMER	\$	44.00	GENERAL ATHLETIC WORKERS
KEARI BEBOUT	\$	22.00	GENERAL ATHLETIC WORKERS
MATBOSS	\$	599.00	SUPPLIES/GENERAL ATHLETICS
MICHAEL MICHAELSON	\$	22.00	GENERAL ATHLETIC WORKERS
MIDWEST SOUND AND LIGHTING, INC	\$	400.00	SUPPLIES/GENERAL ATHLETICS
MILLER BUILDING	\$	55.46	GENERAL SUPPLIES/CLASS OF 2021
MUSIC THEATRE INTERNATIONAL	\$	1,760.00	HS DRAMA SUPPLIES
NATIONAL FFA ORGANIZATION	\$	229.00	HS SUPPLIES/FFA
NELSON ACRES	\$	103.00	MAY MENTORING ACTIVITY SUPPLIE
NICHOLAS ROBERTS	\$	44.00	MS GENERAL ATHLETIC WORKERS
NISHNA VALLEY CAFE	\$	650.00	MAY MENTORING ACTIVITY SUPPLIE

PETER JOHNSON	\$	150.00	GENERAL ATHLETICS OFFICIAL
PETTY CASH/KAYLA MICHAELSON	\$	260.00	TRAVEL
PRESTON ROBBIE MACE	\$	230.00	GENERAL ATHLETICS OFFICIAL
R. KEVIN WHITEHILL	\$	120.00	MS GENERAL ATHLETICS OFFICIAL
RAY BAKER	\$	22.00	GENERAL ATHLETIC WORKERS
RICK POWELL	\$	150.00	GENERAL ATHLETICS OFFICIAL
RIDDELL/ALL AMERICAN SPORTS	\$	349.95	SUPPLIES/GENERAL ATHLETICS
RIEMAN MUSIC DES MOINES	\$	98.28	SUPPLIES/MS MARCHING MUSTANGS
ROCSTOP - FOOD	\$	936.00	MUSTANG FIELD CONCESSION SUPPI
ROCSTOP - FUEL	\$	23.53	MUSTANG FIELD CONCESSION SUPPI
SCHOOL HEALTH	\$	20.05	SUPPLIES/GENERAL ATHLETICS
SHENANDOAH CSD	\$	185.40	CONCESSION WORKERS
SHENANDOAH SCHOOL LUNCH	\$	181.75	SUPPLIES/SHEN FOOTBALL
SIGNS & SHINES	\$	112.00	SUPPLIES/GENERAL ATHLETICS
STEVE WEISS MUSIC INC.	\$	195.00	SUPPLIES/MARCHING MUSTANGS
SWEETWATER	\$	1,249.60	HS DRAMA SUPPLIES
TARKIO FFA	\$	5,218.50	TRAVEL/FFA
TOM HARTIGAN	\$	200.00	GENERAL ATHLETICS OFFICIAL
WEST MUSIC	\$	50.95	SUPPLIES/SHEN SINGERS
Fund Number 21	\$	<u>24,536.98</u>	
Checking Account ID 40	\$	<u>24,536.98</u>	

Out of State Travel

Date	Location	Grade Level/Class	Sponsor
1/17/2025	Missouri Western - St. Joseph, MO	HS G Basketball	Jon Weinrich
1/24/2025	Lincoln, NE	HS Wrestling	Todd McGinnis

First Name	Last Name	Grant Name	Amount Requested	What funds will be used for	Notes
Elliot	Smith	Greater Shenandoah Foundation	\$16,202	Band Instrument Replacement and Expansion	Submitted by Aaron Burdorf

2026/27 School Calendar

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dates to Note

Aug 17-21	Professional Development
Aug 24	First Day of School for ALL Buildings (Early Dismissal)
Aug 25	Early Dismissal
Aug 26	Early Dismissal for Professional Development
Sept 7	No School - Labor Day
Sept 2, 9, 16, 23, 30	Early Dismissal Professional Development
Sept 25	Homecoming (Early Dismissal)
Oct 7, 14, 21, 28	Early Dismissal Professional Development
Oct 21	End 1st Quarter
Oct 22	Parent-Teacher Conferences
Oct 23	No School - Staff Compensation Day
Nov 4, 11, 18	Early Dismissal Professional Development
Nov 25, 26, 27	No School - Thanksgiving Break
Dec 2, 9, 16	Early Dismissal Professional Development
Dec 18	End 2nd Quarter/1st Semester
Dec 21-Jan 4	No School - Winter Break
Jan 4	No School - Staff Work Day
Jan 5	Begin 3rd Quarter/2nd Semester
Jan 6, 13, 20, 27	Early Dismissal Professional Development
Jan 10	Early Graduation
Jan 18	No School - Professional Development
Feb 3, 10, 17, 24	Early Dismissal Professional Development
Feb 25	Parent-Teacher Conferences
Feb 26	No School - Staff Compensation Day
March 3, 10, 17, 31	Early Dismissal Professional Development
March 12	End 3rd Quarter
March 22-25	No School - Spring Break
March 26	No School - Good Friday
April 7, 14, 21, 28	Early Dismissal Professional Development
May 5, 12, 19	Early Dismissal Professional Development
May 23	Graduation
May 26	End 4th Quarter/2nd Semester
May 26	Early Dismissal Last Day of School
May 26	Preschool Graduation
May 27	Staff Workday
June 1-30	Summer Sessions
July 5	No Programs - Independence Day Comp Day
July 7-23	Summer Sessions
July 26-Aug 2	Unified Iowa HS Activities Federation Non-Contact Period

Student Days - 177 (1120.75 HRS), Teacher Days - 189, Emergency/Weather Hours - 40.75



HALVERSON CENTER
FOR EDUCATION

24997 Hwy 92
Council Bluffs, IA 51503
P: 712-366-0503 F: 712-366-7772
IN-IOWA: 844-366-0503

October 21, 2025

TO: Laura McLean, Board President, Atlantic CSD
Josh Wyman, Board President, Clarinda CSD
Staci Venteicher, Board President, Corning CSD (Southwest Valley)
Brian Johnson, Board President, Essex CSD
Ryan Smith, Board President, Griswold CSD
Kevin DeChant, Board President, Hamburg CSD
Jake Tripp, Board President, Lenox CSD
Bret Blackman, Board President, Red Oak CSD
✓ Jean Fichter, Board President, Shenandoah CSD
Renee Johnson, Board President, Sidney CSD
Ronald Peterman, Board President, South Page CSD
John McDonald, Board President, Stanton CSD
Jason Poston, Board President, Villisca CSD (Southwest Valley)

FROM: Linda Perdue, Board Secretary, Green Hills AEA
RE: Green Hills AEA Board Election for DD 2

Pursuant to Section 273 of the *Code of Iowa*, attached is the official ballot for the election of a Green Hills AEA board member to Director District 2. One candidate filed the *Statement of Candidacy* by the October 15 deadline for election to the office. At your November Board meeting, please add an agenda item for your Board to consider the enclosed ballot. Complete the ballot by checking the box for the candidate for whom your Board casts its vote, filling in your school district name, signature, date, and weighted vote (see attached document for your district's weighted vote).

The ballot must be received by me by the end of the normal business day on November 30 or be clearly postmarked by an officially authorized postal service not later than November 29 and received by me not later than noon on the first Monday following November 30, 2025.

Board members will be sworn in on December 16, 2025, during the AEA Board of Directors Organizational Meeting.

Thank you for your support of this process. If you have questions, please contact me at lperdue@ghaea.org or 712-366-0503 or 844-366-0503.

Encs: Ballot and Weighted Vote

C: ***Superintendents and Board Secretaries of:***

Atlantic CSD
Clarinda CSD
Corning CSD
Essex CSD

Griswold CSD
Hamburg CSD
Lenox CSD
Red Oak CSD

Shenandoah CSD
Sidney CSD
South Page CSD
Stanton CSD

Villisca CSD

BALLOT

**For Area Education Agency
Board of Directors Election**

Green Hills AEA

Director District Number 2

Candidate(s) for Election

☐ **John Gambs**

I, _____, being a member of the Board of Directors and
(Name)
being duly authorized by the _____ Community
(Local School District)
School Board of Directors, hereby cast the weighted vote of that Board for
_____ as director of District Number 2 for the
(Candidate's Name)
Green Hills AEA (Area Education Agency) Board of Directors.

Date: _____, 2025 Weighted Vote _____

A school district's weighted vote must be cast for one (1) candidate, and may not be divided among several candidates. The weighted votes, as determined by the Department of Education, are listed on the enclosed Population and Voting Data document.

To be counted, this Ballot must be received by the end of the normal business day on November 30, 2025, or be clearly postmarked by an officially authorized postal service not later than November 29 and received not later than noon on the first Monday following November 30, by Linda Perdue, Board Secretary, Green Hills AEA, 24997 Highway 92, Council Bluffs, Iowa 51503.

Director District 2

Weighted Percentage Vote

Director District 2 by School District	Total Population	School District Weighted Percentage Vote
Atlantic	8,315	17.8%
Clarinda	7,268	15.6%
Corning	2,750	5.9%
Essex	1,199	2.6%
Griswold	3,100	6.6%
Hamburg	1,298	2.8%
Lenox	2,246	4.8%
Red Oak	6,896	14.8%
Shenandoah	6,949	14.9%
Sidney	2,273	4.9%
South Page	1,330	2.8%
Stanton	1,154	2.5%
Villisca	1,925	4.1%
DD 2 Total	46,703	100.0%

A school district's weighted vote must be cast for one (1) candidate, and may not be divided among several candidates.

Director District 2 – Candidate

**Mr. John Gambs
1010 E. Corning Steet
Red Oak, IA 51566**

Resident District – Red Oak CSD

Mr. Gambs has served on the Green Hills AEA Board since October 2017.



AEA Board Elections for 2025 and Beyond
Implementation of HF2612

	Four At-Large Directors <i>Superintendents (or designee)</i> <i>per Iowa Code 273.8(1)c</i>	Five Director Districts <i>per Iowa Code 273.8(1)b</i>
Notice of Elections	September 1-15 SAI sends election notices to school districts seeking interested superintendents to serve (or their designee). AEAs publish details on websites directing them to SAI. AEAs share in September and October newsletters and at superintendent meetings	Not later than September 15 Notice of the elections should be published in at least one newspaper of general circulation in the director district (send all details to LEA board secretary and superintendent, web and office posting, consider news release to all media)
Deadline for Candidates	October 25 Deadline for submitting intent of commitment to serve to SAI.	October 15 Deadline for statements of candidacy to be received by AEA.
List of Candidates Distributed	November 1 SAI sends the list of candidates to superintendents for electronic voting.	Not later than November 1 AEA sends a list of candidates to respective LEA school boards.
Voting	November 1-30 Superintendents vote	November School Board Meetings School boards vote
Ballots Due	November 30 Voting closes. SAI notifies candidates that carry the majority vote and AEA Chiefs.	November 30 due to to AEA by end of business day If Nov 30 falls on a weekend ballots must be postmarked no later than Nov 29 & received by noon on the first Monday following Nov 30.
First Meeting and Oath of Office	December	December



GREEN HILLS AEA

2025 Director Districts

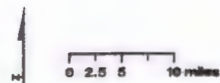
Effective beginning with the
November 2025 Conventions

- Proposed Director District Outline
- Community School District
- County

Director District Population

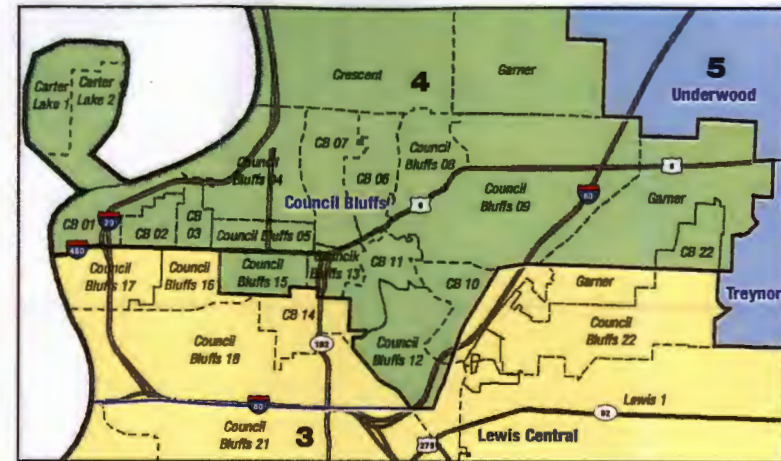
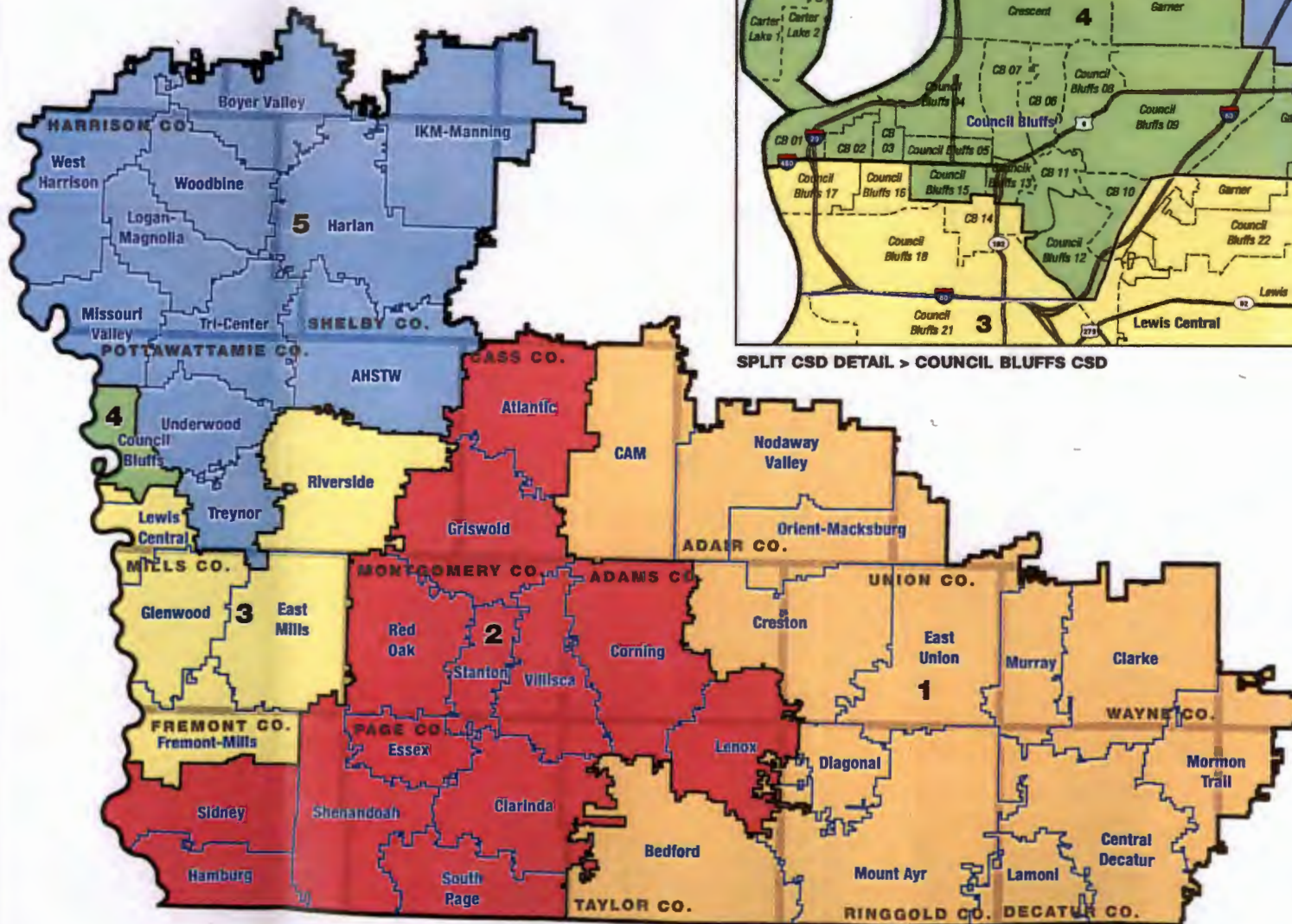
- 1: 47,193
- 2: 46,703
- 3: 48,303
- 4: 47,253
- 5: 44,275

AEA Population=233,727
Ideal Director District
Population=46,745
Overall Plan Deviation=1.09
Overall Population Dev.=4,028



CORNERSTONE
GEOSPATIAL CONSULTING

Source: 2020 Decennial Census,
PL 94-171 redistricting data
Map Produced: 9/2/2025



SPLIT CSD DETAIL > COUNCIL BLUFFS CSD

CARL A. NELSON & CO.

NELSON

SHENANDOAH COMMUNITY SCHOOL DISTRICT

K8 ROOF AND HVAC REPLACEMENT

Project Status Report #6

Reporting Period:

October 9, 2025, to November 6, 2025

Architect:

SVPA
1466 28th Street, Suite 200
West Des Moines, Iowa 50266

Engineer:

IMEG
2882 106th Street
Des Moines, Iowa 50322

Construction Manager:

Carl A. Nelson & Company
1815 Des Moines Avenue
Burlington, IA 52601

TABLE OF CONTENTS

Project Status Report1

 Project Budget

 Schedule/Project Milestones

 Contractor Pay Requests

 Professional Services Pay Requests

 Outstanding Submittals Summary

 Permits, Testing, and Inspections

Appendix A – Overall Project Budget (Updated).....6

Appendix D - Permits, Testing, and Inspections

 DLR Group Commissioning Report.....7

 IMEG Punch List.....8

PROJECT STATUS REPORT

SHENANDOAH K8 – ROOF REPLACEMENT AND HVAC UPGRADE MONTH ENDING: NOVEMBER 6, 2025

PROJECT BUDGET

The overall project budget, including hard costs, soft costs, and contingencies, is \$1,647,070. Construction contingency is included in the budget to cover undefined project costs. We will track the use of construction contingency throughout the project.

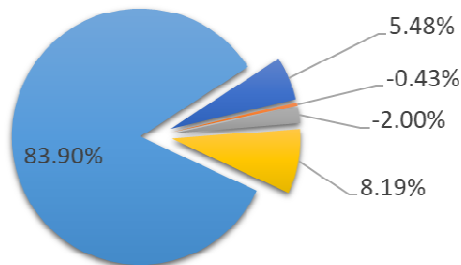
Construction Contingency	\$166,369.00
Used Contingency	\$19,661.05
Remaining Construction Contingency	\$146,707.95
Construction Contingency Used (Percent of Contingency)	11.8%
Construction Contingency Used Compared to Overall Construction Cost	1.6%
Overall Project Budget (04/07/2025)	\$1,647,070

Appendix A has been updated with final costs. Change Orders were substantially less than planned. Reimbursable expenses are less than expected. CM fees were higher than expected. The Overall Project Budget is \$326,613, less than the post-bid budget.

A copy of the overall budget is included in Appendix A.

