

Shenandoah Community School District Board of Directors  
Shenandoah Administrative Board Room  
November 12, 2018 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Greg Ritchey
  - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Reports
  - a. Biliteracy Seal - Mrs. Trowbridge
  - b. Illustrated Math – Middle School Math Teachers
  - c. Use of Drug Dogs at the High School – Mr. Shaffer
  - d. FY 2018 Financial Report – Mrs. Ruzek
7. Consent Agenda
  - a. Minutes
  - b. Treasurer's Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable
  - c. Personnel Requests

Contracts:

Jamey Thompson	Associate Level II/III	\$11.99/hr probationary
Aaron Burdorf	Head Softball Coach	\$5,182
Jon Weinrich	Assistant Softball Coach	\$3,590
*Tom Foutch	HS Boys Golf Coach	\$4,442

\*pending licensing requirements are met
  - d. Fundraising Requests

\*on attached sheet
  - e. Grant Requests
    - i. 21<sup>st</sup> Century Community Learning Center Grant – funds to be used for after school care and learning opportunities for PK-12 grades - would begin in July 2019 if granted.
  - f. Early Graduation Request for December 2018: (pending all requirements are met):
    - i. Dianna Certain

8. Action Items

- a. Approve Final Reading of Education Records Access Policies, Exhibits and Regulations and Student Directory Information Policy, Exhibit, and Regulation
  - 506.1 Education Records Access, 506.1E1-8, 506.1R1
  - 506.2 Student Directory Information, 506.2E1, 506.2R1
- b. Approve SBRC Application - Open Enrollment Out not in Fall of 2017 is set at \$79,968 and Limited English Proficient Instruction beyond 5 years is set at \$1,481.
- c. Approve Contract with Varsity Group to Replace Scrolling Ad Sign in HS Gym with a LCD Sign
- d. Approve Electronic Engineering radio system purchase in the amount of \$14,916.46
  - i. Additional bid from Bi-State Electronics for \$19,294 was considered.

9. Discussion Items (possible action)

- a. Fire Alarm Systems purchase for High School and K-8
  - i. Feld for \$190,132.
  - ii. General Fire & Safety for \$534,700.

10. Informational Items

Next Regular Meeting – December 10, 2018 at 5:00 P.M.

11. Adjournment

Shenandoah Community School District  
Minutes of the Regular Meeting of the Board of Directors – October 8, 2018  
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 Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes.

**Mission Statement:**

The SCSD Mission Statement was read by Director Kathy Langley.

**Public Hearing:**

The public hearing regarding the proposed resolution to continue participation in the Instructional Support Levy was opened at 5:01 pm. With no public input the hearing was closed at 5:02 pm.

**Welcome to Audience:**

Board President Jean Fichter welcomed everyone to the meeting.

**Open Forum:**

No one addressed the board.

**Administrative Reports:**

*Virterbo University* – Dr. Nelson informed the board that Virterbo University offers a master's in education program with part of the coursework being online and part onsite. They are looking into doing the onsite portion in Shenandoah.

*Soybean Project:* - Ag teacher Sarah Martin, along with students Sam Martin, Quentin Slater and Kayla Van Rite, gave a presentation about a test plot they have planted along with the Iowa Soybean Association. The purpose of the plot is to test variable seed rates to see which yields the best. There are many sponsors also helping with the project.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Lissa Dunkeson, PT Food Service – \$11.57/hr probationary. Resignations: Angie Trowbridge, Football Cheer Sponsor - effective end of year. Retirements: Toni Graham, PS Associate – effective 10-19-18. Fundraising Requests: on attached sheet. Grant Requests: on attached sheet. Out of State Travel Requests: 10<sup>th</sup> grade Mc<sup>2</sup> Students to Omaha businesses on Oct. 30, 2018; 11<sup>th</sup> & 12<sup>th</sup> grade Mc<sup>2</sup> students to Omaha businesses on Nov. 1, 2018. Early Graduation Requests December 2018 (pending all requirements are met): Jeremy Faust and Frankie Rodriguez. Motion to Approve by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

**Action Items:**

Approve ISL Resolution of Participation. Motion by Director Langley, 2<sup>nd</sup> by Director Ritchey. 5 Ayes – Motion passes.

Appoint member to Page County Conference Board. Director Langley moved to appoint Director Ritchey to serve. Director Anderson seconded the motion. 5 Ayes – Motion passes.

Approve appointment of Ahlers & Cooney as SCSD Attorney. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve Bank Iowa and Century Bank as SCSD Depositories. Motion by Director Langley, 2<sup>nd</sup> by Director Anderson. 4 Ayes with Director Ritchey abstaining – Motion passes.

Approve Valley News Today and the SCSD Publication. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve second readings of the Education Records Access Policies, Exhibits and Regulations 506.1E1-8, 506.1R1 and Student Directory Information Policy, Exhibit and Regulation 506.2E1, 506.2R1. Motion by Director Langley, 2<sup>nd</sup> by Director Anderson. 5 Ayes – Motion passes.

Approve Kagan Letter of Agreement for PD to be held in January. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve Service Agreement with Shenandoah Medical Center. Motion by Director Anderson, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Control Management, Inc. Service Agreement. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

Approve Proposal for Liebert Mini-Mate2 for the IT Room at the K8 Building. Motion by Director Ritchey, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Allowable Growth and Supplemental State Aid for Limited English Proficiency Program in the amount of \$68,841.94. Motion by Director Ritchey, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

Approve Submission of Title I School Wide Plan. Motion by Director Langley, 2<sup>nd</sup> by Director Ritchey. 5 Ayes – Motion passes.

Approve HS Course Handbook. Motion by Director Ritchey, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

**Discussion Items:**

Transportation Needs: Jon Weinrich told the board that the transportation department has 3 areas of need. The first is new radios. The current radios are analog and due to poor reception in some areas, the switch to digital will need to be made. This would include a new hub, 8 bus units and 15 handhelds. The second need is stop arm cameras to help curb violations that are happening. The third is upcoming fleet needs. Mr. Weinrich outlined the current fleet and where there may be some purchases needed later in the school year.

**Next Board Meeting:** Regular Meeting – November 12, 2018 at 5:00 p.m.

Adjournment at 5:45 pm. Motion by Director Anderson, 2<sup>nd</sup> by Director Van Der Vliet. 5 Ayes – Motion passes.

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Board Secretary

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Board President

Shenandoah Community School District  
Minutes of the Work Session of the Board of Directors – October 22, 2018  
Administration Board Room

**Call to Order:**

Board President Jean Fichter called the meeting to order at 5:02 pm.

**Roll Call:**

Roll Call was answered by Directors Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek, Board Secretary Lisa Holmes, High School Principal Jason Shaffer and Building and Grounds Director Dennis Rogers.

**Mission Statement:**

The SCSD Mission Statement was read by Director Kip Anderson.

**Discussion Items:**

Facility Projects and Financial Planning: The board discussed building repairs and facility needs along with financial options for these projects.

**Adjournment:**

Adjournment at 6:54 pm. Motion by Director Anderson, 2<sup>nd</sup> by Director Langley. 5 Ayes – Motion passes.

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Board Secretary

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Board President

Shenandoah Community School District Board of Directors  
Minutes of the Riverside High School Facility Tour  
October 31, 2018 – 10:00 a.m.

Shenandoah Board Members Jean Fichter, Kathy Langley and Adam Van Der Vliet and Superintendent Dr. Kerri Nelson toured the Riverside High School facilities.

