

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
March 8, 2021 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Langley
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Reports
 - a. MS Flex Ed – Alisa Andrew
7. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests

Contracts 2020-21:			
Elliot Smith	HS Musical Set Director		\$1,692
Contracts 2021-22 (pending requirements are met):			
Jenna Decker	5 th Grade		BA Step 1
Kennedy Hughes	Kindergarten		BA Step 1
Volunteer Coach 2020-21:			
Jon Skillern	HS Track		
Resignations:			
Kathryn Freed	HS Math		effective end of school year
Kristine Price	Elementary Art		effective end of school year
Wendy Fry	HS Student Council		effective end of school year
Retirement Incentive Resignations:			
Maria Mather	MS Associate		
Modifications (2021-22) pending requirements are met:			
Brett Roberts	BA+30 to MA		
Holly Martin	MA to MA+15		
Jay Soderberg	BA to BA+15		
Lindsey Lundgren	BA to BA+15		
Robynn Manley	BA to BA+15		
 - d. Fundraising Request:
*on attached sheet

- e. Grant Request:
*on attached sheet

8. Action Items

- a. Approve Second Reading of Changes to Board Policies:
 - i. 103 - Equal Educational Opportunity
 - ii. 500 - Objectives for Equal Educational Opportunities for Student
 - iii. 502.10 - Search and Seizure
 - iv. 502.10E1 - Search and Seizure Checklist
 - v. 503.1 - Student Conduct
 - vi. 503.5 - Corporal Punishment, Mechanical Restraint and Prone Restraint
 - vii. 503.6 - Physical Restraint and Seclusion of Students
 - viii. 503.6R1 - Physical Restraint and Seclusion of Students
 - ix. 503.6RE1 - Physical Restraint and Seclusion of Students
 - x. 503.6RE2 - Physical Restraint and Seclusion of Students
 - xi. 503.6RE3 - Physical Restraint and Seclusion of Students
 - xii. 507.9 - Student Special Health Services
 - xiii. 603.1 - Basic Instruction Program
 - xiv. 603.3 - Special Education
 - xv. 604.6 - Instruction at a Post-Secondary Educational Institution
 - xvi. 701.5 - Financial Records
- b. Set Public Hearing Date for School Calendar for April 12, 2021
- c. Set Public Hearing Date for FY 22 Budget for April 12, 2021
- d. Approve Automobile Bids with Doug Meyer Chevrolet (low bid)
 - i. 2021 Suburban - \$46,800
 - ii. 2020 Chevy Express Van - \$29,900
 - iii. 2018 Chevy Malibu - \$17,995
- e. Present Opening Proposal to SSA+

9. Informational Items

- a. Work Session, Budget – March 22, 2021 at 5:00 p.m.
- b. Next Regular Meeting –April 12, 2021 at 5:00 p.m.

10. Adjournment

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

Motion – I move that we hold a closed session as authorized by section 21.5(1)(j) of the open meetings law to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

Return to Open Session

- 4. Take possible action of recommendation made in closed session
- 5. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – February 8, 2021
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 Darin Bouray, Jean Fichter, Jeff Hiser, Kathy Langley and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Hiser.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

President Fichter read the rules for speaking during the open forum. Brian Daoust thanked the board for funding the program Civic Mirror for his government class. The program offered students the ability to run a simulated country.

Administrative Reports:

JK-8 Progress on Assessment:

Jordan Newberg and Maria Blake presented the board with data regarding the iReady and FAST testing that was done at the JK-8 building. There was substantial growth shown between the fall and winter scores.

Expansion of Remote & Online Instruction:

Dr. Nelson gave the board a draft of a proposal to extend the district's online learning options. One option would be to use a program called Edgenuity. There would need to be some additional positions added to help support the program. The district would like to gain accreditation for the next school year.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, fundraising requests and the payment of bills. Personnel Requests: Contracts: Brenda Frank, PT Food Service - \$13.27/hr; Patricia Hemker, Van Driver - \$14.72/hr; Shannon Gilbert, Asst. Tennis Coach - \$3,572 – pending proper certification. Resignations: Cindy Sons, Elementary Associate – effective 2/12/21; Jamey Thompson, Bus Driver – effective 2/5/21. Modifications: (effective Feb. 1, 2021) Alexandria Cox, Associate Level II/III to Level I - \$13.74 to \$13.59/hr; Elizabeth Plettner, Associate Level I to Level II/III - \$12.19 to \$12.34/hr probationary; Megan Dukes, Associate Level I to Level II/III - \$14.09 to \$14.24; (effective 2021-22 school year) Jacquelyn Holste, 5th Grade to Title I Reading. Grant Request: SIEF – Preschool Grant Application for flexible seat cushions for indoor and outdoor learning. Motion to approve by Director Langley, second by Director Van Der Vliet. Ayes – Bouray, Langley, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 4-1.

Action Items:

Approve First Reading on Changes to Board Policies 103, 500, 502.10, 502.10E1, 503.1, 503.5, 503.6, 503.6R1, 503.6RE1, 503.6RE2, 503.6RE3, 507.9, 603.1, 603.3, 604.6 and 701.5:

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

Accept SEA and SSA+ Letters of Intent to Bargain and Receive SEA Opening Proposal:

Amy Bopp gave SEA's opening proposal to include raising the base by \$950 to \$38,545 for a total package increase of 3.45% and the acknowledgement that the 3 year extension that will continue in

force until June 30, 2025 except for negotiating base wage on a yearly basis. Motion to accept receipt by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

Approve Retirement Incentive Plan:

Director Hiser made a motion to change the proposed plan to include an offer of cash in lieu of insurance that would pay out an employee for four consecutive years in June the amount of a single insurance policy. Second by Director Langley. Motion carried unanimously.

Director Hiser made a motion to add language that an employee could not be rehired for a full-time position for a minimum of two years, would only be allowed after a diligent search for an applicant has been exhausted and with special board approval. Second by Director Bouray. Motion carried unanimously.

Approve Signers on the General Fund Accounts at Bank Iowa:

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

Approve ACH Origination Agreement with Bank Iowa – daily limit set at \$600,00 and monthly limit at \$1,200,000:

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

Approve Online Wire Transfer Agreement with Bank Iowa – daily and monthly limit set at \$15,000:

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

Approve Technology Bid:

Motion by Director Bouray, second by Director Van Der Vliet to award the lowest qualified bid with white glove service to Vivacity Tech for \$60,400.00. Motion carried unanimously.

Motion by Director Langley, second by Director Van Der Vliet to approve the next lowest qualified bid with Hypertec Direct as an alternate should Vivacity not be able to fulfill the terms of the RFP. Motion carried unanimously.

Adopt Board Goals:

Director Van Der Vliet made a motion to adopt the board goals that were developed in a previous work session, second by Director Langley. Motion carried unanimously.

Approve MOU Addendum with IWCC for 2020-21:

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

Approve Johnson Controls Sales and Installation Agreement:

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

Approve BR Service and Repair for Bleachers:

Director Langley made a motion to approve the service and repair quote to include the installation of new drive rollers in the high school gym, second by Director Van Der Vliet. Motion carried unanimously.

Informational Items:

Next Regular Meeting – March 8, 2021 at 5:00 pm.

Adjournment:

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 6:31 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – February 22, 2021
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 Darrin Bouray, Jean Fichter, Jeff Hiser, Kathy Langley and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes.

Consent Agenda:

Personnel Requests: Retirement Incentive Resignations: Brent Wilcox, HS Associate; Elizabeth Skillern, HS Business, Girls Cross Country, Asst. Track; Tammie Stettler, Kindergarten. Motion to approve by Director Van Der Vliet, second by Director Bouray. Motion carried unanimously.

Action Items:

Approve Termination of Elizabeth Plettner, HS Associate, for Job Abandonment:

Motion to approve by Director Bouray, second by Director Langley. Motion carried unanimously.