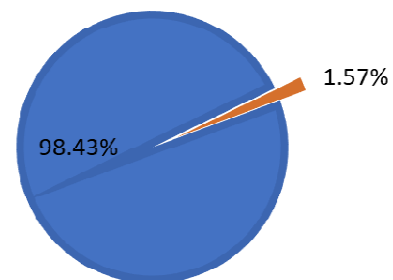
CONTINGENCY USE

- Changes with Betterment
- Changes without Betterment
- Unforeseen/Existing Conditions
- Owner Scope Changes



CONTINGENCY USE AS A % OF TOTAL CONSTRUCTION COST

- Project Construction Cost
- Total Construction Contingency Used



SCHEDULE/PROJECT MILESTONES

Roof Project – DONE

White Castle submitted a request to be paid for retainage last month. State law requires the school to wait 30 days before payment. Some minor leaks still are being worked through. As soon as the leaks are addressed, it is acceptable to complete the final payment to White Castle.

HVAC Project

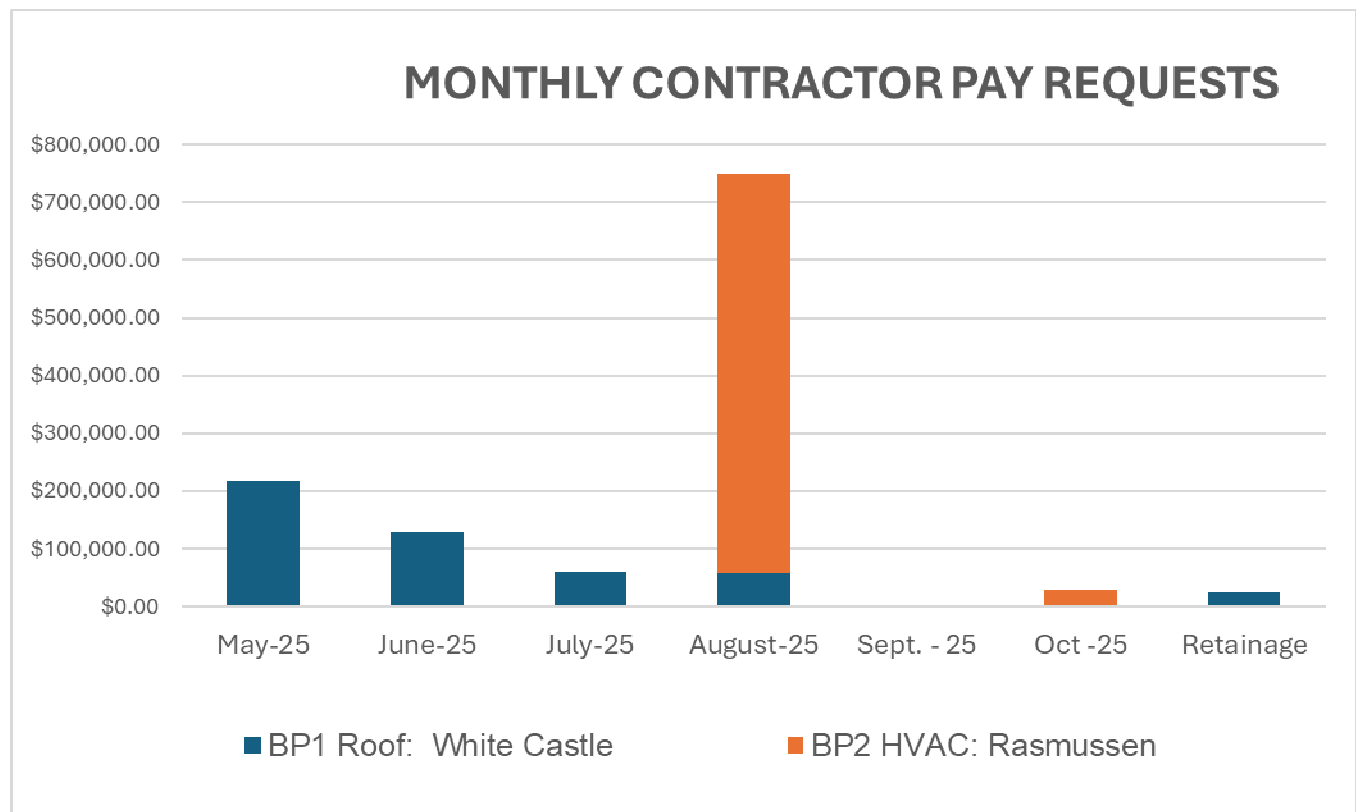
IMEG will be on-site to review Rasmussen's punch list items on November 12. The Commissioning Agent has only one item left to be addressed.

CONTRACTOR PAY REQUESTS

Below is the status of contractor billing. "Total Earned" includes the 5% retainage that will not be billed until the end of the job. Total Retainage Earned + Total Payments Requested = Total Earned.

This month Rasmussen invoice this month does not include retainage. The punch list will need to be completed prior to the release of retainage.

Contractor	Original Contract	Change Orders (CO's)	Contract value w/ CO's	Oct -25	Retainage	Total Retainage Earned	Total Payments Requested	Total Earned	Remaining Payment	% Complete
BP1 Roof: White Castle	\$487,100.00	\$1,141.18	\$488,241.18		\$24,410.15	\$0.00	\$488,241.18	\$488,241.18	\$0.00	100%
BP2 HVAC: Rasmussen	\$742,469.00	\$17,456.98	\$759,925.98	\$30,257.50		\$37,996.30	\$721,929.68	\$759,925.98	\$68,253.80	100%
Bid Package Totals	\$1,229,569.00	\$18,598.16	\$1,248,167.16	\$30,257.50	\$24,410.15	\$37,996.30	\$1,210,170.86	\$1,248,167.16	\$68,253.80	100.00%



PROFESSIONAL SERVICES PAY REQUESTS

Below is a list of professional service providers and what has been billed to date. Retainage does not apply to professional services. IMEG has one more site visit to bill for and then we will complete the billing for design.

Professional Service	Company Name	Original Contract or Budget	Changes to Contract	Updated Contract w/ Changes	Sept-25	Oct-25	Total Requested	Total Remaining	% Complete
Asbestos Testing - Prebid	ATC (Atlas)	1,900.00	0.00	1,900.00			1,900.00	-	100%
HVAC Commissioning	DLR Group	18,100.00	0.00	18,100.00			-	18,100.00	0%
Preconstruction/Design	Carl A. Nelson & Company	85,700.00	4,200.00	89,900.00	974.00	0.00	89,703.76	196.24	100%
Preconstruction Reimbursables	Carl A. Nelson & Company	10,319.00	0.00	10,319.00			777.76	9,541.24	8%
CM Construction Services	Carl A. Nelson & Company	115,764.00	1,062.89	116,826.89	6,672.79	3,825.30	148,354.14	(31,527.25)	127.0%
Totals		\$231,783.00	\$5,262.89	\$237,045.89	\$7,646.79	\$3,825.30	\$240,735.66	-\$3,689.77	102%

OUTSTANDING SUBMITTALS SUMMARY

The construction phase for White Castle is done. The collection of close-out submittals for White Castle is waiting on one more warranty certification, and then it will be complete.

The collection of close-out submittals for Rasmussen is in progress.

PERMITS, TESTING, AND INSPECTIONS

Included in Appendix D are the open items from the DLR Group Commissioning Report dated 11/06/2025 and IMEG's punch list. Rasmussen has indicated that all punch list items are done. The engineer will confirm this on November 12.

APPENDIX A

November 6, 2025
Shenandoah K8 Facility
Post Bid Budget

CARL A. NELSON & CO.

NELSON

Building Solutions Since 1913

K8 Facility Assessment

Bud. Code	Item	4/7/2025 Post Bid Budget	Budget % of Const. Cost	11/6/2025 Final Budget	Budget % of Const. Cost	Notes
100	Development Costs	\$ 2,100	0.14%	\$ 2,100	0.15%	
101	Land	\$ -		\$ -		N/A
102	Utility Hook-up Fees	\$ -		\$ -		
103	State Building Permit	\$ 1,200		\$ 1,200		
104	Local Building Permit	\$ 900		\$ 900		
200	Construction Cost	\$ 1,508,495	82.43%	\$ 1,397,584	76.37%	\$ 57,210
201.1	Roof	\$ 487,100		\$ 487,100		
201.2	HVAC	\$ 742,469		\$ 742,469		
202	CM General Conditions and Fees	\$ 112,557		\$ 148,354		
203	Design & Estimating Contingency		0.00%		0.00%	of const. cost
204	Construction Contingency/Change Orders	\$ 166,369	11.03%	\$ 19,661	1.41%	of const. cost
300	Professional Fees & Expenses	\$ 122,535	8.12%	\$ 118,313	8.47%	
301	A/E Pre-bond Services Fee	\$ -		\$ -		
302	CM Pre-bond Services Fee	\$ -		\$ -		
303	Engineer Design Services	\$ 48,700	6.56%	\$ 48,700	6.56%	IMEG
304	Architect Design Services	\$ 23,200	4.76%	\$ 23,200	4.76%	SVPA
305	Arch/Eng. Reimbursable Expenses	\$ 5,000	0.00%	\$ 778	0.00%	
306	Printing	\$ 635	0.30%	\$ 635	0.30%	
307	CM Pre-Construction Services Fee	\$ 18,000	1.19%	\$ 18,000	1.29%	CANCO
308	Furniture and Equipment Consultant	\$ -		\$ -		
309	Site Survey	\$ -		\$ -		
310	Geotechnical Investigation & Report					
311	Building Laser Scan	\$ -		\$ -		
312	Commissioning Services	\$ 18,100		\$ 18,100		DLR Group
313	Asbestos Testing	\$ 1,900		\$ 1,900		ATC
314	Asbestos Abatement	\$ -		\$ -		Not Applicable
315	Water Testing and Treatment	\$ 7,000		\$ 7,000		TBD (annual cost)
400	Administrative & Legal	\$ 5,890	0.39%	\$ 5,825	0.42%	
401	Legal Expense	\$ 5,000		\$ 5,000		
402	Administrative & Misc. Expense	\$ -		\$ -		None
403	Moving Expense	\$ -		\$ -		District personnel
404	Builder's Risk Insurance	\$ 890	0.06%	\$ 825	0.06%	TBD
500	Furniture, Fixtures, & Equip. (FFE)	\$ 2,300	0.15%	\$ -	0.00%	
501	FFE Allowance	\$ 2,000				
509	FFE Contingency (15%)	\$ 300	15.00%	\$ -	15.00%	
600	Technology Systems	\$ 5,750	0.38%	\$ -	0.00%	
601	Network Switches & Fire Wall	\$ -		\$ -		
602	Structured Cabling System	\$ 5,000		\$ -		
603	Phone System	\$ -		\$ -		
604	A/V Equipment	\$ -		\$ -		
605	Access Control & Security Cameras	\$ -		\$ -		
606	Public Address/Intercom System	\$ -		\$ -		
607	Clocks	\$ -		\$ -		
608	Technology Contingency (15%)	\$ 750	15.00%	\$ -	15.00%	
700	Financing Expenses	\$ -	N/A	\$ -	N/A	
701	Capitalized Interest During Const.	\$ -		\$ -		
702	Bond Fees	\$ -		\$ -		
800	Total	\$ 1,647,070		\$ 1,523,822		\$ (326,613)

TST-2-6 OPEN MODERATE

Makeup water meter:

1) Units on graphics are listed as GPM, this does not appear correct.

Normally I see meters list volume amounts, not flow rates.

Confirm with meter vendor how this should be read so that the BAS provides accurate information.

2) Show make-up water volume (cumulative total) on graphic and trend value. Trend values could be taken hourly.

Source Test 2, Attempt 1, Line 42

Reaction: When make-up water valve is open, verify it shuts when Operating Water Level is reached (as determined by Operating Water Level Switch)

meter not yet hooked up to BAS.

Gerry Wilwerding commented on 09/23/2025 at 08:04 AM
DLR Group

Assigned To Albireo Energy

Asset  CT-1

Discipline Controls Contractor

Type Controls

Due Date 9/23/2025

Created By Gerry Wilwerding

Identified On 9/16/2025 10:55 AM

APPENDIX D

OBSERVERS: Kevin Parker Dave
Tilley

OBSERVATION DATE: August 21, 2025

RASMUSSEN SHENANDOAH PUNCHLIST

No.	Location	Date	Description	Date Closed	Contractor Response	CM/Engineer's Response	Engineers/ Owner's Acceptance
001	General	8/21/25	Operation & Maintenance manuals have not been submitted per Specification Section 23 05 00.		Completed and in Bluebeam	Under review to confirm complete.	
002	General	8/21/25	Balancing report has not been submitted.		Completed and in Bluebeam	Missing TAB for pump 4A and 4B. Did not have the proper flow ports to complete this work on 9/22/2025	
003	General	8/21/25	Record documents, including reproducible drawings and specifications, have not been submitted.		Pending		
004	General	8/21/25	Signed documents, indicating system instructions have been given to the Owner, have not been submitted.		Video completed 10/16	Refer to section 01 79 00 Demonstration and Training. If the Owner does want to video tape. Provide instruction Program per Part 2.1. Cindy Larson	
005	General	8/21/25	Start-up reports on all equipment requiring a factory installation inspection or start-up have not been submitted.		Bluebeam	Missing Boiler start up reports	
006	General	8/21/25	One copy of control diagrams inside each control panel has not been provided per Specification Section 23 09 00.		Albireo Energy will be notified.		
007	General	8/21/25	The State Boiler Inspector's inspection report has not been submitted.		Nov 6th scheduled inspection date.		
008	Mechanical Room	8/21/25	Pipe and equipment labels and valve tags are not installed.		Pending.	In progress	
009	Mechanical Room	8/21/25	Blow-down valves have not been installed on suction diffusers.		Completed	Done per Steve Ray 9/22	
010	Mechanical Room	8/21/25	Pipe hanger spacing exceeds that specified in Specification Section 23 05 29.	9/9/2025	N/A	Reviewing photos again, the piping section noted was an existing condition. This can be omitted.	
011	Mechanical Room	8/21/25	Spare belts have not been provided for cooling tower fan.		Left on site	See Photo 3 provided on 9/22	
012	Mechanical Room	8/21/25	Temperature gauge is broken on condenser return piping located inside the mechanical room connected to the heat exchanger. See Photo 1		Completed!	Provide a photo showing this is done. See Photo 4 provided on 9/22	
013	Mechanical Room	8/21/25	Cold water piping serving as makeup water has not been insulated; located on the north side of the mechanical room. See Photo 2.		Insulated		
014	Mechanical Room	8/21/25	Valve and ports for new balancing valve installed on the heat pump supply line are not accessible. See Photos 3 and 4.		We will schedule a shutdown weather permitting to rotate	.	
015	Mechanical Room	8/21/25	Unit heater piping located in mechanical room is not insulated.		Insulated		
016	Mechanical Room	8/21/25	Strainers were not installed on the loop water base mounted pump inlets. See Photo 5.		Suction diffuser is the strainer. Mesh screen removed. Diffuser remains. Photos attached.	The strainer in the suction diffuser is a starter strainer and is supposed to be removed after construction. The wye strainer is called out in the drawings to be installed upstream of the suction diffuser. Kevin, "I see in the submittal there is a permanent strainer that can be installed in the suction diffuser. If Tom provides the mesh opening size on the filter in the suction diffuser and it meets our strainer mesh opening size that we specify, then a strainer does not need to be installed." See Photo 5 and 7 provided on 9/22	
017	Mechanical Room	8/21/25	Boiler exhaust flues have not been connected and are not properly aligned. See Photos 9 and 10.		Completed	Provide a photo showing this is done. See photo 1 and 2 provided on 9/22.	
018	Mechanical Room	8/21/25	Boiler vents are not Duravent 430 stainless steel as submitted in 235100 submittal.	9/9/2025	Both Heat-fab and Duravent are owned by Security Chimney and are UL Listed, Cat. IV	This is acceptable.	

OBSERVERS: Kevin Parker Dave
Tilley

OBSERVATION DATE: August 21, 2025

RASMUSSEN SHENANDOAH PUNCHLIST

No.	Location	Date	Description	Date Closed	Contractor Response	CM/Engineer's Response	Engineers/ Owner's Acceptance
019	Mechanical Room	8/21/25	A 1/2" blowdown line connected to the condenser water supply line has been installed instead of a 2" line called out on drawings.		Not sure what this is referencing. If it is the blow down off the chemical feed this was what the chemical contractor provided. I believe it called out a 1" in the addendum	If this is acceptable to the chemical contractor then it can remain.	
020	Mechanical Room	8/21/25	Four (4) total thermometers have not been installed at hot water supply and return lines connected to the boilers as well as the hot water supply line after it passes through the air separator.		Installed.		
021	Mechanical Room	8/21/25	Safety relief drains from boiler are not piped directly to the floor drain.		Unable to get drains closer due to the size of the floor drain. These are to code.	If the inspector and Alex are okay with how these drains lines are installed then they can remain as is. Ready to review per Steve Ray 9/22	
022	Mechanical Room	8/21/25	Black steel piping is installed on pump differential pressure piping instead of all flexible stainless steel piping or copper tube. See Photo 8.	9/9/2025	Black fittings required to accept pressure gauge. Pump is cast iron. Metals are similar.	After reviewing these again, the black steel fittings are acceptable.	
023	Mechanical Room	8/21/25	Pratt valves have been installed and are not approved by hydronic piping specification 23 21 00.		What is needed to approve these valves? I thought we sent submittals on all the PVE Submitted.	IMEG has not received any formal product information regarding these valves. Information resubmitted on 9/16.	
024	Cooling Tower Yard	8/21/25	No strainer screen on the cooling tower outlet was observed.		Side outlet does not require a screen. Pumps in the pit are protected with stainless steel covers. Stainless steel expanded metal installed on outlet of the tower.	See snip to the right from the cooling tower submittal. Screen is needed to prevent any large debris from entering the underground CS piping and entering the sump pit and damaging the pumps. Ready to review per Steve Ray 9/22.	
025	Cooling Tower Yard	8/21/25	Cooling tower fan was not working properly.		Complete.	Ready to review per Steve Ray 9/22.	
026	Cooling Tower Yard	8/21/25	Cooling tower gasketing/sealant between wall panels and basin were leaking water. Located on the north side of the cooling tower. See Photos 6 and 7.	Review at Warranty Walk-thru	Leak should "self-seal" over time.		
027	By Cooling tower	8/21/25	Pump P4B is not installed. Pump was faulty from the manufacturer and a new one has been ordered.		Complete!	Installed, but missing nuts and washers see photos 8 and 9 provided on 9/22	
028	Outside	8/21/25	Conduit LB by door as you come into the mechanical room is not sealed at the wall penetration.		Complete	Provide a photo showing this is done. Steve Ray confirmed done. No Photo	
	Cooling Tower Yard	9/23/25	Redo the high level sensor in the sump pit.		Complete	Wrong part. Reordering sensors on 9/22	
Comm 1	Cooling Tower Yard	9/16/25	Line 8: Cooling Tower Vibration Switch: Verify switch is wired to the fan disconnect in series (to remove the "start" command and shut the fan off)		Tested and calibrated.		
Comm 2	Cooling Tower Yard	9/16/25	Line 9: Cooling Tower Vibration Switch: Verify that Start-up report tested vibration switch and shuts OFF Fan.				
	Cooling Tower Yard	Cooling Tower	Nuts and washers missing on Pump P4B install. See photos 8 and 9 from 9/22		Completed		
	CXAlloy	10/20/25	Construction Issues, emailed on 10/20/2025, but have been posted online since 9/16.			Heating system, not reviewed, yet, buy DLR Group. Additional items may be added.	