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Board Secretary

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Board President

SHENANDOAH ACCOUNT BALANCES		October				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>General Fund (10)</b>						
Beg Balance Checking (Century)	\$731,355.95	\$614,292.70	\$157,455.18	\$128,642.93		
Beg Balance Savings (Century)	\$2,963,668.37	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63		
Revenues	\$203,516.43	\$80,425.92	\$1,352,737.62	\$1,905,569.52		
Expenditures	-\$894,896.80	-\$345,176.12	-\$966,872.04	-\$982,143.04		
End Balance Checking (Century)	\$614,292.70	\$157,455.18	\$128,642.93	\$508,256.64		
End Balance Savings (Century)	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63	\$3,120,021.16		
<b>Total General Fund</b>	<b>\$3,003,643.95</b>	<b>\$2,304,025.15</b>	<b>\$2,705,012.56</b>	<b>\$3,628,277.80</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Management Fund (22)</b>						
Beg Balance Checking (Century)	\$317.80	\$6,632.76	\$2,417.06	\$4,180.71		
Beg Balance Savings (Century)	\$291,246.83	\$61,299.35	\$61,345.87	\$163,099.58		
Revenues Checking	\$58.11	\$49.62	\$126,760.36	\$217,787.23		
Expenditures Checking	-\$223,690.63	-\$4,218.80	-\$23,243.00	-\$2,634.00		
End Balance Checking (Century)	\$6,632.76	\$2,417.06	\$4,180.71	\$1,548.88		
End Balance Savings (Century)	\$61,299.35	\$61,345.87	\$163,099.58	\$380,884.64		
<b>Total Management Fund</b>	<b>\$67,932.11</b>	<b>\$63,762.93</b>	<b>\$167,280.29</b>	<b>\$382,433.52</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SAVE Fund (33)</b>						
Beg Balance Checking (Century)	\$491,908.84	\$491,208.55	\$486,356.90	\$243,496.18		
Beg Balance Savings (Century)	\$1,535,701.55	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66		
Revenues Checking	\$86,654.25	\$87,474.94	\$86,990.44	\$87,312.18		
Expenditures Checking	-\$35,865.38	-\$40,330.89	-\$278,103.91	-\$51,159.25		
End Balance Checking (Century)	\$491,208.55	\$486,356.90	\$243,496.18	\$227,540.74		
End Balance Savings (Century)	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66	\$1,743,042.03		
<b>Total SAVE Fund</b>	<b>\$2,078,399.26</b>	<b>\$2,125,543.31</b>	<b>\$1,934,429.84</b>	<b>\$1,970,582.77</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PPEL Fund (36)</b>						
Beg Balance Checking (Century)	\$192,843.17	\$117,509.08	\$14,019.42	\$2,366.82		
Beg Balance Savings (Century)	\$268,704.39	\$273,867.53	\$53,908.41	\$58,917.02		
Revenues Checking	\$5,262.16	\$58.85	\$35,012.38	\$54,889.51		
Expenditures Checking	-\$75,433.11	-\$319,110.63	-\$42,559.89	-\$40,124.31		
Expenditures Accts Pay						
End Balance Checking (Century)	\$117,509.08	\$14,019.42	\$2,366.82	\$12,259.65		
End Balance Savings (Century)	\$273,867.53	\$53,908.41	\$58,917.02	\$63,789.39		
<b>Total PPEL Fund</b>	<b>\$391,376.61</b>	<b>\$67,927.83</b>	<b>\$61,283.84</b>	<b>\$76,049.04</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Debt Service Fund (40)</b>						
Beg Balance Checking (Century)	\$1,534.27	\$1,534.27	\$1,536.24	\$1,538.69		
Beg Balance Savings (Century)	\$538,356.80	\$173,911.32	\$174,043.30	\$285,558.83		
Beg Balance Fiscal Agent (Century)	\$48,754.53	\$83,554.17	\$118,485.58	\$153,428.07		
Revenues Checking	\$39,361.16	\$35,065.36	\$146,460.47	\$228,600.89		
Expenditures Checking	-\$369,007.00	\$0.00				\$0.00
Transfer						
End Balance Checking (Century)	\$1,534.27	\$1,536.24	\$1,538.69	\$1,540.84		
End Balance Savings (Century)	\$173,911.32	\$174,043.30	\$285,558.83	\$479,104.51		
End Balance Fiscal Agent (Century)	\$83,554.17	\$118,485.58	\$153,428.07	\$188,481.13		
<b>Total Debt Service Fund</b>	<b>\$258,999.76</b>	<b>\$294,065.12</b>	<b>\$440,525.59</b>	<b>\$669,126.48</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 1</b>	<b>\$1,231,177.36</b>	<b>\$661,784.80</b>	<b>\$380,225.33</b>	<b>\$751,146.75</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Savings Acct 1</b>	<b>\$4,485,620.16</b>	<b>\$4,075,053.96</b>	<b>\$4,774,878.72</b>	<b>\$5,786,841.73</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Savings Acct 15</b>	<b>\$83,554.17</b>	<b>\$118,485.58</b>	<b>\$153,428.07</b>	<b>\$188,481.13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total Acct 1</b>	<b>\$5,800,351.69</b>	<b>\$4,855,324.34</b>	<b>\$5,308,532.12</b>	<b>\$6,726,469.61</b>	<b>#REF!</b>	<b>#REF!</b>







**SHENANDOAH COMMUNITY SCHOOL DISTRICT**  
**EXPENDITURES/EXPENSES TO CERTIFIED BUDGET COMPARISON**  
**THROUGH OCTOBER 2018**

	FUNCTION						TRUST FUND	ACTIVITY	
		GENERAL	MGMNT	AGENCY	PPEL				
OTHER {	INSTRUCTION	1XXX	\$1,376,675.89	\$93,870.36	\$100.90		\$3,900.00	\$60,293.15	
	SUPPORT SERVICES	2XXX	\$982,474.81	\$157,978.37		\$313,194.90			
	NON-INSTRUCTIONAL	3XXX		\$1,937.70		\$970.16			
	FACILITIES ACQ & CONST	4XXX				\$152,958.28			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$156,810.00						
	TRANSFERS	62XX							
	AUDITOR ADJ	69xx							
	TOTAL		\$2,515,960.70	\$253,786.43	\$100.90	\$467,123.34	\$0.00	\$3,900.00	\$60,293.15
	PUBLISHED BUDGET		\$13,403,404.00	\$375,000.00	\$0.00	\$755,000.00	\$0.00	\$300,000.00	
% USED		18.77%	67.68%	#DIV/0!	61.87%	#DIV/0!	#DIV/0!	20.10%	

% avg/mo/calc - 100%/12 mo X # months illustrated

0.00%

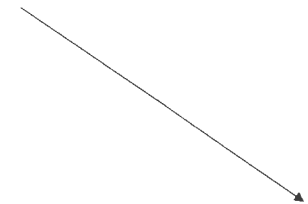
	FUNCTION	DEBT				TOTAL USED	PUB BUDGET	% OF BUDGET
		SAVE	SERVICE	NUTRITION	NOT USED			
INSTRUCTION	1XXX					\$1,534,840.30	\$9,470,000.00	16.21%
SUPPORT SERVICES	2XXX	\$165,500.00		\$478.40		\$1,619,626.48	\$4,836,100.00	33.49%
NON-INSTRUCTION	3XXX			\$129,099.91		\$132,007.77	\$765,000.00	17.26%
FACILITIES ACQ & CONST	4XXX	\$99,497.04				\$252,455.32	\$650,000.00	38.84%
DEBT	5XXX		\$500.00			\$500.00	\$1,100,000.00	0.05%
AEA FLOW THROUGH	6100					\$156,810.00	\$508,404.00	30.84%
TRANSFERS	62XX	\$139,348.18				\$139,348.18	\$430,000.00	32.41%
AUDITOR ADJ	69XX					\$0.00		#DIV/0!
ENDING BALANCE								#DIV/0!
TOTAL		\$404,345.22	\$500.00	\$129,578.31	\$0.00	\$3,835,588.05	\$17,759,504.00	21.60%
PUBLISHED BUDGET		\$1,100,000.00	\$1,100,000.00	\$726,100.00	\$0.00		\$17,759,504.00	
% USED		36.76%	0.05%	17.85%	#DIV/0!		21.60%	

SHENANDOAH COMMUNITY SCHOOL DISTRICT  
 CALCULATION OF MISCELLANEOUS INCOME  
 2018-19

	STATE AID Source Codes 3111, 3113, 3204  3216, 3342, 3116, 3376	FOUR YEAR-OLD PRESCHOOL Source Code  3117	AEA FLOWTHROUGH Source Code  3214	PROPERTY TAX Source Codes  1110-1119	INCOME SURTAXES Source Codes  1130-1139	EXCISE TAXES UTILITY REPL. Source Codes  1170-1179	MOBILE HOME TAXES Source Codes  1190-1191	** MISCELLANEOU Source Codes  All Other	TOTAL REVENUE (Includes Flowthrough)
JUL			\$39,202.50					\$13,903.94	\$53,106.44
AUG	\$20,569.00		\$39,202.50					\$20,654.42	\$80,425.92
SEP	\$646,863.00	\$21,449.00	\$39,202.50	\$633,178.01		\$629.94	\$220.39	\$11,415.17	\$1,352,737.62
OCT	\$646,863.00	\$21,449.00	\$39,202.50	\$1,092,289.12		\$1,767.88		\$103,998.02	\$1,905,569.52
NOV									\$0.00
DEC									\$0.00
JAN									\$0.00
FEB									\$0.00
MAR									\$0.00
APR									\$0.00
MAY									\$0.00
JUN									\$0.00
<b>TOTAL</b>	<b>\$1,314,295.00</b>	<b>\$42,898.00</b>	<b>\$156,810.00</b>	<b>\$1,725,467.13</b>	<b>\$0.00</b>	<b>\$2,397.82</b>	<b>\$220.39</b>	<b>\$149,971.55</b>	<b>\$3,391,839.50</b>

\*\* Fill in STATE AID, INSTRUCTIONAL SUPPORT, FOUR YEAR-OLD PRESCHOOL, STATE FISCAL STABILIZATION, AEA FLOWTHROUGH, PROPERTY TAX, INCOME SURTAXES, EXCISE TAXES and TOTAL REVENUE columns. The MISC column will automatically be filled in and transferred to the UNSPENT AUTHORIZED BUDGET CALCULATION at the right

Yellow indicates a formula)