Approve Signers on the Activity Accounts at First National Bank - Creston:

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

Approve Submission of IGNITE Online Learning Application:

The online learning application approval will include increased staffing positions and the purchase of Edgenuity. Motion to approve by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

Approve Extending Retirement Incentive Plan:

After much discussion, Director Hiser made a motion to extend the retirement incentive plan to include employees resigning by the end of the 2020-21 school year for retirement at the end of the 2021-22 school year with the stipulation that an incentive would not be offered next year. Second by Director Bouray. Ayes – Bouray, Hiser; Nays – Langley, Van Der Vliet, Fichter. Motion failed 3-2.

Director Hiser made a motion to extend the retirement incentive plan to include employees resigning by August 15, 2021 for retirement at the end of the 2021-22 school year with the stipulation that an incentive would not be offered next year. Second by Director Bouray. Ayes – Hiser, Bouray, Van Der Vliet, Fichter; Nays - Langley. Motion approved 4-1.

Present Opening Proposal to SEA:

The board proposes increasing the base to \$37,640 resulting in a 2.21% increase for a total dollar amount of \$145,599. Motion by Director Van Der Vliet, second by Director Bouray. Ayes – Langley, Van Der Vliet, Bouray, Fichter; Nays – Hiser. Motion carried 4-1.

Acknowledge Receipt of SSA+ Opening Proposal:

The SSA+ is proposing an increase to base wages of \$.75 per hour resulting in an increase of 4.4452% for a total dollar amount of \$91,854.75. Motion to accept receipt by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

Informational Items:

Next Regular Meeting – March 8, 2021 at 5:00 pm.

Adjournment:

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 5:47 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – February 22, 2021
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:53 pm.

Roll Call:

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

Motion to go into closed session:

Director Van Der Vliet moved to go into closed session as authorized by section 21.5(1)(j) of the open meetings law to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, second by Director Bouray. Motion carried unanimously.

By general consensus, the board reconvened in open session at 6:30 p.m.

Action Item:

There was no action taken.

Adjournment:

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 6:30 pm. Motion carried unanimously.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (FNBC)	\$1,243,866.25	\$466,578.18	\$852,317.45	\$824,301.20	\$231,088.23	\$80,716.89
Beg Balance Savings (FNBC)	\$2,724,672.11	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38	\$3,524,091.45
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues	\$56,745.67	\$151,061.98	\$1,334,814.17	\$2,012,906.49	1,055,643.39	\$1,135,926.64
Expenditures	-\$885,669.31	-\$1,155,049.85	-\$1,068,641.91	-\$1,136,957.50	-1,091,707.89	-\$1,084,758.37
End Balance Checking (FNBC)	\$466,578.18	\$852,317.45	\$824,301.20	\$231,088.23	80,716.89	\$39,626.15
End Balance Savings (FNBC)	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38	3,524,091.45	\$3,620,029.78
End Balance Checking (BI)						
End Balance Savings (BI)						
Total General Fund	\$3,455,442.83	\$2,491,815.96	\$2,757,988.22	\$3,639,228.61	\$3,604,808.34	\$3,659,655.93
Management Fund (22)						
Beg Balance Checking (FNBC)	\$52,351.80	\$28,509.35	\$41,251.61	\$2,071.15	\$328.10	\$20,266.95
Beg Balance Savings (FNBC)	\$1,107,944.62	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74	\$1,161,332.77
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$9,453.44	\$3,042.20	\$94,790.95	\$191,276.85	\$39,198.41	\$19,539.03
Expenditures Checking	-\$23,859.37	-\$237,269.80	-\$39,182.55	-\$6,743.30	-\$9,403.53	-\$34,121.45
End Balance Checking (FNBC)	\$28,509.35	\$41,251.61	\$2,071.15	\$328.10	\$20,266.95	\$6,147.79
End Balance Savings (FNBC)	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74	\$1,161,332.77	\$1,160,869.51
End Balance Checking (BI)						
End Balance Savings (BI)						
Total Management Fund	\$1,145,890.49	\$911,662.89	\$967,271.29	\$1,151,804.84	\$1,181,599.72	\$1,167,017.30
SAVE Fund (33)						
Beg Balance Checking (FNBC)	\$645,393.77	\$124,991.61	\$9,870.07	\$49,503.30	\$329,657.21	\$252,692.42
Beg Balance Savings (FNBC)	\$4,381,301.61	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18	\$1,210,928.93
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$92,558.67	\$88,730.37	\$88,431.48	\$88,348.11	121,794.93	\$89,815.38
Expenditures Checking	-\$1,590,492.43	-\$1,235,140.50	-\$780,394.53	-\$289,862.16	-147,047.97	-\$142,562.73
End Balance Checking (FNBC)	\$124,991.61	\$9,870.07	\$49,503.30	\$329,657.21	252,692.42	\$180,212.94
End Balance Savings (FNBC)	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18	1,210,928.93	\$1,230,661.06
End Balance Checking (BI)						
End Balance Savings (BI)						
Total SAVE Fund	\$3,528,761.62	\$2,382,351.49	\$1,690,388.44	\$1,488,874.39	\$1,463,621.35	\$1,410,874.00
PPEL Fund (36)						
Beg Balance Checking (FNBC)	\$252,708.95	\$181,353.93	\$1,250.77	\$13,312.48	\$11,272.58	\$45,879.74
Beg Balance Savings (FNBC)	\$400,663.93	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46	\$481,471.47
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$4,071.99	\$2,027.97	\$65,137.27	\$132,774.84	\$26,925.20	\$163,738.20
Expenditures Checking	-\$71,462.68	-\$185,103.51	-\$17,940.92	-\$17,046.80	-\$65,405.03	-\$12,166.71
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$181,353.93	\$1,250.77	\$13,312.48	\$11,272.58	\$45,879.74	\$33,725.60
End Balance Savings (FNBC)	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46	\$481,471.47	\$645,197.10
End Balance Checking (BI)						
End Balance Savings (BI)						
Total PPEL Fund	\$585,982.19	\$402,906.65	\$450,103.00	\$565,831.04	\$527,351.21	\$678,922.70

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)						
Beg Balance Checking (FNBC)	\$39,626.15	\$28,993.61	\$529,045.92	\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)	\$3,620,029.78	\$3,414,180.19	\$3,414,180.19	\$3,414,180.19	\$0.00	\$0.00
Beg Balance Checking (BI)		\$0.00				
Beg Balance Savings (BI)		\$0.00				
Revenues	\$831,480.65	\$1,062,998.55				
Expenditures	-\$1,051,604.51	-\$1,040,102.26				
End Balance Checking (FNBC)	\$28,993.61	\$529,045.92				
End Balance Savings (FNBC)	\$3,414,180.19	\$2,936,010.20				
End Balance Checking (BI)		\$1,000.02				
End Balance Savings (BI)		\$1,000.02				
Total General Fund	\$3,443,173.80	\$3,467,056.16	\$0.00	\$0.00	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking (FNBC)	\$6,147.79	\$14,472.22	\$7,791.19	\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)	\$1,160,869.51	\$1,073,274.78	\$1,080,271.96	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$12,411.90	\$6,998.35				
Expenditures Checking	-\$91,682.20	-\$6,682.20				
End Balance Checking (FNBC)	\$14,472.22	\$7,791.19				
End Balance Savings (FNBC)	\$1,073,274.78	\$1,080,271.96				
End Balance Checking (BI)						
End Balance Savings (BI)						
Total Management Fund	\$1,087,747.00	\$1,088,063.15	\$0.00	\$0.00	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking (FNBC)	\$180,212.94	\$118,603.99	\$84,322.89	\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)	\$1,230,661.06	\$1,250,390.42	\$1,184,607.43	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$89,799.73	\$1,168.62				
Expenditures Checking	-\$89,799.73	-\$101,232.71				
End Balance Checking (FNBC)	\$118,603.99	\$84,322.89				
End Balance Savings (FNBC)	\$1,250,390.42	\$1,184,607.43				
End Balance Checking (BI)						
End Balance Savings (BI)						
Total SAVE Fund	\$1,368,994.41	\$1,268,930.32	\$0.00	\$0.00	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking (FNBC)	\$33,725.60	\$25,070.84	\$18,513.69	\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)	\$645,197.10	\$653,718.16	\$713,328.10	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$8,532.54	\$59,612.74				
Expenditures Checking	-\$8,666.24	-\$6,559.95				
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$25,070.84	\$18,513.69				
End Balance Savings (FNBC)	\$653,718.16	\$713,328.10				
End Balance Checking (BI)						
End Balance Savings (BI)						
Total PPEL Fund	\$678,789.00	\$731,841.79	\$0.00	\$0.00	\$0.00	\$0.00

