

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
June 13, 2022 – 5:00 p.m.

Board Agenda

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

Contracts:		
*Krystal Adams	MS Volleyball	\$2,753
Benjamin Bredberg	Evening Custodian	\$13.95/hr probationary
Angela Degase	K8 Associate	\$14.24/hr
Darbi Fuhrman	.5 Basketball Cheer Sponsor	\$983
Kate Henderson	K8 Associate	\$14.24/hr
Diana Roberts	.5 Basketball Cheer Sponsor	\$1,101
*pending proper certification		
Resignations:		
Candice Gates	K8 Associate	
Adam Wright	MS Baseball, HS Asst. Boys Basketball	
Transfers:		
Maria Blake	Instructional Coach to Instructional Coach/4 th Grade	
Modifications:		
Keegan Nelson-Whitslar	BA to BA+15	
 - d. Grant Requests:
 - i. Sarah Martin – Farm Credit Services Grant to be used for the greenhouse
 - e. Out of State Travel Requests:
 - i. Summer Robotics Camp Class to Do Space in Omaha, NE (one day during June session, one day during July session)
7. Action Items
 - a. Approve 3-year Audit Bid with Nolte, Cornman and Johnson
 - b. Approve Updated ACH Agreement with Bank Iowa
 - c. Approve Page County Fair Agreement
 - d. Approve Copier Lease with Counsel/Visual Edge IT

- e. Approve Purchase of Sentinel One End Point Protection for \$9516.50
 - f. Approve Tuition Agreement with Hamburg CSD
 - g. Approve Concurrent Enrollment Agreement with Tarkio Technology Institute including allowing for the High School to issue credit for the courses.
 - h. Approve Substitute Teacher Per Diem Rate at \$160 a day
 - i. Approve Resignation of Kelsey Potratz as High School Lifeskills/Health Teacher, MS Volleyball and K8 After School Coordinator effective June 30, 2022
 - i. Consider requiring up to \$1,000 payment per board policy 407.2
 - j. Approve making an annual contribution to building administrator's and director's 403b accounts for any unused vacation time (per diem), not to exceed 10 days per year.
 - k. Approve equalizing administrator and director vacation days at 20 days per year and not require the use of vacation over winter break.
8. Discussion Items
- a. Request to Honor Bill Ludwig
9. Informational Items:
Next Regular Meeting –July 11, 2022 at 5:00 p.m.
10. Adjournment

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
June 13, 2022 – 6:00 p.m.
Closed Session Meeting

1. Call to Order
2. Roll Call and Determination of Quorum
3. Approval of Agenda

4. Closed Session

Motion – I move that the Board go into closed session to receive an update regarding disciplinary action against a student as provided by Iowa Code Section 21.5(1)(e) and to review and discuss records which are required by state or federal law to be kept confidential as provided by Iowa Code Section 21.5(1)(a).

Return to Open Session

5. Action Item:
Vote on recommendation from closed session
6. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – May 9, 2022
Administration Board Room

Call to Order:

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

Roll Call:

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

Mission Statement:

The SCSD Mission Statement was read by Director Hiser.

Public Hearing – Budget Amendment FY 2022:

The public hearing regarding the proposed FY22 budget amendment was opened at 5:00 pm. With no public comment, the hearing was closed at 5:01 pm.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

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

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills and fundraising requests. Personnel Requests: Summer Camp Instructors and Tutors - \$20/hour: Kim Ashlock, Tahrae Bonnes, Toni Bounds, Jennifer Chapa, Brittany Comstock, Addyson Flammang, Candice Gates, Brenda Hargis, Terri Henderson, Jennifer Housman, Don Nelson, Holly Olson, Olivia Stogdill, Lucinda VanFosson, Delanie Voshell. Contracts (2022-23): Ana Hanna, TBD – MA+15/Step 9 \$54,385; Brittany Beckett, 2nd Grade – BA/Step 1 \$39,325 pending proper licensure; Nicole Belt, 2nd Grade – BA/Step 1 \$39,325 pending proper licensure; Jenna Decker (Johnson), HS Asst. Volleyball - \$3,736 pending proper licensure; Stacy Resh, IGNITE Social Studies Content Specialist - \$6,000. Resignations: Craig Leigan, Bus Driver; Molly Nuckolls, 4th Grade; Hannah Rodgers, Associate and Shaylee Taylor-Schoonover, Associate all effective at the end of the school year and Trevor Scanlan, IT Assistant – effective April 28, 2022. Transfers (2021-22): Juliane LaRock, Associate to IT Assistant - \$15.60/hr. Transfers (2022-23): Terri Henderson, Associate to JK-8 Secretary; Robynn Manley, Preschool to 2nd Grade; Jay Soderberg, 5th to 4th Grade. Modifications (2022-23 pending all requirements are met): Lindsey Lundgren – BA+15 to MA. Volunteer Coaches: Shannon Gilbert, Tennis; Jenni Hansen, Softball – pending proper certification. Motion to approve by Director Van Der Vliet, second by Director Wooten. Ayes- Rogers, Van Der Vliet, Wooten, Fichter. Nays – Hiser. Motion passes 4-1.

Action Items:

Approve FY22 Budget Amendment:

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

Approve Acer Self Maintainer Program Agreement:

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

Approve Bid with Bi-State Electronics for Maintenance Radios for \$6,566:

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

Approve Sharing Agreement with Clarinda CSD for ELL Teacher:

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

Approve Sharing Agreement with Sidney CSD for Auto Tech Teacher:

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

Approve Denise Green Modification from IGNITE 6-12 Remote Learning Coordinator plus 10 days to IGNITE K-12 Remote Learning Coordinator 260 Day Contract for 2022-23 for \$80,000:

Motion to approve by Director Van Der Vliet, second by Director Rogers. Ayes – Van Der Vliet, Wooten, Rogers, Fichter. Nays – Hiser. Motion carried 4-1.

Approve Vance Peterson as High School Science Teacher 181 Day Contract at BA+30/Step 11 for \$52,112:

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

Approve Administration Building Carpet Bid:

Bids were received from Hinline Home Furnishings for \$22,675.64 and Sheridan Decorating for \$26,450.96. It was recommended to go with Sheridan Decorating as they bid the requested product which is the same brand as what was used in the high school. Hinline did not bid the exact product. Motion to approve bid with Sheridan Decorating by Director Van Der Vliet, second by Director Wooten. Ayes – Rogers, Van Der Vliet, Wooten, Fichter. Nays – Hiser. Motion carried 4-1.

Informational Items:

Next Regular Meeting – June 13, 2022 at 5:00 pm

Adjournment:

Motion by Director Wooten, second by Director Van Der Vliet to adjourn the meeting at 5:15 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – May 9, 2022
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:19 pm.

Roll Call:

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

Approval of Agenda:

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

Closed Session:

At 5:21 pm Director Van Der Vliet made a motion to go into closed session as authorized by Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Director Wooten seconded the motion. Motion carried unanimously.

Action Item:

The board returned to open session by consensus at 5:51 pm. Director Van Der Vliet made a motion to increase the superintendent's salary by 2.5%, extend the superintendent's contract by 1 year, and for the board to make an annual contribution to the superintendent's 403b for any unused vacation time (per diem) that she is unable to bank, not to exceed 10 days. Director Wooten seconded the motion. Ayes – Van Der Vliet, Wooten, Rogers, Fichter. Nay – Hiser. Motion carried 4-1.

Adjournment:

Motion by Director Van Der Vliet, second by Director Wooten to adjourn the meeting at 5:52 pm. Motion carried unanimously.

Board Secretary

Board President

SHENANDOAH BALANCES	FY2022											
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)												
Beg Balance Checking (FNBC)	129,006.49	129,031.80	129,058.86	129,084.25	134,845.76	134,872.85	134,899.09	134,925.34	134,948.48	134,974.73	134,999.29	135,026.40
Beg Balance Checking (BI)	320,150.16	484,369.36	90,687.25	441,972.60	103,436.01	387,200.09	229,209.63	405,852.45	45,847.02	209,548.62	295,734.96	524,536.46
Beg Balance Savings (BI)	3,004,505.60	2,227,700.94	1,670,004.24	1,591,641.74	2,596,852.35	2,224,919.82	2,342,872.37	2,495,774.14	1,739,694.72	1,337,078.04	2,252,199.96	3,050,470.83
Revenues	266,888.56	485,579.89	1,460,564.89	2,049,183.81	971,977.10	1,162,715.04	1,396,726.47	1,088,361.26	1,177,058.83	2,012,487.25	2,068,661.42	
Expenditures	(879,448.71)	(1,409,931.64)	(1,185,264.11)	(1,378,454.07)	(1,061,892.88)	(1,200,949.33)	(1,068,212.67)	(2,205,533.90)	(1,417,225.67)	(996,563.39)	(1,043,181.09)	
Payables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,110.93	1,278.01	(14,591.04)	1,619.15	
End Balance Checking (FNBC)	129,031.80	129,058.86	129,084.25	134,845.76	134,872.85	134,899.09	134,925.34	134,948.48	134,974.73	134,999.29	135,026.40	
End Balance Checking (BI)	484,369.36	90,687.25	441,972.60	103,436.01	387,200.09	229,209.63	405,852.45	45,847.02	209,548.62	295,734.96	524,536.46	
End Balance Savings (BI)	2,227,700.94	1,670,004.24	1,591,641.74	2,596,852.35	2,224,919.82	2,342,872.37	2,495,774.14	1,739,694.72	1,337,078.04	2,252,199.96	3,050,470.83	
Total General Fund	2,841,102.10	1,889,750.35	2,162,698.59	2,835,134.12	2,746,992.76	2,706,981.09	3,036,551.93	1,920,490.22	1,681,601.39	2,682,934.21	3,710,033.69	0.00
Management Fund (22)												
Beg Balance Checking (BI)	3,476.54	3,476.54	(2,005.47)	1,269.86	6,416.49	263.62	3,542.19	54,680.31	7,819.02	7,971.92	7,972.43	7,974.58
Beg Balance Savings (BI)	971,974.89	971,974.89	972,312.18	1,017,908.38	1,187,924.83	1,216,478.69	1,195,804.71	1,102,700.05	1,159,427.95	1,141,073.21	1,297,315.91	1,315,428.23
Revenues	6,950.40	337.29	85,596.79	178,161.09	28,554.00	19,329.85	6,897.47	6,730.62	21,659.41	156,243.21	18,114.47	
Expenditures	(315,363.70)	(4,864.01)	(36,725.26)	(2,998.01)	(6,153.01)	(36,725.26)	(48,864.01)	3,135.99	(39,861.25)	0.00	0.00	
End Balance Checking (BI)	3,476.54	(2,005.47)	1,269.86	6,416.49	263.62	3,542.19	54,680.31	7,819.02	7,971.92	7,972.43	7,974.58	
End Balance Savings (BI)	971,974.89	972,312.18	1,017,908.38	1,187,924.83	1,216,478.69	1,195,804.71	1,102,700.05	1,159,427.95	1,141,073.21	1,297,315.91	1,315,428.23	
Total Management Fund	975,451.43	970,306.71	1,019,178.24	1,194,341.32	1,216,742.31	1,199,346.90	1,157,380.36	1,167,246.97	1,149,045.13	1,305,288.34	1,323,402.81	0.00
SAVE Fund (33)												
Beg Balance Checking (FNBC)	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21
Beg Balance Checking (BI)	236,888.35	236,987.95	228,949.87	15,982.06	13,480.68	6,242.01	3,359.15	62,647.48	10,142.28	10,154.78	10,157.59	10,160.33
Beg Balance Savings (BI)	940,954.18	952,534.68	968,065.15	983,584.83	979,105.13	1,136,597.35	1,152,050.52	1,144,771.62	1,195,127.05	1,372,726.58	998,001.73	1,084,242.34
Revenues	88,916.78	92,977.32	92,783.06	92,799.33	244,732.18	92,693.49	92,723.12	358.01	177,612.03	88,988.96	86,243.35	
Expenditures	(77,236.68)	(83,839.68)	(290,231.19)	(99,760.41)	(94,478.63)	(80,123.18)	(40,713.69)	(2,507.78)	0.00	(463,711.00)	0.00	
End Balance Checking (FNBC)	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	57,542.21	
End Balance Checking (BI)	236,987.95	228,949.87	15,982.06	13,480.68	6,242.01	3,359.15	62,647.48	10,142.28	10,154.78	10,157.59	10,160.33	
End Balance Savings (BI)	952,534.68	968,065.15	983,584.83	979,105.13	1,136,597.35	1,152,050.52	1,144,771.62	1,195,127.05	1,372,726.58	998,001.73	1,084,242.34	
Total SAVE Fund	1,247,064.84	1,254,557.23	1,057,109.10	1,050,128.02	1,200,381.57	1,212,951.88	1,264,961.31	1,262,811.54	1,440,423.57	1,065,701.53	1,151,944.88	0.00
PEEL Fund (36)												
Beg Balance Checking (FNBC)	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26
Beg Balance Checking (BI)	24,899.69	24,899.69	20,026.33	11,693.52	14,111.54	14,272.08	5,626.72	6,146.43	8,852.10	2,329.15	1,452.08	2,594.40
Beg Balance Savings (BI)	607,642.71	607,642.71	507,818.87	563,062.65	690,880.40	664,145.36	872,334.05	857,931.04	900,642.41	904,461.82	1,019,945.15	1,020,087.59
Revenues	4,766.17	194.54	70,249.20	147,841.15	23,272.47	218,194.78	5,600.37	72,715.68	18,335.62	130,486.91	15,143.14	
Expenditures	(35,989.90)	(5,880.98)	(23,338.23)	(17,605.38)	(49,846.97)	(18,651.45)	(19,483.67)	(27,298.64)	(21,039.16)	(15,880.65)	(13,858.38)	
End Balance Checking (FNBC)	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	13,319.26	
End Balance Checking (BI)	24,899.69	20,026.33	11,693.52	14,111.54	14,272.08	5,626.72	6,146.43	8,852.10	2,329.15	1,452.08	2,594.40	
End Balance Savings (BI)	607,642.71	507,818.87	563,062.65	690,880.40	664,145.36	872,334.05	857,931.04	900,642.41	904,461.82	1,019,945.15	1,020,087.59	
Total PEEL Fund	645,861.66	541,164.46	588,075.43	718,311.20	691,736.70	891,280.03	877,396.73	922,813.77	920,110.23	1,034,716.49	1,036,001.25	0.00
Debt Service Fund (40)												
Beg Balance Fiscal Agent (BI)	2,416.80	79,683.58	156,474.54	233,788.47	311,114.49	388,477.48	380,468.18	380,597.07	380,210.15	380,353.40	844,182.47	844,434.58
Revenues	77,266.78	76,790.96	77,313.93	77,326.02	77,362.99	77,955.25	128.89	113.08	143.25	463,829.07	252.11	
Expenditures	0.00	0.00	0.00	0.00	0.00	(85,964.55)	0.00	(500.00)	0.00	0.00	0.00	
End Balance Fiscal Agent (BI)	79,683.58	156,474.54	233,788.47	311,114.49	388,477.48	380,468.18	380,597.07	380,210.15	380,353.40	844,182.47	844,434.58	
Total Debt Service Fund	79,683.58	156,474.54	233,788.47	311,114.49	388,477.48	380,468.18	380,597.07	380,210.15	380,353.40	844,182.47	844,434.58	0.00