SHENANDOAH COMMUNITY SCHOOL DISTRICT  
UNSPENT AUTHORIZED BUDGET CALCULATION  
2018-19

REGULAR PROGRAM DISTRICT COST	\$7,294,414.00	
+ REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+ SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,010.00	
+ SPECIAL ED DISTRICT COST	\$910,909.00	
+ TEACHER SALARY SUMPLEMENT DISTRICT COST	\$662,009.00	
+ PROF DEV SUPPLEMENT DISTRICT COST	\$71,623.00	
+ EARLY INTERVENTION SUPPL DISTRICT COST	\$84,109.00	
+ TEACHER LEADERSHIP SUPPLEMENT	\$353,567.00	
+ AEA SPECIAL ED SUPPORT	\$360,420.00	
+ AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+ AEA MEDIA SERVICES	\$60,037.00	
+ AEA EDUCATIONAL SERVICES	\$66,381.00	
+ AEA SHARING DISTRICT COST	\$0.00	
+ AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,007.00	
+ AEA PROF DEV SUPPL DISTRICT COST	\$3,959.00	
+ DROPOUT ALLOWABLE GROWTH	\$183,324.00	
+ SBRC ALLOWABLE GROWTH OTHER #1	\$81,450.00	(Increased Enrollment)
+ SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$68,841.94	
+ SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	(Estimate)
- SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
- AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+ ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
- UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+ ENROLLMENT AUDIT ADJUSTMENT	\$10,522.00	
- AEA PRORATA REDUCTION	\$57,385.00	
= MAXIMUM DISTRICT COST	\$10,626,197.94	
+ PRESCHOOL FOUNDATION AID	\$215,552.00	
+ INSTRUCTIONAL SUPPORT AUTHORITY	\$535,920.00	
+ ED IMPROVEMENT AUTHORITY	\$0.00	EST
+ OTHER MISCELLANEOUS INCOME	\$149,971.55	
+ UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,132,896.00	
= MAXIMUM AUTHORIZED BUDGET	\$14,660,537.49	
- EXPENDITURES	\$2,515,960.73	17.16%
= UNSPENT AUTHORIZED BUDGET	\$12,144,576.76	

EXPENDITURES

JULY	\$221,769.53
AUGUST	\$345,176.12
SEPTEMBER	\$966,872.04
OCTOBER	\$982,143.04
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	\$2,515,960.73

**MONTHLY BOARD VENDOR BILLS**  
 November Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BMO MASTERCARD	216.33	SNF FOOD FOR THE FOODSERVICE PROGRAM
DEAN FOODS NORTH CENTRAL, LLC	12,563.56	SNF FOOD FOR THE FOODSERVICE PROGRAM
EARTHGRAINS BAKING CO'S INC	1,201.07	SNF FOOD FOR THE FOODSERVICE PROGRAM
FAREWAY STORES	8.80	SNF FOOD FOR THE FOODSERVICE PROGRAM
FARMTABLE PROCUREMENT & DELIVERY	44.25	SNF FOOD FOR THE FOODSERVICE PROGRAM
HENNINGSEN'S PROCESSING PLANT	702.10	SNF FOOD FOR THE FOODSERVICE PROGRAM
HY-VEE	1,669.59	SNF FOOD FOR THE FOODSERVICE PROGRAM
JACK & MARY LOU WOLHOY	40.00	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	29,560.38	SNF FOOD FOR THE FOODSERVICE PROGRAM
MEIER FAMILY FARMS, INC.	424.47	SNF FOOD FOR THE FOODSERVICE PROGRAM
MUDDY CREEK PRODUCE	209.00	SNF FOOD FOR THE FOODSERVICE PROGRAM
SAPP BROS.	34.00	SNF SUPPLIES
SMITH VENDING	275.24	SNF FOOD FOR THE FOODSERVICE PROGRAM
STEVEN WAINWRIGHT	758.00	SNF FOOD FOR THE FOODSERVICE PROGRAM
Fund Number 61	<u>47,706.79</u>	
Checking Account ID 20	47,706.79	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
ABRAHAM LINCOLN CSD	75.00	ENTRY FEE TO ANOTHER SCHOOL
ALEXANDER DIGHTON	110.00	GENERAL ATHLETICS OFFICIAL
ANDREW MURRAY	110.00	GENERAL ATHLETICS OFFICIAL
ANDY REGAN	75.00	GENERAL ATHLETICS OFFICIAL
ATLANTIC HIGH SCHOOL	160.00	ENTRY FEE TO ANOTHER SCHOOL
BANK IOWA/CONNIE MCGINNIS	384.00	TRAVEL/GENERAL ATHLETICS
BMO MASTERCARD	2,282.97	SUPPLIES/ANNUAL
BMO MASTERCARD	4,828.57	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	19.73	SUPPLIES/FCCLA
BMO MASTERCARD	58.38	SUPPLIES/FFA
BMO MASTERCARD	6.38	DRAMA SUPPLIES
BMO MASTERCARD	419.80	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	243.94	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	68.99	SUPPLIES/MS ANNUAL
COUNTY LINE DESIGN	3,148.50	SUPPLIES/SHEN GIRLS XC
CURTIS OSBORN	36.00	GENERAL ATHLETIC WORKERS
DENNY HOWARD	36.00	GENERAL ATHLETIC WORKERS
DON'S JOHNS & SEPTIC PUMPING	85.00	MAY MENTORING ACTIVITY SUPPLIES
DONNA SCARLETT	75.00	GENERAL ATHLETICS OFFICIAL
EILEEN'S BOWLING BUDDY, LLC	396.25	SHEN BOYS BOWLING SUPPLIES
FAREWAY STORES	1,524.05	MUSTANG FIELD CONCESSION SUPPLIES
GATEWAY HOTEL	264.32	TRAVEL/SHS SPEECH CLUB
GLENWOOD HIGH SCHOOL	75.00	ENTRY FEE TO ANOTHER SCHOOL
GRAPHIC EDGE	9.08	SUPPLIES/CHEERLEADERS
GREG PULLIAM	75.00	GENERAL ATHLETICS OFFICIAL
HOWARD SPORTING GOODS	3,273.75	SUPPLIES/GENERAL ATHLETICS
IGCA SHOOT OUT	50.00	REGISTRATION/SHEN GIRLS BB
IOWA FFA ASSOCIATION	1,321.50	DUES/FFA
IOWA GIRLS HS ATHLETIC UNION	4,716.00	SUPPLIES/GENERAL ATHLETICS
IOWA HIGH SCHOOL ATHLETIC ASSN	535.00	SUPPLIES/GENERAL ATHLETICS
JASON DITTBERNER	200.00	GENERAL ATHLETICS OFFICIAL
JESSE ENGELKE	200.00	GENERAL ATHLETICS OFFICIAL
JIM MARANVILLE	125.00	GENERAL ATHLETICS OFFICIAL
JOHN NAHNSEN	110.00	GENERAL ATHLETICS OFFICIAL
JOSTENS	5,500.00	SUPPLIES/ANNUAL
KEITH IRVIN	200.00	GENERAL ATHLETICS OFFICIAL
KEVIN CABBAGE	110.00	GENERAL ATHLETICS OFFICIAL
MACE HENSEN	36.00	GENERAL ATHLETIC WORKERS
MARISSA MOSS	150.00	SUPPLIES/SHS SPEECH CLUB