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

FEBRUARY									
	FUNCTION	GENERAL	MGMNT	TRUST	PPEL	EMG LEVY/ DISASTER RELIEF	PERL	ACTIVITY	
	INSTRUCTION	1XXX	\$4,212,174.27	\$206,232.60	\$4,150.00			\$113,266.35	
	SUPPORT SERVICES	2XXX	\$2,628,185.21	\$242,711.80		\$276,954.80			
	NON-INSTRUCTIONAL	3XXX							
OTHER	FACILITIES ACQ & CONST	4XXX				\$107,397.04			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$363,249.00						
	TRANSFERS	6900							
TOTAL		\$7,203,608.48	\$448,944.40	\$4,150.00	\$384,351.84	\$0.00	\$0.00	\$113,266.35	
PUBLISHED BUDGET		\$13,797,336.00	\$544,000.00	\$0.00	\$710,000.00	\$0.00	\$0.00	\$235,000.00	
% USED		52.21%	82.53%	0.00%	54.13%	0.00%	0.00%	48.20%	
		\$13,668,222.00							
	FUNCTION	CAPITAL PROJECTS	DEBT SERVICE	NUTRITION	OTHER ENTERPRISE	TOTAL USED	PUB BUDGET	% OF BUDGET	
	INSTRUCTION	1XXX				\$4,535,823.22	\$9,246,000.00	49.06%	
	SUPPORT SERVICES	2XXX	\$5,713.26		\$187.59	\$3,153,752.66	\$5,378,000.00	58.64%	
	NON-INSTRUCTION	3XXX			\$404,923.70	\$404,923.70	\$750,000.00	53.99%	
	FACILITIES ACQ & CONST	4XXX	\$2,461,372.49			\$2,568,769.53	\$3,900,000.00	65.87%	
	DEBT	5XXX	\$2,550.00	\$94,500.00		\$97,050.00	\$930,000.00	10.44%	
	AEA FLOW THROUGH	6100				\$363,249.00	\$522,336.00	69.54%	
	TRANSFER	62xx	\$560,128.56			\$560,128.56			
TOTAL		\$3,029,764.31	\$94,500.00	\$405,111.29	\$0.00	\$11,683,696.67	\$20,726,336.00	56.37%	
PUBLISHED BUDGET		\$4,689,755.00	\$930,000.00	\$750,000.00	\$0.00				
% USED		64.60%	10.16%	54.01%	0.00%		56.37%		

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2020-2021**

	STATE AID/ SRCIPVR (CNI) Source Codes	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/ TRANSPORTATION Source Code	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code	AEA FLOWTHROUGH Source Code	PROPERTY TAX Source Codes	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes	EXCISE TAXES UTILITY REPL. Source Codes	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
JUL			3113	3214	1110-1119	1134	1170-1179			
				\$80,722.00				\$201,437.73	\$282,159.73	\$56,424.76
AUG				\$40,361.00	\$17,375.68			\$25,217.15	\$82,953.83	\$135,923.00
SEP	\$543,215.00	\$143,641.00		\$40,361.00	\$590,276.63		\$38.08	\$17,282.46	\$1,334,814.17	\$1,276,172.26
OCT	\$543,215.00	\$143,641.00		\$40,361.00	\$1,191,943.21		\$2,159.16	\$91,587.12	\$2,012,906.49	\$2,058,639.45
NOV	\$568,520.94	\$143,641.00		\$40,361.00	\$181,717.44		\$36,798.94	\$64,604.07	\$1,055,643.39	\$934,962.32
DEC	\$580,078.40	\$143,641.00		\$40,361.00	\$84,311.35	\$150,234.37		\$137,300.52	\$1,135,926.64	\$1,002,951.38
JAN	\$548,241.11	\$143,641.00		\$40,361.00	\$66,224.93			\$33,012.61	\$831,480.65	\$986,711.76
FEB	\$538,788.00	\$143,641.00		\$40,361.00	\$41,042.13	\$56,676.80		\$242,489.62	\$1,062,998.55	\$1,001,794.03
MAR								\$0.00		\$971,305.33
APR								\$0.00		\$1,738,242.95
MAY								\$0.00		\$1,240,285.46
JUN								\$0.00		\$1,203,329.49
TOTAL	\$3,322,058.45	\$861,846.00	\$0.00	\$363,249.00	\$2,172,891.37	\$206,911.17	\$38,996.18	\$832,931.28	\$7,798,883.45	\$12,606,742.19

** 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)

SRCIPVR = State Replacement for Commercial and Industrial Property Valuations Reduction

SHENANDOAH COMMUNITY SCHOOL

UNSPENT AUTHORIZED BUDGET CALCULATION

2020-2021

	REGULAR PROGRAM DISTRICT COST	\$7,459,603.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00	
+	SPECIAL ED DISTRICT COST	\$971,849.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00	
+	AEA SPECIAL ED SUPPORT	\$369,546.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$61,421.00	
+	AEA EDUCATIONAL SERVICES	\$67,903.00	
+	AEA SHARING DISTRICT COST	\$834.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00	
+	DROPOUT ALLOWABLE GROWTH	\$269,426.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$168,221.00	Increased Enrollment/ Open Enroll
+	SBRC ALLOWABLE GROWTH OTHER #2	\$50,000.00	LEP (Estimate)
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$250,000.00	(Determined when I did the SES at
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$0.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$10,982,437.00	
+	PRESCHOOL FOUNDATION AID	\$229,060.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$832,931.28	\$ 1,404,271.00 Estimate on Budge
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00	
=	MAXIMUM AUTHORIZED BUDGET	\$16,501,033.28	
-	EXPENDITURES	\$7,203,608.48	43.66%
=	UNSPENT AUTHORIZED BUDGET	\$9,297,424.80	

EXPENDITURES		FY 21	FY '20 Actuals
	JULY	\$237,873.72	\$199,722.68
	AUGUST	\$507,123.63	\$384,876.61
	SEPTEMBER	\$1,053,480.60	\$1,011,518.98
	OCTOBER	\$1,136,957.50	\$1,008,378.85
	NOVEMBER	\$1,091,707.89	\$1,020,147.22
	DECEMBER	\$1,084,758.37	\$995,838.21
	JANUARY	\$1,051,604.51	\$1,011,435.69
	FEBRUARY	\$1,040,102.26	\$1,052,786.73
	MARCH		\$1,280,733.46
	APRIL		\$951,086.89
	MAY		\$993,718.57
	JUNE		\$2,570,936.36
	TOTAL	\$7,203,608.48	\$12,481,180.25