NON-INSTRUCTIONAL OPERATIONS & BUSINESS SERVICES (Series 700)

Contents

NON-INSTRUCTIONAL OPERATIONS & BUSINESS SERVICES (Series 700)	1
700 PURPOSE OF NONINSTRUCTIONAL AND BUSINESS SERVICES.....	4
701.1 FISCAL YEAR.....	5
701.2 DEPOSITORY OF FUNDS.....	6
701.3 CLASIFICATION OF ACCOUNTS.....	7
701.4 TRANSFER OF FUNDS.....	8
701.5 FINANCIAL RECORDS.....	9
701.6 GOVERNMENTAL ACCOUNTING PRACTICES AND REGULATIONS.....	10
702 CASH IN SCHOOL BUILDINGS.....	11
702.1R1 GATE RECIEPTS	12
703.1 BUDGET PLANNING	13
703.2 SPENDING PLAN	14
703.3 FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS	15
704.1 LOCAL - STATE - FEDERAL - MISCELLANEOUS REVENUE.....	16
704.2 DEBT MANAGEMENT POLICY.....	17
704.2R1 POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS	21
704.3 INVESTMENTS	25
704.4 GIFTS - GRANTS - BEQUESTS.....	27
704.5 STUDENT ACTIVITIES FUND	28
704.6 ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING	29
705.1 PURCHASING – BIDDING	30
705.1R1 SUSPENSION AND DEBARMENT OF VENDORS AND CONTRACTORS PROCEDURE	32
705.1R2 USING FEDERAL FUNDS IN PROCUREMENT CONTRACTS.....	33
705.2 PURCHASING ON BEHALF OF EMPLOYEES	37
705.3 REQUISITIONS AND PURCHASE ORDERS.....	38
705.4 RECEIVING GOODS AND SERVICES	39
705.5 PAYMENT FOR GOODS AND SERVICES.....	40
705.5R1 PAYMENT FOR GOODS AND SERVICES REGULATION	41
705.6 UNPAID WARRANTS.....	42
705.7 PETTY CASH.....	43
705.8 EXPENDITURES FOR PUBLIC PURPOSE.....	44

705.8R1 USE OF PUBLIC FUNDS REGULATION.....	45
706.1 PAYROLL PERIODS.....	47
706.2 PAYROLL DEDUCTIONS.....	48
706.3 PAY DEDUCTIONS.....	49
706.3R1 PAY DEDUCTION REGULATION.....	50
707.1 SECRETARY'S REPORTS.....	51
707.2 TREASURER'S ANNUAL REPORT	52
707.3 PUBLICATION OF FINANCIAL REPORTS.....	53
707.4 AUDIT	54
707.5 INTERNAL CONTROLS.....	55
707.5R1 INTERNAL CONTROLS PROCEDURES.....	56
707.6 AUDIT COMMITTEE.....	57
708 CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS.....	58
709.1 INSURANCE PROGRAM	60
709.2 INSURANCE REPORT	61
710.1 SCHOOL NUTRITION PROGRAM.....	62
710.2 FREE OR REDUCED COST MEALS ELIGIBILITY.....	63
710.3 VENDING MACHINES	64
710.4 RECORDS AND REPORTS.....	65
710.5 MEAL CHARGES.....	66
711.1 STUDENT SCHOOL TRANSPORTATION ELIGIBILITY.....	68
711.2 STUDENT CONDUCT ON SCHOOL TRANSPORTATION	69
711.2R1 STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION	70
711.2R2 USE OF RECORDING DEVICES ON SCHOOL BUSES REGULATION	71
711.3 STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES.....	73
711.4 TRANSPORTATION EQUIPMENT.....	74
711.5 SCHOOL VEHICLE ROUTES	75
711.6 DISCRETIONARY STOPS BY SCHOOL VEHICLES.....	76
711.7 SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE.....	77
711.8 TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS.....	78
711.9 TRANSPORTATION OF NONSCHOOL GROUPS.....	79
711.10 SCHOOL BUS SAFETY INSTRUCTION.....	80
711.11 TRANSPORTATION IN INCLEMENT WEATHER.....	81
711.12 DISTRICT VEHICLE IDLING	82

711.13 SCHOOL BUS PASSENGER RESTRAINTS.....	83
712 TECHNOLOGY AND DATA SECURITY.....	84
712R1 SECURITY REQUIREMENTS OF THIRD-PARTY VENDORS REGULATION.....	86

700 PURPOSE OF NONINSTRUCTIONAL AND BUSINESS SERVICES

This series of the board policy manual is devoted to the goals and objectives for the school district's noninstructional services and business operations that assist in the delivery of the education program. These noninstructional services include, but are not limited to, transportation, the school nutrition program and childcare. The board, as it deems necessary, will provide additional noninstructional services to support the education program. To the extent a group of employees has a recognized collective bargaining unit, the provision of the master contract regarding such topics shall prevail.

It is the goal of the board to provide noninstructional services and to conduct its business operations in an efficient manner.

701.1 FISCAL YEAR

The school district fiscal year shall begin July 1 and end June 30 of each year. The budget shall state the expenditures for the fiscal year, and it shall be the responsibility of the superintendent to operate the education program within the budget.

It shall be the responsibility of the board to ensure the budget is managed effectively.

Legal Reference: Iowa Code § 24.2 (2009).

Cross Reference: 703 Budget
704 Revenue
705 Expenditures

701.2 DEPOSITORY OF FUNDS

Each year at its annual meeting, the board will designate by resolution the name and location of the Iowa located financial depository institution or institution to serve as the official school district depository or depositories. The maximum deposit amount to be kept in the depository will be stated in the resolution. The amount stated in the resolution must be for all depositories and include all of the school district's funds.

It shall be the responsibility of the board secretary to include the resolution in the minutes of the meeting.

Legal Reference: Iowa Code §§ 279.33.

Cross Reference: 211.1 Annual Meeting
206.4 Treasurer
704.1 Local – State – Federal – Miscellaneous Revenue

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

701.3 CLASIFICATION OF ACCOUNTS

The money received from the regular and the voter-approved physical plant and equipment levies, the levy for public educational and recreational activities imposed under chapter 300, the proceeds of the sale of bonds authorized by law, and the proceeds of a tax estimated and certified by the board for the purpose of paying interest and principal on lawful bonded indebtedness shall be deposited in the schoolhouse fund and, except when authorized by the electors, shall be used only for the purpose for which originally authorized or certified. The money received from the district management levy shall be deposited in a sub-fund of the general fund of the school district. All other revenue received for any other purpose shall be deposited in the general fund of the school district. The treasurer shall keep a separate account for each fund and shall not pay an order that fails to state the fund upon which it is drawn and the specific use for which it is to be applied.

Legal Reference: Iowa Code §§ 11.23; 291.13 (2009).

Cross Reference: 704 Revenue
705 Expenditures

Approved 8/8/94

Reviewed 7/13/20

Revised 5/9/11

701.4 TRANSFER OF FUNDS

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

It is the responsibility of the School Business Official to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Legal Reference: Iowa Code §§ 24.21-.22; 279.8; 279.42; 298A.

Cross Reference: 701.5 Financial Records
703 Budget
704.2 Sale of Bonds

701.5 FINANCIAL RECORDS

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

Governmental fund type:

- General fund
- Special revenue fund
 - Management Levy fund
 - Public Education and Recreation Levy fund (PERL)
 - Student activity fund
- Capital projects fund
 - Physical Plant and Equipment Levy fund (PPEL)
 - Secure an Advanced Vision for Education (SAVE)
- Debt service fund

Proprietary fund type:

- Enterprise fund
 - School nutrition fund
 - Child care fund
- Internal service fund

Fiduciary funds:

- Trust
 - Expendable trust funds
 - Nonexpendable trust funds
 - Pension trust funds
- Agency Funds

Account groups:

- General capital assets account group
- General long-term debt account group

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital projects funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.

The board may establish other funds in accordance with generally accepted accounting principles and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the board.

Legal Reference: Iowa Code §§ 291; 298; 298A.
281 I.A.C. 98

Cross Reference: 704 Revenue
705 Expenditures

Approved 8/8/94

Reviewed 4/12/21

Revised 4/12/21

701.6 GOVERNMENTAL ACCOUNTING PRACTICES AND REGULATIONS

School district accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the school district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance - restricted, committed, assigned, and unassigned - while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal board action is required to establish, modify and or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The Board authorizes the superintendent and/or School Business Official to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned fund balance' should also be reported in the order of spending unrestricted resources but is not restricted or committed.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It is also the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

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

Cross Reference: 701.5 Financial Records
703 Budget
704 Revenue

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

702 CASH IN SCHOOL BUILDINGS

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Funds raised by students are kept in a secure place.

A minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the superintendent to determine the amount of cash necessary for each day's operations and to comply with this policy.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 701.2 Depository of Funds
704 Revenue

702.1R1 GATE RECIEPTS

Gate receipts from any given school event have the potential to amount to a substantial sum of cash. In consideration of the board policy to limit cash in the central administration office, at the close of the school day, cash receipts should be removed and deposited on the same day of the event whenever possible.

In those instances when same-day deposits are impossible, gate receipts are to be locked in a safe until the first business day when a deposit can be made. The board discourages the individual in charge of collection of the gate receipts from personally holding the receipts except in special circumstances approved by the superintendent.

The superintendent shall be responsible for designating the individual who shall be in charge of collecting, counting and depositing the gate receipts. The superintendent shall provide administrative regulations to be followed by those chosen to handle the receipts.

703.1 BUDGET PLANNING

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the superintendent to prepare the budget for review by the board prior to the April 15 deadline each year.

Prior to the adoption of the proposed budget by the board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April 15.

The proposed budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the proposed budget and public hearing information at least ten but no more than 20 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April 15. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Legal Reference: Iowa Code §§ 24; 257; 279.8; 297; 298; 618.

Cross Reference: 216 Public Hearings
703 Budget
704 Revenue
705 Expenditures

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

703.2 SPENDING PLAN

The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

Legal Reference: Iowa Code § 24.9.

Cross Reference: 703 Budget
704 Revenue

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

703.3 FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS

Inasmuch as GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions, which establishes accounting and financial reporting standards for all governments that report governmental funds required the District to disclose certain requirements, the District identifies the following as District operating policy.

The fund balance identified as 'committed fund balance' will be determined by the Board of Directors and will require formal board action. An identified committed fund balance should be for a specific purpose pursuant to constraints imposed by the formal action of the Board of Directors. The Board of Directors will take action to 'commit' a fund balance prior to year-end (June 30) of the year the original committed amount is determined. The exact amount of the committed balance may be determined after the year-end; however, in compliance with GASB 54 the intended committed purpose must be identified, prior to the year-end (June 30).

In the event that a committed fund balance is identified subsequent to year-end (june30), the amount will be reflected on the balance sheet as assigned for that year.

The committed amounts cannot be used for any other purpose unless the Board of Education at a public meeting by formal action makes changes or rescind the committed balance.

The Board of Directors authorizes the School Business Official to assign amounts to a specific purpose in compliance with GASB 54. As assigned Fund Balance should be reported for constraints by the District's intent to be used for specific purpose, but are not restricted or committed.

In accordance with the GASB 54 the District identifies that when an expenditure is incurred, it is applied to the highest level of classification of fund balance and then subsequently applied to honor constraints on the specific purposes for which amounts in those fund balances can be spent.

Legal Reference: Governmental Accounting Standards Board (GASB) Statement 54

Approved 5/9/11

Reviewed 7/13/20

Revised 7/13/20

704.1 LOCAL - STATE - FEDERAL - MISCELLANEOUS REVENUE

Revenues of the school district are received by the board treasurer. Other persons receiving revenues on behalf of the school district will promptly turn them over to the board treasurer.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for kindergarten through twelfth grade during the regular academic school year are set by the board based upon the superintendent's recommendation in compliance with current law. Tuition fees for summer school, driver's education and adult education are set by the board prior to the offering of the programs.

The board may charge materials fees for the use or purchase of educational materials. Materials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board when materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property are placed in the physical plant and equipment levy (PPEL) fund. The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;
- Goods and services which are not otherwise available in the quantity or quality required by the school district;
- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;
- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

It is the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Legal Reference: Iowa Code §§ 12C; 23A; 257.2; 279.8; 282.2, .6, .24; 291.12; 297.9-.12, .22; 301.1.

Cross Reference: 701.2 Depository of Funds
 703 Budget
 803 Selling and Leasing
 905 Use of School District Facilities & Equipment

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

704.2 DEBT MANAGEMENT POLICY

DEBT LIMITS

Credit Ratings

The school district seeks to maintain the highest possible credit ratings for all categories of short- and long-term debt that can be achieved without compromising the delivery of services and the achievement of adopted objectives. The school district recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the school district is committed to ensuring that actions within their control are prudent.

Debt Limits

For general obligation debt, the school district's outstanding debt limit shall be no more than five percent (5%) of the actual value of property within the school district's boundaries, as prescribed the Iowa constitution and statutory restrictions.

For revenue debt, the school district's goal is to provide adequate debt service coverage of at least 1.20 times the annual debt service costs.

In accordance with Iowa law, the school district may not act as a conduit issuer or issue municipal securities to raise capital for revenue-generating projects where the funds generated are used by a third party ("conduit borrower") to make payments to investors.

PURPOSES AND USES OF DEBT

Capital Planning

To enhance creditworthiness and prudent financial management, the school district is committed to systematic capital planning, intergovernmental cooperation and coordination and long-term financial planning.

Capital Financing

The school district may issue long-term debt for capital projects as authorized by Iowa law, which include, but are not limited to, the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment. Capitalized interest may be included in sizing any capital project debt issue. The types of debt instruments to be used by the school district include:

- General Obligation Bonds
- General Obligation Capital Loan Notes
- Bond Anticipation Notes
- Revenue Anticipation Notes
- School Infrastructure Sales, Services and Use Tax Revenue Bonds
- Lease Purchase Agreements, including Certificates of Participation

Working Capital Financing

The school district may issue debt for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows. The school district shall strive to repay working capital debt by the end of the fiscal year in which the debt was incurred. A Working Capital Reserve may be included in sizing any working capital debt issue.

Refundings

Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the school district, such as to release restrictive bond covenants which affect the operations and management of the school district.

In general, advance refundings for economic savings will be undertaken when a net present value savings exceeds three percent of the refunded debt can be achieved. Current refundings, which produce a new present value savings of less than three percent will be considered on a case by case basis taking into consideration bond covenants and general conditions. Refundings with negative savings will not be considered unless there is a compelling public policy objective for doing so.

DEBT STANDARDS AND STRUCTURE

Length of Debt

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. All debt issued will adhere to state and federal law regarding the length of time the debt may be outstanding.

Debt Structure

Debt will be structured to achieve the lowest possible net cost to the school district given market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the school district will design the repayment of its overall debt to rapidly recapture its credit capacity for future use.

Generally, the school district will only issue fixed-rate debt. In very limited circumstances, the school district may issue variable rate debt, consistent with the limitations of Iowa law and upon a finding of the board that the use of fixed rate debt is not in the best interest of the school district and a statement of the reasons for the use of variable rate debt.

All debt may be structured using discount, par, or premium coupons, and as serial or term bonds or notes, or any combination thereof, consistent with Iowa law. The school district should utilize the coupon structure that produces the lowest True Interest Cost (TIC) taking into consideration the call option value of any callable maturities.

The school district will strive to structure their debt in sinking fund installments for each debt issue that achieves, as nearly as practicable, level debt service within an issue or overall debt service within a particular classification of debt.

Derivatives (including, but not limited to, interest rate swaps, caps, collars, corridors, ceiling and floor agreements, forward agreements, float agreements, or other similar financing arrangements), zero-coupon or capital appreciation bonds are not allowed to be issued consistent with State law.

Decision Analysis to Issue Debt

Whenever the school district is contemplating the issuance of debt, information will be developed concerning the following four categories commonly used by rating agencies assessing the school district's credit worthiness, listed below.

Debt Analysis – Debt capacity analysis; purpose for which debt is proposed to be issued; debt structure; debt burden; debt history and trends; and adequacy of debt and capital planning.

Financial Analysis – Stability, diversity, and growth rates of tax or other revenue sources; trend in assessed valuation and collections; current budget trends; appraisal of past revenue and expenditure trends; history and long-term trends of revenues and expenditures; evidence of financial planning; adherence to GAAP; audit results; fund balance status and trends in operating and debt funds; financial monitoring systems and capabilities; and cash flow projections.

Governmental and Administrative Analysis – Government organization structure; location of financial responsibilities and degree of control; adequacy of basic service provision; intergovernmental cooperation/conflict and extent of duplication; and overall planning efforts.

Economic Analysis – Geographic and location advantages; population and demographic characteristics; wealth indicators; types of employment, industry, and occupation; housing characteristics; new construction; evidence of industrial decline; and trend of the economy.

DEBT ISSUANCE

Credit Enhancement

Credit enhancements (i.e., bond insurance, etc.) may be used but only when the net debt service on the debt is reduced by more than the costs of the credit enhancement.

Costs and Fees

All costs and fees related to issuing the debt will be paid out of debt proceeds and allocated across all projects receiving proceeds of the debt issue.

Method of Sale

Generally, all school district debt will be sold through a competitive bidding process. Bids will be awarded on a TIC basis providing other bidding requirements are satisfied.

The school district may sell debt using a negotiated process in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions of school district credit are unusually volatile or uncertain.

Professional Service Providers

The school district will retain external bond counsel for all debt issues. All debt issued by the school district will include a written opinion by bond counsel affirming that the school district is authorized to issue the debt, stating that the school district has met all Iowa constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status. The bond counsel retained must have comprehensive municipal debt experience and a thorough understanding of Iowa law as it relates to the issuance of the particular debt.

The school district will retain an independent financial advisor. The financial advisor will be responsible for structuring and preparing all offering documents for each debt issue. The financial advisor retained will have comprehensive municipal debt experience, experience with diverse financial structuring and pricing of municipal securities.

The treasurer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, rebate specialist, etc.) as necessary to meet legal requirements and minimize net debt costs. These services can include debt restructuring service and security or escrow purchases.

Compensation for bond counsel, financial advisor and other service providers will be as economical as possible and consistent with industry standards for the desired qualification levels.

DEBT MANAGEMENT

Investment of Debt Proceeds

The school district shall invest all proceeds received from the issuance of debt separate from the school district's consolidated cash pool unless otherwise specified by the authorizing bond resolution or trust indenture.

Investments will be consistent with those authorized by Iowa law and the school district's Investment Policy to maintain safety of principal and liquidity of the funds.

Arbitrage and Record Keeping Compliance

The treasurer shall maintain a system of record keeping reporting and compliance procedures with respect to all federal tax requirements which are currently or may become applicable through the lifetime of all tax-exempt or tax credit bonds.