SHENANDOAH BALANCES	FY2022												
Nutrition Fund (61)													
Beg Balance Checking (FNBC)							10,516.95	10,518.34	10,519.59	10,520.98	10,522.28	10,523.71	
Beg Balance Checking (BI)	100,376.21	82,950.93	35,439.63	8,959.19	(4,452.05)	18,720.54	(4,028.56)	32,076.35	13,722.60	9,668.79	7,313.89	6,272.73	
Beg Balance Savings (BI)	67,205.86	38,723.66	89,316.73	114,311.91	150,916.10	60,228.97	181,186.25	159,107.44	198,136.39	218,429.43	242,602.40	273,926.69	
Revenues	48,114.52	50,627.04	50,000.69	111,605.49	9,324.15	180,958.67	77,922.58	98,959.30	100,316.36	89,164.10	106,327.40		
Expenditures	(94,020.66)	(47,543.84)	(51,520.29)	(88,441.07)	(76,867.42)	(82,784.14)	(66,799.87)	(81,023.59)	(84,101.08)	(67,344.73)	(76,058.69)		
Payables								2,740.74	25.34	0.00	15.85		
End Balance Checking (FNBC)							10,516.95	10,518.34	10,519.59	10,520.98	10,522.28	10,523.71	
End Balance Checking (BI)	82,950.93	35,439.63	8,959.19	(4,452.05)	18,720.54	(4,028.56)	32,076.35	13,722.60	9,668.79	7,313.89	6,272.73		
End Balance Savings (BI)	38,723.66	89,316.73	114,311.91	150,916.10	60,228.97	181,186.25	159,107.44	198,136.39	218,429.43	242,602.40	273,926.69		
Total Nutrition Fund	121,674.59	124,756.36	123,271.10	146,464.05	78,949.51	187,674.64	201,702.13	222,378.58	238,619.20	260,438.57	290,723.13	0.00	
ChildCare Fund (62)													
Beg Balance Checking (BI)	0.00	0.00	(155.00)	15.44	(903.67)	(564.36)	(3,044.96)	(5,091.41)	(6,969.50)	(5,621.57)	4,796.23	3,345.49	
Beg Balance Savings (BI)	0.00	0.00	670.00	1,295.42	1,365.87	10.87	1,351.29	2,376.75	3,142.15	11,550.00	730.00	1,840.28	
Revenues	0.00	670.00	1,225.42	1,270.45	1,145.00	1,340.42	1,025.46	765.40	11,550.00	730.00	1,111.18		
Expenditures	0.00	(155.00)	(429.56)	(2,119.11)	(2,160.69)	(2,480.60)	(2,046.45)	(1,878.09)	(1,794.22)	(1,132.20)	(1,451.64)		
End Balance Checking (BI)	0.00	(155.00)	15.44	(903.67)	(564.36)	(3,044.96)	(5,091.41)	(6,969.50)	(5,621.57)	4,796.23	3,345.49		
End Balance Savings (BI)	0.00	670.00	1,295.42	1,365.87	10.87	1,351.29	2,376.75	3,142.15	11,550.00	730.00	1,840.28		
Total ChildCare Fund	0.00	515.00	1,310.86	462.20	(553.49)	(1,693.67)	(2,714.66)	(3,827.35)	5,928.43	5,526.23	5,185.77	0.00	
CHKID=30 (FNBC GEN SAVINGS)	\$199,893.27	\$199,920.33	\$199,945.72	\$205,707.23	\$205,734.32	\$205,760.56	\$205,786.81	\$205,809.95	\$205,836.20	\$205,860.76	\$205,887.87	\$0.00	
CHKID=10 (BKIA GEN CHECKING)	\$832,684.47	\$372,942.61	\$479,892.67	\$132,089.00	\$426,133.98	\$234,664.17	\$556,311.61	\$79,413.52	\$234,051.69	\$327,427.18	\$554,883.99	\$0.00	
CHKID=14 (BKIA GEN MM)	\$4,878,260.46	\$4,364,661.71	\$4,505,593.40	\$5,918,159.17	\$5,690,858.54	\$6,126,067.37	\$6,143,258.11	\$5,576,380.82	\$5,365,672.48	\$6,654,977.62	\$7,590,430.54	\$0.00	
CHKID=20 (FNBC CN SAVINGS)							\$10,518.34	\$10,519.59	\$10,520.98	\$10,522.28	\$10,523.71	\$0.00	
Grand Total General/School House	\$5,910,838.20	\$4,937,524.65	\$5,185,431.79	\$6,255,955.40	\$6,322,726.84	\$6,566,492.10	\$6,915,874.87	\$5,872,123.88	\$5,816,081.35	\$7,198,787.84	\$8,361,726.11	\$0.00	
Reconciliation													
Bank Statement (FNBC) CHKID=30	\$204,400.64	\$205,927.70	\$205,953.09	\$205,977.64	\$206,004.73	\$206,030.97	\$206,057.22	\$186,080.36	\$206,106.61	\$206,131.17	\$206,158.28		
Bank Statement (BKIA) CHKID=10	\$1,078,936.87	\$623,480.48	\$532,676.56	\$404,562.23	\$428,293.94	\$205,903.17	\$399,473.69	\$16,319.86	\$360,237.94	\$382,704.60	\$518,659.51		
Bank Statement (BKIA) CHKID=14	\$4,878,260.46	\$4,362,875.49	\$4,505,593.40	\$5,918,159.17	\$5,690,858.54	\$6,125,467.37	\$6,142,759.11	\$5,576,880.82	\$5,365,672.48	\$6,654,977.62	\$7,578,791.63		
Bank Statement (FNBC) CHKID=20							\$10,890.67	\$10,891.92	\$10,893.31	\$10,894.61	\$10,896.04		
Less Outstanding Checks/Debits	(\$250,759.77)	(\$256,545.24)	(\$58,791.26)	(\$272,743.64)	(\$2,430.37)	\$28,490.59	(\$4,728.33)	(\$98,972.59)	(\$287,844.88)	(\$207,721.56)	(\$125,341.77)		
Oustanding Deposits/GJE		\$1,786.22				\$600.00	\$161,422.51	\$180,923.51	\$161,015.89	\$151,801.40	\$172,562.42		
Total Reconciliation	\$5,910,838.20	\$4,937,524.65	\$5,185,431.79	\$6,255,955.40	\$6,322,726.84	\$6,566,492.10	\$6,915,874.87	\$5,872,123.88	\$5,816,081.35	\$7,198,787.84	\$8,361,726.11	\$0.00	
Amount Reconciliation Difference	\$0.00	\$0.00	(\$0.00)	\$0.00	(\$0.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.00)	\$0.00	\$0.00	
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Activity Fund (21)													
Beg Balance Checking (BI)	3,470.55	3,470.59	3,470.64	3,490.68	3,490.72	3,490.76	3,490.80	3,490.85	3,490.89	3,490.93	3,490.97	3,491.02	
Beg Balance Checking (FNBC)	8,027.57	11,384.60	2,712.43	4,548.34	7,604.34	1,882.58	1,651.36	3,507.85	3,523.58	11,370.89	361.00	11,242.04	
Beg Cash on Hand - Gate Bag							800.00	800.00	800.00	800.00	800.00	800.00	
Beg Balance Savings (FNBC)	87,807.04	94,158.18	101,257.26	128,567.44	150,817.29	154,118.89	152,509.29	158,465.81	154,892.05	145,141.81	155,073.52	142,979.07	
Revenues	11,380.72	7,141.53	52,352.28	47,251.56	33,114.76	28,392.19	20,957.33	16,428.10	15,251.28	19,933.06	12,907.00		
Expenditures	(1,672.51)	(8,714.57)	(23,186.15)	(21,945.67)	(35,534.88)	(30,232.97)	(13,144.27)	(19,986.09)	(17,154.17)	(21,011.20)	(14,120.36)		
End Balance Checking (BI)	3,470.59	3,470.64	3,490.68	3,490.72	3,490.76	3,490.80	3,490.85	3,490.89	3,490.93	3,490.97	3,491.02		
End Balance Checking (FNBC)	11,384.60	2,712.43	4,548.34	7,604.34	1,882.58	1,651.36	3,507.85	3,523.58	11,370.89	361.00	11,242.04		
End Cash on Hand - Gate Bag							800.00	800.00	800.00	800.00	800.00		
End Balance Savings (FNBC)	94,158.18	101,257.26	128,567.44	150,817.29	154,118.89	152,509.29	158,465.81	154,892.05	145,141.81	155,073.52	142,979.07		
Total Activity Fund	109,013.37	107,440.33	136,606.46	161,912.35	159,492.23	157,651.45	166,264.51	162,706.52	160,803.63	159,725.49	158,512.13	0.00	