MONTHLY BOARD VENDOR BILLS
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Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BERNARD FOOD INDUSTRIES	386.21	FOOD
BMO MASTERCARD	41.32	PURCHASED FOOD FOR CATERING
DAWNETTE LESLIE	10.20	DAILY SALES-SCHOOL LUNCHES
DFA DAIRY BRANDS CORPORATE, LLC	10,300.84	MILK - K8
FAREWAY STORES	281.12	SPICES
HY-VEE	827.84	PITCHERS
MARTIN BROS DIST	43,871.14	HS FOOD
MID-AMERICAN RESEARCH CHEMICAL	349.65	WIPES
Fund Number 61	<u>56,068.32</u>	
Checking Account ID 20	56,068.32	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
BANK IOWA/CONNIE MCGINNIS	360.00	SHEN BOYS BOWLING SUPPLIES
BELIEVE PRODUCTIONS, INC.	1,270.00	BPA SUPPLIES
BELINDA DEBOLT	50.00	JUDGE/SHS SPEECH CLUB
BMO MASTERCARD	971.58	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	85.50	STUDENT ENTRY & REGISTRATION FEES
BMO MASTERCARD	466.06	DRAMA SUPPLIES
BMO MASTERCARD	77.00	SUPPLIES/FCCLA
BMO MASTERCARD	80.65	SUPPLIES/FFA
BMO MASTERCARD	1,430.00	DRAMA SUPPLIES
BMO MASTERCARD	310.05	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	737.96	MUSTANG FIELD CONCESSION SUPPLIES
BRIEN MCCREADY	125.00	GENERAL ATHLETICS OFFICIAL
BROADCAST MUSIC INC.	154.23	Music Subscription for 7/1/20-6/30/21
BROOKE BAUER	36.00	GENERAL ATHLETIC WORKERS
BUSINESS PROFESSIONALS OF AMERICA - IOWA ASSOCIATION	545.00	BPA Registration
CAELAN DEBBAN	50.00	JUDGE/SHS SPEECH CLUB
CHAD TIEMEYER	100.00	OFFICIALS/MS GENERAL ATHLETICS
CHRIS GIBSON	54.00	GENERAL ATHLETIC WORKERS
CHRIS GIRRES	400.00	GENERAL ATHLETICS OFFICIAL
COLBY PEDERSEN	110.00	OFFICIALS/MS GENERAL ATHLETICS
DESIGN ORIGINALS	72.00	DRAMA SUPPLIES
DIANA ROBERTS	75.00	REGISTRATION/CHEERLEADERS
ELI SCHUSTER	72.00	GENERAL ATHLETIC WORKERS
FAREWAY STORES	112.59	MUSTANG FIELD CONCESSION SUPPLIES
GRAPHIC EDGE	289.64	SHIPPING
IOWA GIRLS HS ATHLETIC UNION	1,434.00	SUPPLIES/GENERAL ATHLETICS
IOWA HIGH SCHOOL SPEECH ASSOCIATION	380.50	State Individuals Varsity entries
JKAY PHOTO AND DESIGN	360.00	SUPPLIES/FFA
JOHN LONG	125.00	GENERAL ATHLETICS OFFICIAL
JON SKILLERN	18.00	GENERAL ATHLETIC WORKERS
JOSH MORSE	125.00	GENERAL ATHLETICS OFFICIAL
JOSH SCHUSTER	72.00	GENERAL ATHLETIC WORKERS
JOSHUA MATHENY	110.00	OFFICIALS/MS GENERAL ATHLETICS
KYLE FISCHER	90.00	GENERAL ATHLETICS OFFICIAL
MATT REA	170.00	GENERAL ATHLETICS OFFICIAL
MATTHEW WULK	170.00	GENERAL ATHLETICS OFFICIAL
NATIONAL FFA ORGANIZATION	865.00	invoice-MDS219981 -
OSBORN, CURTIS	90.00	GENERAL ATHLETICS OFFICIAL
RANDY SPILKER	110.00	JUDGE/SHS SPEECH CLUB
RIEMAN MUSIC DES MOINES	626.77	RESALE/MS MARCHING MUSTANGS
ROCSTOP - WHITEHILLS	360.00	MUSTANG FIELD CONCESSION SUPPLIES
RON HANSEN	126.00	GENERAL ATHLETIC WORKERS
SHENANDOAH CSD	978.57	SUPPLIES/SHEN WRESTLERS
SHENANDOAH SCHOOL LUNCH	1,312.27	DRAMA SUPPLIES

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Vendor Name	Invoice Amount	Invoice Detail Description
SPENCER BALDWIN	50.00	JUDGE/SHS SPEECH CLUB
WAYNE GRUDLE	125.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	<u>15,732.37</u>	
Checking Account ID 3	15,732.37	
Checking Account ID 30		Fund Number 10 GENERAL FUND
BARBARA FARWELL	112.67	ESL TRAVEL
BFG SUPPLY COMPANY	306.14	HS AGRICULTURE SUPPLIES
BMO MASTERCARD - TRANSPORTATION I	301.98	TRANSPORTATION REPAIR PARTS
BMO MASTERCARD	779.55	ELEM PRINCIPAL POSTAGE
BMO MASTERCARD	1,062.15	HS MARKETING CLUB SUPPLIES
BMO MASTERCARD	226.55	HS FCS SUPPLIES
BMO MASTERCARD	292.74	HS GENERAL ED TEXTBOOKS
BMO MASTERCARD	43.07	HS VOCAL MUSIC SUPPLIES
BMO MASTERCARD	30.00	MENTOR DUES & FEES
BMO MASTERCARD	264.25	GENERAL SUPPLIES
BMO MASTERCARD	852.36	ELEM PRINCIPAL SUPPLIES
BMO MASTERCARD	2,104.54	MAINTENANCE PARTS
BMO MASTERCARD	3,156.78	TECH REPAIR & MAINTENANCE SUPPLIES
BMO MASTERCARD	221.71	SUPERINTENDENT POSTAGE
BMO MASTERCARD	95.48	SUPERINTENDENT SUPPLIES
BMO MASTERCARD	6.67	HS MARKETING CLUB SUPPLIES
BMO MASTERCARD	755.75	MS GENERAL ED TEXTBOOKS
BROWN'S REPAIR & AUTO PARTS, INC.	772.79	VEHICLE REPAIR SERVICES
CABINETS BY STAC	253.97	FCS Fridge replacement
CENEX FLEET FUELING	5,118.71	TRANSPORTATION DIESEL
CENTURYLINK	620.19	BUSINESS MANAGER TELEPHONE
CHAT MOBILITY	57.01	BUSINESS MANAGER TELEPHONE
CITY OF SHENANDOAH	15,070.71	WATER-SEWER
CLARINDA CSD	11,557.80	TUITION OE TO LEA WITHIN IA LEVEL I
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	5,553.90	TUITION OE TO LEA WITHIN IA LEVEL I
CULLIGAN WATER	170.00	MAINTENANCE SUPPLIES
CURRICULUM ASSOCIATES	3,870.30	I ready
DEPT OF EDUCATION	20,874.33	REFUND OF PRIOR YEAR REVENUE CARES
DLA FARMS LLC	8,618.75	SANDING
ESSEX CSD	95,357.22	TUITION-OPEN ENROLLMENT
FOLLETT SCHOOL SOLUTIONS INC	1,058.69	HS PRINCIPAL FUNDRAISER SUPPLIES
GLASS GUY, THE	195.00	MAINTENANCE BUILDING REPAIR SERVICES
GLENWOOD CSD	5,734.55	PURCHASE EDUCATIONAL/L3 IND COSTS
GREEN HILLS AEA FIDUCIARY FUND	200.00	SUPERINTENDENT DUES FOR INDIVIDUAL
HAMBURG COMMUNITY SCHOOL DISTRICT	3,606.62	TEACHER LEADERSHIP OPEN ENROLLMENT
HD PRO INSTITUTIONAL	8,831.39	CUSTODIAL SUPPLIES
HEARTLAND FAMILY SERVICE	4,997.00	PURCHASE EDUCATIONAL/L3 IND COSTS
HOUGHTON MIFFLIN	258.00	MIDDLE SCHOOL INST SOFTWARE
IAMO COMMUNICATIONS	30.00	GOVERNOR'S EMERGENCY RELIEF SUPPLIES
INSTRUMENTALIST AWARDS	105.00	HS BAND SUPPLIES
INTERNATIONAL ACADEMY OF SCIENCE	3,000.00	HS AT RISK SOFTWARE
IOWA DEPARTMENT OF HUMAN SERVICES	341.52	MEDICAID DIRECT SERVICES
IOWA DIVISION OF LABOR - ELEVATOR SAFETY	175.00	MAINTENANCE BUILDING REPAIR SERVICES
IOWA HIGH SCHOOL MUSIC ASSOCIATION	91.00	HS BAND STUDENT ENTRY & REGISTRATION FEE
IOWA TESTING PROGRAMS	2,720.00	HS TESTING
ISFIS	250.00	STAFF DEVELOPMENT STAFFWORKSHOP/CONF REG
JAYMAR BUSINESS FORMS	414.33	BUSINESS MANAGER SUPPLIES
JB PARTS & SUPPLY	69.12	MAINTENANCE VEHICLE REPAIR SERVICES
JOHN GOWING PLUMBING AND HEATING INC.	70.00	MAINTENANCE BUILDING REPAIR SERVICES