MONTHLY BOARD VENDOR BILLS  
November Accounts Payable

Vendor Name	Invoice	Detail	Invoice	Detail	Description
		Amount			
MATT HOBBIE		75.00			GENERAL ATHLETICS OFFICIAL
MICHAEL COLLINS		200.00			GENERAL ATHLETICS OFFICIAL
NICK KEEFE		110.00			GENERAL ATHLETICS OFFICIAL
RAY CARPENTER		200.00			GENERAL ATHLETICS OFFICIAL
RICK PACE		125.00			GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES		611.94			RESALE/MS MARCHING MUSTANGS
RON HANSEN		72.00			GENERAL ATHLETIC WORKERS
RYAN HIGGINS		110.00			GENERAL ATHLETICS OFFICIAL
SHENANDOAH CSD		858.36			GENERAL ATHLETIC WORKERS
SHENANDOAH SCHOOL LUNCH		97.50			MAY MENTORING ACTIVITY SUPPLIES
SOUTHWEST IOWA DISTRICT FFA		85.00			REGISTRATION/FFA
SW IOWA HONOR MARCHING BAND		1,275.00			TRAVEL/MARCHING MUSTANGS
TARKIO FFA		4,755.28			TRAVEL/FFA
TOM OLSON		75.00			GENERAL ATHLETICS OFFICIAL
Fund Number 21		<u>39,744.29</u>			
Checking Account ID 3	Fund Number 81				TRUST FUNDS NON EXPENDABLE
COLE NEBEL/METROPOLITAN COMMUNITY COLLEGE		100.00			SCHOLARSHIPS/GALE PICKARD
NICK DICKERSON/DMACC		1,000.00			SCHOLARSHIP/CLIFFORD RICHARDS
Fund Number 81		<u>1,100.00</u>			
Checking Account ID 3	Fund Number 91				AGENCY FUND
BMO MASTERCARD		32.91			MIX IT UP SUPPLIES
BMO MASTERCARD		19.96			MIX IT UP SUPPLIES
BMO MASTERCARD		19.96			MIX IT UP SUPPLIES
Fund Number 91		<u>72.83</u>			
Checking Account ID 3		<u>40,917.12</u>			
Checking Account ID 30	Fund Number 10				GENERAL FUND
AHLERS & COONEY PC		128.00			LAWYER/NEGOTIATIONS
ALICE TRAINING INSTITUTE, LLC		339.75			EQ PROF DEV STAFF WORKSHOP/CONF REG
ARNOLD MOTOR SUPPLY		1,249.01			MAINTENANCE BUILDING SUPPLIES
ASCD		1,085.00			EQ PROF DEV STAFF WORKSHOP/CONF REG
BARBARA FARWELL		395.56			ESL TRAVEL
BFG SUPPLY CCMPANY		17.53			PLANT SALES/SUPPLIES
BMO MASTERCARD - TRANSPORTATION I		65.59			TRANSPORTATION REPAIR PARTS
BMO MASTERCARD		103.45			CUSTODIAL SUPPLIES
BMO MASTERCARD		5.84			MS GENERAL ED SUPPLIES
BMO MASTERCARD		38.27			COMB WEIGHTED LEVEL SUPPLIES
BMO MASTERCARD		135.68			HS FCS SUPPLIES
BMO MASTERCARD		2,283.93			HS GENERAL ED SUPPLIES
BMO MASTERCARD		214.00			ADM MENTORING TRAVEL
BMO MASTERCARD		30.00			MENTOR DUES & FEES
BMO MASTERCARD		1,048.81			BOARD SUPPLIES
BMO MASTERCARD		936.68			MS BAND ENTRY & REGISTRATION FEES
BMO MASTERCARD		86.65			MS PRINCIPAL FUNDRAISER SUPPLIES
BMO MASTERCARD		526.77			TECH REPAIR & MAINTENANCE SUPPLIES
BMO MASTERCARD		104.45			SUPERINTENDENT POSTAGE
BMO MASTERCARD		701.21			SPED LVL 3 SUPPLIES
CABINETS BY STAC		1.70			MAINTENANCE SUPPLIES
CAMBLIN MECHANICAL		202.20			MAINTENANCE BUILDING REPAIR SERVICES
CAPITAL SANITARY SUPPLY		2,037.95			MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT		609.39			TECH REPAIR & MAINTENANCE SUPPLIES
CENTERPOINT ENERGY		554.98			UTILITIES-GAS
CENTURYLINK		1,092.02			HS PRINCIPAL TELEPHONE
CHAT MOBILITY		77.23			SUPERINTENDENT TELEPHONE
CHOICE SUPPLY		344.19			GENERAL SUPPLIES
CITY OF SHENANDOAH		15,864.67			WATER-SEWER
COUNTRY TIRE		15.10			EQUIPMENT REPAIR

MONTHLY BOARD VENDOR BILLS  
 November Accounts Payable

Vendor Name	Invoice Amount	Detail Description
COUNTY LINE DESIGN	60.00	MS PRINCIPAL FUNDRAISER SUPPLIES
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
DAWSON, ANGEL	7.09	ESL TRAVEL
DEPT OF EDUCATION	680.00	BUS INSPECTION SERVICES
DEPT OF EDUCATION	520.00	HIGH SCHOOL INSTRUCTION PURCHASED
EPCO LTD	138.00	MAINTENANCE BUILDING SUPPLIES
EVAC+CHAIR	1,555.00	OTHER EQUIPMENT
EWELL EDUCATIONAL SERVICES	295.00	PERKINS TECH RELATED SOFTWARE
FELD FIRE	270.00	MAINTENANCE BUILDING REPAIR SERVICES
FOLLETT SCHOOL SOLUTIONS INC	457.42	TECH RELATED SOFTWARE
GLASS GUY, THE	125.09	MAINTENANCE SUPPLIES
GLENWOOD CSD	2,443.56	PURCHASE EDUCATIONAL/L3 IND COSTS
GREEN HILLS AEA	269.58	GENERAL SUPPLIES
ICTM	150.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
IDALS	30.00	CUSTODIAL DUES
INFOBASE LEARNING	617.08	HS LIBRARY REFERENCE BOOKS
IOWA ASSOCIATION OF SCHOOL BOARD	430.00	BOARD DUES
IOWA COMMUNICATIONS NETWORK	626.62	HS PRINCIPAL TELEPHONE
IOWA DEPARTMENT OF HUMAN SERVICES	26,863.48	MEDICAID PAYABLE
IOWA HIGH SCHOOL MUSIC ASSOCIATION	15.00	HS BAND SUPPLIES
JACOBSON INSTITUTE FOR YOUTH ENTREPRENEURSHIP	99.00	PERKINS TECH RELATED SOFTWARE
JB PARTS & SUPPLY	335.64	TRANSPORTATION REPAIR PARTS
JB PARTS AND SUPPLY	1,776.90	CARL PERKINS SUPPLIES
JOHN GOWING PLUMBING AND HEATING INC.	165.00	MAINTENANCE BUILDING REPAIR SERVICES
JON WEINRICH	150.70	TRANSPORTATION GASOLINE
KAMI	495.00	TECHNOLOGY COORDINATOR RELATED SOFTWARE
KIM LEININGER	159.84	MENTOR TRAVEL
LEARNING WITHOUT TEARS	427.20	PRESCHOOL GENERAL SUPPLIES GRANT
LEARNING ZONE XPRESS	350.57	CARL PERKINS SUPPLIES
LEO MACE	80.00	BUS CLEANING SERVICES
MASTER TEACHER	134.28	BOARD SUPPLIES
MCGRAW HILL COMPANIES	145.91	EARLY READERS INSTRUCTIONAL SUPPLIES
MENARDS	27.96	HS IND ARTS RESALE INVENTORY
MID-IOWA SCHOOL IMPROVEMENT CONSORTIUM	600.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
MIDAMERICAN ENERGY	12,489.57	UTILITIES-ELECTRICITY
MILLER BUILDING	233.66	MAINTENANCE BUILDING SUPPLIES
MITEL NET SCLUTIONS	550.23	HS PRINCIPAL TELEPHONE
MOBYMAX LLC	99.00	COMB WEIGHTED LEVEL SUPPLIES
N2Y	502.95	COMB WEIGHTED LEVEL SUPPLIES
NICHOLAS STUART	44.50	MS GENERAL ED SUPPLIES
NOODLE TOOLS INC	264.00	HS LIBRARY REFERENCE BOOKS
O'REILLY AUTO	338.88	TRANSPORTATION REPAIR PARTS
PAGE COUNTY PUBLIC HEALTH	3,150.00	OTHER BENEFITS-FLU SHOTS
PAPER CORPORATION	2,673.73	PAPER ORDER
PEPSI COLA BOTTLING	360.83	MS PRINCIPAL FUNDRAISER SUPPLIES
PETERSEN AUTO	870.22	TRANSPORTATION TIRES & TUBES
RCB TRUCK REPAIR	836.15	VEHICLE REPAIR SERVICES
RED OAK WELDING	1,442.35	HS IND ARTS RESALE INVENTORY
ROCSTOP - WHITEHILLS	2,668.08	MAINTENANCE GASOLINE
ROCSTOP CARDTROL	5,071.57	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
SCHOLASTIC INC	219.78	HS GENERAL ED SUPPLIES
SCHOOL SPECIALTY / CLASSROOM DIRECT	101.80	HS PRINCIPAL SUPPLIES
SHENANDOAH ROTARY	112.00	MENTOR DUES & FEES
SHENANDOAH SANITATION	707.90	MAINTENANCE GARBAGE COLLECTION