SHENANDOAH BALANCES	FY2022												
Scholarships (81)													
Beg Balance Savings FNBC	383,051.57	381,598.80	381,649.00	379,195.89	379,241.08	379,290.95	379,339.27	378,637.55	378,681.12	378,729.36	378,774.50	378,824.31	
Revenues	47.23	50.20	46.89	45.19	49.87	48.32	48.28	43.57	48.24	45.14	49.81		
Expenditures	(1,500.00)	(1,750.00)	(750.00)	0.00	0.00	0.00	(750.00)	0.00	0.00	0.00	0.00		
End Balance Savings (FNBC)	381,598.80	381,649.00	379,195.89	379,241.08	379,290.95	379,339.27	378,637.55	378,681.12	378,729.36	378,774.50	378,824.31		
End Balance Checking (FNBC)		(1,750.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Scholarships	381,598.80	379,899.00	379,195.89	379,241.08	379,290.95	379,339.27	378,637.55	378,681.12	378,729.36	378,774.50	378,824.31	0.00	
Agency Fund (91)													
Beg Balance Checking (FNBC)	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78
Beg Balance Savings (FNBC)	1,816.74	1,816.74	1,816.74	1,816.74	1,816.74	1,816.74	2,316.74	2,489.74	2,489.74	2,489.74	2,489.74	2,489.74	2,489.74
Revenues					0.00	500.00	173.00	0.00	0.00	0.00	0.00		
Expenditures					0.00	0.00	0.00	0.00	0.00	0.00	0.00		
End Balance Checking (FNBC)	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78	174.78
End Balance Savings (FNBC)	1,816.74	1,816.74	1,816.74	1,816.74	1,816.74	2,316.74	2,489.74	2,489.74	2,489.74	2,489.74	2,489.74	2,489.74	2,489.74
Total Agency Fund	1,991.52	1,991.52	1,991.52	1,991.52	1,991.52	2,491.52	2,664.52	2,664.52	2,664.52	2,664.52	2,664.52	2,664.52	0.00
CHKID=3 (BKIA ACT CHECKING)	3,470.59	3,470.64	3,490.68	3,490.72	3,490.76	3,490.80	3,490.85	3,490.89	3,490.93	3,490.97	3,491.02	0.00	0.00
CHKID=40 (FNBC ACT CHECKING)	11,559.38	1,137.21	4,723.12	7,779.12	2,057.36	1,826.14	3,682.63	3,698.36	11,545.67	535.78	11,416.82	0.00	0.00
CHKID=44 (FNBC ACT SAVING)	95,974.92	103,074.00	130,384.18	152,634.03	155,935.63	154,826.03	160,955.55	157,381.79	147,631.55	157,563.26	145,468.81	0.00	0.00
CHKID=16 (FNBC SCHOLAR SAV)	381,598.80	381,649.00	379,195.89	379,241.08	379,290.95	379,339.27	378,637.55	378,681.12	378,729.36	378,774.50	378,824.31	0.00	0.00
Grand Total Activity Accounts	492,603.69	489,330.85	517,793.87	543,144.95	540,774.70	539,482.24	546,766.58	543,252.16	541,397.51	540,364.51	539,200.96	0.00	0.00
Reconciliation													
Bank Statement (BKIA) CHKID=3	\$5,010.35	\$5,010.40	\$5,030.44	\$5,030.48	\$5,030.52	\$5,030.56	\$5,529.61	\$5,030.65	\$5,030.69	\$5,030.73	\$5,030.78		
Bank Statement (FNBC) CHKID=40	\$14,212.60	\$2,807.43	\$5,366.34	\$8,532.34	\$2,695.58	\$4,909.36	\$5,215.85	\$11,066.32	\$13,567.77	\$1,059.00	\$15,970.04		
Bank Statement (FNBC) CHKID=44	\$95,974.92	\$103,074.00	\$130,384.18	\$152,634.03	\$155,935.63	\$154,826.03	\$160,955.55	\$177,381.79	\$147,631.55	\$157,563.26	\$145,468.81		
Bank Statement (FNBC) CHKID=16	\$383,098.80	\$381,649.00	\$379,195.89	\$379,241.08	\$379,290.95	\$379,339.27	\$378,637.55	\$378,681.12	\$378,729.36	\$378,774.50	\$378,824.31		
Less Outstanding Checks	(\$5,692.98)	(\$3,209.98)	(\$2,182.98)	(\$2,292.98)	(\$2,177.98)	(\$4,622.98)	(\$3,072.98)	(\$9,589.72)	(\$3,561.86)	(\$2,062.98)	(\$6,092.98)		
Outstanding Deposits/GJE							(\$499.00)	(\$19,318.00)	\$0.00	\$0.00	\$0.00		
Total Reconciliation	\$492,603.69	\$489,330.85	\$517,793.87	\$543,144.95	\$540,774.70	\$539,482.24	\$546,766.58	\$543,252.16	\$541,397.51	\$540,364.51	\$539,200.96	\$0.00	\$0.00
Amount Reconciliation Difference	\$0.00	(\$0.00)	\$0.00	(\$0.00)	(\$0.00)	\$0.00	\$0.00	(\$0.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**SHENANDOAH COMMUNITY SCHOOL
CALCULATION OF MISCELLANEOUS INCOME
2021-2022**

	STATE AID/ SRCIPVR (CNI)	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/ TRANSPORTATION	SPED DEFICIT SUPPLEMENTAL	AEA FLOWTHROUGH	PROPERTY TAX	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES	EXCISE TAXES UTILITY REPL.	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	
	Source Codes 3112	Source Code 3116, 3117, 3119	STATE AID Source Code	Source Code	Source Codes	Source Codes	Source Codes			
	3801, 3803, 3111	3204, 3216, 3376	3113	3214	1110-1119	1134	1170-1179			FY '21 Actuals
JUL				\$43,309.00				\$10,750.60	\$54,059.60	\$282,159.73
AUG				\$43,309.00				\$28,191.84	\$71,500.84	\$82,953.83
SEP	\$530,612.00	\$145,952.00		\$43,309.00	\$628,237.82	\$0.00	\$33.36	\$48,397.54	\$1,396,541.72	\$1,334,814.17
OCT	\$546,267.55	\$145,952.00		\$43,309.00	\$1,256,324.22	\$0.00	\$36,104.67	\$21,226.37	\$2,049,183.81	\$2,012,906.49
NOV	\$540,627.61	\$145,952.00		\$43,309.00	\$197,435.96	\$0.00	\$0.00	\$44,652.53	\$971,977.10	\$1,055,643.39
DEC	\$576,679.86	\$145,952.00		\$43,309.00	\$93,629.69	\$202,324.87	\$0.00	\$100,819.62	\$1,162,715.04	\$1,135,926.64
JAN	\$526,589.00	\$145,952.00		\$43,309.00	\$47,807.55	\$0.00	\$0.00	\$633,068.92	\$1,396,726.47	\$831,480.65
FEB	\$526,589.00	\$145,952.00		\$43,909.00	\$47,693.86	\$67,026.62	\$0.00	\$257,190.78	\$1,088,361.26	\$1,062,998.55
MAR	\$526,588.00	\$145,952.00		\$134,630.00	\$159,070.15	\$0.00	\$0.00	\$210,818.68	\$1,177,058.83	\$899,768.31
APR	\$526,588.00	\$145,952.00		\$0.00	\$1,043,336.76	\$0.00	\$39,580.17	\$257,030.32	\$2,012,487.25	\$1,937,977.84
MAY	\$536,603.60	\$145,952.00		\$0.00	\$120,794.20	\$0.00	\$0.00	\$1,265,311.62	\$2,068,661.42	\$1,081,880.63
JUN								\$0.00		\$1,695,021.30
TOTAL	\$4,837,144.62	\$1,313,568.00	\$0.00	\$481,702.00	\$3,594,330.21	\$269,351.49	\$75,718.20	\$2,877,458.82	\$13,449,273.34	\$13,413,531.53

SHENANDOAH COMMUNITY SCHOOL			
UNSPENT AUTHORIZED BUDGET CALCULATION			
2021-2022			
	REGULAR PROGRAM DISTRICT COST	\$7,344,800.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$189,399.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$150,271.00	
+	SPECIAL ED DISTRICT COST	\$957,939.00	
+	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	\$363,404.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$6,142.00	
+	AEA MEDIA SERVICES	\$60,186.00	
+	AEA EDUCATIONAL SERVICES	\$66,532.00	
+	AEA SHARING DISTRICT COST	\$810.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00	
+	DROPOUT ALLOWABLE GROWTH	\$191,628.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$237,823.00	Inc. Enrollmnt, OE Out, and LEP
+	SBRC ALLOWABLE GROWTH OTHER #2	\$68,719.00	LEP
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$263,953.00	Estimated
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$15,780.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$11,095,508.00	
+	PRESCHOOL FOUNDATION AID	\$216,810.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$556,551.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$2,877,458.82	Estimate on Budget Worksheet
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$4,031,006.00	
=	MAXIMUM AUTHORIZED BUDGET	\$18,777,333.82	
-	EXPENDITURES	\$12,306,790.04	65.54%
=	UNSPENT AUTHORIZED BUDGET	\$6,470,543.78	
	EXPENDITURES	FY 22	FY '21 Actuals
	JULY	\$209,118.22	\$237,873.72
	AUGUST	\$540,423.00	\$507,123.63
	SEPTEMBER	\$1,185,235.82	\$1,053,480.60
	OCTOBER	\$1,378,454.07	\$1,136,957.50
	NOVEMBER	\$1,061,892.88	\$1,091,707.89
	DECEMBER	\$1,200,949.33	\$1,084,758.37
	JANUARY	\$1,068,212.67	\$1,051,604.51
	FEBRUARY	\$2,205,533.90	\$1,040,102.26
	MARCH	\$1,417,225.67	\$1,382,017.22
	APRIL	\$996,563.39	\$1,047,831.04
	MAY	\$1,043,181.09	\$1,167,556.08
	JUNE		\$2,914,033.74
	TOTAL	\$12,306,790.04	\$13,715,046.56

Function Part 1	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance	
08	GOVERNMENTAL LONG TERM FIXED ASSETS								
1000 INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2000 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4000 FACILITIES ACQUISITION & CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
08	GOVERNMENTAL LONG TERM FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	GENERAL FUND								
1000 INSTRUCTION	9,605,931.81	675,774.24	6,693,210.63	71.48	2,912,721.18	120,362.02	53,070.38	2,739,288.78	
2000 2000	4,263,835.03	367,406.85	5,131,877.41	120.85	(868,042.38)	14,023.57	6,911.20	(888,977.15)	
4000 FACILITIES ACQUISITION & CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6000 6000	481,702.00	0.00	481,702.00	100.00	0.00	0.00	0.00	0.00	
10	GENERAL FUND	14,351,468.84	1,043,181.09	12,306,790.04	87.11	2,044,678.80	134,385.59	59,981.58	1,850,311.63
21	ACTIVITY FUND								
1000 INSTRUCTION	189,174.24	14,120.36	205,753.64	119.26	(16,579.40)	7,403.77	12,447.66	(36,430.83)	
2000 2000	0.00	0.00	0.83	0.00	(0.83)	0.00	0.00	(0.83)	
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21	ACTIVITY FUND	189,174.24	14,120.36	205,754.47	119.26	(16,580.23)	7,403.77	12,447.66	(36,431.66)
22	MANAGEMENT FUND								
1000 INSTRUCTION	223,818.34	0.00	176,265.52	85.27	47,552.82	14,592.03	0.00	32,960.79	
2000 2000	274,372.37	0.00	312,153.00	113.77	(37,780.63)	0.00	0.00	(37,780.63)	
3000 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
22	MANAGEMENT FUND	498,190.71	0.00	488,418.52	100.97	9,772.19	14,592.03	0.00	(4,819.84)
33	SAVE(SECURE AN ADVANCED VISION FOR ED.								
1000 INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2000 2000	7,799.26	0.00	16,876.80	216.39	(9,077.54)	0.00	0.00	(9,077.54)	
4000 FACILITIES ACQUISITION & CONSTRUCTION	195,527.27	0.00	287,994.36	147.29	(92,467.09)	0.00	0.00	(92,467.09)	
5000 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6000 6000	0.00	0.00	927,731.08	0.00	(927,731.08)	0.00	0.00	(927,731.08)	
33	SAVE(SECURE AN ADVANCED VISION FOR ED.	126.53	0.00	1,232,602.24	606.22	(1,029,275.71)	0.00	0.00	(1,029,275.71)
36	PHYSICAL PLANT & EQUIPMENT								
1000 INSTRUCTION	0.00	0.00	1,478.10	0.00	(1,478.10)	0.00	9,201.00	(10,679.10)	
2000 2000	372,484.20	12,573.43	199,967.38	92.74	172,516.82	6,603.91	138,872.93	27,039.98	
3000 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4000 FACILITIES ACQUISITION & CONSTRUCTION	129,288.23	1,284.95	136,856.21	108.36	(7,567.98)	3,237.10	0.00	(10,805.08)	
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
36	PHYSICAL PLANT & EQUIPMENT	501,772.43	13,858.38	338,301.69	98.89	163,470.74	9,841.01	148,073.93	5,555.80
40	DEBT SERVICE								
2000 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5000 DEBT SERVICE	927,901.60	0.00	86,964.55	9.37	840,937.05	0.00	0.00	840,937.05	