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Vendor Name	Invoice Amount	Invoice Detail	Description
JON WEINRICH	44.80	AD TRAVEL	
JOSTENS	663.79	2021 diploma and cover shipping	
KAMI	3,600.00	Kami District Plan	
MID-AMERICAN RESEARCH CHEMICAL	968.39	CUSTODIAL SUPPLIES	
MIDAMERICAN ENERGY	12,838.01	UTILITIES-ELECTRICITY	
MILLER BUILDING	160.49	HS IND ARTS RESALE INVENTORY	
MITEL NET SOLUTIONS	550.23	BUSINESS MANAGER TELEPHONE	
MOLLY HAWKINS' HOUSE	168.91	MS ART SUPPLIES	
O'REILLY AUTO	225.30	TRANSPORTATION SUPPLIES	
OMAHA WORLD HERALD	1,320.00	BOARD NEWSPAPER ADVERTISING	
PLANBOOKEDU	0.00	MS PD SUPPLIES	
PLATFORM ATHLETICS	1,300.00	PLT4M Subscription for 3/7/21-3/6/22	
QUILL CORPORATION	89.06	DISTRICT WIDE SUPPLIES	
RASMUSSEN MECHANICAL SERVICES	189.25	MAINTENANCE BUILDING REPAIR SERVICES	
RED OAK WELDING	30.60	Gas rental -invoice# 8594	
RIEMAN MUSIC DES MOINES	89.25	HS BAND EQUIPMENT REPAIR	
ROCSTOP - WHITEHILLS	365.66	MS PRINCIPAL SUPPLIES	
ROGERS PEST CONTROL LLC	740.00	MAINTENANCE PEST CONTROL CONTRACTED	
SAPP BROS.	151.64	MAINTENANCE GASOLINE	
SCHOOL BUS SALES	103.34	TRANSPORTATION REPAIR PARTS	
SHENANDOAH MEDICAL CENTER	5,025.00	ATHLETIC TRAINER	
SHENANDOAH SANITATION	370.14	MAINTENANCE GARBAGE COLLECTION	
SHENANDOAH SCHOOL LUNCH	305.00	TITLE IV SUPPLIES	
SHERIDAN DECORATING	10.98	MAINTENANCE BUILDING SUPPLIES	
SHERRI 'RUZEK	25.20	BUSINESS MANAGER TRAVEL	
SIDNEY CSD	160,600.43	TEACHER LEADERSHIP OPEN ENROLLMENT	
SOUTHWESTERN COMM COLLEGE	25.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG	
SPORTS GRAPHICS	3,332.00	MS PRINCIPAL FUNDRAISER SUPPLIES	
SWIFT SERVICES LLC	1,153.28	GEER HARDWARE	
SYMMETRY ENERGY SOLUTIONS	6,488.47	UTILITIES-GAS	
TEACHER INNOVATIONS, INC.	27.00	3 additional accounts	
TRUCK CENTER COMPANIES	1,658.35	DEFROSTER	
US CELLULAR	1,774.09	GOVERNOR'S EMERGENCY RELIEF SUPPLIES	
VALLEY PUBLICATIONS	400.00	ADVERTISING-NEWSPAPER	
VETTER EQUIPMENT CO	759.23	MAINTENANCE SUPPLIES	
WALLIN PLUMBING & HEATING	1,913.00	SUPPLIES/SERVICES	
WELLMARK BLUE CROSS BLUESHEILD	114,722.46	HEALTH INSURANCE PAYABLE CN	
ZIMCO SUPPLY	1,725.00	GROUNDS GENERAL SUPPLIES	
Fund Number 10	<u>534,568.64</u>		
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND	
SU INSURANCE COMPANY	27,439.25	BUILDING INSURANCE	
WELLMARK BLUE CROSS BLUESHEILD	6,682.20	EARLY RETIREES MEDICAL INSURANCE	
Fund Number 22	<u>34,121.45</u>		
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
CARL A. NELSON & CO	1,991.17	REV BONDS ARCHITECTURE & ENGINEERING	
FACILISERV	15,412.00	SERIES 2019 CONSTRUCTION	
WALLIN PLUMBING & HEATING	9,396.00	SERIES 2019 CONSTRUCTION - UNIT 4	
Fund Number 33	<u>26,799.17</u>		
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
BLUPOINTE DRS	750.00	Maintenance, Support and Services:BDR MA	
CABINETS BY STAC	525.99	FCS Fridge replacement	
COUNSEL OFFICE & DOCUMENT	1,498.11	ADMIN COPIER LEASE	
CULLIGAN WATER	253.47	RENTAL OF EQUIPMENT & VEHICLES	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	ELEMENTARY COPIER LEASE	
MILLER BUILDING	97.01	OTHER CONSTRUCTION	
VETTER EQUIPMENT CO	1,009.75	OTHER EQUIPMENT	

Shenandoah CSD
03/04/2021 03:11 PM

MONTHLY BOARD VENDOR BILLS

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March 2021 AP Report

User ID: RUZEKSHE

Vendor Name

Invoice Detail Invoice Detail Description
Amount

Fund Number 36

5,198.71

Checking Account ID 30

600,687.97

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Stephanie	Langner	Shenandoah Community School District	3/1/2021	5/21/2021	Choose Iowa Student Culinary Competition	This is a competition that could ultimately result in a grant that would be utilized in cooperation with the school nutrition program. The focus is local foods and school lunch menus	95% (students will prepare their contest entry recipe)	Other
Wendy	Fry	HS Student Council	3/1/2021	3/3/2021	Staff Room Service (Mon 3/1 through Wed 3/3, staff can order a snack and/or a drink to be brought to their room during a certain class period. Staff will pre-order these snacks/drinks, so to avoid waster, only that amount will be purchased ahead of time with StuCo funds. Staff will pay approx 50% more than the cost of the item, so that some profit can be made. StuCo members will deliver the items to the staff members.)	Student Council events (homecoming, Winter X Games, etc.)	approx 50% of the cost	Staff or General Public
Ashleigh	Sons	High School Drama	15-Mar	4/16/2021	Fan Cut Out to fill seats in the auditorium - myfanseats.com	Buying set pieces, materials, costumes, etc.	40%	Staff or General Public
Stephanie	Langner	FCCLA	3/15/2021	3/31/2021	Cancer Awareness Month Ribbons	cost of supplies; general chapter activities	50%	Students

First Name	Last Name	Grant	Grant use if funded
Aaron	Burdorf	SIEF Grant	Holly Martin BSP
Aaron	Burdorf	SIEF Grant	Mrs. Reafleng is applying for flexible seating in her classroom.
Gayle	Allensworth	SIEF Grant	Julie Mount's classroom
Gayle	Allensworth	SIEF Grant	Lindsey Lundgren's Class
Tiffany	Spiegel	IDOE McKinney-Vento Subgrant	K12 Homeless
Tiffany	Spiegel	Iowa's Therapeutic Classroom Grant	AtRisk Department
Tiffany	Spiegel	DECAT Additional Grant	Resilient supports, focus of early childhood parent resources

103 EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy, social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student

The Shenandoah Community School District board will does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices, activities on the basis of age, race, color, national origin, gender, gender identity, religion, creed, marital status, sex, sexual orientation, socioeconomic status, or disability. The belief in equal education opportunity serves as a guide for the board and employees in making decisions related to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact Aaron Burdorf, Equity Coordinator, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712) 246-2520, burdorfa@shencsd.com.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

~~The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age, race, color, national origin, gender, gender identity, religion, creed, marital status, sex, sexual orientation, socioeconomic status, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.~~

~~Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the age, race, color, national origin, gender, gender identity, religion, creed, marital status, sex, sexual orientation, socioeconomic status, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.~~

Inquires by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Aaron Burdorf, Shenandoah Community School District, 601 Dr. Creighton Cir, Shenandoah, IA 51601; or by telephoning (712) 246-2520.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319; (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Commented [NK1]: Volume 29 #2 – November 3, 2020
The IASB sample policy was updated to incorporate some of the language from IASB sample policy 500, to further strengthen the goals and vision of the policy. Policies 103 and 500 heavily overlapped one another. By adding some language from policy 500 to policy 103, the policy and the district's process are more clearly defined and allow for the rescission of sample policy 500. The changes include updated contact information for the regional office of civil rights. Due to the changes to this policy, IASB sample policy 500 will be rescinded.