Federal tax compliance, record-keeping reporting and compliance procedures shall include not shall not be limited to:

- post-issuance compliance procedures (including proper use of proceeds, timely expenditure of proceeds, proper use of bond financed property, yield restriction and rebate, and timely return filing);
- proper maintenance of records to support federal tax compliance;
- investments and arbitrage compliance;
- expenditures and assets;
- private business use; and
- designation of primary responsibilities for federal tax compliance of all bond financings.

Financial Disclosure

The school district is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share comprehensible and accurate financial information. The school district is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities and Exchange Commission.

The Official Statements accompanying debt issues, Annual Audits, and Continuing Disclosure statements will meet the standards articulated by the Municipal Securities Rulemaking Board (MSRB), the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC), Generally Accepted Accounting Principles (GAAP) and the Internal Revenue Service (IRS). The treasurer shall be responsible for ongoing debt disclosure as required by any Continuing Disclosure Certificate for any debt issue and for maintain compliance with disclosure standards promulgated by state and federal regulatory bodies.

Legal Reference Iowa Code §§ 74-76; 278.1; 298; 298A.

Cross Reference: 701 Financial Accounting System
 704 Revenue

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

704.2R1 POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- **Role of Compliance Coordinator/Board Treasurer**
The board treasurer shall:
 - Be responsible for monitoring post-issuance compliance;
 - Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
 - Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
 - Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.
- **Financing Transcripts' Filing and Retention**
The board treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes, and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:
 - Form 8038;
 - Minutes, resolutions and certificates;
 - Certifications of issue price from the underwriter;
 - Formal elections required by the IRS;
 - Trustee statements;
 - Records of refunded bonds, if applicable;
 - Correspondence relating to bond financings; and
 - Reports of any IRS examinations for bond financings.
- **Proper Use of Proceeds**
The board treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:
 - Obtain a computation of the yield on such issue from the school district's financial advisor;
 - Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
 - Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
 - Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
 - Maintain records of the payment requests and corresponding records showing payment;
 - Maintain records showing the earnings on, and investment of, the Project Fund;
 - Ensure that all investments acquired with proceeds are purchased at fair market value;
 - Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
 - Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.
- **Timely Expenditure and Arbitrage/Rebate Compliance**
The board treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation

issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the "small issuer" exception for said obligation;
- Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
 - Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.
- Proper Use of Bond Financed Assets The board treasurer shall:
 - Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
 - Monitor and confer with bond counsel with respect to all proposed bond financed assets;
 - management contracts;
 - service agreements;
 - research contracts;
 - naming rights contracts;
 - leases or sub-leases;
 - joint venture, limited liability or partnership arrangements;
 - sale of property; or
 - any other change in use of such asset.
 - Maintain a copy of the proposed agreement, contract, lease, or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
 - Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.
- General Project Records

For each project financed with tax-exempt obligations, the board treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- Appraisals, demand surveys or feasibility studies;
 - Applications, approvals and other documentation of grants;
 - Depreciation schedules;
 - Contracts respecting the project.
 - Advance Refundings
- The board treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The board treasurer shall:
- Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;

- Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- Review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
 - that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
 - that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and
 - that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;
- Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the board treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Board treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;
- Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.
- Continuing Disclosure

The board treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The board treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

 - a. Principal and interest payment delinquencies;
 - b. Non-payment related defaults, if material;
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties;
 - d. Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
 - e. Substitution of credit or liquidity providers, or their failure to perform;
 1. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701- TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
 2. Modifications to rights of Holders of the Bonds, if material;
 3. Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
 4. Defeasances of the bonds;
 5. Release, substitution, or sale of property securing repayment of the bonds, if material;

6. Rating changes on the bonds;
- 1) Bankruptcy, insolvency, receivership or similar event of the Issuer;
 - The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
 - Appointment of a successor or additional trustee or the change of name of a trustee, if material.

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

<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Cross Reference: 704 Revenue
 707 Fiscal Reports

704.3 INVESTMENTS

School district funds in excess of current needs are invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district will exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. If, during the current budget year an amount of public funds will exceed operating funds by at least thirty-three percent, the amount of public funds that exceed operating funds by greater than thirty-three percent may be invested in certificates of deposit at federally insured depository institutions which mature within sixty-three months or less, in accordance with state and federal laws. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the treasurer to invest funds in excess of current needs in the following investments.

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- Obligations of the United States government, its agencies, and instrumentalities; and,
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions.

It is the responsibility of the treasurer to oversee the investment portfolio in compliance with this policy and the law.

It is the responsibility of the treasurer to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the board for review and approval. The treasurer will also provide the board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons will include a clause requiring the outside person to notify the school district within thirty days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of school district audit. The compensation of the outside persons will not be based on the performance of the investment portfolio.

The treasurer is responsible for reporting to and reviewing with the board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. The report will also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It will also be the responsibility of the treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It is the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing investment business with the school district.

It will also be the responsibility of the superintendent, in conjunction with the treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices are designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Legal Reference: Iowa Code §§ 11.2, .6; 12.62; 12B.10; 12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123.

Cross Reference: 206.4 Treasurer
704 Revenue

704.4 GIFTS - GRANTS - BEQUESTS

The board believes gifts, grants, and bequests to the school district may be accepted when they will further the interests of the school district. The board will have sole authority to determine whether the gift furthers the interests of the school district.

Gifts, grants, and bequests are approved by the board. Once it has been approved by the board, a board member or the superintendent may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district become the property of the school district. Gifts, grants, and bequests are administered in accordance with terms, if any, agreed to by the board.

Legal Reference: Iowa Code §§ 279.42; 565.6.

Cross Reference: 221 Gifts to Board of Directors
402.4 Gifts to Employees
508.1 Class or Student Group Gifts

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

704.5 STUDENT ACTIVITIES FUND

Revenue raised by students or from student activities is deposited and accounted for in the student activities fund. This revenue is the property of and is under the financial control of the board. Students may use this revenue for purposes approved by the building principal.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the board and under the specific control of the building principal. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It is the responsibility of the School Business Official to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

Legal Reference: Iowa Code §§ 279.8.

Cross Reference: 504 Student Activities
701 Financial Accounting System

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

704.6 ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The Shenandoah Community School District Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

1. Compatibility with the district's educational program, mission, vision, core values, and beliefs;
2. Congruence with the district and school goals that positively impact student performance;
3. The district's instructional priorities;
4. The manner in which donations are collected and distributed by the crowdfunding platform;
5. Equity in funding; and
6. Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Legal Reference: Iowa Code §§ 279.8; 279.42; 565.6.

Cross Reference: 508.1 Class or Student Group Gifts
 504.6 Student Fundraising
 704.4 Gifts – Grants – Bequests
 904.2 Advertising and Promotion

705.1 PURCHASING – BIDDING

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals with regard to procurement from certified targeted small businesses, minority-owned businesses, and female owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone, and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year. The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

Goods and Services

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval as described below or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive requests for proposals, quotations, or bids for goods and services up to \$5,000.
- For goods and services costing at least \$5,000 and up to \$25,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding \$25,000, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award shall be based on the total cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

The board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

Public Improvements

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and for which either of the following applies: (1) has been paid for in whole or in part with funds of the governmental entity, (2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to board policy 802.3 – Emergency Repairs.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Legal Reference: Iowa Code §§ 26; 28E; 72; 73; 73A; 285,297; 301.
261 I.A.C. 54.
281 I.A.C. 43.25.

Cross Reference: 705 Expenditures
801.5 Site Acquisition
802 Maintenance, Operation and Management
802.3 Emergency Repairs
803 Selling and Leasing

705.1R1 SUSPENSION AND DEBARMENT OF VENDORS AND CONTRACTORS PROCEDURE

In connection with transactions subject to federal suspension and debarment requirements, the district is prohibited from entering into transactions with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

When soliciting bids or otherwise preparing to enter into such a transaction, the superintendent or designee will use at least one of the following verification methods to ensure that any parties to the transaction are not suspended or debarred prior to committing to any sub-award, purchase, or contract:

- Obtaining a certification of a party's compliance with the federal suspension and debarment requirements in connection with any application, bid, or proposal;
- Requiring compliance with the federal suspension and debarment requirements as an express condition of any sub-award, purchase, or contract in question; or
- Prior to committing to any sub-award, purchase, or contract, check the online Federal System for Award Management at <https://sam.gov/portal/SAM/##11> to determine whether the relevant party is subject to any suspension or debarment restrictions.

2 CFR Part 200 Subpart B-General Provisions
200.113 Mandatory Disclosures

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.) It is the responsibility of the Superintendent to timely report to the relevant federal or pass through agency any violations of federal criminal law involving fraud, bribery or gratuity potentially impacting a federal grant.

705.1R2 USING FEDERAL FUNDS IN PROCUREMENT CONTRACTS

In addition to the District's standard procurement and purchasing procedures, the following procedures for vendors/contractors paid with federal funds are required. When federal, state, and local requirements conflict, the most stringent requirement will be followed.

2 CFR Part 200, Subpart D Subsection §200.318 (c)(1)

No District employee, officer, or agent may participate in the selection, award and administration of contracts supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. District officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value, district employees must abide by all relevant board policies. Violation of this requirement may result in disciplinary action for the District employee, officer, or agent.

2 CFR Part 200, Subpart D Subsection §200.320 (e)(1-4)

Procurement for contracts paid with federal funds may be conducted by noncompetitive (single source) proposals when one or more of the following circumstances apply: (1) the item is only available from a single source; (2) public exigency or emergency will not permit the delay resulting from competitive bids; (3) the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or (4) after solicitation of a number of sources, competition is inadequate.

2 CFR Part 200, Subpart D Subsection §200.321

The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) placing such businesses on solicitation lists; (2) soliciting such businesses whenever they are potential sources; (3) when economically feasible, dividing contracts into smaller tasks or quantities to allow participation from such businesses; (4) establishing delivery schedules that encourage participation by such businesses; (5) when appropriate, utilizing the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring the primary contractor to follow steps (1) through (5) when subcontractors are used.

The district will include the following provisions in all procurement contracts or purchase orders include the following provisions when applicable:

2 CFR Part 200 Appendix II

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

§200.216 Prohibition on certain telecommunications and video surveillance services or equipment

(a) The district is prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunication equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence of the Director of the Federal Bureau of Investigation,

reasonably believes to be an entity owned by or controlled by, or otherwise connected to, the government of a foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (l), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

705.2 PURCHASING ON BEHALF OF EMPLOYEES

Generally, the school district will not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It is within the discretion of the board to determine when unique and unusual circumstances exist.

No purchase is made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any taxes or other expenses due.

Legal Reference: Iowa Code § 279.8

Cross Reference: 703 Budget

705.3 REQUISITIONS AND PURCHASE ORDERS

Supplies, equipment, and services may only be approved for purchase by the superintendent. Requisition for supplies, equipment, and services shall be made by employees to their immediate supervisor. Only those purchases approved by the superintendent shall be processed by the school district.

The superintendent may authorize a procedure for the purchase of small, emergency items, usually at a cost of \$500 or less.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 705 Expenditures

705.4 RECEIVING GOODS AND SERVICES

To assure goods and services procured by the school district are properly accounted for and are of the quality and type ordered, goods will be received by the board secretary. Goods and services which do not meet the requirements specified in the purchase order or contract will not be paid for or accepted.

If goods must be delivered to and received by someone other than the board secretary, it shall be the responsibility of that person to inform the board secretary, to assure the goods and services are properly accounted for, and to ensure they are of the quality and type ordered.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 705 Expenditures

705.5 PAYMENT FOR GOODS AND SERVICES

The board authorizes the issuance payment of claims against the school district for goods and services. The board will allow the payment after the goods and services have been received and accepted in compliance with board policy.

The board authorizes the board secretary, upon approval of the superintendent, to issue payment for verified bills, for reasonable and necessary expenses, when the board is not in session. The board secretary will examine the claims and verify bills. The board will approve the bills at its next regular meeting.

The secretary will determine to the secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

It is the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Legal Reference: Love v. City of Des Moines, 210 Iowa 90, 230 N.W. 373 (1930).
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5).
281 I.A.C. 12.3(1).

Cross Reference: 705 Expenditures

705.5R1 PAYMENT FOR GOODS AND SERVICES REGULATION

The board secretary may pay bills for approved registrations, claims offering a discount for early payment, approved travel expenses, approved goods and services delivered C.O.D. and other verified bills filed with the secretary when the board is not in session prior to payment of these claims and prior to audit and approval by the board.

For bills and claims to be paid prior to board approval the board secretary shall:

- Examine claims and verify the bills
- Receive approval of the superintendent to pay bills
- Notify Board President of bills prior to being paid

The secretary and the board president may sign checks by use of a signature plate or rubber stamp. If personal signatures are used, the board vice-president may sign checks in the absence of the board president.

705.6 UNPAID WARRANTS

Generally, the board shall authorize claims to be paid only when sufficient revenue is available for such claims. The board may authorize the payment of claims for which insufficient funds are available.

When the board deems it necessary to authorize warrants without sufficient funds available, stamped warrants or anticipatory warrants may be authorized.

It shall be the responsibility of the board secretary to issue anticipatory warrants when needed.

Legal Reference: Iowa Code chs. 74; 74A (2009).

Cross Reference: 705 Expenditures

705.7 PETTY CASH

A petty cash fund shall be maintained by the school district in each building's administrative office for incidental expenditures from the petty cash fund.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 702 Cash in School Buildings
705 Expenditures

Approved 8/8/94

Reviewed 7/13/20

Revised 5/9/11

705.8 EXPENDITURES FOR PUBLIC PURPOSE

The board recognizes that school district funds are public funds, and as such, should be used to further a public purpose and the overall educational mission of the school community. The district is committed to managing and spending public funds in a transparent and responsible manner. Prior to making a purchase with public funds, an individual should be comfortable defending the purchase/reimbursement to the taxpayers in the district. If the individual is uncomfortable doing so, the purchase may not fulfill a public purpose and additional guidance should be sought before the purchase is made.

Individuals who have concerns about the public purpose of a purchase or reimbursement should utilize the district's *Internal Controls* policy and regulation as a resource for questioning a purchase. Concerns should be reported to the superintendent and/or the board president.

The superintendent shall develop a process for approving expenditures of public funds. The board will review expenditures and applicable reports as necessary to ensure proper oversight of the use of public funds. To the extent possible, expenditures shall be pre-approved by the district prior to expending the funds. Purchases of food and refreshment for district staff, even within district, should comply with the district's *Employee Travel Compensation* policy, and all other applicable policies. All purchases/reimbursements shall comply with applicable laws, board policies and district accounting requirements.

Additional guidance regarding appropriate expenditures of school funds is provided in the regulation accompanying this policy.

Legal References: Iowa Constitution Article III, Section 31;
Iowa Code §§ 68A.505; 279.8; 721.2.
281 I.A.C. 98.70

Cross References: 401.12 Employee Travel Compensation
704.1 Local-State-Federal-Miscellaneous Revenue
704.5 Student Activities Funds
705.1 Purchasing-Bidding
705.2 Purchasing on Behalf of Employees
705.5 Payment for Goods and Services
707.5 Internal Controls
905.1 Community Use of School District Facilities & Equipment

Approved 8/8/94

Reviewed 7/13/20

Revised 1/13/14

705.8R1 USE OF PUBLIC FUNDS REGULATION

The following is a list of examples organized by activity for what is allowable, or not allowable as a purchase/reimbursement using public funds. This regulation is intended as guidance and there may be situations that are not listed here. Any questions regarding the appropriateness of an expenditure should be submitted to administration **prior** to expending funds.

Reimbursements to an Individual

- **Use of Credit/Procurement Card:** All purchases through a district-owned credit or procurement card shall be pre-approved and comply with the district's policy *401.10 – Credit and Procurement Cards*.
- **Mileage:** Individuals who are required to travel (other than to and from work) as part of fulfilling their job duties to the district shall be reimbursed for mileage costs in accordance with the requirements stated in the district's *Employee Travel Compensation* policy.
- **Travel accommodations:** Employees who are required to travel and stay overnight as part of fulfilling their job duties to the district shall be reimbursed for costs in accordance with the requirements stated in the district's *Employee Travel Compensation* policy.
- **Alcohol:** Alcohol is a personal expense and is never allowable for purchase or reimbursement using public funds.
- **Food/Refreshments:** Food and refreshments are typically a personal expense. Meetings spanning meal times should be avoided when possible. When a district meeting is required to take place spanning a customary meal time, the superintendent or designee shall determine whether food and/or refreshment will be provided to employees whose presence is required during the meeting. The cost of food and refreshment for employees shall be reasonable, and when possible, a separate itemized receipt for each employee is required. If an itemized receipt is not available, approval is required by the school business official prior to reimbursement. In all cases, the names and number of employees shall be noted on the receipt.
- **Apparel/Personal Items:** Apparel and personal items including, but not limited to items such as t-shirts, hats, mugs, etc. provide personal benefit to individuals and are a personal expense. These items shall not be purchased or reimbursed with public funds.
- **Gifts:** Gift cards or gifts given to individuals are personal expenses and public funds should not be used (except for recognition/staff retirement, listed below) for these purposes. Voluntary collections from staff would be an acceptable way of purchasing gifts.
- **Retirement and Recognition Gifts:** Recognizing an employee or volunteer's years of dedication to educating the community and commitment to the district serves a public purpose by honoring individuals with a token gift, or honorarium, in recognition of their service. The same is true for individual awards, mementos, or items purchased in recognition of employee service to the district. These purchases may use public funds, provided the expenditures are modest and approved by the superintendent.
- **Honoraria:** District employees may at times receive an honorarium from an outside source as compensation for the employee's time devoted to preparing and delivering a presentation within the scope of their professional field. Honorariums may only be accepted by employees when the employee has used their personal time outside of their work for the district to prepare and deliver the presentation. If the employee uses district time or resources to prepare or deliver a presentation, any honorarium shall be given to the district.

Supplies for Public Areas

1. Limited refreshments such as water and coffee may be available in public reception areas of the district including, but not limited to the central office, the building administrator's office, etc. These refreshments may be purchased with the use of public funds, as they provide light refreshment to members of the community.

Staff Parties/Receptions

- Parties and receptions to benefit individual staff members are considered a personal expense and should not be purchased or reimbursed with public funds. This includes but is not limited to holiday parties.
- Hosting a group reception to honor all employees retiring from the district in a given school year is allowable as a public expense. Hosting a retirement reception provides a direct benefit to the community as an opportunity for the community to attend and honor the retiring employees' years of dedication and service to the district.

School/ Student Activity Banquets

- School/student activity banquets are typically a personal expense and will not be purchased or reimbursed with public funds unless the public purpose is submitted for review and pre-approved by the superintendent.

Memorial Gifts

- Memorial flowers to convey sympathy or congratulations are allowable as a public expense if they have been approved by the superintendent. Memorial cards are always appropriate.
- Memorial gifts of any sort other than flowers and a card are a personal expense.