Function Part 1	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40 DEBT SERVICE	927,901.60	0.00	86,964.55	9.37	840,937.05	0.00	0.00	840,937.05
61 SCHOOL NUTRITION FUND								
2000 2000	1,174.34	0.00	970.99	82.68	203.35	0.00	0.00	203.35
3000 3000	278,567.28	76,058.69	727,331.39	272.94	(448,764.11)	0.00	32,982.84	(481,746.95)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61 SCHOOL NUTRITION FUND	279,741.62	76,058.69	728,302.38	272.14	(448,560.76)	0.00	32,982.84	(481,543.60)
62 CHILDCARE FUND								
3000 3000	0.00	1,451.64	15,647.56	0.00	(15,647.56)	0.00	0.00	(15,647.56)
62 CHILDCARE FUND	0.00	1,451.64	15,647.56	0.00	(15,647.56)	0.00	0.00	(15,647.56)
81 TRUST FUNDS NON EXPENDABLE								
1000 INSTRUCTION	4,350.00	0.00	4,750.00	109.20	(400.00)	0.00	0.00	(400.00)
6000 6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81 TRUST FUNDS NON EXPENDABLE	4,350.00	0.00	4,750.00	109.20	(400.00)	0.00	0.00	(400.00)
91 AGENCY FUND								
1000 INSTRUCTION	0.00	6.45	6.45	0.00	(6.45)	0.00	0.00	(6.45)
2000 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91 AGENCY FUND	0.00	6.45	6.45	0.00	(6.45)	0.00	0.00	(6.45)
Grand Total:	16,955,925.97	1,148,676.61	15,407,537.90	93.34	1,548,388.07	166,222.40	253,486.01	1,128,679.66

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
ACCELERATE LEARNING, INC.	64,358.40	NGSS 3D Assessment Package HS Online
AHLERS & COONEY PC	818.00	LAWYER/NEGOTIATIONS
BARBARA FARWELL	191.65	ESL TRAVEL
BMO MASTERCARD - TRANSPORTATION I	67.51	TRANSPORTATION SUPPLIES
BMO MASTERCARD	2,315.65	MS GENERAL ED SUPPLIES
BMO MASTERCARD	332.99	HS SUPPLIES
BMO MASTERCARD	1,989.12	HS POSTAGE, SUPPLIES
BMO MASTERCARD	478.29	HS FCS SUPPLIES
BMO MASTERCARD	99.00	HS STAFF WORKSHOP
BMO MASTERCARD	399.41	HS BAND TRAVEL
BMO MASTERCARD	232.20	SUPPLIES
BMO MASTERCARD	584.00	AD DUES
BMO MASTERCARD	283.02	MENTOR SUPPLIES
BMO MASTERCARD	2,030.32	DISTRICT WIDE SUPPLIES
BMO MASTERCARD	2,987.92	SUPPLIES
BMO MASTERCARD	705.56	MS FCS SUPPLIES
BMO MASTERCARD	1,086.86	MAINTENANCE SUPPLIES
BMO MASTERCARD	5,006.73	SOFTWARE, SUPPLIES
BMO MASTERCARD	2,872.52	SUPPLIES
BMO MASTERCARD	3,173.93	HS GENERAL ED SUPPLIES
BMO MASTERCARD	234.24	BUSINESS MANAGER TRAVEL
BROWN'S REPAIR & AUTO PARTS, INC.	2,051.71	VEHICLE REPAIR SERVICES
CABINETS BY STAC	279.23	MAINTENANCE SUPPLIES
CAPITAL SANITARY SUPPLY	727.92	CUSTODIAL SUPPLIES
CENEX FLEET FUELING	9,376.35	TRANSPORTATION DIESEL
CENTURYLINK	624.07	TELEPHONE
CHAT MOBILITY	57.27	TELEPHONE
CITY OF SHENANDOAH	10,978.38	WATER-SEWER
CLARINDA CSD	44,674.23	OPEN ENROLLMENT
CLARINDA LIED CENTER	200.00	ADMISSION
CLAYTON RIDGE CSD	3,694.45	OPEN ENROLLMENT
COLLEGE BOARD, THE	1,813.00	AP EXAMS
COUNTY LINE DESIGN	133.40	SUPPLIES
CULLIGAN WATER	431.47	RENTAL OF EQUIPMENT/SUPPLIES
ELEVATE ROOFING	2,057.79	BUILDING REPAIR
FAREWAY STORES	97.57	SUPPLIES
FLINN SCIENTIFIC	1,616.36	SUPPLIES/CURRICULUM
FREMONT MILLS CSD	3,694.44	OPEN ENROLLMENT
GARNER MEDIA HOLDINGS	180.00	BOARD NEWSPAPER ADVERTISING
GLENWOOD CSD	3,017.54	PURCHASE EDUCATIONAL/L3 IND COSTS
GRAINGER	3,335.80	MAINTENANCE SUPPLIES
HD PRO INSTITUTIONAL	2,350.53	CUSTODIAL SUPPLIES
HOGLUND BUS COMPANY	173.09	TRANSPORTATION REPAIR PARTS
IAMO COMMUNICATIONS	30.00	ESSER III TECHNOLOGY
IOWA ASSN OF SCHOOL BUSINESS OFFICIALS	175.00	BUSINESS MANAGER DUES
IOWA COMMUNICATIONS NETWORK	180.30	TELEPHONE
JB PARTS & SUPPLY	202.24	SUPPLIES
JB PARTS AND SUPPLY	1,503.84	AUTO TECH SUPPLIES
JOHN GOWING PLUMBING AND HEATING	3,711.47	BUILDING REPAIR
LABSTER INC.	6,500.00	LICENSING - HS SCIENCE
LAWSON, DAKOTA	77.50	REIMBURSEMENT
LOUISE CURTIS	646.54	STUDENT TRANSPORTATION-PARENT
MCGRAW HILL COMPANIES	2,666.40	ZOOLOGY ONLINE STUDENT EDITION 6 YEAR

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Amount	Invoice Detail	Description
MID-AMERICAN RESEARCH CHEMICAL	1,218.06	CUSTODIAL SUPPLIES	
MIDAMERICAN ENERGY	13,349.64	UTILITIES-ELECTRICITY	
MILLER BUILDING	672.80	MAINTENANCE SUPPLIES	
MITEL NET SOLUTIONS	571.16	TELEPHONE	
MONTGOMERY COUNTY FAMILY YMCA	273.75	ADMISSIONS	
NEWZBRAIN CIVICS EDUCATION	309.00	SOFTWARE RENEWAL	
OMAHA WORLD HERALD	446.00	BOARD NEWSPAPER ADVERTISING	
PERFECTION LEARNING	71.44	BOOK ORDER	
PETERSEN AUTO	2,448.98	VEHICLE REPAIR SERVICES	
PLUNKETT'S PEST CONTROL	480.00	PEST CONTROL	
PROJECT LEAD THE WAY	950.00	LAUNCH PARTICIPATION	
QUILL CORPORATION	125.27	OFFICE SUPPLIES	
RC TREE SERVICE	350.00	GROUNDS REPAIR	
RED OAK WELDING	61.20	GAS RENTAL	
RIEMAN MUSIC DES MOINES	185.00	TRUMPET REPAIR	
ROCSTOP - WHITEHILLS	158.24	SUPPLIES	
SAPP BROS.	1,203.76	MAINTENANCE SUPPLIES	
SAVVAS LEARNING COMPANY LLC	43,409.87	CURRICULUM	
SCHOOL ADMINISTRATORS OF IOWA	1,104.00	MEMBERSHIP	
SCHOOL BUS SALES	91.47	TRANSPORTATION REPAIR PARTS	
SHENANDOAH ACTIVITY FUND	1,288.00	HS MUSIC GRANT	
SHENANDOAH CSD	404.10	STAFF AWARDS	
SHENANDOAH SANITATION	1,031.20	MAINTENANCE GARBAGE COLLECTION	
SHERIDAN DECORATING	10.00	MAINTENANCE SUPPLIES	
SOUTH PAGE CSD	7,388.90	OPEN ENROLLMENT	
STANEK FIRE PROTECTION	175.00	BUILDING REPAIR	
STAPLES ADVANTAGE	3,089.00	DISTRICT WIDE SUPPLIES	
SWIFT SERVICES LLC	174.94	ESSER III TECHNOLOGY	
SYMMETRY ENERGY SOLUTIONS	5,298.21	UTILITIES-GAS	
TIMBERLINE BILLING SERVICE LLC	243.16	MEDICAID BILLING SERVICES	
TRUCK CENTER COMPANIES	40.86	TRANSPORTATION REPAIR PARTS	
UNITED STATES TREASURY	11.31	HS GENERAL ED MEDICAL INSURANCE	
UPS	55.49	SHIPPING	
US CELLULAR	1,826.58	ESSER III TECHNOLOGY	
VALLEY PUBLICATIONS	801.65	BOARD NEWSPAPER ADVERTISING	
VETTER EQUIPMENT CO	525.41	MAINTENANCE PARTS	
WALLIN PLUMBING & HEATING	10,946.61	BUILDING REPAIR	
ZIMCO SUPPLY	325.00	GROUNDS SUPPLIES	
Fund Number 10	<u>298,620.27</u>		
Checking Account ID 10	Fund Number 22	MANAGEMENT FUND	
BLUECROSS & BLUESHEILD	14,592.03	EARLY RETIREES MEDICAL INSURANCE	
Fund Number 22	<u>14,592.03</u>		
Checking Account ID 10	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
PRO TRACK & TENNIS, INC.	21,144.00	TENNIS COURT REPAIR	
Fund Number 33	<u>21,144.00</u>		
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
AGPARTS WORLDWIDE, INC.	1,699.15	CHROMEBOOK MOTHERBOARD	
BLUPOINTE DRS	750.00	MAINTENANCE SUPPORT AND SERVICE	
BMO MASTERCARD	484.49	STUDENT HOUSING PROJECT	
BMO MASTERCARD	25.00	STUDENT HOUSING PROJECT	
BMO MASTERCARD	146.68	STUDENT HOUSING PROJECT	
BRIDGES TRANSITIONS CO	675.00	I HAVE A PLAN 22/23	
COUNSEL OFFICE & DOCUMENT	2,688.22	COPIER LEASE	
DLT SOLUTIONS	1,426.31	KACE SYSTEMS DEPLOYMENT	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	COPIER LEASE	
MIDAMERICAN ENERGY	9.02	STUDENT HOUSING PROJECT	