This is a mandatory policy.

NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.

NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.* ~~(1994)~~;
20 U.S.C. §§ 1681 *et seq.* ~~(1994)~~;
20 U.S.C. §§ 1701 *et seq.* ~~(1994)~~;
29 U.S.C. § 206 *et. seq.*
29 U.S.C. § 794 ~~(1994)~~;
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 *et seq.* ~~(1994)~~;
34 C.F.R. Pt. 100 ~~(2002)~~;
34 C.F.R. Pt. 104 ~~(2002)~~;
Iowa Code §§ 216.6; 216.9; 256.11, ~~11A~~; 280.3 ~~(2009)~~;
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
401.1 Equal Employment Opportunity
500 Objectives for Equal Educational Opportunities for Students
506.1 Student Records

Approved 8/8/94

Reviewed 6/22/20

Revised 11/07/16

~~Code No. 500~~

~~500 OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS~~

~~This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.~~

~~It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.~~

~~The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, gender, gender orientation, marital status, sexual orientation, national origin, religion, creed, socioeconomic status, or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.~~

~~In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.~~

~~Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.~~

~~This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual will mean the legal parents. The legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.~~

~~Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Shenandoah Community School District, Shenandoah, Iowa 51601; or by telephoning 712-246-1581.~~

~~Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.~~

~~Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.~~

Approved 08/08/94 Reviewed 03/13/17 Revised 07/09/12

Commented [NK2]: Volume 29 #1 – November 3, 2020
This policy has been rescinded as it substantially overlapped policy 103 but was less comprehensive. Some of the policy language in 500 was moved to 103, which also has appropriate legal reference citations substantiate the requirements in policy 103. It is important to avoid policies that directly overlap one another, as any inconsistency in the phrasing of overlapping language could create confusion for employees and students in the districts and could make enforcement of policy language very difficult.

Code No. 502.10

502.10 SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.8R1.

Legal Reference: U.S. Const. amend. IV.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).
Iowa Code ch. 808A-~~(2009)~~.
281 I.A.C. 12.3(68).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
905.2 Tobacco/Nicotine-Free Environment

Approved 08/08/94

Reviewed 03/13/17

Revised 03/14/11

Commented [NK3]: Volume 29 #1 – November 3, 2020
The policy language has been expanded to specifically allow for the seizure of nicotine as an unauthorized substance when discovered during the course of a search. Nicotine has been added rather than any paraphernalia used to deliver nicotine (ex. E-cigarettes) so that the policy considers the method of deliver may continue to change over time, but the chemical substance nicotine will continue to be banned.

502.10E1 SEARCH AND SEIZURE CHECKLIST

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?

A. Eyewitness account.

1. By whom: _____
2. Date/Time: _____
3. Place: _____
4. What was seen: _____

B. Information from a reliable source.

1. From whom: _____
2. Time received: _____
3. How information was received: _____
4. Who received the information: _____
5. Describe information: _____

C. Suspicious behavior? Explain.

~~D. Student's past history? Explain.~~

~~DE.~~ Time of search: _____

~~EF.~~ Location of search: _____

~~FG.~~ Student told purpose of search: _____

~~GH.~~ Consent of student requested: _____

Commented [NK4]: Volume 29 #1 – November 3, 2020
This exhibit has been updated to remove reference to a student's past history when conducting a search. Using a student's past behavior as a basis for conducting a search may violate a student's constitutional rights. To provide greater clarity for school employees, this section has been removed from the exhibit as a consideration.

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

- A. What were you searching for: _____
- B. Where did you search? _____
- C. Sex of the student: _____
- D. Age of the student: _____
- E. Exigency of the situation: _____
- F. What type of search was being conducted: _____
- G. Who conducted the search: _____
Position: _____ Sex: _____
- H. Witness(s):

III. Explanation of Search.

- A. Describe the time and location of the search:

- B. Describe exactly what was searched:

- C. What did the search yield: _____
- D. What was seized: _____
- E. Were any materials turned over to law enforcement officials?

- F. Were parents notified of the search including the reason for it and the scope:

503.1 STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. [This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.](#)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or

Commented [NK5]: Volume 29 #3 – December 22, 2020
Minor changes were made to this policy to include reference to the new policy 503.6, and to distinguish the subject matter of this policy from 503.6

loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, October 10, 2002.

Legal Reference: *Goss v. Lopez*, 419 U.S. 565 (1975).
Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 279.8; 282.3, 282.4, 282.5; 708.1.
281 I.A.C. 12.3(6)

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503.6 Physical Restraint and Seclusion of Students
504 Student Activities
603.3 Special Education
903.5 Distribution of Materials

503.5 CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student ~~and is prohibited~~. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object(s) within a ~~pupil~~ student's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - To remove a disruptive ~~pupil~~ student from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints, for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable ~~physical~~ force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any, including mental and psychological injury;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

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

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961). Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
 Iowa Code §§ 279.8; 280.21 ~~(2005)~~.
 281 I.A.C. 12.3(8); 103.
~~1980 Op. Att'y Gen. 275.~~

Cross Reference: 402.3 Abuse of Students by School District Employees

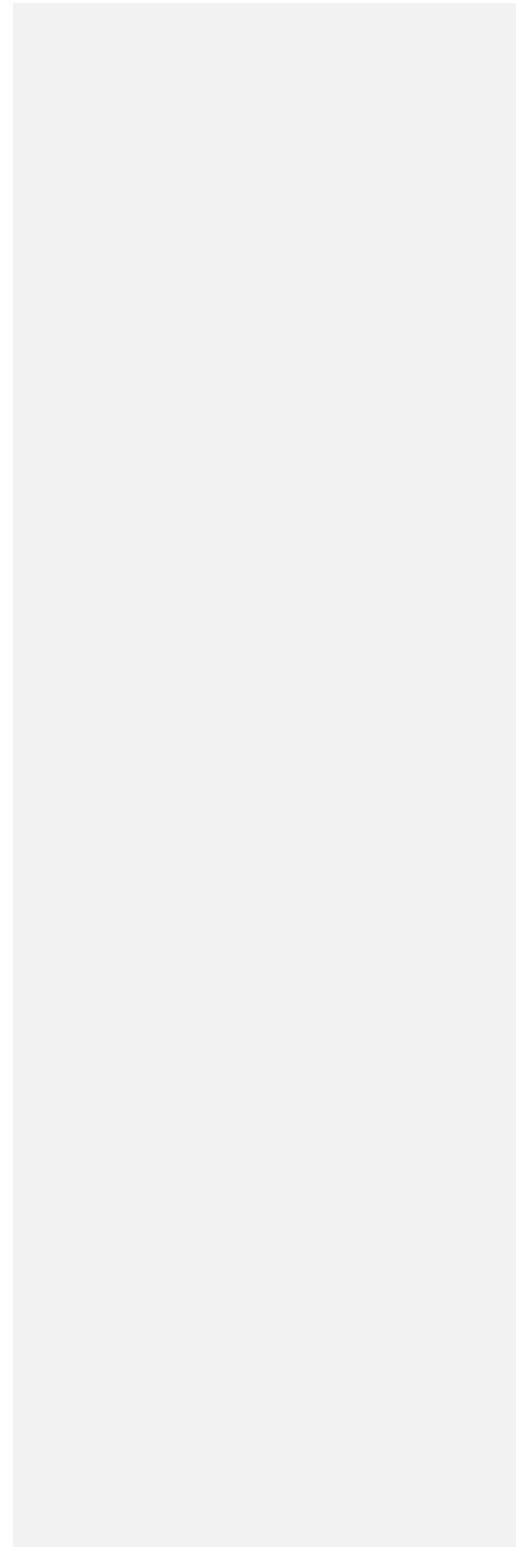
Commented [NK6]: Volume 29 #3 – December 22, 2020
 This policy was revised in accordance with the new changes to the *Iowa Administrative Code* which clearly prohibits the use of mechanical and prone restraints on students. For greater clarity for district employees, mechanical and prone restraints are defined in the policy language.