Student Incentives

- f) It is within the discretion of the building principal to authorize the purchase of awards holding a nominal value to commemorate the achievements of a student or group of students. These awards should be designed to reward behavior and values that exemplify the educational and community mission of the district. Awards should not be gift cards or other monetary awards.
- g) Flowers and decorations for school dances held as part of the district's student activity program are an allowable expense paid out of the student activity fund, provided the purchases are approved by the building principal.

Meetings

- To the extent possible, meetings which span normal meal times should be avoided.
- Meetings of the district's board of directors and board committees are made up of individuals who volunteer a large amount of their personal time to serve the needs of the school community. These meetings are also scheduled at time most convenient for the public, and often span normal meal hours. Food and refreshment purchased for board members is an acceptable use of public funds. The service of these unpaid volunteers directly benefits the entire school community. The superintendent has discretion to purchase/reimburse reasonable expenses for providing food and refreshment to these unpaid volunteers during these meetings.

Some expenditures will be considered personal expenses regardless of the context. These include purchase or reimbursement of alcohol, and personal items not included as retirement or memorial gifts listed above.

706.1 PAYROLL PERIODS

The payroll period for the school district is monthly. Employees are paid on the 20th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the School Business Official to issue payroll to employees in compliance with this policy.

The requirements stated in the Handbook between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees will be followed.

Legal Reference: Iowa Code §§ 91A.

Cross Reference: 706.2 Payroll Deductions

Approved 8/8/94

Reviewed 7/13/20

Revised 5/9/11

706.2 PAYROLL DEDUCTIONS

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, social security, Medicare, and the Iowa Public Employees' Retirement System (IPERS).

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. Requests for these deductions will be made in writing to the superintendent.

It is the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

The requirements stated in the Handbook between employees in a certified collective bargaining unit and the board regarding payroll deductions of such employees will be followed.

Legal Reference: Iowa Code §§ 91A.2(4), .3; 294.8-.9, .16.

Cross Reference: 406.6 Licensed Employee Tax Shelter Programs
412.4 Classified Employee Tax Shelter Programs
706.1 Payroll Periods

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

706.3 PAY DEDUCTIONS

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted, or,
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

Legal Reference: 29 U.S.C. Sec. 2 13(a)
29 C.F.R. Part 541

Cross References: 409.8 Licensed Employee Unpaid Leave
414.8 Classified Employee Unpaid Leave

706.3R1 PAY DEDUCTION REGULATION

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the School Business Official. Within 15 business days of receiving the complaint, the School Business Official will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

707.1 SECRETARY'S REPORTS

The board secretary will report to the board each month about the receipts, disbursements, and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Legal Reference: Iowa Code §§ 279.8; 291.7.

Cross Reference: 206.3 Secretary-Treasurer
211.1 Annual Meeting
707 Fiscal Reports

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

707.2 TREASURER'S ANNUAL REPORT

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and schoolhouse funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

Legal Reference: Iowa Code §§ 279.31, .33.

Cross Reference: 206.3 Secretary
211.1 Annual Meeting
707 Fiscal Reports

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

707.3 PUBLICATION OF FINANCIAL REPORTS

Each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication.

It is the responsibility of the board secretary to publish these reports in a timely manner.

Legal Reference: Iowa Code §§ 279.35, .36; 618.

Cross Reference: 206.3 Secretary

707.4 AUDIT

To review the funds and accounts of the school district, the board will employ an auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors.

Legal Reference: Iowa Code § 11.6.

Cross Reference: 701 Financial Accounting System
707 Fiscal Reports

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

707.5 INTERNAL CONTROLS

The board expects all board members, employees, volunteers, consultants, vendors, contractors, students, and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The board is entrusted with public dollars, and no one connected with the school district should do anything to erode that trust.

Internal controls are used to help ensure the integrity of district financial and accounting information. Adherence to district-established internal control procedures is the responsibility of all employees of the school district. The superintendent, school business official and board secretary shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval by the board. Administrators shall be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall report their suspicions immediately to his/her immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the board's legal counsel, auditing firm, the Auditor of State's office and other internal or external departments and agencies, including law enforcement officials, as the superintendent may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the superintendent, the concern shall be brought to the attention of the board president or vice-president, who shall be empowered to contact the board's legal counsel, Auditor of State's office, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

The superintendent or board president shall ensure the Auditor of State's office is notified of any suspected embezzlement, theft, or other financial irregularity pursuant to Iowa law. The superintendent and/or board president in coordination with the Auditor of State's office, will determine whether to conduct a complete or partial audit. The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school district. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action, up to and including termination.

Legal References: American Competitiveness and Corporate Accountability Act of 2002, Pub. L. No. 107-204.
Iowa Code §§ 11, 279.8.

Cross References: 401.20 Employee Use of Cell Phones
707.6 Audit Committee

707.5R1 INTERNAL CONTROLS PROCEDURES

Fraud, financial improprieties, or fiscal irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of “insider” information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.
- Acting for purposes of personal financial gain, rather than in the best interests of the district.
- Providing false, inaccurate, or misleading financial information to district administrators or the board of directors.

The superintendent, or the board president if the investigation centers on the superintendent, shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential. The superintendent, or the board president if the investigation centers on the superintendent, may engage qualified independent auditors to assist in the investigation.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent, or the board president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. The final disposition of the matter and any decision to file or not file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with district legal counsel. The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

707.6 AUDIT COMMITTEE

The board recognizes that it is charged with raising tax revenues and related expenditures to maintain the educational program for the school district. Public funds are held in trust by the board to be spent appropriately on the educational program. To further ensure funds are spent appropriately, the board establishes an audit committee to assist the board on internal financial matters and with the annual audit.

The audit committee is comprised of:

[List members that may include board members, administrators and public members. It's recommended that there be a balance between internal and external members.]

The audit committee chair is selected by *[either the board or the audit committee – insert appropriate process.]*

The major responsibilities of the audit committee are to:

- (1) Recommend an auditor to the board *[insert frequency, every three years, annually, etc.]*.
- (2) Oversee the selection of the independent auditor and the resolution of audit findings including compliance with the mandatory request for proposal process.
- (3) Act as a liaison between the board and the auditor during the audit process.
- (4) Annually report to the board about the annual audit.
- (5) Recommend internal changes that may need to be made to ensure appropriate internal controls are being implemented.

(insert other duties as desired by the board)

The audit committee will meet as directed by its chair. The audit committee is subject to the open meetings law.

Legal References: American Competitiveness and Corporate Accountability Act of 2002, Pub. L. No. 107-204.
Iowa Code ch. 11, 279.8.

Cross References: 209.1 Ad Hoc Committees
707.5 Internal Controls

708 CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

Secretary's financial records	Permanently
Treasurer's financial records	Permanently
Open meeting minutes of the Board of Directors	Permanently
Annual audit reports	Permanently
Annual budget	Permanently
Permanent record of individual pupil	Permanently
School election results	Permanently
Real property records (e.g., deeds, abstracts)	Permanently
Records of payment of judgments against the school district	20 years
Bonds and bond coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
Written contracts	10 years
Cancelled warrants, check stubs, bank statements, bills, invoices, and related records	5 years
Recordings and minutes of closed meetings	1 year
Program grants	As determined by the grant
Nonpayroll personnel records	10 years after leaving the district
Employment applications	2 years
Payroll records	3 years
School meal program accounts/records	3 years after submission of the final claim for reimbursement

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records shall be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator is responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled in the school district are housed in the high school office. These records will be maintained by the superintendent.

Special education records shall be maintained in accordance with law.

The superintendent may digitize or otherwise electronically retain school district records and may destroy paper

copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

Legal Reference: 7 C.F.R. § 210.23(c)
Iowa Code §§ 22.3; 22.7; 279.8; 291.6; 554D.114; 554D.119; 614.1(12).
281 I.A.C. 12.3(4); 41.624.
City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).
City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 523 (Iowa 1980).

Cross Reference: 206.3 Secretary
218 Board of Directors' Records
401.6 Employee Records
506 Student Records
901.1 Public Examination of School District Records

709.1 INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program is reviewed once every three years.

Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1,000 unless such insurance is required by statute or contract.

The board may retain a private organization for fixed assets management services.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities is the responsibility of the superintendent. The school business official is responsible for maintaining the capital assets management system, processing claims, and maintaining loss records.

Legal Reference: Iowa Code §§ 20.9; 85.2; 279.12, .28; 285.5(6), .10(6); 296.7; 298A; 517A.1; 670.7.

Cross Reference: 205.1 Board Member Liability
804 Safety Program

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

709.2 INSURANCE REPORT

At the annual meeting each year, the board shall receive a written report indicating the types, amounts of, and cost of the insurance for the school district. This report shall include bonds purchased for employees and board officers. It shall be in written form and sent to the board with the agenda for the board meeting.

It is the responsibility of the school business official to file this report with the board.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 709.1 Insurance Program

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

710.1 SCHOOL NUTRITION PROGRAM

The school district will operate a school nutrition program in each attendance center. The school nutrition program will include meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School nutrition program facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the food service director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with law and board policy.

The school nutrition program is operated on a nonprofit basis. The revenues of the school nutrition program will be used only for the operation or improvement of such programs. Supplies of the school nutrition program will only be used for the school nutrition program.

The board will set, and annually review, the prices for school nutrition programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of the school nutrition program.

It is the responsibility of the food service director to administer the program and to cooperate with the superintendent and appropriate personnel for the proper functioning of the school nutrition program.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
 7 C.F.R. Pt. 210 *et seq.*
 Iowa Code ch. 283A.
 281 I.A.C. 58.

Cross Reference: 710.2 Free or Reduced Cost Meals Eligibility
 710.3 Vending Machines
 710.5 Meal Charge Policy
 905 Use of School District Facilities and Equipment

710.2 FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district who meet USDA eligibility guidelines will be provided the school nutrition program services at no cost or at a reduced cost. The school district shall make reasonable efforts to prevent the overt identification of students who are eligible for free and reduced-price meals.

The district shall at least twice annually notify all families of the availability, eligibility criteria, and application procedures for free or reduced-price meals in accordance with state and federal law.

It is the responsibility of the food service director to determine the eligibility of students for free or reduced-price school nutrition programs, in accordance with criteria established by state and federal law. If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the food service director.

If a student owes money for five or more meals, the food service director may contact the student's parent or guardian to provide information regarding the application for free or reduced-price meals. The school is encouraged to provide reimbursable meals to students who request reimbursable meals unless the students' parent or guardian has specifically provided written direction to the school to withhold a meal from the student.

Employees will be required to pay for meals consumed.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.

Legal Reference: 2 U.S.C. §§ 1751 *et seq.*
7 C.F.R. §§ 210 *et seq.*
Iowa Code § 283A.
281 I.A.C. 58.

Cross Reference: 710.1 School Nutrition Program
710.3 Vending Machines
710.4 Meal Charges

710.3 VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances is approved by the superintendent. Vending machines in the school building are the responsibility of the building principal. Purchases from the vending machines, will reflect the guidelines in the Wellness policy 507.9.

It is the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
7 C.F.R. Pt. 210 *et seq.*
Iowa Code ch. 283A.
281 I.A.C. 58.

Cross Reference: 504.6 Student Fund Raising
710 School Food Services

710.4 RECORDS AND REPORTS

The records of the school food program shall be accurate and up-to-date. It shall be the responsibility of the food service director to maintain the records of the program in compliance with this policy and the accounting system of the school district.

The food service director shall report the food service activities to the board on a monthly basis.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2004).
7 C.F.R. Pt. 210 *et seq.* (2001).

Cross Reference: 710 School Food Services

Approved 8/8/94

Reviewed 7/13/20

Revised 5/9/11

710.5 MEAL CHARGES

In accordance with state and federal law, the Shenandoah Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals Students have use of a meal account. When the balance reaches \$0.00, a student shall not be allowed to charge meals or a la carte items until there are funds available in the account. Payments can be made at the school offices at Shenandoah High School, Shenandoah K-8, Logan Administration Office or at either Lunchroom Office. You may pay by cash, check or by our electronic option of MySchoolBucks. Directions to MySchoolBucks are on our school website or by calling a secretary for assistance.

Students who are eligible for free lunch will be provided a reimbursable meal regardless of the account balance. Students with outstanding meal charge debt shall be allowed to purchase a la carte items and or a different meal option if the student pays for the meal when it is received. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

Employees may use a meal account but may not charge against this account. An employee shall not be allowed to charge meals or a la carte items.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low or at a zero balance. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Negative balances of more than \$5.00, not paid prior to June 30th will be turned over to the business office for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
7 C.F.R. §§ 210 *et seq.*
U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016).
U.S. Dep't of Agric. SP 46-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016).
U.S. Dep't of Agric., Sp 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016).
Iowa Code 283A.
281 I.A.C. 58.

Cross Reference: 710.1 School Food Program
710.2 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

711.1 STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or childcare placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Legal Reference: 20 U.S.C. §§ 1401, 1701 *et seq.*
 34 C.F.R. Pt. 300 *et seq.*
 Iowa Code §§ 256B.4; 285; 321.
 281 I.A.C. 41.412.

Cross Reference: 501.17 Homeless Children and Youth
 507.9 Student Special Health Services
 603.3 Special Education
 711 Transportation

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

711.2 STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

After two warnings for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Legal Reference: Iowa Code §§ 279.8; 285; 321.

Cross Reference: 503 Student Discipline
506 Student Records

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

711.2R1 STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all buses for bus riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Students will assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Students will not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Students will keep feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students will refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

711.2R2 USE OF RECORDING DEVICES ON SCHOOL BUSES REGULATION

The board supports the use of recording devices on school buses as a means to monitor and maintain a safe environment for students and employees. The recording devices may be used on buses used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the recordings is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the recordings without consent from any student or parent also shown in the recording if the other students are bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the recordings to be viewed by parents.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The Shenandoah Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child if the recordings are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with recording devices:

This bus is equipped with a recording/audio monitoring system.

Review of Recording Devices

The school district will review the recordings when necessary, as a result of an incident reported by a bus driver or student. The recordings may be recirculated for erasure after 10 days.

Viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recording was viewed.

Recording Monitoring System

Recording devices will be rotated randomly on school district buses.

Determination of how recording devices will be used, and which school buses will be equipped with recording equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

Students are prohibited from tampering with the recording devices on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

711.3 STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321.
281 I.A.C. 41.412.

Cross Reference: 504 Student Activities
711 Transportation

711.4 TRANSPORTATION EQUIPMENT

The school district shall purchase transportation vehicles which meet the requirements of the board and Iowa Department of Education. The purchase of such vehicles shall be in compliance with board policy.

School district student transportation vehicles shall be inspected by the Iowa Department of Education. It shall be the responsibility of the superintendent to arrange for the inspection of the school district transportation vehicles requiring inspection and to develop a program for routine maintenance of school district vehicles.

Legal Reference: Iowa Code § 285.10(3) (2009).
281 I.A.C. 43.30-.31, .41

Cross Reference: 705.1 Purchasing-Bidding
711 Transportation

Approved 8/8/94

Reviewed 7/13/20

Revised 5/9/11

711.5 SCHOOL VEHICLE ROUTES

It shall be the responsibility of the superintendent to develop the school bus routes keeping in mind the safety of the student, the size of the school buses, the length of the route, the cost to the school district, and other factors deemed relevant by the superintendent. The superintendent shall also develop emergency school bus routes that may be necessary due to weather or other conditions.

Legal Reference: Iowa Code §§ 285.10-.11 (2009).
281 I.A.C. 43.1-.2

Cross Reference: 711 Transportation

Approved 8/8/94

Reviewed 7/13/20

Revised 5/9/11

711.6 DISCRETIONARY STOPS BY SCHOOL VEHICLES

The school district is required to provide a certain level of transportation service to its resident students. The board has complete discretion to provide additional transportation service to its resident and nonresident students. School district transportation vehicles may, at the discretion of the board, make special stops on the bus route as a courtesy to the passengers. Changes in the bus route for discretionary stops must be reviewed by the board.

It shall be the responsibility of the superintendent to recommend to the board whether a school vehicle will make a discretionary stop. In making this recommendation, the superintendent shall consider the safety of the students, the size of the school buses, the length of the route, the cost to the school district, and other factors deemed relevant by the board or superintendent.

Legal Reference: Iowa Code § 285.10 (2009).
281 I.A.C. 43.10.

Cross Reference: 711 Transportation

711.7 SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Legal Reference Iowa Code § 285.10.
 281 I.A.C 41.412
 281 I.A.C. 43.10.

Cross Reference: 603.2 Summer School Instruction
 711 Transportation

711.8 TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the School Business Official for billing.

Continued transportation of nonresident and nonpublic school students on a public-school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Legal Reference: Iowa Code §§ 285.1-.2, .10, .16.

Cross Reference: 711 Transportation

Approved 8/8/94

Reviewed 7/13/20

Revised 7/13/20

711.9 TRANSPORTATION OF NONSCHOOL GROUPS

School district vehicles may be available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool- sponsored activities within the state as long as the transportation does not interfere with or disrupt the education program of the school district and does not interfere with or delay the transportation of students. The local nonprofit entity must pay the cost of using the school district vehicle as determined by the superintendent. Prior to making the school district transportation vehicle available to the local nonprofit entity, the "school bus" signs will be covered, and the flashing warning lamps and the stop arm made inoperable.

It is the responsibility of the superintendent to develop administrative regulations for use of school district transportation vehicles to transport students and others to school-sponsored events within the state and for application for, use of, and payment for using the school district transportation vehicles by local nonprofit entities for a nonschool-sponsored activity.

Legal Reference: Iowa Code §§ 285.1(21), .10(9), (10).
281 I.A.C. 43.10.

Cross Reference: 711 Transportation
900 Principles and Objectives for Community Relations

711.10 SCHOOL BUS SAFETY INSTRUCTION

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year, once in the fall and once in the spring, for students who utilize school district transportation. Documentation of these safety drills will be maintained by the district for five years and made available upon request.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 321.
281 I.A.C. 41.412; 43.40.

Cross Reference: 503 Student Discipline
507 Student Health and Well-Being
804.2 Warning Systems and Emergency Plans

711.11 TRANSPORTATION IN INCLEMENT WEATHER

School district buses will not operate when weather conditions due to fog, rain, snow, or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" reports of the drivers.

Several drivers each year will be specially designated to report weather and road conditions by bus radio when requested to do so. Other employees and students will be notified by commercial radio when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 601.2 School Day

711.12 DISTRICT VEHICLE IDLING

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent, in conjunction with the Director of Transportation, to work on administrative regulations to implement this policy and reduce school vehicle idling time.

Legal References: Iowa Code §279.8

Cross References: 403 Employee Health and Well-Being
507 Student Health and Well-Being
711 Transportation

711.13 SCHOOL BUS PASSENGER RESTRAINTS

The district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

Legal Reference: 281 I.A.C. 43.10(6)

Cross Reference: 711.10 School Bus Safety Instruction

712 TECHNOLOGY AND DATA SECURITY

The Shenandoah Community School District recognizes the increasingly vital role technology plays in society. It is the goal of the district to embrace technology as a resource to further educate our students, and better prepare students for the future. It is the intent of the district to support secure data systems in the district, including security for all personally identifiable information (PII) that is stored digitally on district-maintained devices, computers, and networks. Technology also has incredible potential to support increased efficiency, communication, and growth through collaboration among administration, students, staff, employees, and volunteers.