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Amount	Invoice Detail	Description
MILLER BUILDING	1,217.71	STUDENT HOUSING PROJECT	
SCHOOLPASS	4,480.00	SUBSCRIPTION	
SHENANDOAH CSD	2,000.00	OTHER CONSTRUCTION	
SIGNS & SHINES	640.00	STUDENT HOUSING PROJECT	
Fund Number 36	<u>17,305.96</u>		
Checking Account ID 10	Fund Number 61	SCHOOL NUTRITION FUND	
BMO MASTERCARD	199.69	REPAIRS & MAINTENANCE EQUIPMENT	
DFA DAIRY BRANDS CORPORATE, LLC	5,404.39	MILK	
DOVEL REFRIGERATION	388.83	FREEZER	
FAREWAY STORES	248.48	FOOD/DRINK	
HY-VEE	868.84	FOOD/DRINK	
MARTIN BROS DIST	31,392.79	FOOD/SUPPLIES	
Fund Number 61	<u>38,503.02</u>		
Checking Account ID 10	390,165.28		
Checking Account ID 40	Fund Number 21	ACTIVITY FUND	
ANNA PETERSON	54.00	GENERAL ATHLETIC WORKERS	
ASPI SOLUTIONS, INC	378.00	MEET SCORING	
BILL MATTHEWS	195.00	GENERAL ATHLETICS OFFICIAL	
BMO MASTERCARD	1,053.70	SUPPLIES/SHEN SOFTBALL	
BMO MASTERCARD	1,300.32	MUSTANG FIELD CONCESSION SUPPLIES	
BMO MASTERCARD	155.00	SUPPLIES/FCCLA	
BMO MASTERCARD	1,873.42	SUPPLIES/FFA	
BMO MASTERCARD	1,978.67	SUPPLIES/GENERAL ATHLETICS	
BMO MASTERCARD	418.72	MAY MENTORING ACTIVITY SUPPLIES	
BMO MASTERCARD	119.36	SUPPLIES/MS STUDENT COUNCIL	
BMO MASTERCARD	1,768.32	TRAVEL	
BMO MASTERCARD	1,512.51	TRAVEL/GENERAL ATHLETICS	
CHRIS GIBSON	18.00	GENERAL ATHLETIC WORKERS	
CITY OF SHENANDOAH	500.00	GOLF COURSE FEE	
CLARINDA HS	100.00	MIDDLE SCHOOL ENTRY FEES GENERAL ATHLETI	
COUNTY LINE DESIGN	206.20	FFA AWARDS	
CRESTMOR COUNTRY CLUB	60.00	ENTRY FEE TO ANOTHER SCHOOL	
DUSTIN P. TAYLOR	150.00	GENERAL ATHLETICS OFFICIAL	
EDWARD YOUNG	195.00	GENERAL ATHLETICS OFFICIAL	
FAREWAY STORES	101.78	SUPPLIES	
FIRST NATIONAL BANK/CONNIE MCGINNIS	1,018.00	TRAVEL/GENERAL ATHLETICS	
FREMONT MILLS CSD	170.00	ENTRY FEE TO ANOTHER SCHOOL	
GREG LOVETTE	150.00	SOFTBALL OFFICIAL ASSIGNER	
HARLEY SCHIEFFER	500.00	H-10 WEBSITE ADMIN	
IOWA FFA ASSOCIATION	65.00	MEMBERSHIP	
IOWA GIRLS HS ATHLETIC UNION	30.00	REGISTRATION/SHEN TENNIS	
JEROME REMPE	150.00	GENERAL ATHLETICS OFFICIAL	
JOHN NAHNSEN	130.00	GENERAL ATHLETICS OFFICIAL	
JOHN VEJVODA	195.00	GENERAL ATHLETICS OFFICIAL	
JOSH RASMUSSEN	360.00	MS GENERAL ATHLETICS OFFICIAL	
JOSHUA PERKINS	130.00	GENERAL ATHLETICS OFFICIAL	
JOSTENS	2,408.44	YEARBOOK	
KYLE ARRINGTON	150.00	GENERAL ATHLETICS OFFICIAL	
LASTING INK IMPRESSIONS	1,025.00	MENTORING ACTIVITY SHIRTS	
LITTLE WAITE LANES	537.00	GROUP ACTIVITY	
MACRAE PRODUCTIONS	1,820.00	MUSICAL RENTALS	
MIDDLE SCHOOL PTO	579.25	CONCESSION WORKERS	
MIKE MCDERMOTT	130.00	GENERAL ATHLETICS OFFICIAL	
MIKE PETERSON	18.00	GENERAL ATHLETIC WORKERS	
MILLER BUILDING	108.80	SUPPLIES	
NISHNA HILLS GOLF CLUB	10.00	ENTRY FEE TO ANOTHER SCHOOL	

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Amount	Detail	Invoice Amount	Detail	Description
PAPER TRAIL	68.06	SUPPLIES			
PATRICK JENSEN	150.00	GENERAL ATHLETICS			OFFICIAL
RIEMAN MUSIC DES MOINES	209.00	RESALE			
ROCSTOP - WHITEHILLS	308.00	CONCESSION SUPPLIES			
RON HANSEN	36.00	GENERAL ATHLETIC WORKERS			
RONALD GRADOVILLE	150.00	GENERAL ATHLETICS			OFFICIAL
SHANE WIEGEL	130.00	GENERAL ATHLETICS			OFFICIAL
SHENANDOAH CSD	65.23	MEDALS /TROPHIES FOR SPRING			
SHENANDOAH FLORAL	96.00	GRADUATION SUPPLIES			
SPORTS PLEX	300.00	DRIVING RANGE FEE			
SUSAN HANSEN	195.00	GENERAL ATHLETICS			OFFICIAL
TREYNOR CSD	100.00	ENTRY FEE TO ANOTHER SCHOOL			
TREYNOR RECREATION AREA	40.00	ENTRY FEE TO ANOTHER SCHOOL			
WILLIAM PATTERSON	150.00	GENERAL ATHLETICS			OFFICIAL
Fund Number 21			<u>23,819.78</u>		
Checking Account ID 40				<u>23,819.78</u>	

AUDIT PROPOSAL

Between

SHENANDOAH COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

PERIOD COVERED

FOR THREE YEARS ENDING JUNE 30, 2024

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Audit Agreement - one year.....	6-7
Audit Agreement - three year.....	8-9

NOLTE, CORNMAN & JOHNSON P.C.

Certified Public Accountants
(a professional corporation)
117 West 3rd Street North, Newton, Iowa 50208-3040
Telephone (641) 792-1910
Fax (641) 791-9284
Email info@ncjcpaia.com

WILLIAM A. BARRETT, SBO
SHENANDOAH COMMUNITY SCHOOL DISTRICT
304 W NISHNA ROAD
SHENANDOAH, IA 51601

We would like to make a proposal to perform an audit of your district's financial statements for the year ended June 30, 2022.

Our audit will be made in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements.

An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statement presentation.

An audit directed to the expression of an opinion on the financial statements is not primarily or specifically designed and cannot be relied upon to disclose defalcations or other similar irregularities, should any exist, although their discovery may result.

Our services will include auditing of the Governmental Funds and Business Type Funds for the period of July 1, 2021 through June 30, 2022.

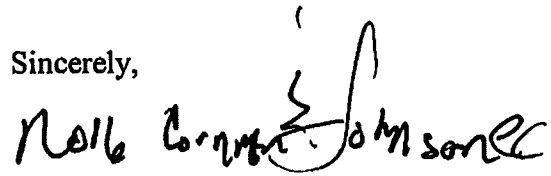
Nolte, Cornman & Johnson, P.C. is a member of the American Institute & Iowa Society of Certified Public Accountants, registered to practice in the State of Iowa. The firm and its audit staff are independent with regard to your audit.

We thank you for considering us as your independent auditor and look forward to working with you. We appreciate the opportunity to serve you.

We have enclosed two agreements one for a one-year period and the other for a three-year period. This provides you the option of retaining our services for more than one year.

Please indicate your agreement with the arrangements contained in this RFP by signing and returning the enclosed contract. We will contact you with regard to scheduling when the contract is signed.

Sincerely,

A handwritten signature in black ink, appearing to read "Nolte Cornman & Johnson". The signature is written in a cursive style with a large, prominent initial 'J'.

NOLTE, CORNMAN & JOHNSON, P.C.

SCHOOL AUDIT PROFILE

1. Firm Name: NOLTE, CORNMAN & JOHNSON, P.C.

2. Address: 117 West 3rd Street North, Newton, IA 50208

3. Telephone: (641) 792-1910

4. Professional staff:

	<u>Number</u>	<u>Number CPA's</u>	<u>Average Years Experience</u>
A. Principals	1	1	37
B. Professional Staff	7	0	6

5. Schools audited by our staff in the last two years:

Adair-Casey, Adel-DeSoto-Minburn, AGWSR, Albia, Alburnett, Algona, Allamakee, Ames, Andrew, Aplington-Parkersburg, Ar-We-Va, Atlantic, Audubon, Baxter, BCLUW, Bedford, Belle Plaine, Bettendorf, BGM, Boyer Valley, Burlington, CAL, CAM, Carroll, Center Point-Urbana, Centerville, Central City, Central Decatur, Central Lee, Charles City, Chariton, Charter Oak-Ute, Clarinda, Clarksville, Clear Lake, Colfax-Mingo, Collins-Maxwell, COLNESCO, Columbus, Coon Rapids-Bayard, Creston, Delwood, Denison, Diagonal, Dike-New Hartford, Dunkerton, Earlham, East Marshall, East Union, Easton Valley, Eddyville-Blakesburg-Fremont, Edgewood-Colesburg, Eldora-New Providence, Exira-Elk Horn-Kimballton, Fairfield, Fort Madison, Fremont-Mills, Gilbert, Glenwood, Greene County, Grundy Center, Guthrie Center, Hamburg, Hartley-Melvin-Sanborn, Hudson, Humboldt, IKM-Manning, Independence, Indianola, Iowa Falls, Keota, Kingsley-Pierson, Knoxville, Lamoni, Lenox, Lewis Central, Logan-Magnolia, Maquoketa, Maquoketa Valley, Marion Independent, Martensdale-St. Marys, Mid-Prairie, Missouri Valley, Monticello, Moulton-Udell, Mt. Pleasant, New Hampton, North Butler, North Polk, North Tama County, Northwood-Kensett, Norwalk, OABCIG, Oelwein, Orient-Macksburg, Osage, Pekin, Red Oak, Riceville, Saydel, Schleswig, Sergeant Bluff-Luton, Shenandoah, Sibley-Ocheyedan, Sidney, South Central Calhoun, South O'Brien, South Page, South Tama County, Southeast Warren, St. Ansgar, Stanton, Stratford, Tri-Center, Tri-County, Turkey Valley, Twin Rivers, Underwood, Union, Van Meter, Villisca, WACO, Wapello, Washington, West Burlington, West Delaware County, West Harrison, West Monona, Westwood, Woodbine, and Woodbury Central.

6. The principal who is responsible for all school district audits and her position with our firm:

Person: Nancy Janssen, CPA; B.S. Iowa State University: CPA: 1985

Position: President

7. **Quality controls are an essential part of our auditing services. Internal review procedures utilized by our firm include: Our 2022 school audit team as in the past will be composed of an experienced staff, all being supervised by our school audit manager. Our firm successfully completed a quality review March 2021.**

8. **Our firm will:**
 - a) **Compile, type and duplicate reports.**
 - b) **Send discussion audit draft to the school district after field work is completed, for review by management.**
 - c) **Review audit recommendations and district responses thereto with the Business Manager and/or Superintendent prior to issuing the audit report.**
 - d) **Provide additional help or recommendations to the District when requested during the year.**
 - e) **Strive to conduct the audit when possible, at the district's convenience and in such a manner as to cause the least amount of disruption possible under the circumstances.**
 - f) **Will provide copies of the audit report to the State Auditor's Office and the Department of Education as required.**
 - g) **Present the audit report and a verbal explanation of the report to the Board if so requested, at an additional fee.**

President:

Nancy L. Janssen, CPA

Education:

B.S. from Iowa State University

Continuing Education:

Attended the Governmental Roundtable and/or Iowa Governmental Audits course, attended various in-house presentations on Governmental issues and attended various other continuing education programs.

Experience:

She has experience working in various capacities from accountant to partner. She has significant experience with the following types of audits: School, Non-Profit and Commercial. She has been tax manager and has worked with several small business clients.

School Audit Experience:

She has completed thirty-seven school audit seasons. She is responsible for the final review of all workpapers and reports.

Independence:

Ms. Janssen does not have and has not had during any period covered by this audit any interest, direct or indirect, in your District or any of its board members or officials.

AGREEMENT BETWEEN
SHENANDOAH COMMUNITY SCHOOL DISTRICT
AND
NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 12TH day of MAY, 2022, by and between SHENANDOAH COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the SHENANDOAH COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the one year ended June 30, 2022; and

WHEREAS, the CPA is equipped and staffed to assist in the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.**
- B. Begin work on the audit engagement as specifically agreed upon with the School District.**
- C. Perform all work in accordance with generally accepted auditing standard, Chapter 11 of the Code of Iowa and applicable federal requirements.**
- D. Immediately inform the School District, the Auditor of State and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.**
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the School District.**
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.**

2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be reimbursed at the following rates.

<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
<u>Junior</u>	<u>68</u>	<u>70</u>
<u>In-charge</u>	<u>50</u>	<u>85</u>
<u>Audit Manager</u>	<u>35</u>	<u>100</u>
<u>Partner</u>	<u>12</u>	<u>125</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>1000</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement for the audit shall not be for more than \$15,000 for the year ended June 30, 2022, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance beyond the course of normal audit fieldwork.

3. Termination of Agreement:

- A. This Agreement may be terminated by either party at any time, for cause, upon five business days written notice to the other party.
- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, SHENANDOAH COMMUNITY SCHOOL DISTRICT AND CPA have executed this AGREEMENT as of the date indicated below.

CPA
Nolte Cornman & Johnson
NOLTE, CORNMAN & JOHNSON, P.C.