502 Student Rights and Responsibilities
503 Student Discipline
503.6 Physical Restraint and Seclusion

Approved 08/08/94

Reviewed 03/13/17

Revised 03/14/11



503.6 PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the superintendent or the superintendent's designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

NOTE: This policy is not mandatory. However, there are specific requirements for school districts to fulfill before and after using physical restraint and seclusion with students. Administrators should thoroughly read and understand the requirements listed in Chapter 103 of the Iowa Administrative Code.

Commented [NK7]: Volume 29 #3 – December 22, 2020
This policy clearly denies physical restraint and seclusion. It also outlines the reasoning behind the use of these behavior modifications, and the limited circumstances when they can be used. This topic has many legal requirements and the policy is not complete without the accompanying regulation and exhibits.

Legal Reference: Iowa Code §§ 279.8; 280.21.
281 I.A.C. 103.

Cross Reference: 402.3 Abuse of Students by School District Employees
502 Student Rights and Responsibilities
503 Student Discipline
503.5 Corporal Punishment

Approved Reviewed Revised

Code No. 503.6R1

503.6R1 USE OF PHYSICAL RESTRAINT AND SECLUSION WITH STUDENTS

The District will comply with 281 *Iowa Administrative Code* Ch. 103 for the use of physical restraint and seclusion with students, including, but not limited to:

- Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- As soon as practical after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student's parent or guardian using the school's emergency contact system.
- The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for in the student's written approved IEP, BIP, IHP or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:
 - The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the child or others.
 - An employee will obtain approval from an administrator or administrator's designee to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
 - The student's parent or guardian and the school may agree to more frequent notifications than is required by law.
 - Schools and district employees must document and explain in writing the reasons why it was not possible for the employees to obtain approval, notify parents, or take action within prescribed time limits.
 - Schools and district employees who begin and then end use of nonapproved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- If an employee restrains a student who uses sign language or an augmentive mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of physical restraint, unless doing so is not feasible in view of the threat posed.
- Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.
- The Superintendent or the Superintendent's designee will investigate any complaint or allegation that one or more employees violated any provisions of 281 Iowa Administrative Code Ch. 103. If the District determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student the District will notify the parents or guardian of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in 281 Iowa Administrative Code 102.2, the procedures listed in chapter 102 will apply.
- The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.

Commented [NK8]: Volume 29 #3 – December 22, 2020
This regulation, which accompanies policy 503.6, goes into further details for administrators on the required parameters for using physical restraint and seclusion within the district.

<u>Approval from administrator to continue physical restraint or seclusion past 15 minutes:</u>		<u>Approval obtained from administrator to continue physical restraint or seclusion more than 30 minutes past last approval time:</u>	
<u>Administrator approving:</u>		<u>Administrator approving:</u>	
<u>Time approved:</u>		<u>Time approved:</u>	
<u>Reasons for length of incident:</u>		<u>Reasons for length of incident:</u>	
<u>If Administrator approval was not obtained at 15 minutes or every 30 minutes thereafter, or a student was not provided with breaks for bodily needs in incidents lasting longer than 15 minutes, explain why:</u>			
<u>Parent/Guardian notification: Parents/Guardians will be notified as soon as practicable once the occurrence is under control, but no more than one hour after, or the end of the school day, whichever occurs first. Space below for documenting multiple attempts to notify guardians is listed in case the guardian cannot be reached in the first attempt.</u>			
<u>Employee attempting notification:</u>	<u>Parent/Guardian contacted:</u>	<u>Time and manner of attempted notification:</u>	<u>Was notification successful?</u>
<u>Employee attempting notification:</u>	<u>Parent/Guardian contacted:</u>	<u>Time and manner of attempted notification:</u>	<u>Was notification successful?</u>
<u>Employee attempting notification:</u>	<u>Parent/Guardian contacted:</u>	<u>Time and manner of attempted notification:</u>	<u>Was notification successful?</u>
<u>If Parent/Guardian notification requirements were not complied with, explain why:</u>			
<u>Describe injuries sustained or property damaged by students or employees:</u>			
<u>Describe future approaches to address student behavior including any consequences or disciplinary actions that may be imposed on the student:</u>			

This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's parent or guardian within three school days of the occurrence. Unless the parent or guardian agrees to receive the report by email, fax, or hand delivery, the report must be sent by mail and postmarked by the third day following the occurrence. Enclosed with a copy of this form is an invitation for the parents or guardians to participate in the debriefing meeting scheduled in accordance with the law.

Employee

Date of form delivered to Parent/Guardian

Method of Transmittal

Code No. 503.6E2

503.6E2 DEBRIEFING LETTER TO GUARDIAN OF STUDENT INVOLVED IN AN OCCURRENCE
WHERE PHYSICAL RESTRAINT AND/OR SECLUSION WAS USED

[This letter and the enclosed report may be transmitted electronically via email or fax, picked up in person, or mailed. If the district and the guardian do not agree on how to transmit this letter, it must be mailed via postage prepaid, first class mail to the guardian within 3 school days of the occurrence.]

Dear [Guardian],

Recently, your student [*name*] was involved in an occurrence at school that required the physical restraint and/or seclusion of your student as defined by 281 Iowa Administrative Code Ch. 103. A report related to this occurrence is enclosed with this letter.

The law requires debriefing meetings be held for such occurrences in the following circumstances:

- Following the first instance of seclusion or physical restraint during a school year;
- When any personal injury occurs as a part of the use of seclusion or physical restraint;
- When a reasonable educator would determine a debriefing session is necessary;
- When suggested by a student's IEP team;
- When agreed to by the guardian and school officials; and
- After seven instances of seclusion or physical restraint of the student.

This letter is intended to inform you that a debriefing meeting will be held on [date within 5 days of transmission of letter, time, place] because of [reason from bulleted list above]. The following employees will be in attendance at this meeting: [list names and titles of employees]. We are inviting you to attend this debriefing meeting to engage with us on topics related to this occurrence.

If you would like to reschedule the debriefing meeting, please contact me as soon as possible via email [email address] or telephone [telephone number], and at least one school day prior to the date and time listed for this debriefing meeting. Your student is allowed to attend this meeting with your consent, and you are welcome to bring a representative of your choosing if you wish. If you plan to bring a representative to this meeting, please let us know at least one school day prior to the meeting so that we have an opportunity to make arrangements.

We look forward to working with you to foster the continued health, safety and educational growth of your student.

[Administrator name], title _____ Date _____

Enclosure: Report related to student occurrence

Commented [NK10]: Volume 29 #3 – December 22, 2020
This letter is a sample in districts can use to communicate with parents and guardians of students involved in restraint or seclusion occurrences. The letter outlines the legal reporting and meeting requires established in the Iowa Administrative Code.

503.6E3 DEBRIEFING MEETING DOCUMENT

[The following individuals must attend the debriefing meeting: employees who administered physical restraint or seclusion; an administrator or employee not involved in the occurrence; the administrator or employee who approved continuation of the physical restraint or seclusion; other relevant personnel designated by the school; if indicated by student's behavior in occurrence, an expert in behavioral/mental health or other discipline. The following individuals must be invited to attend the debriefing meeting: the parent or guardian of the student, the student with guardian's consent.]

Commented [NK11]: Volume 29 #3 – December 22, 2020
This sample form is a step-by-step guide to ensure administrators complete all of the reporting requirements for holding the post-occurrence debriefing meeting.

<u>Student name:</u>		<u>Date of occurrence:</u>	
<u>Date of debriefing meeting:</u>		<u>Time of debriefing meeting:</u>	
<u>Location of debriefing meeting:</u>			
<u>Names of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):</u>		<u>Job title of employee and/or relation to student:</u>	
<u>Documentation reviewed during meeting (must include at least the occurrence report; and BIP, IHP, IEP and/or safety plan if applicable):</u>			
<u>Identification of patterns of behavior and proportionate response, if any, in the student and employees involved:</u>			
<u>Possible alternative responses, if any, to the incident/less restrictive means, if any:</u>			

<u>Additional resources, if any, that could facilitate those alternative responses in the future:</u>
<u>Plans for additional follow up actions, if any:</u>

This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's guardian within three school days of the debriefing meeting.