**MONTHLY BOARD VENDOR BILLS**  
November Accounts Payable

Vendor Name	Invoice Amount	Detail	Invoice Amount	Description
SHENANDOAH SCHOOL LUNCH	491.75			DISTRICT SUPPLIES
SHERIDAN DECORATING	128.65			MAINTENANCE SUPPLIES
SHORE MOTOR CO	514.00			MAINTENANCE SUPPLIES
SIGNS & SHINES	270.00			HS PRINCIPAL FUNDRAISER SUPPLIES
SIVANTOS, INC.	218.95			GENERAL SUPPLIES
SUPPLYWORKS	2,775.27			MAINTENANCE CLEANING SUPPLIES
TIMBERLINE BILLING SERVICE LLC	135.15			MEDICAID BILLING SERVICES
UPS	158.92			TECH REPAIR & MAINTENANCE SUPPLIES
VALLEY PUBLICATIONS	409.98			BOARD NEWSPAPER ADVERTISING
WELLMARK BLUE CROSS BLUESHEILD	106,185.33			HEALTH INSURANCE PAYABLE CN
WOODCRAFT	200.49			HS IND ARTS RESALE INVENTORY
Fund Number 10	<u>215,394.22</u>			
Checking Account ID 30		Fund Number 22		MANAGEMENT FUND
WILSON INSURANCE AGENCY	18,808.00			BUILDING INSURANCE
Fund Number 22	<u>18,808.00</u>			
Checking Account ID 30		Fund Number 33		SAVE (SECURE AN ADVANCED VISION FOR ED.
CAMBLIN MECHANICAL	2,400.30			HVAC SYSTEM
ELEVATE ROOFING	764.32			OTHER CONSTRUCTION
GLASS GUY, THE	8,159.80			OTHER CONSTRUCTION
JOHN GOWING PLUMBING AND HEATING INC.	601.12			OTHER CONSTRUCTION
PHILLIPS FAMILY ELECTRIC	9,609.05			Correction: BUILDING IMPROVMENT FURNITUR
Fund Number 33	<u>21,534.59</u>			
Checking Account ID 30		Fund Number 36		PHYSICAL PLANT & EQUIPMENT
ASI SIGN INNOVATIONS	545.00			BUILDING IMPROVMENT FURNITURE&FIXTURES
BI-STATE ELECTRONICS	2,012.76			TWO-WAY RADIOS
BLUPOINTE DRS	1,500.00			TECH RELATED SOFTWARE
BMO MASTERCARD	857.97			OTHER EQUIPMENT
CDW GOVERNMENT	4,420.26			COMPUTERS
CORVUS INDUSTRIES, LTD	3,869.00			BUILDING REPAIR
COUNSEL OFFICE & DOCUMENT	5,194.86			ADMIN COPIER LEASE
CULLIGAN WATER	243.47			RENTAL OF EQUIPMENT & VEHICLES
D&D TECH SERVICES LLC	4,725.00			OTHER PROFESSIONAL SERVICES
FELD FIRE	1,411.00			BUILDING REPAIR
FES	4,995.00			TECH RELATED SOFTWARE
PHILLIPS FAMILY ELECTRIC	0.00			Reversal: BUILDING IMPROVMENT FURNITURE&
SECURITY SOUND	1,479.00			OTHER EQUIPMENT
TRUCK EQUIPMENT INC.	5,903.70			OTHER EQUIPMENT
Fund Number 36	<u>37,157.02</u>			
Checking Account ID 30	<u>292,893.83</u>			



First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Ashleigh	Sons	HS Musical	10/8/2018	11/8/2018	Performance Sponsorships	The funds would be used to help with costs of costume rental, lights and sound rentals, set building, accompanist, etc.	100%	Local or Regional Businesses
Ashleigh	Sons	HS Musical	10/8/2018	11/8/2018	"Disney Tea Party"	The funds would be used to increase our budget for the HS musical.	100%	Staff or General Public
Stephanie	Langner	FCCLA	11/13/2018	11/21/2018	t-shirt/hoodie sales	purchase shirts, general operating costs	10%	Students
Amy	Toye	Shenandoah High School Speech	11/5/2018	11/30/2018	Speech T-Shirt Sales	Speech team expenses (royalties, contest entry fees, costuming, purchasing scripts, etc.)	Approximately 10%	Students
Amy	Toye	Shenandoah High School Speech	2/23/2019	2/23/2019	IHSSA District Individual Events Contest	Speech team expenses (royalties, contest entry fees, purchasing of scripts, costuming, travel expenses, etc.)	100% of door donations, approximately 75% of concessions	Staff or General Public
Mike	Jones	Middle School Bands, 5-8	2/5/2019	2/18/2019	Great American Fundraiser - Brochure	Instruments and Supplies	40%	Staff or General Public
Amy	Zwickel	Bowling	11/5/2018	11/26/2018	Butterbraid Fundraiser	Bowling team, practice tools, uniforms, etc.	100%	Other
Amy	Zwickel	Bowling	2/1/2019	2/22/2019	Bowling tournament (Not sure on date yet)	Bowling team uniforms, tools, etc.	100%	Other
Aaron	Burdorf	Shenandoah CSD	8/1/2018	7/31/2019	All Sports/Activities Season/Post-Season Clothing sales	Program funding, practice equipment, uniforms, etc.	100% minus cost	Other



## Title IV, Part B Guidance

### 21<sup>st</sup> Century Community Learning Centers

## Introduction

The 21st Century Community Learning Center (CCLC) grant serves as a supplementary program that can enhance State or local reform efforts to improve student academic achievement and to support their overall development. In particular, 21st CCLC funds will create and expand after-school programs that offer extended learning opportunities for children and their families. The overarching goal of the state administered program is to establish or expand community learning centers during non-school hours to provide students with academic and enrichment opportunities along with supportive services necessary to help them achieve academically and develop socially, emotionally, physically, and behaviorally.

## Allowable Activities

- **Literacy and Math are priority activities.** Grantees will report progress in Reading and Math in the federal online APR data system.
- Literacy education programs, including financial literacy programs and environmental literacy programs;
  - Academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services, that are aligned with—
    - The challenging State academic standards and any local academic standards; and
    - Local curricula that are designed to improve student academic achievement;
- Tutoring services (including those provided by senior citizen volunteers) and mentoring programs; to reduce achievement gaps for at-risk children
- Programs that provide after-school activities for limited English proficient students that emphasize language skills and academic achievement
- Mathematics and science education activities
  - **Build skills in Science, Technology, Engineering, and Mathematics (referred to in this paragraph as 'STEM')**, including **Computer Science**, and that foster innovation in learning by supporting nontraditional STEM education teaching methods
- Arts and music and cultural education activities
- Healthy and active lifestyles, including nutritional education and regular, structured physical activity programs; Physical Fitness, Nutritional Education and Recreational Activities
- Drug and violence prevention programs. Counseling, character and behavior education
- Youth leadership and character-building activities
- Entrepreneurial education programs, Employment preparation or training
- Volunteer and community service opportunities
- College and career awareness and preparation
  - Partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills
- Mentoring and service-learning projects
- Services for [children with disabilities](#)
- Parenting skills programs that promote parental involvement and family literacy
- Activities linked to law enforcement (school and online safety)
- Supervised field trips, enrichment programs and events
- Provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement. Well-rounded education activities, including such activities that enable students to be eligible for credit recovery or attainment

## Application Requirements

A minimum of 40% [Free and Reduced Lunch](#) per [building](#) to apply. Minimum requirement of 60 hours per month of contact time (3 hours per day X 5 days = 15 hours week X 4 Weeks). Minimum of five community partners (documented with a Memo of Understanding). Student needs assessment to provide data informed program planning. Annual Local Evaluation of the program reported to the IDOE and posted online to inform your community. Annual reporting of program data to the online federal APR data system. Minimum of 5% of the grant award allocated for professional development. Limit of 8% for administrative expenses.

Consultation with non-public schools (this can be included with regular Title I consultation meeting) that is documented with the included form. Iowa Minority Impact Statement. Signed assurances by the Superintendent and building Principal.

## Stakeholder Engagement

Parent Engagement Meetings, Community Advisory, Meetings with Community Partners, Student Advisory and regular communication between teachers and the program staff.

## Descriptions

All grantees are required to provide: a) An Academic Assistance component, and b) An Educational Enrichment component. In addition, applicants must address the needs of family members of students participating 21CCLC through a c) Family Engagement component.

Each eligible organization that receives an award may use the funds to carry out a broad array of before- and after-school activities (or activities during other times when school is not in session) that advance student achievement.

## Assurances

The Superintendent, and building Principal provided signed assurances in the application that they will meet the requirements of this grant.

## Next Steps

The Department will hold webinars and on-site workshops to assist districts in completing their ESSA applications. For more information on Iowa's ESSA implementation and training schedule, including archived and upcoming webinars, see the [ESSA School Improvement Timeline](#).

## Additional Guidance

For additional Title IV, Part B guidance, see the Department's [Every Student Succeeds Act](#) webpage, visit the [21<sup>st</sup> Century Community Learning Center](#) webpage, or contact Vic Jaras, Consultant, at [vic.jaras@iowa.gov](mailto:vic.jaras@iowa.gov) or (515) 242-6354.

## EDUCATION RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

### **Definitions**

For the purposes of this policy, the defined words have the following meaning:

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the [Internal Revenue Code](#). In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

## STUDENT RECORDS ACCESS

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new schooldistricts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or

## STUDENT RECORDS ACCESS

eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

- (1) Inspect and review the student's education records;
- (2) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- (4) File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Legal Reference:        20 U.S.C. § 1232g, 1415.  
                                 34 C.F.R. Pt. 99, 300, .610 *et seq.*  
                                 Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.  
                                 281 I.A.C. 12.3(4); 41  
                                 1980 Op. Att'y Gen. 720, 825.