Date 5/14/22

SHENANDOAH CSD

By _____
BOARD PRESIDENT

Date _____

AGREEMENT BETWEEN
SHENANDOAH COMMUNITY SCHOOL DISTRICT
AND

NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 12TH day of MAY, 2022, by and between SHENANDOAH COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the SHENANDOAH COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the three years ended June 30, 2024; and

WHEREAS, the CPA is equipped and staffed to assist in the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.**
- B. Begin work on the audit engagement as specifically agreed upon with the School District.**
- C. Perform all work in accordance with generally accepted auditing standard, Chapter 11 of the Code of Iowa and applicable federal requirements.**
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- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the School District.**
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.**

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<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
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<u>In-charge</u>	<u>50</u>	<u>85</u>
<u>Audit Manager</u>	<u>35</u>	<u>100</u>
<u>Partner</u>	<u>12</u>	<u>125</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>1000</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement shall not be for more than \$15,000 for the year ended June 30, 2022, and \$17,000 for the year ended June 30, 2023, and \$19,000 for the year ended June 30, 2024, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance beyond the course of normal audit fieldwork.

3. Termination of Agreement:

- A. This Agreement may be terminated by either party at any time, for cause, upon five business days written notice to the other party.
- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, SHENANDOAH COMMUNITY SCHOOL DISTRICT AND CPA have executed this AGREEMENT as of the date indicated below.

CPA

SHENANDOAH CSD


NOLTE, CORNMAN & JOHNSON, P.C.

By _____
BOARD PRESIDENT

Date 5/14/22

Date _____



**MASTER TREASURY
SERVICES AGREEMENT**
BANK IOWA

MASTER TREASURY SERVICES AGREEMENT

Company: SHENANDOAH CSD

RIM #: 8953

EIN Number: 42-6038087

THIS MASTER TREASURY SERVICES AGREEMENT ("Master Agreement") is entered into by and between Bank Iowa ("Bank") and the Client ("Client") and sets forth the terms of the Treasury Management Services ("Treasury Services") offered by Bank to Client. Bank offers Treasury Services to assist Client in administering financial accounts and conducting transactions effectively, efficiently, and securely. This Master Agreement, together with any Signature Card, Authorization Resolution, Bank's Deposit Account Agreement and Disclosure, and any applicable Service Addenda, comprise Bank's legally binding contract with Client for any and all accounts and Treasury Services selected by Client. In any event, Client agrees that the use by Client of any Treasury Services shall constitute Client's acceptance of and agreement to this Master Agreement and any applicable Service Addendum.

1. DEFINITIONS

- 1.1. **ACH Entry or ACH Entries** - One or more orders or requests for the transfer of money to or from the account of an ACH Receiver through the ACH network.
- 1.2. **ACH Operator** - The central clearing facility for ACH transactions.
- 1.3. **ACH Originator** - Company or business that has been authorized by the receiver to either credit or debit their account. Your company is the originator when you are initiating credit transactions to an employee's account for payroll or when you are initiating debit transactions to a customer or business account for payment of goods and services.
- 1.4. **ACH Receiver** - An individual or a company that has authorized the originator to credit or debit their account. An employee is the receiver if a company is initiating a payroll credit. A business partner is the receiver if a company is sending a credit to pay for goods or services.
- 1.5. **ACH Rules** - The operating rules of the ACH network established and maintained by NACHA.
- 1.6. **Access Code** - temporary one-time use code used as part of the login experience or authorizing transactions or files; codes can only be delivered to the office or cell phone number that is on file for the user.
- 1.7. **Automated Clearing House ("ACH")** - A nationwide, efficient, batch-oriented electronic network which provides for the clearing and settlement of financial transactions among participating financial institutions.
- 1.8. **Authorized Agent** - Person specified in Client's Authorization Resolution, or other document accepted by Bank, who is granted certain powers that may be exercised on behalf of Client, such as signing legal agreements or authorizing signers on deposit accounts.
- 1.9. **Authorized Individual** - Person identified by Client as permitted to conduct specific transactions, make inquiries, etc., but does not have to be an authorized signer on the applicable account(s).
- 1.10. **Authorized User** - Person identified by Client as permitted to be a user on a specified system, such as Business Internet Banking, but does not have to be an authorized signer on the applicable account(s).
- 1.11. **Available Balance** - The funds in Client's deposit account which are available to be withdrawn.
- 1.12. **Biller** - The person or entity to which a bill payment is directed.
- 1.13. **Business Day** - A day, other than a Saturday, a Sunday or a Federal holiday, on which Bank is open to the public for carrying on substantially all of its normal banking functions.
- 1.14. **Business Internet Banking ("Online Banking")** - An internet-based, with mobile accessibility, service that permits Client to access bank account data and conduct permitted transactions.
- 1.15. **Collected Balance** - The dollars in a deposit account determined by Bank as having completed the initial clearing process, which generally constitutes the Ledger Balance, less any float relating to checks deposited. Client's ability to withdraw funds from its deposit account is explained in Bank's Deposit Account Agreement and Disclosure delivered to Client at the time of the account opening, and as amended from time to time.
- 1.16. **Cutoff Time** - Time deadline established by Bank for each Treasury Service by which transactions must be submitted to Bank via the applicable and approved channels to be processed the same Business Day. At its discretion, Bank may decide upon an earlier Cutoff Time on days such as Christmas Eve or days of inclement weather. Information on a Cutoff Time may be obtained by referring to Bank's Funds Availability Policy.
- 1.17. **Designated Account** - Client-owned or managed deposit account identified by Client to utilize or subscribe to a specified Treasury Service.

- 1.18. **Designated Contact** - Individual or Individuals identified by Client in a written agreement or amendment to receive communications from Bank or correspond with Bank regarding specified Treasury Services.
- 1.19. **Domestic Wire Transfer** - A near real-time transfer of funds from an account at one financial institution to an account at another financial institution through the Federal Reserve's Fedwire Services ("Fedwire").
- 1.20. **Dual Control**: One person originates the file and another person reviews and approves the file. Bank Iowa recommends this method for all ACH originators, as this adds an extra layer of security to each transaction and helps keep your money safe.
- 1.21. **Effective Date** - the intended date of exchange of funds between the Originator and the Originating Financial Institution and the Receiver and the Receiving Financial Institution. The Effective Date must be a future date and a Business Day; dates may differ if the Originator does not submit files by the established deadlines in this agreement or if an Originator imports a NACHA formatted file with a previous effective date.
- 1.22. **Electronic Cash Letter (Image Replacement Document)** - A file containing data and images of checks for deposit in which the file is processed to deposit funds instead of transporting the physical checks to a financial institution for processing.
- 1.23. **Excess Funds** - The Collected Balance in a deposit account in excess of the Sweep Trigger Amount.
- 1.24. **Federal Reserve (also known as the Federal Reserve System)** - The central banking system of the United States responsible for multiple aspects of the financial system, including but not limited to, monetary policy, regulation of financial institutions, and providing financial services to depository institutions.
- 1.25. **International Draft** - A monetary instrument drawn on a financial institution outside of the United States.
- 1.26. **International Wire Transfer** - Transfer of funds to or from a financial institution outside of the United States in which payment instructions are processed via SWIFT or other payment channel other than Fedwire. International Wire Transfers may be denominated in U.S. Dollars or foreign currencies, although not all foreign currencies may be available.
- 1.27. **Ledger Balance** - The book balance in a deposit account which reflects all transactions processed but does not account for uncollected deposits or funds against which Bank has placed a hold.
- 1.28. **NACHA** - The Electronic Payments Association ("NACHA") - Formerly known as the National Automated Clearing House Association, NACHA is the not-for-profit association responsible for administration of the ACH network, which includes managing and enforcing the ACH Rules, education and accreditation opportunities, and continued development of the ACH network.
- 1.29. **Notifications of Change ("NOC")** - In ACH processing, a non-monetary transaction transmitted by a RDFI for the purpose of identifying incorrect information contained within an ACH Entry and providing correct data to the ACH Originator to be used in future ACH Entries.
- 1.30. **Office of Foreign Assets Control ("OFAC")** - The unit of the U.S. Department of the Treasury which administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals against entities deemed to be, or acting on behalf of, enemies of the U.S.
- 1.31. **Originating Depository Financial Institution ("ODFI")** - The financial institution your company has contracted for ACH services.
- 1.32. **Sweep Account** - In a sweep account relationship, the primary account to hold funds; when a Sweep Account has excess funds, those funds are transferred to the Sweep Account; likewise, when the Sweep Account is in a deficit, funds will transfer from the Parent Sweep Account to the Sweep Account. The Parent Sweep Account may be a checking account, money market account, or a loan.
- 1.33. **Receiving Depository Financial Institution ("RDFI")** - The financial institution with which the receiver has an account relationship.
- 1.34. **Remote Deposit** - A service which enables users to capture images of checks for deposit and submit them electronically instead of transporting the physical checks to a financial Institution for processing.
- 1.35. **Service Addendum** - Amendment to this Master Agreement which identifies additional specifications, limits, liabilities, warranties, and other pertinent information regarding a specified Treasury Service.
- 1.36. **Settlement Date** - the date an exchange of funds occurs between participating depository Financial Institutions. The Settlement Date and Effective Dates may differ if the ACH Origination Files are not submitted by the established deadlines outlined in this agreement.
- 1.37. **Processing Date** - the date the Originator's fully authorized transaction is sent by the Originating Financial Institution to the ACH Operator, typically one to two Business Days prior to the Effective Date.
- 1.38. **Standard Entry Class Code ("SEC Code")** - Pertaining to ACH Entries, a required three-character identifier within the ACH file and batch header records which characterizes the type of ACH transaction and determines the ACH Rules that apply to that ACH Entry.
- 1.39. **Sweep Trigger Amount** - The designated, collected dollar amount, mutually agreed upon by Client and Bank, in the checking account of a sweep relationship which, when exceeded, triggers the transfer of the Excess Funds to the

associated account, or when the Collected Balance falls below such Sweep Trigger Amount, funds are withdrawn from the associated account and returned to the Designated Account.

- 1.40. Society for Worldwide Interbank Financial Telecommunications ("SWIFT")** - A member-owned cooperative which provides the proprietary communications platform, products and services that allow its members to connect and exchange financial information in a secure, standardized and reliable environment.
- 1.41. Third Party Sender** - an arrangement where one ACH Originator originates entries, or acts on behalf, for another ACH Originator. This type of arrangement is not allowed under this agreement.
- 1.42. Third Party Service Provider** – an arrangement where an ACH Originator contracts services, such as accounting or payroll services, and could authorize the employees of that provider to access bank- provided systems. Client assumes any and all risk associated with the actions their contracted service provider.

GENERAL PROVISIONS

2. CONDITIONS

Treasury Services offered by Bank may be limited based on the account type, Bank's credit approval of Client, or other parameters established by Bank. Nothing in this Master Agreement will constitute or be deemed a commitment by Bank to extend credit or provide all Treasury Services to Client. Some Treasury Services may require executed Service Addenda to this Master Agreement, electronic acceptance of terms and conditions specific to that Treasury Service. Client's use of any Treasury Service constitutes Client's agreement to this Master Agreement and the applicable Service Addendum.

3. TERM

This Master Agreement shall commence on the date on which it is executed by both parties as identified on the signature page of this Master Agreement or as of the date Client begins use of any Treasury Service and shall continue as long as Client, or its successors, and Bank have a Client-financial services provider relationship, unless sooner terminated. This Master Agreement may not be assigned by Client without the prior written consent of Bank. Services covered under this Master Agreement, and any executed Service Addenda, may be suspended or terminated by Bank based on the financial condition of Client, if actions or inactions by Client are in violation of applicable laws or regulations or otherwise put Bank at risk of financial loss or adverse legal action, or if Client fails to perform its obligations under this Master Agreement or any applicable Service Addendum, or defaults under any other agreement between Client and Bank, or if Bank no longer offers those services or Bank notifies Client that it intends to terminate services for any reason or no reason, all of the foregoing as determined by Bank in its sole, but reasonable discretion. Additionally, Bank may terminate any Treasury Service if Client has not utilized the service for a period greater than one year and has not notified Bank in writing of its desire to maintain the service. Client termination of any specific Service Addendum must be made in writing to Bank and in accordance with the specifications of the applicable Service Addendum. Any Treasury Service termination request shall include an "as of date", which may not be a date which has already occurred. Termination of some Treasury Services may take a period of time due to system parameters or the requirements of other parties. Any termination of this Master Agreement or any Service Addendum shall not affect any of Client's obligations arising prior to such termination. Client is responsible for all service fees and account obligations up to and including termination.