<u>Employee</u>	<u>Date of delivered to Parent/Guardian</u>

Method of Transmittal

Code No. 507.9

507.9 STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized ~~education program~~ health plan.

The superintendent, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Commented [NK12]: Volume 29 #1 – November 3, 2020
The language in this policy has been updated to accurately reflect and distinguish a student's individualized health plan from an individualize education program, which are different and carry with them different legal requirements. Also, the note in this policy had been removed, as this policy is not mandated by law. However, it would be wise for districts to maintain a policy on this topic to provide clarity for everyone within the district.

Legal Reference: *Board of Education v. Rowley*, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982). *Southeast Warren Comm. School District v. Dept. of Public Instruction*, 285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§ 1400 *et seq.* ~~(1994)~~.
34 C.F.R. Pt. 300 *et seq.* ~~(2002)~~.
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 ~~(2009)~~.
281 I.A.C. ~~12.3(7), 41.96~~ 14.2

Cross Reference: 502 Student Rights and Responsibilities
506 Student Records
603.3 Special Education

Approved 8/8/94

Reviewed 3/13/17

Revised 1/10/11

Code No. 603.1

603.1 BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be ~~nonsexist-gender fair~~ and multicultural.

The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, ~~and~~ visual art and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer, career, technology education, physical education, music, ~~and~~ visual art and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), financial literacy (1/2 unit), and vocational education (12 units) and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

NOTE: This policy reflects the educational standards. The financial literacy requirement is effective with the 2021 graduation class. The computer science requirement for grades one through eight are effective with the school year beginning July 1, 2023. The computer science requirement for grades nine through twelve is effective with the school year beginning July 1, 2022. Districts must also develop and implement a kindergarten through grade twelve computer science plan by July 1, 2022 which incorporates the educational standards.

Legal Reference: 20 U.S.C. § 1232h-~~(2006)~~.
34 C.F.R. Pt. 98-~~(2006)~~.
Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14-~~(2009)~~.
281 I.A.C. 12.5; .11.

Cross Reference: 102 Equal Educational Opportunity
103 Long-Range Needs Assessment
505 Student Scholastic Achievement
602 Curriculum Development
603 Instructional Curriculum

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Commented [NK13]: Volume 29 #1 – November 3, 2020
The addition of computer science into the instruction program is a new requirement from the past legislative session. The Note to the policy specifies when this requirement will take effect.

Code No. 603.3

603.3 SPECIAL EDUCATION

Commented [NK14]: Volume 29 #1 – November 3, 2020
This policy language change is intended to reflect the requirement that special education students must meet the 4-3-3-3 requirements outlined in the graduation policy as well as their IEP requirements in order to graduate.

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements ~~stated~~ listed for special education students in board policy ~~505.5 or and~~ in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

NOTE: This is a mandatory policy and reflects state and federal law. For more detailed discussion of this issue, see IASB's Policy Primers, Vol. 20 #7 – Dec. 4, 2008 and 13 #3- Jan. 22, 2001.

Legal Reference: *Board of Education v. Rowley*, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982). *Southeast Warren Comm. School District v. Dept. of Public Instruction*, 285 N.W.2d 173 (Iowa 1979).
~~20 U.S.C. §§1400 et seq. (2004).~~
~~34 C.F.R. Pt. 300 et seq. (2004).~~
Iowa Code §§ 256.11(7); 256B; 273.1, .2, .5, .9(2)-(3); 280.8 ~~(2007)~~.
281 I.A.C. 41.109; 41.404

Cross Reference: 503 Student Discipline
505.5 Graduation Requirements
506 Student Records
507.2 Administration of Medication to Students
507.8 Student Special Health Services
601.1 School Calendar
603 Instructional Curriculum

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604.6 INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

~~In accordance with this policy, S~~students in grades nine through twelve may receive academic or ~~career and vocational~~ technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. ~~The student may receive academic or vocational technical credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.~~Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. The Superintendent or designee is responsible for developing the appropriate forms and procedures for implementing this policy and following post-secondary educational opportunities:

~~Students in grades nine through twelve who successfully complete courses in post-secondary educational institutions under an agreement between the school district and the post-secondary educational institution will receive academic and vocational technical credits in accordance with the agreement.~~

~~Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session if the student pays for the courses. Upon successful completion of these summer courses, the students will receive academic or vocational technical credit toward the graduation requirements set out by the board. Successful completion of the course is determined by the post-secondary educational institution. The board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.~~

~~The following factors are considered in the board's determination of whether a student will receive academic or vocational technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:~~

- ~~the course is taken from a public or accredited private post-secondary educational institution;~~
- ~~a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;~~
- ~~the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;~~
- ~~the course is a credit-bearing course that leads to a degree;~~
- ~~the course is not religious or sectarian; and~~
- ~~the course meets any other requirements set out by the board.~~

~~Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, are responsible for transportation without reimbursement to and from the location where the course is being offered.~~

~~Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session are responsible for the costs of attendance for the courses.~~

~~Students who fail the course and fail to receive credit will reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen will have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision~~

Commented [NK15]: Volume 29 #1 – November 3, 2020
The restriction against students enrolling for more than 28 credit hours at a PSEI was eliminated in House File 2629 during this past legislative session. The restriction language has been removed from this sample policy.

~~may appeal to the AEA for a waiver of reimbursement.~~

~~The superintendent is responsible for annually notifying students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The superintendent will also be responsible for developing the appropriate forms and procedures for implementing this policy.~~

Concurrent Enrollment

~~The board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve when comparable courses are not offered by the school district. Notice of the availability of the concurrent enrollment program shall be included in the school district's registration handbook, and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the school district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, transportation shall be the responsibility of the school district for any contracted course that is used to meet school district accreditation requirements.~~

~~Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent or designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed.~~

Post-Secondary Enrollment Option

~~Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option ("PSEO") program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student.~~

~~The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The Superintendent or designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed.~~

~~Transportation to and from the postsecondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a PSEO course. Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parent or legal guardian are responsible for all costs associated with courses taken during the summer.~~

~~Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the \$250.00 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to~~

complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the school district.

If a student is unable to demonstrate proficiency or the school district or accredited nonpublic school determines that the course unit completed by the student does not meet the school district's standards, the superintendent shall provide in writing to the student's parent or guardian the reason for the denial of credit.

Legal Reference: Iowa Code §§ 256.~~7, 11, 11A~~; ~~285~~; 261~~CE~~; 279.~~861~~; 280.3, ~~280.14 (2009)~~.
281 I.A.C. 12.~~and~~ 22.

Cross Reference: 505 Student Scholastic Achievement
604.3 Program for Talented and Gifted Students
604.4 ~~Program for At Risk Students~~

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701.5 FINANCIAL RECORDS

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

Governmental fund type:

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

Proprietary fund type:

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

Fiduciary funds:

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

Account groups:

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

Commented [NK16]: Volume 29 #1 – November 3, 2020
This policy language has been updated due to a legislative update in the name of a fund type. After passage this past legislative session of Senate File 2082, agency funds are now referred to as custodial funds, and this policy has been updated to reflect that change.

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

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

Code No. 701.5
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It is the responsibility of the superintendent to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the board.

NOTE: The list of funds above does not include the "Library levy fund," which is only available to one school district. The school district eligible to levy the library levy must add this fund to its policy.

NOTE: For additional information about school district fund structure, please see Chapter 9 of the "Uniform Administrative Procedures for Iowa School District and AEA Officials," located on the "Uniform Administrative Procedures Manual" section of the Iowa Department of Education's website.

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

Cross Reference: 704 Revenue
705 Expenditures

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	Doug Meyer		Edwards Auto Group		Shore Motors
Suburban	46800		54,648		No Bid
		2021 Suburban		Suburban	
		White		White	
		Cloth		Leather	
12 Passanger Van	29,900		30,939		No Bid
		2020		2018	
	Chevy	Express Van		Nissan	
		6,800 Miles		16,000 Miles	
4 Door Car	17,995		21,939	New	No Bid
		2018 Malibu		2021 Malibu	
		Cloth		Cloth	
		17,107 Miles			
	21,995	2019			
		Honda Accord			
		12,361 Miles			