However, with this growth opportunity comes increased potential for valuable sensitive data to become public. The district takes seriously its responsibility to protect private data. The purpose of this policy is to ensure the secure use and handling of all district data, computer systems, devices and technology equipment by district students, employees, and data users.

The district supports the use of third-party vendors to perform necessary education functions for the district. Utilizing third party vendors to outsource functions the district would traditionally perform provides a cost-effective means to deliver high quality educational opportunities to all students. However, it is paramount that third party vendors with access to sensitive data and PII of district students, employees and data users be held to the highest standards of data privacy and security.

The selection of third-party vendors shall be in accordance with appropriate law and policy. Third-party vendors with access to PII shall meet all qualifications to be designated as a School Official under the Family Educational Rights and Privacy Act (FERPA). The board shall ensure that any approved contract with a third-party vendor will require that the vendor comply with all applicable state and federal laws, rules, or regulations, regarding the privacy of PII.

It is the responsibility of the superintendent to develop procedures for the district to enhance the security of data and the learning environment. The procedures shall address, but not be limited to, the following topics:

Access Control – Access control governs who may access what information within the district and the way users may access the information. Increased access to secure networks and data will inevitably increase the risk of security compromise to those networks and data. It is the responsibility of the superintendent to develop procedures for determining which individuals will have access to district networks, devices, and data; and to what extent such access will be granted. System and network access will be granted based upon a need-to-have requirement, with the least amount of access to data and programs by the user as possible.

Security Management – Security management addresses protections and security measures used to protect digital data. These include measures related to audits and remediation, as well as security plans for responding to, reporting and remediating security incidents. It is the responsibility of the superintendent to develop procedures to govern the secure creation, storage and transmission of any sensitive data and personally identifiable information (PII). The superintendent or designee shall implement network perimeter controls to regulate data moving between trusted internal resources to external entities.

Technology and Data Use Training – Technology and data use training addresses acceptable use best practices to safeguard data for students, employees, and staff. It is the responsibility of the superintendent to develop procedures for creating and administering a training program on proper data and technology use. The training shall address the proper use and security of all district owned or controlled technology, devices, media and data. Training should be administered to all district data users. The training program should be updated and presented to the school board for approval on an annual basis.

In furtherance of this policy, the superintendent or designee shall be responsible for overseeing district-wide data and technology security, to include development of standards and procedures and adherence to the administrative procedures defined in this document.

Legal References: 20 U.S.C. §1232g; 34 C.F.R. Part 99
 47 U.S.C. §254
 20 U.S.C. §6777
 Iowa Code §§ 279.70; 715C

Cross References: 401.17 Staff Technology Use/Social Networking
 506.1 Student Records
 605.4 Technology and Instructional Materials

712R1 SECURITY REQUIREMENTS OF THIRD-PARTY VENDORS REGULATION

The District must ensure proper safeguards and procedures exist to use third-party vendors as a resource to further educational functions. The following procedures shall be used to investigate and contract only with qualifying third-party vendors for the performance of necessary educational functions of the district; and to ensure that third-party vendors meet the required standards to be designated under the Family Educational Rights and Privacy Act (FERPA) as a School Official to handle personally identifiable information (PII) within the district.

Third-party vendors may be designated by the district as a School Official when the vendor:

- Performs an institutional service or function for which the school or district would otherwise use its own employees;
- Has met the criteria set forth in the district's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records;
- Is under the direct control of the district regarding the use and maintenance of education records; and
- Uses education records only for authorized purposes and may not re-disclose PII from education records to other parties (unless the provider has specific authorization from the district to do so and is otherwise permitted by FERPA).

Third party vendor data use requirements shall include, but not be limited to the following:

- The vendor implements and maintain security procedures and practices consistent with current industry standards; and
- The vendor be prohibited from collecting and using PII for:
 - Targeted advertising;
 - Amassing a profile about a student or students except in furtherance of educational purposes;
 - Selling or renting PII for any purpose other than those expressly permitted by law; and
 - Disclosing PII for any purposes other than those expressly permitted by law.

BUILDINGS & SITES (Series 800)

Contents

BUILDINGS & SITES (Series 800)	1
800 OBJECTIVES OF BUILDINGS & SITES	2
801.1 BUILDINGS & SITES LONG RANGE PLANNING	3
801.2 BUILDINGS & SITES SURVEYS	4
801.3 EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES	5
801.4 SELECTION OF AN ARCHITECT	6
801.5 SITE ACQUISITION	7
801.7 FINANCING SITES AND CONSTRUCTION	8
801.8 SUPERVISION OF CONSTRUCTION	9
802.1 MAINTENANCE SCHEDULE	10
802.2 REQUESTS FOR IMPROVEMENTS	11
802.3 EMERGENCY REPAIRS	12
802.4 CAPITAL ASSETS	13
802.4R1 CAPITAL ASSETS REGULATION	15
802.4R2 CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS	18
802.5 BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES	21
802.6 VANDALISM	22
802.7 ENERGY CONSERVATION	23
802.8 CONTRACT FOR MAINTENANCE SERVICES	24
802.9 CAPITAL ASSETS	25
802.10 INTANGIBLE ASSET REPORTING	26
803.1 DISPOSITION OF OBSOLETE EQUIPMENT	27
803.2 LEASE, SALE, OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES	28
804.1 FACILITIES INSPECTIONS	29
804.2 DISTRICT EMERGENCY OPERATIONS PLANS	30
804.3 FACILITIES SECURITY	31
804.5 ASBESTOS CONTAINING MATERIAL	32
804.6 STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY	33
804.7 STOCK PRESCRIPTION MEDICATION SUPPLY	35
804.5E1 PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF A VOLUNTARY SCHOOL SUPPLY OF STOCK MEDICATION FOR LIFE THREATENING INCIDENTS	38

800 OBJECTIVES OF BUILDINGS & SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board has final authority to determine what is necessary to meet the needs of the education program.

It is the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

Approved 08/08/94

Reviewed 7/13/20

Revised _____

801.1 BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long-range plan for the school district's education program, the board will include the buildings and sites needs for the education program. The long-term needs for building and will be discussed and determined by the board.

It is the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297.

Cross Reference: 105 Long-Range Needs Assessment

801.2 BUILDINGS & SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§ 280.3, .14; 297.

Cross Reference: 105 Long-Range Needs Assessment
801 Site Acquisition and Building Construction

801.3 EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (1960).
Iowa Code §§ 8A; 280.3, .14; 297; 544A.

Cross Reference: 801 Site Acquisition and Building Construction

801.4 SELECTION OF AN ARCHITECT

The board shall have the authority to select the architect for construction requiring these services. The financial condition of the school district, the ability of the architect to meet the specifications of the board and the State Department of Education, if necessary, the experience of the architect and other factors deemed relevant by the board will be considerations for selection of an architect.

It shall be the responsibility of the board to interview the architects and make a decision.

Legal Reference: Iowa Code chs. 297; 544A (2009)

Cross Reference: 801 Site Acquisitions and Building Construction

801.5 SITE ACQUISITION

Sites acquired by the board will meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of sites.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference: Iowa Code §§ 21.5(j); 297.

Cross Reference: 213 Closed Sessions
705.1 Purchasing - Bidding
801 Site Acquisition and Building Construction

801.7 FINANCING SITES AND CONSTRUCTION

Prior to the approval of a construction contract, except emergency construction, the board shall review methods for financing the project. The board may use the means it deems necessary to pay for the purchase of sites and construction. In determining the means of financing for these purposes, the board shall consider the financial condition of the school district and the uses allowed for the monies of the school district.

It shall be the responsibility of the superintendent to analyze the various methods of financing for the purchase of sites and construction and make a recommendation to the board.

- Legal Reference: Harney v. Clear Creek Community School District, 261 Iowa 315, 154 N.W..2d 88 (1967).
Liggett v. Abbott, 192 Iowa 742, 185 N.W. 569 (1921)
Iowa Code §§ 73A; 74; 74A; 75; 278.1; 296; 297; 298 (1993)
1974 Op. Att’y Gen. 598.
1972 Op. Att’y Gen. 295.
1938 Op. Att’y Gen. 167.
1936 Op. Att’y Gen. 423.
- Cross Reference: 705 Expenditures
801 Site Acquisition and Building Construction

801.8 SUPERVISION OF CONSTRUCTION

Construction authorized by the board must be supervised for proper execution. The board will tour the completed construction area before allowing final payment on the project.

It shall be the responsibility of the superintendent to supervise construction projects of the school district as they are completed. The superintendent shall be responsible for providing the board with progress reports at each meeting until the construction is completed and shall work closely with the architect.

Legal Reference: Iowa Code §§ 279.8 (2009)

Cross Reference: 801 Site Acquisition and Building Construction

802.1 MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings, and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule is created and adhered to in compliance with this policy.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14.

Cross Reference: 502.2 Care of School Property/Vandalism
502.7 Student Lockers
802 Maintenance, Operation and Management
804.1 Facilities Inspections

802.2 REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$5,000, may be approved by the superintendent. Improvements exceeding \$5,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14.

Cross Reference: 802.1 Maintenance Schedule
802.3 Emergency Repairs

802.3 EMERGENCY REPAIRS

In the event an emergency requiring repairs in excess of the state limit, to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Legal Reference: Iowa Code §§ 280.3, .14; 297.8.

Cross Reference: 705.1 Purchasing - Bidding
802 Maintenance, Operation and Management

802.4 CAPITAL ASSETS

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

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

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

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

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

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

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

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

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

Cross Reference: 709.1 Insurance Program
701.5 Financial Records

802.4R1 CAPITAL ASSETS REGULATION

- Capital Assets Management System.
 - The superintendent, and/or other designated staff, shall:
 - Conduct the capital assets physical count;
 - Develop the capital assets listing;
 - Tag capital assets included in the capital assets management system with a bar code identification number;
 - Make a recommendation of a computer software program for managing the capital assets management system;
 - Enter the necessary data into the capital assets management system and compile the appropriate reports;
 - Develop forms and procedures for maintaining the integrity of the capital assets management system; and
 - Maintain responsibility for an accurate capital assets management system.
- Determining historical cost.
 - The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
 - Gifts of capital assets are valued at the estimated fair market value on the addition/acquisition date.
 - Capital assets purchased under a capital lease are valued at historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
 - The historical cost of capital assets must include capitalized interest.
- Annual capital assets listing reconciliation.
 - The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
 - Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
 - Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
 - Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.
 - Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/ control/custody of the capital asset to replace the capital asset.
 - The superintendent is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.
- Addition/acquisition of capital assets.
 - The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
 - The capital assets Addition/Acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than \$500. The following information should be collected, if applicable:
 - Name of location-building/department/room;
 - Location-building/department/room code;
 - Balance sheet accounting/class code;

- Government or BTA program;
- Addition/acquisition date;
- Check/purchase order number or gift;
- Bar code identification number assigned to and placed on the capital asset;
- Serial/model number;
- Cost-historical;
- Fair market value on acquisition date (donated assets only);
- Estimated useful life;
- Vendor;
- Purchasing fund and function;
- Description of capital asset;
- Department/person charged with custody,
- Method of addition/acquisition-purchase, trade, gift etc.,
- Quantity;
- Replacement cost;
- Addition/acquisition authorization; and,
- Function for depreciation.
- Capital assets acquired in a month must be entered into the capital assets management system in the same month.
- The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.
- Relocation/transfer of machinery and equipment capital assets.
 - A capital assets Relocation/Transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
 - Relocation/transfer date;
 - Quantity;
 - Bar code identification number;
 - Current location-building/department/room code;
 - Name of current location-building/department/room;
 - New location-building/department/room code;
 - Name of new location-building/department/room;
 - Date placed at new location-building/department/room;
 - Department/person charged with custody; and
 - Relocation/transfer authorization.
 - Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.
- Disposal of capital assets.
 - A Capital Assets Disposal documentation must be completed prior to disposing of real property. The following information must be collected:
 - Disposal date;
 - Quantity;
 - Bar code tag identification number;
 - Legal description;
 - Location/Address;
 - Purchaser;
 - Disposal methods for real property trade, sale, stolen, etc.; and
 - Disposal authorization.
 - Capital assets disposed of in a month must be entered into the capital assets management system in the same month.

- When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.
- Lost, damaged or stolen capital assets.
 - A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:
 - Date of loss, damage or theft;
 - Employee/person discovering;
 - Quantity;
 - Description of capital asset;
 - Bar code tag identification number;
 - Location-building/department/room;
 - Description of loss, damage, etc.;
 - Filing of police report-yes or no;
 - Filing of insurance report-yes or no;
 - Sent for repair-yes or no;
 - Date returned from repair;
 - Date returned to location-building/department/room;
 - Department/person charged with custody; and
 - Authorization
 - Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.
- Capital assets reports.
 - Annual reports for June 30 each year.
 - Capital assets listing including the following items:
 - Balance sheet accounting/class code;
 - Purchasing fund, function and depreciation function;
 - Bar code tag identification number;
 - Description of the capital asset;
 - Historical cost or other;
 - Location;
 - Current year depreciation/expense; and,
 - Accumulated depreciation/amortization.
 - Capital assets listing by location/building;
 - Capital assets listing by department/employee/person charged with custody; and
 - Capital assets listing by replacement cost.

802.4R2 CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

Back trending/standard costing - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

Balance sheet accounting/class codes - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211-land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures, 252-accumulated depreciation on works of art and historical treasures, 261- infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

Book value - The value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such a depreciation.

Buildings and building improvements - A capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

Business-type activities – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

Capital expenditures/expenses - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

Capital assets - capital assets with a value of equal to or greater than \$500 based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

Capitalization policy - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district's financial statements and records.

Capitalization threshold – The dollar value at which a government elects to capitalize tangible or intangible assets on the school district's capital assets.

Capitalized interest - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

Construction in progress - buildings in the process of being constructed other than infrastructure.

Cost - the amount of money or other consideration exchanged for goods or services.

Depreciation/Amortization - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service

life of such an asset, and each period is charged with a portion of such cost.

Fixtures - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

General capital assets - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds. General capital assets account group (GFAAG) - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

Government activities – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

Government-wide financial statements – Financial statements that incorporate all of a government's governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

Historical (acquisition) cost - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

Improvements – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

Improvements other than buildings - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term "improvements" is preferred.

Infrastructure - long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, drainage systems, water and sewer systems, dams, and lighting systems

Investment in general capital assets - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

Land and buildings - real property owned by the school district.

Machinery and equipment - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than (\$*capitalization threshold*), and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

Proprietary funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Replacement cost - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.

802.5 BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 12101 *et seq.*
Iowa Code chs. 104A; 216.

Cross Reference: 103 Equal Educational Opportunity
603.3 Special Education

802.6 VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property will treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found, or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found, or proven to have destroyed or otherwise harmed school district property will be reported to the local law enforcement authorities.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 502 Students Rights and Responsibilities
903.4 Public Conduct on School Premises

802.7 ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It is the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20.

Cross Reference: 700 Purpose of Noninstructional and Business Services

802.8 CONTRACT FOR MAINTENANCE SERVICES

The board may contract for custodial and other maintenance services for the school district buildings and sites. The superintendent is authorized to contract for such services. Except in the case of emergency, the board shall approve the contracts for these services if the cost exceeds \$2,000.

It shall be the responsibility of the superintendent to consider the financial condition of the school district and other factors deemed relevant by the superintendent in making such contracts.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 703 Budget
705 Expenditures
802.3 Emergency Repairs

802.9 CAPITAL ASSETS

General Capital Assets:

General capital assets are assets that generally result from expenditures in the governmental funds and are capitalized in the General Fixed Assets Account Group. These assets are reported in the governmental activity column of the government-wide statement of net assets but are not reported in the fund financial statements.

Business-Type Capital Assets:

Business-type capital assets are those assets reported in the proprietary funds. These assets are reported in the business-type activity column of the government-wide statement of net assets but are not reported in the fund financial statements.

All capital assets are capitalized at cost for estimated historical cost and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market value as of the date received. The District does not possess any infrastructure. Improvements are capitalized, the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not.

The District maintains a reporting threshold of \$3,000 for general capital assets and a reporting threshold of \$500 for business-type capital assets. All reported capital assets except land and construction-in-progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the useful life.

<u>Asset Class</u>	<u>Useful Life</u>
Computers, TV	5 years
School Nutrition Vehicles	7 years
Licensed Vehicles	7 years
Musical Instruments	7 years
School Nutrition Equipment	12 years
Machinery & Equipment	15 years
Buildings	50 years

802.10 INTANGIBLE ASSET REPORTING

Effective for the fiscal year beginning on July 1, 2010, and each fiscal year thereafter, the Shenandoah Community School District will conform to GASB Statement 51, Accounting and Financial Reporting for Intangible Assets.

The following criteria shall be used to identify and report intangible assets on the District's Statement of Net Assets.

Identification

An intangible asset will be recognized in the Statement of Net Assets only if it is identifiable using the following tests:

- Separable (it can be separated/divided from the government and sold, transferred, licensed, rented or exchanged **or**
- Arose from the contractual or other legal rights, regardless of whether those rights are transferable or separable.

Threshold for Capitalization

The Shenandoah Community School District will not capitalize any intangible asset with a value of less than \$150,000.00.

Measurement/Recognition

Effective July 1, 2010, intangible assets exceeding the District's threshold will be recorded at actual historical cost.

Amortization

The straight-line method of depreciation will be used to amortize intangible assets meeting District criteria. If is noted that the useful life of an intangible asset that arises from contractual or other legal rights should not exceed the period to which the service capacity of the asset is limited by those contractual or legal provisions.

Miscellaneous

This policy must be applied to all intangible assets. If an intangible asset meets the threshold criteria and is fully amortized, the asset must be reported at historical cost and the applicable accumulated depreciation must be reported as well.

803.1 DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5000 will be sold or disposed of in a manner determined by the board. *(Insert method here.)* However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale or disposition will be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in same newspaper.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code §§ 297.22-.25.

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

803.2 LEASE, SALE, OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Iowa Code §§ 297.15-.25.

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

804.1 FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 802 Maintenance, Operation and Management

804.2 DISTRICT EMERGENCY OPERATIONS PLANS

The safety and security of the school community is paramount to the Shenandoah Community School District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent shall be responsible for the development, review, and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operation plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

Legal Reference: Iowa Code § 280.30

Cross Reference: 800 Objectives of Buildings & Sites

804.3 FACILITIES SECURITY

To protect the school district buildings and sites and equipment, the facilities shall be locked when school is not in session. When school activities or public activities are held in the school district facilities, only the main entrance doors, as determined by the superintendent and the building principals, shall be unlocked for access to the school district facilities.

It shall be the responsibility of employees and users of the school district facilities to abide by this policy.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2009)

Cross Reference: 401.9 Use of School District Facilities & Equipment by Employees
709 Insurance Program

804.5 ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos, it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint, and train appropriate employees as necessary.

Legal Reference: 20 U.S.C. §§ 3601 *et seq.*
40 C.F.R. Pt. 763.84.
Iowa Code §§ 279.52-.54.