Cross Reference:        501     Student Attendance  
                                 505     Student Scholastic Achievement  
                                 506     Student Records  
                                 507     Student Health and Well-Being  
                                 603.3   Special Education  
                                 708     Care, Maintenance and Disposal of School District Records  
                                 901     Public Examination of School District Records

Approved 8/8/94

Reviewed 3/13/17

Revised 11/12/18

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the \_\_\_\_\_ Community School District's official education records of:

\_\_\_\_\_  
(Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

-----  
The undersigned requests copies of the following official education records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ( )
- (b) An authorized representative of the Comptroller General of the United States. ( )
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ( )
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ( )
- (f) A person connected with the student's application for, or receipt of, financial aid. ( )
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ( )

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

APPROVED:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City:

\_\_\_\_\_  
State:

ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Phone Number: \_\_\_\_\_



AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes \_\_\_\_\_

School District to release copies of the following official education records:

\_\_\_\_\_  
\_\_\_\_\_

concerning \_\_\_\_\_ (Full Legal Name of Student) \_\_\_\_\_ (Date of Birth)  
\_\_\_\_\_ (Name of Last School Attended) from 20\_\_\_\_ to 20 \_\_\_\_ (Year(s) of Attendance)

The reason for this request is: \_\_\_\_\_

\_\_\_\_\_  
My relationship to the child is: \_\_\_\_\_

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number: \_\_\_\_\_

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: \_\_\_\_\_ Address: \_\_\_\_\_  
Board Secretary (Custodian)

I believe certain official education records of my child, \_\_\_\_\_, (full legal name of student), \_\_\_\_\_ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: \_\_\_\_\_

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: \_\_\_\_\_ Address: \_\_\_\_\_  
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_ , \_\_\_\_\_  
(Full Legal Name of Student) (Date of Birth) (Grade)

\_\_\_\_\_  
(Name of School)

My relationship to the student is: \_\_\_\_\_

(check one)  
 I do  
 I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

\_\_\_\_\_  
(Parent's Signature)

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ City: \_\_\_\_\_

Title: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: \_\_\_\_\_  
Parent/or Guardian

Date: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City/State \_\_\_\_\_

ZIP: \_\_\_\_\_

Please be notified that copies of the \_\_\_\_\_ Community School District's official education records concerning \_\_\_\_\_, (full legal name of student) have been transferred to:

\_\_\_\_\_ School District Name

\_\_\_\_\_ Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here \_\_\_\_\_ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear     (Parent)    :

This letter is to notify you that the \_\_\_\_\_ Community School District has received a     (subpoena or court order)     requesting copies of your child's education records. The specific records requested are \_\_\_\_\_.

The school district has until     (date on subpoena or court order)     to deliver the documents to     (requesting party on subpoena or court order)    . If you have any questions, please do not hesitate to contact me at     (phone #)    .

Sincerely,

(Principal or Superintendent)

## JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

**Statement of Purpose:** The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

**Identification of Agencies:** This agreement is between the Shenandoah Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

**Statutory Authority:** This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2012).

### Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

**Records' Transmission:** The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

**Confidentiality:** Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20\_\_ or other date).

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

## ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The school district has designated the following information as directory information:

Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, and the student ID number, user ID, or other unique personal identifier used to communicate in



ANNUAL NOTICE

electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,

400 Maryland Ave., SW, Washington, DC, 20202-4605.

## USE OF STUDENT RECORDS REGULATION

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

### A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

### C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 3 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

## STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

STUDENT DIRECTORY INFORMATION

Legal Reference: 20 U.S.C. § 1232g.  
34 C.F.R. Pt. 99.  
Iowa Code § 22; 622.10.  
281 I.A.C. 12.3(4); 41.  
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities  
506 Student Records  
901 Public Examination of School District Records  
902.4 Live Broadcast or videotaping

Approved 8/8/94

Reviewed 3/13/17

Revised 11/12/18

## AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Shenandoah Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review on the district website [www.shencsd.com](http://www.shencsd.com) or in each school office.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 23rd of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice or indicate this refusal using the online student registration system.

If you have no objection to the use of student information, you do not need to take any action.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

*RETURN THIS FORM*

\_\_\_\_\_ Community School District Parental Directions to  
Withhold Student/Directory Information for Education Purposes, for 20 - 20\_\_\_\_ school year.

Student Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child)

\_\_\_\_\_  
(Date)

This form must be returned to your child's school no later than \_\_\_\_\_, 20 \_\_\_\_.  
Additional forms are available at your child's school.

## USE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Shenandoah Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Shenandoah Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Shenandoah Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of teammates.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup>

If you do not want the Shenandoah Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23<sup>rd</sup> of the school year. Shenandoah Community School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



## Advertising / Equipment Contract

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

WHEREAS, the parties entered into an agreement effective April 21, 2016, which set forth the provisions for renewing the advertising program administered by Varsity Group at Shenandoah High School;

WHEREAS, Varsity Group furnished the high school with a rear-illuminated, 3-foot by 8-foot, "scrolling" sign on the terms of a \$0 lease for the purpose of displaying advertising in the gymnasium;

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

WHEREAS, the parties wish to install new equipment for the purpose of displaying advertising;

This contract replaces and supersedes the previous agreement, and the following terms and conditions apply:

### Advertising Services and Responsibilities

1. Varsity Group will remove the "scrolling" sign and furnish the following equipment on the terms of a \$0 lease to Shenandoah High School on or about November 16, 2018.

**Equipment: LCD monitor (80-inch screen)**  
**Dimensions of cabinet: height—47 inches length— 77 inches**

2. Varsity Group shall be responsible for installing the **LCD** monitor in the gymnasium and shall perform any necessary maintenance and/or repair for the **LCD** monitor. Shenandoah High School shall provide an Ethernet connection to the **LCD** monitor.

3. Varsity Group shall be the sole vendor authorized to place advertising at the Shenandoah High School athletic facilities.

4. Varsity Group shall handle all communication with advertisers, including negotiations, executing written agreements, procuring artwork, issuing invoices, collections, and programming of artwork.

5. Advertisers sold by Varsity Group and the content of their advertising shall be subject to approval by the Shenandoah High School administration. All advertising must be tasteful and must not advertise products or services that are illegal for minors. The advertising shall not contain or display anything that is obscene, profane, vulgar, defamatory, or is otherwise not suitable for minors.

6. Shenandoah High School agrees to operate the **LCD** monitor and present the advertising sold by Varsity Group during all school-sponsored athletic events at the gymnasium. The advertising also may be presented at other events under the control and jurisdiction of Shenandoah High School if deemed desirable by the Shenandoah High School administration.

**Allocation of Advertising Revenue**

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

- a) Varsity Group will finance the cost of the LCD sign, protective enclosure, software, shipping, installation, and re-programming of advertising displays—a total of \$6,000.00—which the parties will share equally. Therefore, an amount equal to \$1,000.00 shall be deducted from the advertising revenue allocated to Shenandoah High School for each of the first three years of this contract or until a total of \$3,000.00 has been recovered by Varsity Group.
- b) For each year of this contract, an amount equal to fifty percent (50%) of the cost for designing and programming new advertising displays shall be deducted from the revenue allocated to Shenandoah High School and retained by Varsity Group.
- c) For each year of this contract, an amount equal to fifty percent (50%) of the cost for maintenance and/or repair of the LCD sign shall be deducted from the revenue allocated to Shenandoah High School and retained by Varsity Group.

**Payments**

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

**Term**

9. This contract shall extend through June 1, 2023, with Shenandoah High School having the option to renew. Shenandoah High School may exercise its option to renew by providing Varsity Group with written notice of renewal sixty (60) days prior to the end of the term. If no renewal notice is provided, the agreement shall automatically renew for successive one-year terms unless Shenandoah High School or Varsity Group gives notice to the other at least sixty (60) days in advance of the start of the new one-year term that it is not renewing the program.

The parties sign this contract, effective the \_\_\_\_\_ day of November 2018.

**Varsity Group Marketing**

By \_\_\_\_\_ Date \_\_\_\_\_

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

**Shenandoah High School**

By \_\_\_\_\_ Date \_\_\_\_\_

Print Name Jean Fichter Title School Board President

High School Address 1000 Mustang Drive, Shenandoah, IA 51601

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



Electronic Engineering  
1100 Keo Way  
Des Moines, IA 50309  
Phone: 515-283-1100  
Toll Free: 800-343-3998

**QUOTE**  
**853002179**

**Prepared For:** Shenandoah Community School  
1001 S Center  
Shenandoah, IA 51601

**Your Account Representative**

Name: Kathie Hansel  
Phone: 402-346-5123  
Fax: 402-891-1196  
Cell: 402-681-0191