4. COMMERCIAL USE

Treasury Services developed and offered by Bank are intended for use by commercial, institutional, not-for-profit and small businesses. Products are not intended for use by consumers or to be used in conjunction with consumer accounts. Request for the use of a Treasury Service in conjunction with or for the direct transacting with a consumer account must be done on a case-by-case basis with prior, written approval of Bank and may require additional agreements or Service Addenda with Bank.

5. PROCESSING TIMEFRAMES

Bank establishes processing timeframes ("Timeframes") for the various Treasury Services. Client agrees to comply with and meet such Timeframes to ensure transactions and requests are processed timely and accurately. Transactions, transmissions, or requests received after established Timeframes may be considered to be received the next Business Day or may be rejected by Bank. It is the responsibility of Client to utilize available notification services to verify that Bank has received such transaction(s) or transmission(s) without errors causing suspension or termination of the transaction(s) or transmission(s).

6. PROCESSING LIMITS

At its discretion, Bank may assign transaction limits, file limits, daily limits or other processing limits on applicable Treasury Services and shall notify Client of such limits assigned. Client shall contact Bank if Client needs to process transactions in excess of approved limits and at its discretion, Bank may approve changes to limits to permit these transactions. If transactions are submitted that exceed the approved limits and Bank has not been notified, Bank will make its best efforts to contact Client to verify such transactions. If Bank is unable to contact an Authorized Individual or Authorized Agent of Client to validate such exceptions, Bank may choose to not process the transactions. Client acknowledges and agrees that Bank will not be liable for any direct or indirect losses in relation to the exception transactions not being processed. In

addition, Client may have the ability to assign limits to each Authorized User or Authorized Individual for certain Treasury Services. When transactions exceed a limit established by Client, Bank will make its best efforts to contact Client to obtain approval from an Authorized Individual with an applicable limit or to obtain exception approval from an Authorized Agent of Client. Client acknowledges that Bank is not aware of or responsible for adhering to Client's internal policies regarding transaction limits.

7. TRANSACTION MONITORING

At its discretion, Bank may select transactions and transmissions for review on the basis of certain criteria that change from time to time. Such reviews may occur either manually or automatically through the use of software, and are used to identify suspect transactions, files or transaction that exceed approved limits, or other abnormalities. If such transactions are identified, processing of data may be suspended until validation with Client can occur. Bank will make its best efforts to process such exceptions timely, but shall not be liable for any damages due to delays in processing. Further, Client should not rely on this periodic review as a security procedure. Client shall notify Bank when activity varying from historical patterns or exceeding approved limits is known in advance and likely to occur.

8. TRANSMISSIONS

Certain Treasury Services require the transmission of transactions, reports, and other data electronically between Client and Bank, such as file transmissions or through Online Banking.

Client agrees to transmit such data in accordance with encryption standards or other instructions as Bank shall give from time to time ("Standards") and, when applicable, in accordance with the specifications of the applicable Service Addendum.

Standards shall be delivered by Bank to the Authorized User after execution of this Agreement.

Bank may revise, modify, amend or replace the Standards at any time and for any reason. When possible, Bank will notify Client in writing (including electronic) at least 10 Business Days prior to any such modifications to the Standards.

Client shall not modify file formats, file names, or other file specifications without prior approval from Bank. Most transmissions may be executed at any time on any day of the week, however file transmissions completed outside of specified service hours may not be processed until the next Business Day. Client is responsible for monitoring its computer equipment to determine if a transmission is successful. Bank has no responsibility for monitoring incomplete transactions.

- 8.1. Client will be responsible to setup of file transmissions between Bank and Client or the Client's third-party service provider who will send transmissions on the Client's behalf ("Agent").
- 8.2. Client shall identify any third-party service provider who will send transmission on the Client's behalf ("Agent") and the third-party will use the same submission standards of any other user.
- 8.3. Bank does not allow secure file transfer protocol ("SFTP") server directly to Bank's servers; all users will use the designated online banking delivery channels.
- 8.4. **CLIENT ASSUMES RESPONSIBILITY FOR THE USE AND CONFIDENTIALITY OF ALL USER'S USER ID, PASSWORD, AND CODES; AND SUCH ACCESS TO THE ANY DATA ON THE BANK'S SYSTEM THROUGH USE OF ANY USER ID, PASSWORD, AND CODE. CLIENT ALSO ACKNOWLEDGES THAT THERE ARE CERTAIN SECURITY, CORRUPTION, TRANSMISSION ERROR AND ACCESS AVAILABILITY RISKS ASSOCIATED WITH DATA TRANSMISSION AND CLIENT AGREES TO INDEMNIFY AND HOLD BANK HARMLESS FROM AND AGAINST ALL LIABILITY, LOSS, CLAIMS, DAMAGE, AND EXPENSE OF ANY KIND (INCLUDING ATTORNEYS' FEES AND OTHER EXPENSES) ARISING OR ASSERTED IN CONNECTION THEREWITH.**
- 8.5. Should Client identify an Agent, Bank shall have no duty or obligation to inquire as to the authority of Agent to furnish or transmit records, data and other information on behalf of the Client to Bank. Client shall ensure that Agent complies with all aspects of this Agreement including all Standards delivered to Client. Bank is authorized to continuously rely upon the authority of any purported officer or employee of the Agent until Bank receives written instruction from Client detailing any changes to the authority of the Agent. Client agrees to indemnify Bank against, and hold Bank harmless from, any claim, damage, loss, liability or expense (including attorneys' fees and expenses) resulting from or arising out of any breach by Agent or its authorized representatives or employees of any of the representations, agreements, or warranties of the Client contained in this Agreement or the failure of Agent to comply with any applicable provision of this Agreement on the part of Client to be performed by the Agent.

9. DELIVERY OF FUNDS

To the extent Client utilizes Treasury Services which by their nature entail the electronic transfer of funds from account(s) belonging to or managed by Client, including but not limited to wire transfers, ACH transactions, Remote Deposit transactions, bill payments, or merchant servicing, Client agrees to deliver to Bank funds in an amount sufficient to cover all such transactions, such funds to be collected and available to Bank on a date acceptable to and approved by Bank. Bank will have no obligation to transfer funds from other Client's account(s) if the Available Balance is not sufficient; however, if Bank should choose to transfer funds from other Client's account(s), including available lines of credit, in anticipation of collected funds becoming available, Client agrees to immediately provide, upon notice, all funds necessary to cover such transactions in full by end of day of the Effective Date.

To the extent Client utilizes Treasury Services which by their nature entail the electronic transfer of funds into account(s) belonging to Client, including but not limited to Remote Deposit and ACH debits transactions originated, Client agrees that all such credits are provisional and to maintain balances or deliver funds in an amount sufficient to cover any debit entries resulting from rejected, returned, or Receiver disputed transactions, corrections, and any adjustment entries. Client herein grants Bank a security interest in all funds owned by Client at any time deposited in Client account(s) to secure Client's obligations under this Master Agreement and any Service Addendum. Client further agrees that Bank may exercise any right under law to collect such funds, including but not limited to, the right of set-off of any funds which Client has on deposit or otherwise and whether represented by an account, certificate, or time deposit.

10. NOTIFICATIONS

Bank may send notifications via U.S. Postal Service, statement messages, emails and/or internal product messages (where available) regarding such topics as bank holidays, system maintenance, system changes or other matters related to Bank or Bank products. Bank will utilize addresses on file with Bank to send such notifications. For specific Treasury Services, Client may request to receive notifications, advices, reports and alerts via electronic channels. If a notification sent via electronic channels is rejected, Bank may contact Client to obtain updated information or may send such items to the address on file at Bank through the U.S. Postal Service. Requests from Client for changes in services, Security Administrators or other processing parameters should be delivered to the address identified on the applicable Service Addendum and signed by an Authorized Agent of Client.

11. AUTHORIZATIONS

Client shall be responsible to notify Bank in writing of any changes in individuals authorized to act on behalf of Client, including but not limited to authorized signers on deposit accounts, Authorized Agents Identified on resolutions, Authorized Individuals of Treasury Services, authorized debit and/or credit cardholders, designated service contacts, and other applicable authorizations.

12. PAYMENT SERVICE AUTHORIZATION

In connection with all Treasury Services, Client authorizes Bank to follow the payment instructions received from an Authorized Individual through approved channels. When Bank receives payment instructions, Client authorizes debits to Client's identified account(s). Client acknowledges that all payment instructions must comply with U.S. laws and that the date a payee credits a payment depends upon the payee's payment processing procedures and any specific requirements for payments and delays. Bank will not be responsible for delays in crediting payments which are the result of these procedures, or Client's failure to follow a payee's payment requirements, or Client's failure to schedule a proper Effective Entry Date, or delays in any mail service or other exceptions stated in this Master Agreement or any Service Addendum. Client also agrees that Bank or its employees or agents will not be responsible for any loss or penalty that Client may incur due to lack of sufficient funds or other conditions that may prevent the withdrawal of funds from the identified payment account(s).

13. PAYMENT FOR SERVICES

Client shall pay Bank for Treasury Services, including any applicable taxes, established on behalf of Client as detailed in Bank's current fee schedules and as amended from time to time, in general, Bank shall summarize service volumes and fees through a monthly account analysis statement, of which Client may request to receive a copy either electronically or in paper form. However, Bank may identify some service fees to be a direct debit to a deposit account(s) owned by Client. For certain services, Client may request customization in programming, processing, or legal contracts, for which such additional costs incurred by Bank shall be assessed to Client. Bank is authorized to collect such fees by a debit to deposit account(s) owned by Client or such other method as Bank may deem appropriate. Payments to Bank shall not be prorated for any cause or reason. All fees shall be paid in U.S. Dollars.

14. GOVERNING LAW AND REGULATIONS

This Master Agreement and any Service Addenda shall be governed by and construed in accordance with the laws of the State of Iowa (including Article 12 of the Uniform Commercial Code), applicable federal laws, Federal Reserve Bank regulations and operating circulars, OFAC rules, regulations and recommendations, and the ACH Rules. Client is responsible to read and understand any such laws, regulations or rules. Bank is not obligated to honor, execute, process or accept any transaction that is not in compliance with this Master Agreement, any Service Addendum or amendment to this Master Agreement, the ACH Rules, or any local, state or federal law or regulation. At Client's request and expense, Bank may provide a copy of the current ACH Rules.

15. FINANCIAL INFORMATION

Certain Treasury Services requested by Client may require a credit review of Client by Bank. Client agrees that it will furnish to Bank its financial statements for the period(s) requested and in a form acceptable to Bank and such other financial information as Bank may reasonably request. Client authorizes Bank to investigate any information provided in such statements, including, if applicable, requesting reports from credit bureaus and reporting agencies. Client represents and warrants that any financial statements of Client furnished to Bank shall be correct, complete and fairly present the financial condition of Client. Client shall promptly notify Bank of any material adverse change in the business, properties or condition (financial or otherwise) of Client since the date of the most recent Client financial statements furnished to Bank.

16. SERVICE ENHANCEMENTS AND NEW SERVICES

Bank continues to enhance systems and implement new or alternative services to its Treasury Services. Bank agrees to convey any material modifications of existing Treasury Services to Client promptly. Client acknowledges that some notifications may be delayed to allow testing and that notifications in some circumstances may not be possible due to the time-sensitivity of specific changes. Some service enhancements or new Treasury Services may require Service Addenda or updates to existing Service Addenda. Continued use of a service will also constitute acceptance of the applicable Service Addendum.

17. SYSTEM TESTING

Bank generally performs acceptance testing of all system enhancements or new system implementations. Bank shall make its best effort in testing its systems and shall notify Client of known issues that may impact the Treasury Services to Client. Bank makes no representations or warranties that its testing is or will be able to reveal every issue or that any system is without limitations.

18. AGREEMENT MODIFICATIONS

Client acknowledges that the financial services industry is constantly changing in terms of technology, industry best practices, risks and through applicable Federal and State governmental regulations. As such, terms of this Agreement or any Service Addendum may be modified at any time by Bank. When possible Bank will notify Client in writing (including electronic) at least 10 Business Days prior to any such modifications.

19. RESPONSES TO INQUIRIES

Due to the identification of processing abnormalities, errors or compliance violations, Bank may request information or documentation from Client, including but not limited to copies of ACH authorizations or information regarding Client's processing procedures. Client agrees to comply with such requests in a timely manner as specified in the written request from Bank. Noncompliance with such requests may result in immediate suspension or termination of applicable Treasury Services. Depending upon the violation, additional information or documentation from Client may be required by an oversight group, such as NACHA, a regulatory agency or other parties to the underlying transaction(s).