Cross Reference: 403.4 Hazardous Chemical Disclosure
802 Maintenance, Operation and Management

804.6 STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY

The Shenandoah Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of severe allergic reactions. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to a student or individual who may be experiencing an anaphylactic reaction.

Procurement and maintenance of supply: The district shall stock a minimum of one pediatric dose and one adult dose epinephrine auto-injector for each school building. The supply of such auto-injectors shall be maintained in a secure, dark, temperature-controlled location in each school building.

[Insert employee responsible] shall routinely check stock epinephrine auto-injectors and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector that is used, close to expiration, or discolored or has particles visible in the liquid.

Training: A school nurse or personnel trained and authorized may provide or administer an epinephrine auto-injector from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors to retain authorization to administer stock epinephrine auto-injectors if the following occur:

1. Failure to administer an epinephrine auto-injector to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector according to generally accepted standards of practice (“medication error”);
or
2. Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication (“medication incident”).

Reporting: The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

3. Each medication incident with the administration of stock epinephrine;
4. Each medication error with the administration of stock epinephrine; or
5. The administration of a stock epinephrine auto-injector.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

Legal Reference: Iowa Code §§ 135.185; 279.8.
281 I.A.C. 14.3.

Cross Reference: 507.2 Administration of Medication

Approved 10/13/2023

Reviewed _____

Revised _____

804.7 STOCK PRESCRIPTION MEDICATION SUPPLY

The Shenandoah Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers and/or opioid antagonists from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress or acute opioid overdose.

Procurement and maintenance of supply: The district MAY stock a minimum of the following for each attendance center: select supply of stock medication district will voluntarily provide

- One pediatric dose and one adult dose epinephrine auto-injector;
- One pediatric and one adult dose bronchodilator canister and spacer;
- One dose naloxone or other opioid antagonist.

The supply of such medication shall be maintained in a secure, easily accessible area for an emergency within the school building, or in addition to other locations as determined by the school district.

School nurse shall routinely check stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles or color change for epinephrine auto-injectors; or
- Bronchodilator canister damage.

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector bronchodilator canister or spacer or opioid antagonist that is empty after use, damaged or, close to expiration. The district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress, asthma or other airway-constricting disease, or opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canister or spacer or opioid antagonist shall consist of the requirements of medication administration established by law and an annual anaphylaxis, asthma, other airway-constricting disease, opioid overdose training program approved by the Department of Education.

Authorized personnel will be required to retake the medication administration course, training program and provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors, bronchodilator canister or spacer or opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an epinephrine auto-injector, bronchodilator canister or spacer or opioid antagonist according to generally accepted standards of practice ("medication error"); or

- Accidental injection injury to school personnel related to improperly administering the medication (“medication incident”).

Reporting: Authorized personnel will contact the school nurse or emergency medical services (911) immediately after a stock bronchodilator canister is administered to a student or individual. The school nurse retains accountability for professional nursing judgment with the administration of stock bronchodilators and whether to contact emergency medical services in accordance with Iowa laws.

The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector, or stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
- Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; or
- The administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

Legal Reference: Iowa Code §§ 135.185; 190; 279.8.
281 I.A.C. 14.3.
655 I.A.C 6.2(2)

I.C. Iowa Code
Iowa Code § 135.185

Description
[Epi-pen Supply](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 14.3

Description
[Epi-pen Stock](#)

655 I.A.C 6

[Nursing](#)

Cross References
Code

507.02

Description
Administration of Medication to Students

507.02

Administration of Medication to Students

507.02	Administration of Medication to Students
507.02	Administration of Medication to Students
507.02	Administration of Medication to Students

804.5E1 PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF A VOLUNTARY SCHOOL SUPPLY OF STOCK MEDICATION FOR LIFE THREATENING INCIDENTS

Student's Name (Last), (First), (Middle)	Birthday	School	Date
--	----------	--------	------

The district seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents. The district supplies the following prescription medications for life-threatening incidents that are listed below. Generic brands may be substituted, (select all that apply):

- Epinephrine auto-injectors
- Bronchodilator
- Bronchodilator Canisters and Spacers
- Opioid Antagonist

Pursuant to state law, the school district or and its employees are to incur no liability for any injury arising from the provision, administration, failure to administer, or assistance in the administration of the selected prescription medications supplied by the school for life-threatening incidents provided they have acted reasonably and in good faith.

The parent or guardian shall sign consent for the student to receive the voluntary school supply of stock medication listed for life-threatening incidents and sign a statement acknowledging that the school district is to incur no liability as a result of administration of a prescription medication for life-threatening incidents provided the school district to have acted reasonably and in good faith. Electronic signature meets the requirement of written signature.

- I request the above-named student be administered the voluntary stock supply of prescription medication, in the name of the school district, by a school nurse or personnel trained and authorized to administer to a student who acting reasonably and in good faith perceives the administration instructions listed as identified in the required annual awareness training associated with the stock medication(s) above and after completion of the medication administration course requirements
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability as a result of administration of the prescription medication(s) for life-threatening incidents provided the school district to have acted reasonably and in good faith.

Parent/Guardian Signature
(agreed to the above statement)

Date

SCHOOL DISTRICT COMMUNITY RELATIONS (Series 900)

Contents

SCHOOL DISTRICT COMMUNITY RELATIONS (Series 900)	1
900 PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS	2
901.1 PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS	3
901.2 BOARD OF DIRECTORS AND COMMUNITY RELATIONS	4
902.1 NEWS MEDIA RELATIONS	5
902.2 NEWS CONFERENCES AND INTERVIEWS	6
902.3 NEWS RELEASES	7
902.4 STUDENTS AND THE NEWS MEDIA	8
902.5 EMPLOYEES AND THE NEWS MEDIA	9
902.6 LIVE BROADCAST OR VIDEOTAPING	10
903.1 SCHOOL - COMMUNITY GROUPS	11
903.2 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS	12
903.3 VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES	13
903.4 PUBLIC CONDUCT ON SCHOOL PREMISES	14
903.5 DISTRIBUTION OF MATERIALS	15
903.5R1 DISTRIBUTION OF MATERIALS REGULATION	16
904.1 TRANSPORTING STUDENTS IN PRIVATE VEHICLES	19
904.2 ADVERTISING AND PROMOTION	20
905.1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT	21
905.1R1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION	22
905.1R2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FEES SCHEDULE	23
905.1E1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM	24
905.1E2 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY AND LIABILITY INSURANCE AGREEMENT	25
905.2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FOR PRIVATE PROFIT	26
905.2R2 GUIDELINES REGARDING ACCEPTANCE OF FLOWERS/DELIVERIES AT SCHOOL BUILDINGS	27
905.3 SUNDAY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT	28
905.4 TOBACCO-FREE ENVIRONMENT	29
906 OTHER INTRADISTRICT RELATIONS	30

900 PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems, and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

901.1 PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copied of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2009).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 218 Board of Directors' Records
401.6 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
710.4 School Food Service Records and Reports
902.1 News Media Relations

901.2 BOARD OF DIRECTORS AND COMMUNITY RELATIONS

The board recognizes the need for a communications program to provide effective two-way communication between the school district and the school district community. The school district's communications program shall strive to meet the following goals.

- To keep citizens informed through a regular flow of information about the school district and its programs;
- To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community; and
- To assess public knowledge, attitudes, and concerns on a regular basis.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with the community. The superintendent shall make a recommendation to the board annually for changes in the communications program.

Legal Reference: Iowa Code §§ 22;279.8 (2009)

Cross Reference: 217 Board of Directors' Relationships
302 Administration Relationships 402
Employees and Outside Relations
903 Public Participation in the School District

Approved 8/8/94

Reviewed 5/14/18

Revised 7/11/11

902.1 NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair, and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2009).

Cross Reference:	708	Care, Maintenance, and Disposal of School District Records
	901	Public Communications
	902	Press, Radio, and Television News Media

902.2 NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2009).

Cross Reference: 901 Public Communications
902 Press, Radio, and Television News Media

902.3 NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
 Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
 Iowa Code §§ 21.4; 22.2 (2009).
 1980 Op. Att'y Gen. 73.
 1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio, and Television News Media

902.4 STUDENTS AND THE NEWS MEDIA

Generally, students may not be interviewed during the school day by members of the news media. The students, while on the school district premises, shall refer interview requests and information requests from the news media to their principal.

It shall be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the control of the school district. The principal may also contact the student's parents.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8 (2009).

Cross Reference: 502.11 Interviews of Students by Outside Agencies
901 Public Communications

902.5 EMPLOYEES AND THE NEWS MEDIA

Employees shall refer interview requests and information requests from the news media to the superintendent's/ principal's office. Employees may be interviewed or provide information about school district matters after receiving permission from the superintendent/principal.

It shall be within the discretion of the superintendent/principal to allow news media to interview and to receive information from employees.

It shall be the responsibility of the superintendent/principal to develop guidelines for assisting employees in following this policy.

Legal Reference: Iowa Code §§ 279.8 (2009).

Cross Reference: 901 Public Communications

902.6 LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2009).

Cross Reference: 506.2 Student Directory Information
901.2 Board of Directors and Community Relations
902.1 News Media Relations
903.3 Visitors to School District Buildings and Sites

903.1 SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the school district, the group will confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district- community groups affiliated with the building principal's attendance center.

Legal Reference: Iowa Code §§ 279.8; 291.13 (2009).

Cross Reference: 903 Public Participation in the School District

Approved 8/8/94

Reviewed 5/14/18

Revised 7/11/11

903.2 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (2009).

Cross Reference: 603.1 Basic Instruction Program
903.3 Visitors to School District Buildings and Sites

Approved 8/8/94

Reviewed 5/14/18

Revised 7/11/11

903.3 VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2009).

Cross Reference: 902 Press, Radio, and Television News Media
903.2 Community Resource Persons and Volunteers

903.4 PUBLIC CONDUCT ON SCHOOL PREMISES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Individuals are permitted to attend school sponsored or approved activities or visit the school building only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity. Individuals, like the student participants, are expected to display mature behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate in the education program, or activities without fear of interference, and to permit the employees or sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal, or physical conduct of individuals directed at students, employees, officials, or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials, or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene, or demeaning expression directed at students, employees, officials or sponsors participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene, or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the individual from the school buildings or from future sponsored or approved activities.

Upon recommendation of the superintendent, the board will cause a notice of exclusion from the school building or from sponsored or approved activities to be sent to the individual involved.

The notice will advise the individual of the school district's right to exclude the individual from school buildings, school district activities and events and the duration of the exclusion. If the individual disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion the school building or from future school sponsored or approved activities.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2009).

Cross Reference: 205.2 Board Member Liability
 504 Student Activities
 802.6 Vandalism
 903 Public Participation in the School District

Approved 8/8/94

Reviewed 5/14/18

Revised 7/11/11

903.5 DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents, or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
 Iowa Code §§ 279.8; 280.22 (2009).

Cross References: 502.5 Freedom of Expression
 503.1 Student Conduct
 504 Student Activities
 603.9 Academic Freedom

903.5R1 DISTRIBUTION OF MATERIALS REGULATION

- Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

- is obscene to minors;
- is libelous;
- contains indecent, vulgar, profane or lewd language;
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited.

Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

- Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting request and, if a student, the homeroom number;
- Date(s) and time(s) of day of intended display or distribution;
- Location where material will be displayed or distributed;
- The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place, and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place, and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal,

the material may be distributed in accordance with the time, place, and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration, or the individual reviewing the material submitted.

- Time, place, and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

- The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
- The material will be distributed either before and/or after the regular instructional day.
- No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

- Definitions.

The following definitions apply to the following terms used in this policy:

- "Obscene to minors" is defined as:
 - The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- "Minor" means any person under the age of eighteen.
- "Material and substantial disruption" of a normal school activity is defined as follows:
 - Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to

the written material in question.

- "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
- "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.
- "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
- "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

- Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

- Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

904.1 TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2009).
281 I.A.C. 43.

Cross Reference: 401.11 Transporting of Students by Employees
401.12 Employee Travel Compensation
711 Transportation

904.2 ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the superintendent.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 402.9 Solicitations from Outside
504.6 Student Fund Raising
904 Community Activities Involving Students

905.1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

Authorized users of the ICN shall ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

It shall be the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and is supporting administrative regulations.

The board may allow entities such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§8D; 276:278.1(4);279.8;288;297.9-.11 (2009) 751 I.A.C. 14.
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232. 1936 Op.
Att'y Gen. 196/

Cross Reference: 704 Revenue

905.1R1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

- No smoking will be allowed.
- There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
- The presence of a custodian or employee may be required.
- After a school building has been used by an outside group, cleaning will be done by school district employees. Fees for such work will be charged to the group.

Legal Reference: Iowa Code §§ 123.46; 142B.2, .3; 297.9 (2009).

Cross Reference: 905 Use of School District Facilities & Equipment

905.1R2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FEES
SCHEDULE

<i>Rates for Use of Buildings and Sites</i>	
<i>Elementary school gym (first two hours)</i>	_____
<i>Elementary school gym with kitchen (first two hours)</i>	_____
<i>Middle school gym (first two hours)</i>	_____
<i>Middle school kitchen and lunchroom (two hours)</i>	_____
<i>High school gym (two hours)</i>	_____
<i>High school auditorium</i>	_____
<i>High school lunchroom</i>	_____
<i>For each additional hour or fraction thereof</i>	_____
<i>For providing chairs and/or tables for meetings</i>	_____
<i>Custodial charges</i>	_____
 <i>ICN classroom per hour (maximum \$12.50 per hour)</i>	 _____

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Rates for Use of Equipment

<i>VCR (one-half day)</i>	_____
<i>Overhead projector (one-half day)</i>	_____
<i>[Add other items]</i>	_____
 <i>Add to above:</i>	
<i>For each additional hour or fraction thereof</i>	_____
<i>[Add other items]</i>	_____

- *First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at _____.**
- *Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.**
- *The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.**
- *The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.**

**Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.*

905.1E1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building, site, or equipment. Police protection is required when admission is charged.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 905.1E2, prior to the use of school district buildings, sites, or equipment

Building/Site/Equipment _____

Date _____

Purpose _____

Hours _____

Auditorium

Seating requirements on stage _____

Tables required on stage _____

Stage curtain and attendant _____

Spotlights _____

Microphones _____

Podium Stand _____

Table _____ *Stand in audience* _____

Other equipment _____

Gymnasium

Seating _____

Scoreboard _____

Public address system _____

Matron _____

Classroom

ICN _____

Computer lab _____

Other _____

Swimming Pool

Total Fee \$ _____

Name of entity making application: _____

Name of person making application: _____

Address: _____

Phone #: _____

(Signature of Applicant)

(Date)

905.1E2 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY AND
LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the _____ School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 20____.

*School District
(Entity)*

By _____

By _____

Superintendent

Title _____

By _____

Address _____

Secretary

905.2 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FOR PRIVATE PROFIT

The buildings and sites of the school district may be made available for a fee to local for-profit entities. Such use will be permitted only when it does not interfere with or disrupt the education program or school-related activity, and it is approved by the board. This includes, but is not limited to, deliveries of flowers, balloons, packages and other personal items to employees and students. Only in unusual circumstances and with prior permission of the superintendent, will deliveries of personal items to employees and students be accepted. The board reserves the right to deny use of the buildings and sites to any group.

There shall be a written contract and proof of insurance coverage on file with the board secretary prior to a scheduled event. An employee of the school district must be present at the event.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 276; 278.1(4); 288; 297.9-.11 (2009)
1982 Op. Att’y Gen. 561.
1972 Op. Att’y Gen. 339.
1940 Op. Att’y Gen. 232.
1936 Op. Att’y Gen 196.

Cross Reference: 608 Adult Education
609 Community Education
905.1 Community Use of School District Building & Sites & Equipment

905.2R2 GUIDELINES REGARDING ACCEPTANCE OF FLOWERS/DELIVERIES AT SCHOOL
BUILDINGS

- E. Flowers/deliveries may be made at the high school for students and staff to a designated location. Names of the recipients will be placed on the bulletin board.
- F. Deliveries will be accepted at the K-8 Building for staff only. Deliveries will be made to the offices. Staff may pick them up after school.
- G. Deliveries will be accepted after 3:00 p.m.

The Board of Education believes that personal deliveries should be made to one's home.

Cross Reference: 905.2 Community Use of School District Buildings and Sites and Equipment
for Private Profit

905.3 SUNDAY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

Generally, the school district buildings and sites will not be used for student activities on Sundays. It shall be within the discretion of the superintendent to allow student activities on Sundays.

The buildings and sites may be used by the community with the approval of the board and in compliance with board policy.

Legal Reference: Iowa Code § 297.9-.11 (2009)

Cross Reference: 905.1 Community Use of School District Building & Sites & Equipment

905.4 TOBACCO-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product, or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142D; 279.8, .9; 297 (2011).

Cross Reference: 404 Employee Conduct and Appearance
905.1 Community Use of School District Buildings & Sites &
Equipment
905 Use of School District Facilities and Equipment

906 OTHER INTRADISTRICT RELATIONS

The board shall work with other local government units, colleges and universities, technical schools, businesses and industries, private schools, education associations, local community organizations and associations to provide additional education opportunities for the students in the school district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

Legal Reference: Iowa Code § 279.8 (2009)

Cross Reference: 217 Board of Directors' Relationships
302 Administration Relationships
402 Employees and Outside Relations

907.R1 DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

During a public health emergency, the district will seek guidance and recommendations from federal, state, and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies.

The superintendent, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

The district will promote and follow other recommended measures and guidance from federal, state, and local agencies to the extent reasonably practicable under the circumstances. These measures may include, but are not limited to the following:

On-line learning, hybrid models of learning, or modified in-person learning may occur dependent on the circumstances and in accordance with applicable law.

Hand washing and any other recommended hygiene practices will be taught to all students and employees.

Non-medical-grade face masks are encouraged to be worn by all individuals on school grounds, including students, employees, and volunteers. Masks will be provided to individuals who request them. Reusable masks should be washed regularly by individuals wearing them.

Employees, volunteers, and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event. Individuals with a temperature over 100.3 degrees may not enter school buildings or attend school events.

Due to the increased cost to the district of providing additional cleaning and disinfecting measures, and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to restrict the use of school buildings and facilities for non-school groups in a neutral and non-discriminatory manner.

[or]

Due to the increased cost to the district of providing additional cleaning and disinfecting measures and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to require, as a condition of using district facilities, non-school groups to provide the school district with EPA-approved cleaning and disinfecting supplies to properly clean and disinfect the space used after each event. The district may also require non-school groups to reimburse the district the actual cost of school personnel time needed to clean and disinfect school facilities after the event.



November 6, 2025

Jean Fichter, President
Shenandoah Community School District

Re: Proposal for Services
Shenandoah Community School District
K-8 School HVAC Replacement - Zone 3
Shenandoah, Iowa

Dear Jean:

Thank you for the opportunity to submit a Proposal for the services described herein for the heat pump replacement and new dedicated outdoor air system (DOAS) serving Zone 3 of the Shenandoah K-8 School in Shenandoah, Iowa. The second floor heat pumps and roof-mounted DOAS unit will be the base bid, and the first floor heat pumps will be an add alternate.