Quantity	Product/Service Name	Unit Price	UOM	Extended
1	SLR5700/REPEATER/UHF/2YR-WARR	2,133.00	EA	2,133.00
1	UHF MOBILE DUPLEXER 406-500 MHZ 406-470MHZ	275.00	EA	275.00
1	CABLE/N-MALE/N-MALE/24IN TX-CABLE/XPR8300	99.00	EA	99.00
1	CABLE/BNC/N-MALE/24IN RX-CABLE/XPR8300/8400	66.00	EA	66.00
8	CM200D, 403-470 40W 16CH ND Package	450.00	EA	3,600.00
8	CM200D, 403-470 40W 16CH ND	0.00	EA	0.00
8	STANDARD BRACKET	0.00	EA	0.00
8	STANDARD MODEL BOX	0.00	EA	0.00
8	STANDARD CABLE	0.00	EA	0.00
8	STANDARD MICROPHONE	0.00	EA	0.00
8	STANDARD 2 YR WARRANTY + 1 YR SFS LITE	0.00	EA	0.00
15	XPR 3500E 403-512 4W LKP CFS WIFI Package	495.00	EA	7,425.00
15	XPR 3500E 403-512 4W LKP CFS WIFI	0.00	EA	0.00
15	ADD: UHF STUBBY ANTENNA (440-490)	0.00	EA	0.00
15	STANDARD BATTERY	0.00	EA	0.00
15	STANDARD MODEL BOX	0.00	EA	0.00
15	IMPRES SUC W/ SMPS (WPLN4232)	0.00	EA	0.00
15	5YR ESSENTIAL REPAIR	0.00	EA	0.00
15	STANDARD 5 YEAR SMA AND SW FEATURES	0.00	EA	0.00
1	FCC License	395.00	EA	395.00
	MODIFICATION OF EXISTING FCC LICENSE TO ADD THE DIGITAL OMISSION.			
23	Programing - Inside - Flat Rate OPTIMIZATION, TESTING AND PROGRAMMING OF	10.00	EA	230.00



Electronic Engineering  
 1100 Keo Way  
 Des Moines, IA 50309  
 Phone: 515-283-1100  
 Toll Free: 800-343-3998

**QUOTE**  
**853002179**

**Prepared For:** Shenandoah Community School  
 1001 S Center  
 Shenandoah, IA 51601

**Your Account Representative**

Name: Kathie Hansel  
 Phone: 402-346-5123  
 Fax: 402-891-1196  
 Cell: 402-681-0191

Quantity	Product/Service Name	Unit Price	UOM	Extended
	EIGHT (8) CM200D MOBILE RADIOS AND FIFTEEN (15) XPR3500E PORTABLE RADIOS			
1	2 Way Radios-Inst/Rmvl-O/S-Flat Rate CONFIGURATION, OPTIMIZATION, TESTING AND INSTALLATION OF SLR5700 REPEATER AT RADIO TOWER. CUSTOMER WILL INSTALL THE EIGHT (2) CM200D MOBILE RADIOS. ALL EXISTING ANTENNAS FOR TRANSPORTATION VEHICLES AND REPEATER WILL BE USED. NO ANTENNA COMPONENTS ARE INCLUDED IN THIS QUOTE.	625.00	EA	625.00
1	Shipping from Manufacturer FREIGHT AND INSURANCE FROM MANUFACTURER TO ELECTRONIC ENGINEERING	68.46	EA	68.46

Remark

<b>Total Quote Tangibles :</b>	\$13,598.00
<b>Total Quote Services :</b>	\$855.00
<b>Total Quote Charges :</b>	\$463.46
<b>Tax:</b>	\$0.00
<b>Total Quote :</b>	\$14,916.46

Prices quoted are F.O.B. factory. Quotation good for 30 days.  
 Delivery: Receipt of goods should arrive from the factory in approximately 60 Business Days from receipt of order.

<b>Quotation Prepared By:</b>	<b>Accepted By:</b>
Name: _____	Name: _____
Date: 10/25/2018	Date: _____

**Bi-State Electronics**

408 Court Ave  
 Bedford, IA 50833  
 (712)523-3627  
 bistateelectronics@gmail.com

**Estimate****ADDRESS**

shenandoah school  
 School  
 304 West Nishina Road  
 Shenandoah,  
 Shenandoah, IA 51601

**SHIP TO**

shenandoah school  
 School  
 304 West Nishina Road  
 Shenandoah,  
 Shenandoah, IA 51601

ESTIMATE #	DATE	
1068	10/09/2018	

ACTIVITY	QTY	RATE	AMOUNT
<b>Sales</b> xpr7500e motorbo portable digital	15	875.00	13,125.00
<b>Sales</b> Trade in of 10 qualifying units (old radios and potables)	1	-1,500.00	-1,500.00
<b>Sales</b> cm200d 45 watt motorbo digital	8	490.00	3,920.00
<b>Sales</b> slr 5700 repeater	1	2,900.00	2,900.00
<b>Sales</b> license upgrade	1	99.00	99.00
<b>Sales</b> labor	1	750.00	750.00

TOTAL

**\$19,294.00**

Accepted By

Accepted Date

**New Fire Alarm System For  
Shenandoah High School & K-8 Building  
November, 2018**

**Feld Security:**

Fire Alarm system for High School  
\$103,916.00

**Feld Security:**

Fire Alarm system for K-8 Building  
\$86,216.00

**Total: \$190,132**

**General Fire & Safety Equipment Co.**

Fire Alarm system for High School  
\$277,650.00

**General Fire & Safety Equipment Co.**

Fire Alarm System For K-8 Building  
\$256,700.00

**Total: \$534,350**



113 North Griffith Rd. • P.O. Box 625 • Carroll, Iowa 51401  
Phone: 712-792-3143 • Fax: 712-792-6658 • WATS: 1-800-568-2403  
E-mail: sales@feldfire.com • Website: www.feldfire.com  
Member: NFPA, NAFED, I.A.F.C., I.F.A., I.F.C.A.

October 30, 2018

***ESTIMATE: FIRE ALARM SYSTEM***  
Shenandoah Community School District  
High School Building  
Shenandoah, Iowa

1	IPA-4000	127-4064 Point Addressable Fire, Releasing Panel
7	PAD 100-DRTS	PAD 100 Duct Remote Test (PAD100 - Ductr Only)
7	PAD 100-DUCTR	PAD 100 Duct Relay Detector, Inc Smoke Head
253	PAD 100-6B	PAD 100 6" Base
181	PAD 100-PD	PAD 100 Photo Detector
58	PAD 100-HD	PAD 100 Heat Detector
14	PAD 100 CD	PAD 100 Co Detector
7	STN-5	5' Sampling Tube For Addressable Duct Detector
2	PAD 100-SIM	PAD 100 Single Input Module
10	PAD 100-RM	PAD 100 Relay Module
1	PAD 100-LEDK	PAD 100 LED With Keyswitch
1	PSN1000E	Intelligent Power Expander Large Cabinet
1	UD-1000	DACT For PFC-6000/Pplus/IPA Series
2	PAD 100-SLCE	PAD 100 127 Point SLC Expander
1	RA6500FR	160 Char LCD Remote Anctr, Flush Mt, Red
1	PVX-150/12ZR	150 Watt Voice Panel 12 Cl B Speaker Ckts
80	SPSCWL	L Series White Ceiling Mount Speaker Strobe
5	SPSRHK	Spectra Outdoor Speaker Strobe Red
12	SRL	L Series Red Wall Mount Strobe
6	12120	12 Volt 12 Amp Battery
•		Installation Materials and Wiring
•		State Fire Marshal Office Submittals

Total materials, installation, checkout, and programming for above equipment: **\$103,916.00**  
without tax.

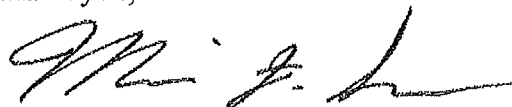
*Note: The school will need to have a licensed electrician install 120 volt power to the panels and power supplies.*

*Note: The design of this fire alarm system will be from 2015 IBC and 2013 NFPA codes. This system will meet all national and state codes.*

*Note: This price is valid for 30 days.*

If you have any questions, please call me.

Thank you,

A handwritten signature in black ink, appearing to read "M. J. Schulz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael J. Schulz  
Ed M. Feld Equipment Co., Inc.





113 North Griffith Rd. • P.O. Box 625 • Carroll, Iowa 51401  
Phone: 712-792-3143 • Fax: 712-792-6658 • WATS: 1-800-568-2403  
E-mail: sales@feldfire.com • Website: www.feldfire.com  
Member: NFPA, NAFED, I.A.F.C., I.F.A., I.F.C.A.

October 30, 2018

***ESTIMATE: FIRE ALARM SYSTEM***  
Shenandoah Community School District  
K-8 School Building  
Shenandoah, Iowa

1	IPA-4000	127-4064 Point Addressable Fire, Releasing Panel
14	PAD 100-DRTS	PAD 100 Duct Remote Test (PAD100 - Ductr Only)
14	PAD 100-DUCTR	PAD 100 Duct Relay Detector, Inc Smoke Head
127	PAD 100-6B	PAD 100 6" Base
116	PAD 100-PD	PAD 100 Photo Detector
2	PAD 100-HD	PAD 100 Heat Detector
9	PAD 100 CD	PAD 100 Co Detector
14	STN-5	5' Sampling Tube For Addressable Duct Detector
9	PAD 100-SIM	PAD 100 Single Input Module
14	PAD 100-RM	PAD 100 Relay Module
3	PAD 100-PSSA	PAD 100 Addressable Pull Station Single Action
2	PSN1000E	Intelligent Power Expander Large Cabinet
1	UD-1000	DACT For PFC-6000/Pplus/IPA Series
1	PAD 100-SLCE	PAD 100 127 Point SLC Expander
1	RA6500FR	160 Char LCD Remote Anctr, Flush Mt, Red
1	PVX-150/16ZR	150 Watt Voice Panel 16 Cl B Speaker Ckts
143	SPSCWL	L Series White Ceiling Mount Speaker Strobe
8	SPSRHK	Spectra Outdoor Speaker Strobe Red
10	SRL	L Series Red Wall Mount Strobe
6	12120	12 Volt 12 Amp Battery
•		Installation Materials and Wiring
•		State Fire Marshal Office Submittals

Total materials, installation, checkout, and programming for above equipment: **\$86,216.00**  
without tax.

***Note:*** The school will need to have a licensed electrician install 120 volt power to the panels and power supplies.

***Note:*** The design of this fire alarm system will be from 2015 IBC and 2013 NFPA codes. This system will meet all national and state codes.

*Note: This price is valid for 30 days.*

If you have any questions, please call me.

Thank you,

A handwritten signature in black ink, appearing to read "M. J. Schulz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael J. Schulz  
Ed M. Feld Equipment Co., Inc.

# General Fire & Safety Equipment Co.



5641 S. 85<sup>th</sup> Circle  
 Omaha, NE 68127  
 Voice: 402.556.6100 Fax: 402.556.8055  
 seana@gfsomaha.com

## Proposal

Shenandoah High School	Edwards EST 3
1000 Mustang Dr. Shenandoah, IA 51601	Fire Alarm
Attn: Dennis Rogers	Evacuation System

This proposal is confidential and sharing of this pricing is strictly prohibited.

### Base Scope of Work:

General Fire and Safety offers this proposal to provide Edwards (EST) Parts and Devices, Design, Install and Programming for a new fire alarm system at 1000 Mustang Drive in Shenandoah, IA.

### To Include:

- 1 Edwards EST-3 Control Panel
- 4 Zone Amplifiers Mounted in FACP
- 6 Booster Power Supplies
- 17 Manual Pull Stations
- 119 Addressable Photo Smoke Detectors w/ Bases
- 52 Addressable Heat Detectors w/ Bases
- 2 Beam Detectors in Auditorium
- 7 Duct Smoke Detectors w/ Test Switch
- 28 Monitor Modules, Control Modules, Input Modules (total not each)
- 115 Speaker / Strobe Notification Devices
- 45 Strobe Notification Devices
- 2 Bull Horn Speaker Devices
- 1 Provide design aspect, plans, permit and final system check-out with Authority Having Jurisdiction.
- 1 Provide devices, install and programming labor for the EST Fire Alarm System.

### Price – Material, Design and Programming:

- |  |              |
|--|--------------|
| 1. Fire Alarm System Material                      | \$ 62,750.00 |
| 2. Design, Submittals, Permits                     | \$ 4,100.00  |
| 3. Labor – Install, Program and Test               | \$189,200.00 |
| 4. Labor – Demolition of Existing System / Devices | \$ 20,000.00 |
| 5. Labor – Test with AHJ                           | \$ 1,600.00  |

**Base Total: \$277,650.00 Initial Here to Approve \_\_\_\_\_**

# General Fire & Safety Equipment Co.



5641 S. 85<sup>th</sup> Circle  
 Omaha, NE 68127  
 Voice: 402.556.6100 Fax: 402.556.8055  
 seana@gfsomaha.com

## Proposal

Shenandoah High School	Edwards EST 3
1000 Mustang Dr. Shenandoah, IA 51601	Fire Alarm
Attn: Dennis Rogers	Evacuation System

This proposal is confidential and sharing of this pricing is strictly prohibited.

### Fire Alarm System Notes:

- General Fire and Safety to provide design, fire alarm related devices, programming and final inspections with Authority Having Jurisdiction.
- This proposal assumes new system to be installed in place of existing without keeping “parallel” systems in place at same time.
- Building floorplans in digital form will need to be provided to General Fire for a fire alarm design to be created and submitted to the Fire Marshal. If digital plans do not exist additional costs may be incurred to create these.
- Payment Terms: Net 30 Days. Project billing will be invoiced every 30 days until job is complete.
- Phone lines for the DACT for Remote System Monitoring are to be provided by the phone company and are not included in this proposal.
- 120 VAC to power any fire alarm equipment is not included in this pricing and will require a licensed electrician. General Fire and Safety can subcontract this work for an additional cost.
- No patchwork, painting, ceiling tile replacement or access panel addition is included in this pricing.
- All work to be performed according to NFPA 72, International Fire Code, Authorities Having Jurisdiction and Manufacturer’s Guidelines.
- Sales tax is not included in this proposal but can be made available upon request.
- Phone lines for the DACT for Remote System Monitoring are to be provided by the phone company and are not included in this proposal. If General Fire and Safety is to provide monitoring the price would be \$20.00 per month (billed annually at \$240.00) Initial here for approval:
- All work to be performed during normal business hours – Monday through Friday, 8:00am to 4:30pm.

Thank you for the opportunity to provide this pricing. Please sign and e-mail / fax one copy to General Fire & Safety.  
 Page 2

Acceptance Signature:	Date:	Submitted by: Sean Albracht	Date: 11.06.2018
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# General Fire & Safety Equipment Co.



5641 S. 85<sup>th</sup> Circle  
 Omaha, NE 68127  
 Voice: 402.556.6100 Fax: 402.556.8055  
 seana@gfsomaha.com

## Proposal

Shenandoah K-8	Edwards EST 3
601 Dr. Creighton Cir. Shenandoah, IA 51601	Fire Alarm
Attn: Dennis Rogers	Evacuation System

This proposal is confidential and sharing of this pricing is strictly prohibited.

### Base Scope of Work:

General Fire and Safety offers this proposal to provide Edwards (EST) Parts and Devices, Design, Install and Programming for a new fire alarm system at 601 Dr. Creighton Circle in Shenandoah, IA.

### To Include:

- 1 Edwards EST-3 Control Panel
- 4 Zone Amplifiers Mounted in FACP
- 7 Booster Power Supplies
- 18 Manual Pull Stations
- 116 Addressable Photo Smoke Detectors w/ Bases
- 2 Addressable Heat Detectors w/ Bases
- 14 Duct Smoke Detectors w/ Test Switch
- 30 Monitor Modules, Control Modules, Input Modules (total not each)
- 75 Speaker / Strobe Notification Devices
- 99 Strobe Notification Devices
- 1 Provide design aspect, plans, permit and final system check-out with Authority Having Jurisdiction.
- 1 Provide devices, install and programming labor for the EST Fire Alarm System.

### Price – Material, Design and Programming:

- |   |              |
|---|--------------|
| 1. Fire Alarm System Material             | \$ 59,000.00 |
| 2. Design, Submittals, Permits            | \$ 4,100.00  |
| 3. Labor – Install, Program and Test      | \$167,000.00 |
| 4. Labor – Demo Existing System / Devices | \$ 25,000.00 |
| 5. Labor – Test with AHJ                  | \$ 1,600.00  |

**Base Total: \$256.700 Initial Here to Approve \_\_\_\_\_**

# General Fire & Safety Equipment Co.



5641 S. 85<sup>th</sup> Circle  
 Omaha, NE 68127  
 Voice: 402.556.6100 Fax: 402.556.8055  
 seana@gfsomaha.com

## Proposal

Shenandoah K-8 School	Edwards EST 3
601 Dr. Creighton Cir. Shenandoah, IA 51601	Fire Alarm
Attn: Dennis Rogers	Evacuation System

This proposal is confidential and sharing of this pricing is strictly prohibited.

### Fire Alarm System Notes:

- General Fire and Safety to provide design, fire alarm related devices, programming and final inspections with Authority Having Jurisdiction.
- This proposal assumes new system to be installed in place of existing without keeping “parallel” systems in place at same time. Existing sprinkler monitoring (if active) will be kept in place and active until new system is on-line.
- This proposal is based off of a one for one swap of devices with the addition of audible/visual devices added in corridors. Additional pricing will be given if Fire Marshal requires more equipment due to current code requirement.
- Any Elevator or HVAC equipment that needs to be interconnected with the fire alarm system will require the owner’s representatives for these trades. This is not included in this pricing.
- Building floorplans in digital form will need to be provided to General Fire for a fire alarm design to be created and submitted to the Fire Marshal. If digital plans do not exist additional costs may be incurred to create these.
- Payment Terms: Net 30 Days. Project billing will be invoiced every 30 days until job is complete.
- Phone lines for the DACT for Remote System Monitoring are to be provided by the phone company and are not included in this proposal.
- 120 VAC to power any fire alarm equipment is not included in this pricing and will require a licensed electrician. General Fire and Safety can subcontract this work for an additional cost.
- No patchwork, painting, ceiling tile replacement or access panel addition is included in this pricing.
- All work to be performed according to NFPA 72, International Fire Code, Authorities Having Jurisdiction and Manufacturer’s Guidelines.
- Sales tax is not included in this pricing but can be made available per request.
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Page 2

Acceptance Signature:	Date:	Submitted by: Sean Albracht	Date: 11.06.2018
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