Mechanical Design

HVAC Systems

Heat pump replacement, including supply and return ductwork.

Dedicated outdoor air system (DOAS), including direct expansion (DX) cooling, energy recovery, and ventilation and exhaust ductwork.

Direct digital control (DDC) system.

Piping Systems

Heat pump loop piping.

Heat pump condensate piping.

Electrical Design

Power distribution for new heat pumps and DOAS unit.

General Design

Prepare applicable specifications.

Prepare contract documents that are suitable for pricing and construction purposes.

Project Design Meetings

- Participate in approximately monthly project conference calls/web conferences as required.
- Attend approximately two design coordination meetings in Shenandoah, Iowa.

Bidding Phase

Attend Prebid meeting.

Respond to contractor questions.

Prepare addenda information as required.

Assist with bid evaluation and recommend award to successful contractor.

Construction Phase

Attend Preconstruction Conference.

Answer Contractor questions and Requests for Information (RFIs).

Review Contractor responses to RFPs and change orders prior to work commencing.

Review shop drawing submittals for items requested in the contract documents.

Conduct up to two job site observations during construction, plus one final job site observation at the end of the construction period and prepare construction observation reports.

Prepare record documents from markups or files provided by contractors.

Owner/Contractor Construction (OCC) Meetings

Participate in approximately monthly telephone/web conference meetings as required.

Assumptions

The following assumptions are in addition to those listed under IMEG's scope of services above.

General

Documentation (e.g., design drawings, maintenance records, etc.) of the existing systems relevant to our scope of work, which accurately represents the existing conditions, will be provided to IMEG.

Documents prepared by the Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions by the Engineer without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. It is understood and agreed that unforeseen conditions uncovered during the progress of the project may require changes in the project, resulting in additional cost and delay.

The project will be designed by IMEG using Building Information Modeling (BIM) software with Autodesk Revit® as the platform. The BIM deliverable will be no greater than Level of Development (LOD) 300 as defined in AIA Document E202. A Revit® model including architectural and structural components or AutoCAD® files suitable for use as backgrounds for building and site will be provided to IMEG. Extensive modification of Revit® model or AutoCAD® backgrounds will be considered additional services.

The Revit® model is only inclusive of those systems and trades designed by IMEG. The Revit® model will not include Owner/vendor-provided and installed systems requiring coordination by the installing contractors. The Revit® model is intended for internal coordination among the design team. It is understood the model is not intended to be an exact and complete three-dimensional representation of how the Contractor will route and locate utilities and equipment.

Modeling of existing conditions will be limited to the extent required to produce specifications and 2D contract documents.

Guardrails, ladders, stairs, platforms, or other components for supporting and accessing mechanical equipment will be designed and coordinated by others and will be part of the General Contractor's scope of work.

Identification, testing, and/or removal of hazardous materials will be by others.

An independent cost estimator will be engaged by the Owner or Client. Opinions or comments made by IMEG related to the independent cost estimator's work shall not create or be interpreted as a warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the cost estimator's valuation.

IMEG assumes the selected General Contractor/Construction Manager will be using a web-based project software site, at their cost, for the purpose of hosting and managing project communication and documentation.

The project will be awarded as a single prime contract for construction. Phased design and/or issue of early documents are not required.

Mechanical and Electrical

Existing base building systems are code compliant and have adequate capacity to support the project requirements. The design for base building system modifications, replacements, or new installations to support the project will be considered an additional service.

Compensation

We propose to provide the services described above for a fixed fee of \$65,500. Should the size and/or scope of the project, project schedule, or project budget change, IMEG reserves the right to adjust our fees, or new or increased services will be provided as additional services.

Project Expenses

The following reimbursable expenses are not included in the above fee and will be invoiced with a 1.0 multiplier of actual cost:

- Reproduction costs for existing facility documents, and for one record set of contract document deliverables at each project phase/milestone.

- Payment of plan review fees, permit fees, filing fees, or other imposed governmental agency fees.
- Necessary consultants as approved by Client.
- Project specific insurance coverage riders or amendments necessary to comply with required insurance requirements above current IMEG limits and conditions.
- Postage and delivery charges.
- Travel expense: Automobile mileage will be invoiced at the IRS rate in effect at the time of travel. Travel expenses include mileage, parking fees, rental car and fuel, and other out of pocket travel related expenses.
- Meals and lodging, when required to travel overnight.
- Expenses for safety training, background checks, vendor registration sites, and drug testing to access the site.

Additional Services

IMEG can include the following as additional services. Additional services will be performed on a time and material basis using IMEG's standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

General

Services within IMEG's expertise not included above.

Additional construction administration services if project construction schedule is extended beyond one summer.

Condition assessment surveys or invasive field takeoff to determine existing conditions that are not readily accessible or visible.

Assistance with grants and other related funding applications.

Value engineering or negotiating construction cost/scope/alternates with contractors and related document revisions after Design Development documents are complete.

Additional effort to support expedited, segmented, and/or express building permit process.

Revising IMEG design documents as a result of equipment lead times or supply chain delays.

Revising IMEG design documents arising from contractor's failure to comply with the contract document requirements.

Continuous updates to the design drawings throughout the construction administration period based on RFIs, box walk changes, Authority Having Jurisdiction/building inspector field comments, and other field changes.

LEED, WELL, or building certification criteria evaluation, energy modeling, calculation, justification, and documentation.

SMEPT

Performing a confirmation site observation after the final job site observation has been completed.

Field testing, adjusting, balancing, or field time to assist installation contractor. Initial startup is the responsibility of the various contractors and/or subcontractors.

Systems commissioning and special inspections. Please be advised that commissioning and/or special inspections may be required by some building/energy codes, even though it is excluded from this Proposal. If commissioning or engineering-related special inspections are required, IMEG can provide a proposal for additional services, or these services may be conducted by a third party.

Mechanical

Life cycle cost analysis.

ASHRAE 90.1 Energy Standards confirmation or building modeling.

Electrical

Lightning protection system evaluation and design.

Development of an arc flash hazard analysis or modifications to an existing arc flash analysis for the facility.

Closing

The attached Terms and Conditions dated 09.2024 are made a part of this Proposal. This Proposal is valid for 45 days from the date of this offer.

We will begin our services following acceptance of this Proposal for Services. Acceptance may be conveyed via email or by signing this offer and returning it to our office. Notwithstanding the foregoing sentence, if you or members of your firm engage IMEG for services for the referenced project, either verbally or by actions that imply acceptance of this Proposal, such as providing drawings, submitting questions, requesting engineering information, etc., without returning a signed copy of this Proposal, it is expressly agreed that acceptance of all terms and conditions of this Proposal will be implied and contractually binding.

IMEG Consultants Corp.

Dave Inghram, Project Executive | David.C.Inghram@imegcorp.com

Accepted: Shenandoah Community School District

Jean Fichter, President

Terms and Conditions

1. Definitions:

“Agreement” - Collectively IMEG’s proposal, these Standard Terms and Conditions, IMEG’s Standard Hourly Rates, and any exhibits incorporated expressly by reference, herein.

“Change Order” - Any additional Services or change in schedule related to the Project requested by IMEG or Client.

“Client” - The party for whom Services are being provided, and its directors, officers, affiliates, employees, and agents.

“Day(s)” - Any day other than Saturday, Sunday, or any other day on which banks in New York are closed.

“IMEG” - IMEG Consultants Corp., and its directors, officers, affiliates, employees, and agents.

“Losses” - Any loss, liability, claim, damage, cost, expense, and reasonable attorney’s fees.

“Party” - Each of IMEG and Client; “Parties” means IMEG and Client collectively.

“Project” - The specific project for which Services are performed pursuant to this Agreement.

“Project Owner” - The party responsible for the initiation, funding, and oversight of the Project.

“Services” - The services or work performed by IMEG in any office location for Client on the Project.

“Standard Hourly Rates” - The current hourly rates set by IMEG for Services performed under this Agreement.

2. Standard of Care/Performance: Services provided by IMEG under this Agreement shall be performed in accordance with the professional skill and care ordinarily exercised by professionals practicing under similar circumstances in the same or similar location (“Standard of Care”). It is explicitly understood and agreed that the Standard of Care does not demand perfection, and IMEG will not be responsible for any cost escalations, separate and apart from IMEG’s negligence as defined in Section 11, throughout the Project’s duration. Nothing contained in this Agreement or within any certification/representation statement shall obligate, bind, or require IMEG to exercise professional skill and judgment greater than the Standard of Care. IMEG makes no warranty or guarantee, express or implied, and shall not be responsible for any failure to follow or apply any knowledge or techniques which are not generally known or accepted. Should Client seek additional design parameters in contemplation of future climate change, such parameters shall be explicitly outlined in the Services. IMEG shall perform Services pursuant to an agreed-upon schedule as is consistent with the Standard of Care.

3. Information: Except as otherwise defined in the Services, Client shall facilitate the exchange of information among the Project Owner, IMEG, and other service providers as necessary for the coordination of the Project. IMEG shall be entitled to rely on the accuracy and completeness of such information furnished by Client or Client’s other service providers. IMEG shall not be liable for inaccurate data, specifications, or other Project requirements submitted to it by or on behalf of Client. If there are updates or changes to any information provided to IMEG in furtherance of the Services, Client is responsible for advising IMEG’s personnel of such updates or changes in writing.

4. Limitation of Responsibilities: IMEG shall not be responsible for, nor have control over or charge of, construction means, methods, coordination, schedules, techniques, procedures, delays, site observation, or review of contractor’s work, or for any health or safety precautions or programs. Client shall indemnify, defend, and hold harmless IMEG for contractor’s or subcontractor’s performance or the failure of contractor’s or subcontractor’s work to conform to Project design specifications and contract documents.

5. Additional Services: If the Project schedule or scope changes and additional Services are requested, IMEG shall send Client a Change Order and Client must approve such Change Order in writing or electronically prior to IMEG commencing work. Services performed pursuant to a Change Order shall be deemed an amendment to this Agreement and such additional Services shall be performed pursuant to these Standard Terms and Conditions. IMEG shall not be responsible for any expense associated with any Services that are a betterment or added value to the Project.

6. Compensation/Payment: Client shall pay IMEG in full for all Services performed and expenses incurred. Services provided by IMEG on a time and material basis shall be performed in accordance with IMEG's Standard Hourly Rates, subject to annual update. If Client disputes any portion of an invoice, Client shall notify IMEG in writing within fifteen (15) Days of the invoice date by notice to ClientStatements@imegcorp.com. If no notice is received, Client agrees the invoice is accurate and to pay the amount in full. In no case are invoices subject to unilateral discounting, back-charges, or set-offs, and payment in full is due for Services performed regardless of whether this Agreement or the Project is terminated. Accounts unpaid sixty (60) Days after the invoice date may be subject to a monthly service charge of one- and one-half percent (1.5%) (or the maximum legal rate) on the unpaid balance. If any portion of an account remains unpaid 120 Days after the invoice date, IMEG may stop or pause performance of Services and institute collection action. Client shall pay all costs of collection, including reasonable attorney's fees. Collection actions and billing disputes shall not be subject to informal dispute resolution procedures as described in Section 8.

7. Ownership/Use of Instruments of Services: All drawings, specifications, BIM, reports, and other work product of IMEG developed for this Project are instruments of service owned by IMEG ("Instruments of Service"). Upon Client's payment in full to IMEG for all Services performed and expenses incurred, IMEG shall provide Client with a license to use the Instruments of Service for purposes consistent with the Project. Reuse of any Instruments of Service by Client or any third-party for any other use without the express written consent of IMEG shall be at Client's sole risk. Client shall indemnify, defend, and hold harmless IMEG against Losses arising out of unauthorized use or misuse of the Instruments of Service.

8. Dispute Resolution/Governing Law: Excluding collection actions and billing disputes as described in Section 6, claims or disputes between the Parties arising out of the Services or out of this Agreement shall be escalated for informal dispute resolution. If no informal dispute resolution is achieved within fifteen (15) Days of demand made by IMEG or Client, the Parties shall submit the matter to non-binding mediation (mediation being subject to the provisions in Section 8.2 of AIA Document C401-2017). The Parties shall include a similar provision as in this Section 8 with all contractors, subconsultants, and subcontractors, providing for non-binding mediation as the primary method of dispute resolution following informal dispute resolution as described in this Section. This Agreement and all questions, disputes, and litigation arising in connection with the Services shall be governed by, and brought in, the laws of the state where the Project is located.

9. Mutual Waiver of Damages: Each Party hereby expressly waives against the other Party any and all claims for consequential, indirect, punitive, special, incidental, exemplary, or liquidated damages. The waiver in this Section shall apply to any such damages listed herein sought to be recovered through any indemnity obligation in this Agreement.

10. LIMITATION OF LIABILITY: To the fullest extent permitted by applicable law, IMEG's total liability arising out of or related to this Agreement, for all Services performed on this Project, and for all Losses, whether based in contract or tort, in law or equity, or for negligent acts, errors, or omissions, from any cause, shall not exceed the total amount of \$100,000. This limitation of liability was negotiated after the Parties discussed the risks and rewards associated with the Project. No individual professional director, officer, or employee of IMEG shall be individually liable for negligence arising out of this Agreement. The limitation of liability established in this Section shall survive the expiration or termination of this Agreement.

11. Indemnification: Subject to Section 10, IMEG shall, to the fullest extent permitted by applicable law, indemnify and hold harmless Client against Losses to the extent caused by, and in proportion to, the negligence of IMEG in the performance of Services under this Agreement. IMEG shall not be obligated to indemnify Client for Client's own negligence.

Client shall, to the fullest extent permitted by applicable law, indemnify and hold harmless IMEG against Losses to the extent caused by, and in proportion to, the negligence of Client in the performance of its services under this Agreement. Client shall not be obligated to indemnify IMEG for IMEG's own negligence.

The other terms of this Agreement notwithstanding, in the event of any professional liability claim within the purview of the indemnification provisions of this Section, each Party shall control its own defense, and at the time of claim resolution, each Party shall provide reimbursement for reasonable defense costs and attorney's fees recoverable under applicable law to the extent caused by the negligence of each Party as determined by a competent trier of fact. As such, the Parties recognize and expressly agree that the duty to defend is not applicable to professional liability claims and is wholly separate and distinct from the duty to indemnify and hold harmless as described in this Section.

12 Insurance: IMEG shall obtain and maintain the following insurance coverages: Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, Worker's Compensation/Employer's Liability, and Professional Liability. Certificates of insurance shall be provided to Client upon request. When stipulated by the Parties, Commercial General Liability, Automobile Liability, and Umbrella/Excess Liability shall be written or endorsed to include additional insureds (which shall not be named additional insureds), primary/non-contributory coverage, and other coverages, subject to all policy terms, conditions, and exclusions, and any limitations as to coverage amounts as agreed upon in writing by the Parties.

13. Termination: Either Party may terminate this Agreement due to the other Party's material breach of this Agreement upon providing a ten (10) Day written notice to the breaching Party and an opportunity of at least five (5) Days to cure such material breach. Upon termination, payment in full to IMEG is required for all Services performed and expenses incurred through the date of termination. IMEG shall not be required to release any Instruments of Service until such payments have been received. If this Agreement is terminated or suspended due to Client's material breach, Client shall return all Instruments of Service within its possession or control, and any consequences (including delay) resulting from such termination or suspension shall be the sole responsibility of Client. The cancellation of the Project or the institution of bankruptcy proceedings by either Party shall be deemed a material breach and termination of this Agreement.

14. Assignment: Except for assignment by operation of law, neither Party shall transfer or assign any rights or duties under, or interest in, this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other Party, which shall not be unreasonably withheld. Subcontracting to subconsultants, normally contemplated by IMEG as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

15. Employment and Non-Solicitation: Except with the other Party's prior written consent, neither Party shall solicit the employment of, or employ any of the other Party's employees, during the performance of this Agreement and for a period of six (6) months thereafter, provided that any general solicitation for employment through a published advertisement shall not constitute a breach of this Section.

16. Force Majeure: Except as otherwise provided, no delay or failure in IMEG's performance of its obligations under this Agreement shall constitute a default or the incurrence of damages, if and to the extent, the delay or failure is caused by the occurrence of any contingency beyond the reasonable prevention or control, and without any fault, of IMEG. Unless such occurrence frustrates IMEG's performance, such occurrence shall not operate to excuse, but only to delay, IMEG's performance. Once such occurrence ceases, IMEG shall resume the performance of its obligations under this Agreement as soon as reasonably possible.

17. Severability and Non-Waiver: If any part of this Agreement is declared invalid or unenforceable, the remainder shall continue to be valid and enforceable. No failure to act by either Party shall be deemed to constitute a waiver of such Party's rights or remedies under this Agreement. Additionally, there shall be no legal presumption against the drafter of this Agreement in the event of a dispute as to the enforceability and/or interpretation of this Agreement.

18. Entire Agreement: If Client issues to IMEG a purchase order or similar document, none of the terms and conditions stated therein shall bind IMEG, and such document, whether signed by IMEG or not, shall be considered only as a document for Client's internal operational management. This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Parties.

19. Equal Employment Opportunity: The Parties shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing, or disclosing compensation. Moreover, these regulations require that covered prime consultants and subconsultants take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

09.2024



2025 STANDARD HOURLY RATES - SMEPT/MEQ/Cx
(rates adjusted annually)

Senior Client Executive / Senior Market Director / VP	\$310
Client Executive / Market Director	\$285
Project Executive	\$265
Senior Project Manager 2	\$240
Senior Project Manager 1	\$220
Engineer of Distinction	\$250
Senior (Engineer / Planner / Consultant) 3	\$235
Senior (Engineer / Planner / Consultant) 2	\$205
Senior (Engineer / Planner / Consultant) 1	\$190
Project (Engineer / Consultant) 2	\$170
Project (Engineer / Consultant) 1	\$155
(Graduate Designer / Consultant / Planner / Authority / Analyst) 2	\$135
(Graduate Designer / Consultant / Planner / Authority / Analyst) 1	\$120
Designer of Distinction	\$215
Senior (Designer / Authority) 3	\$195
Senior (Designer / Authority) 2	\$190
Senior (Designer / Authority) 1	\$170
Project (Designer / Authority) 2	\$155
Project (Designer / Authority) 1	\$140
(Designer / Authority / Analyst) 2	\$125
(Designer / Authority / Analyst) 1	\$115
Design Technician 2	\$100
Design Technician 1 / Intern	\$90
Senior Construction Administrator	\$190
Construction Administrator	\$155
Senior Procurement Manager	\$265
Senior Procurement Specialist	\$240
Project Coordinator	\$130
Structural Inspector of Distinction	\$250
Senior Structural Inspector	\$145
Structural Inspector 3	\$130
Structural Inspector 2	\$115
Structural Inspector 1	\$100
Senior Virtual Design Coordinator 2	\$145
Senior Virtual Design Coordinator 1	\$135
Virtual Design Coordinator 2	\$130
Virtual Design Coordinator 1	\$115
Virtual Design Technician	\$100
Administrative Assistant	\$90

*These rates are for staff located in the office providing the rates. Staff based in one of IMEG's other offices may have different billing rates. These rates can be provided upon request.