20. AUDITS

Certain Treasury Services require Client to follow specific processes or regulations when conducting applicable transactions, such as obtaining and maintaining proper authorizations pertaining to ACH origination or securing and destroying checks which have been processed electronically via image. Upon request by Bank, Client agrees to perform an audit or authorizes Bank to perform a review of Client's operational controls, risk management practices, record retention and destruction, employee training, technology systems, security and other applicable items to ensure Client is in compliance with this Master Agreement, any applicable Service Addendum, the ACH Rules, and any applicable banking rule or regulation. Client acknowledges the audit process may require Client to submit an annual audit report to Bank, complete a self-review questionnaire, or permit Bank personnel or agents to enter Client's premises to review such items. Client further acknowledges that if Client's controls or processes are deemed insufficient, Bank may mandate specific internal controls to Client or suspend specific Treasury Services until such insufficiencies are resolved to Bank's satisfaction. The Client is solely responsible for any client related costs incurred as a result of an audit request.

21. BANK THIRD PARTY VENDORS

For any services provided by Bank under this Master Agreement or Service Addendum, Bank may choose a third-party vendor to provide all or part of any such service. Selection of any vendors is at the full discretion of Bank and may or may not be made known to Client. As such, the term "Bank" in this Agreement or any Service Addendum shall include tasks and duties performed by any applicable third-party vendor under contract with Bank. Unless otherwise specified, any Service Addendum is between Client and Bank. Bank shall administer the vendor relationship and shall remain the primary service contact between Client and vendor. Client acknowledges that third-party vendors may, from to time, modify software and services in response to such reasons including, but not limited to, improvements in technology, changes in regulations, enhancements to existing features, and the addition of services. When possible, Bank will provide advance notice of any such modifications.

22. BANK THIRD PARTY REFERRALS

Bank may provide Client referrals to third parties for certain services. Bank does not provide support for these services and makes no representations, guarantees or warranties of such services. Where available, Bank may provide single sign-on access from Bank systems to the third party system as a convenience to Client. It is the responsibility of Client to thoroughly review the services offered by any third parties and evaluate the effectiveness and value provided before making a decision on purchasing such services.

SECURITY**23. SUPPORTING EQUIPMENT AND MEDIA**

Client agrees, at its sole expense, to provide and maintain in proper working order all necessary computer equipment and communication devices required to access any internet-based and mobile systems provided by Bank to Client. Bank shall not be responsible for any errors or failures due to the malfunction of Client's equipment, or for any virus or other

problems or changes that may be associated with the use of Client's computers. In order to protect Client's computers and banking information, Client is responsible for keeping computer hardware and software current and installing updates as needed. Bank systems may not be certified on all devices and operating systems, especially beta releases; Client shall confirm certified operating systems and devices prior to upgrading to minimize Interruptions to services. Client is responsible for any fees or other charges pertaining to connecting to the internet, data and message services, and other equipment related fees.

24. DATA SECURITY

Client is solely responsible for maintaining adequate firewall protection, anti-virus software, anti-spyware software, and other data protection for Client's equipment utilized to access internet-based systems of Bank or any equipment used to store confidential banking data. Client shall establish and follow commercially reasonable and regulatory compliant policies for maintaining electronic and physical security of documents, including checks received from Clients and business partners, storage facilities, storage devices, destruction of confidential data and documents, and employee policies and procedures on accessing Client data from personal devices. Such policies shall be based on Client's risk assessment and applicable regulations and address employees as well as third-party vendors of Client. Client acknowledges that data security is complex and constantly changing and will review its security policies and procedures regularly to ensure layers of defenses are in place and current to protect all data; account data must be rendered unreadable if stored electronically. In the event of a data breach, the client is responsible for notifying the Bank and any impacted recipient and is solely responsible to offer a reasonable mitigation response.

25. CLIENT SECURITY ADMINISTRATION.

Per the instructions provided by Client, Bank shall establish the Authorized Users for applicable internet-based systems of Bank.

Bank Iowa does not currently offer Clients the option to establish their own Security Administrators who would establish and maintain the roles, permissions, and transaction limits each Authorized User.

Authorized Users may request separate approval requirements, such as the number of approvers for each transaction and for user maintenance.

To assist in mitigating fraud,

BANK ENCOURAGES CLIENT TO HAVE DUAL CONTROL ACTIVATED FOR USERS and TRANSACTION TYPES.

Client agrees to establish, maintain and strictly enforce such security measures to ensure that no other person other than an Authorized User has access to the applicable systems; Authorized Users are not to share log in credentials.

CLIENT SHALL NOTIFY BANK IMMEDIATELY IF CLIENT BELIEVES OR SUSPECTS THAT ANY SECURITY PROCEDURES, PASS CODES, SECURITY DEVICES OR INSTRUCTIONS HAVE BEEN COMPROMISED BY UNAUTHORIZED PERSONS OR OTHERWISE BREACHED IN ANY MANNER.

Client acknowledges that the purpose of such security procedures is for verification of authenticity and not to detect errors in the content or transmission of data.

Bank may modify security requirements periodically based on industry practices or regulatory requirements, for which additional fees may apply.

Bank may require additional security procedures dependent upon the types of transactions conducted by Client.

CLIENT ACKNOWLEDGES THAT THE SECURITY PROCEDURES PROVIDE CLIENT A COMMERCIALY REASONABLE DEGREE OF PROTECTION. HOWEVER, BANK DOES NOT WARRANT THAT THE SECURITY MEASURES PROVIDED ARE COMPLETE OR WILL PROVIDE ADEQUATE SECURITY FOR CLIENT AS CONTEMPLATED HEREIN, BUT ARE ONLY PROVIDED TO CLIENT AS AIDS IN DEVELOPING ITS OWN SECURITY MEASURES.

26. BANK SECURITY PROCEDURES

Bank has implemented various security procedures for Client's Authorized Users to follow or utilize when accessing Internet and mobile Treasury Services or for Client's Authorized Individuals to follow or utilize when conducting transactions in person or over the telephone. Bank shall provide Client instructions on utilizing these procedures, either in writing or verbally. Security procedures, for example, may require the use of access codes, or out of band authentication to access data or submit transactions. It is Client's responsibility to ensure passwords, access codes, and other security measures are kept confidential. Due to continuously changing technology and threats, Bank may, at its sole discretion, modify, terminate or add security procedures at any time. **CLIENT SHALL NOTIFY BANK IMMEDIATELY IF ANY SECURITY PROCEDURE HAS BEEN, OR IS SUSPECTED OF HAVING BEEN, COMPROMISED.**

27. FRAUD PREVENTION

In addition to various security features implemented within the internet-based systems, Bank offers a number of fraud prevention products to assist Client in mitigating the risks of fraudulent transactions. **CLIENT MUST MAKE DECISIONS AND CHOOSE PRODUCTS BASED ON THE RISKS ASSOCIATED WITH THE ACCOUNTS AND SERVICES UTILIZED WITH BANK. CLIENT ACKNOWLEDGES THAT SUCH SERVICES CANNOT GUARANTEE FRAUD PREVENTION, BUT MAY SIGNIFICANTLY REDUCE EXPOSURE WHEN UTILIZED PROPERLY AND IN CONJUNCTION WITH PRUDENT ACCOUNTING AND SECURITY**

PRACTICES OF CLIENT. The Bank reserves the right to require fraud prevention services or terminate this Agreement in those instances when potential fraud is indicated or actual fraud has occurred.

28. EMAIL COMMUNICATION

Client has the ability to communicate with Bank through email over the internet. When communications to Bank contain confidential Information of Client or any party, Client should consider other more secure means of communication. If Client must routinely forward information to Bank that contains confidential information, Client should contact Bank to arrange for a more secure means to transmit its communications over the internet. Bank may choose to offer a secure email option which may be accessed via Bank's website, Client shall not submit transaction or password reset requests via email.

29. U.S. DOLLARS

Unless specifically identified, all Treasury Services transactions, fees and reporting are denominated in U.S. Dollars.

TREASURY MANAGEMENT SERVICES ONLINE BANKING

30. ONLINE BANKING

Business Internet Banking ("Online Banking") provides an internet-based, secure system for Clients Authorized Users to access data and statements, initiate and approve transactions, process exceptions and other available features. Online Banking offer multiple levels of entitlements so that an Authorized Agent of Client may choose which Online Banking to utilize and which employees or agents of Client will be assigned as Authorized Users of the Online Banking.

- 30.1.** Client shall complete and execute a Service Addendum - Business Internet Banking to request activation of the Online Banking and identify initial Security Administrators. The Authorized Agent will communicate to Bank the Online Banking to enable on behalf of Client.
- 30.2. BANK FURTHER RECOMMENDS THAT CLIENT SET THE TRANSACTION APPROVAL LIMITS FOR ANY TRANSACTION SENDING FUNDS OUTSIDE OF BANK TO BE UNDER A DUAL CONTROL REQUIREMENT (ONE AUTHORIZED USER TO INITIATE THE TRANSACT/ON AND A SECOND AUTHORIZED USER TO APPROVE THE TRANSACTION).**
- 30.3.** Granting Authorized Users access to Online Banking, selecting which accounts and services each Authorized User has permission to, and any applicable dollar limits are the sole responsibility of Client's Security Administrators.
- 30.4.** At any time, Client may request in writing for additional accounts owned or under the control of Client to be added to the Online Banking or for additional services to be activated for Client. Some additional services may require the execution of additional Service Addenda, such as ACH Origination.
- 30.5.** Some transactions may not be processed by Bank until after the close of Bank's Business Day, which may result in some transactions not displaying in the Online Banking until the next Business Day.
- 30.6.** Each Authorized User has the ability to create email and/or text alerts for various activities and transactions. At its sole discretion, Bank may choose to make certain alerts mandatory due to the importance of their nature.
- 30.7.** Client may choose to utilize the Bill Payment Service of the Online Banking. Client authorizes Bank to follow the payment instructions received through the Bill Payment Service and debit the Designated Account for payments on the scheduled date and initiate the payment to the Biller.
 - 30.7.1.** Bank, or its vendor, reserves the right to select the method in which to remit funds on Client's behalf to a Biller. These payment methods may include, but are not limited to, an electronic payment or a check payment sent by first class mail.
 - 30.7.2.** Due to the different payment processing options, payment may take 2 to 5 Business Days to arrive at the Biller's location. The date the Biller credits payment to Clients account is dependent upon the Biller, the postal service and other intermediaries. Bank will not be held responsible for delays caused by the Biller, postal service or other intermediaries beyond the control of Bank.
 - 30.7.3.** Client agrees to provide correct Biller name, address, account information and payment amount. Incorrect information may delay credit to Client's account with Biller or cause return of the Bill Payment to Bank. Based on relationships between Bill Payment processors and Billers, some Billers may request Bill Payments to be routed via alternative Instructions, such as an ACH or wire payment or checks to an alternate address. Client acknowledges that Bank may process Bill Payments according to these alternate instructions from Biller(s).
 - 30.7.4.** Client agrees to maintain sufficient funds in the identified payment accounts, or any connected account such as another checking account or a line of credit, on the requested payment date. When insufficient funds are available, the Bill Payment may be delayed or cancelled at Bank's discretion. Client acknowledges that Bill Payments may be processed based on the Designated Account's Ledger Balance, which may result in Bill Payments being deducted and creating a negative Collected Balance which may result in additional charges to Client.
 - 30.7.5.** Client acknowledges that government agencies or taxing authorities may not accept Bill Payments as they may be considered third-party payments. Client use of Bill Payment to pay a government is done solely at

Client's risk as Bank strongly encourages Client to pay government agencies via alternate payment channels.

- 30.7.6.** Bill Payments to Billers outside of the United States or its territories are prohibited.
- 30.7.7.** Client agrees that, except as expressly stated herein, Bank makes no warranty of merchantability, no warranty of fitness for a particular use and no other warranty of any kind, express or implied, regarding any aspect of the payment instructions. Client further agrees that Bank will not be held liable for failure to properly complete a Bill Payment in the following instances: Client does not have sufficient funds in the Designated Account; there is a hold or other block on Client's Designated Account; circumstances beyond Bank's control prevent Bank from completing the Bill Payment; Client's transfer or Bill Payment authorization terminates by operation of law; Bank receives incomplete or inaccurate information from Client involving the Bill Payment; Bank has a reasonable basis for believing the requested Bill Payment was not properly authorized or may be fraudulent; Client is in default of any agreement with Bank; Biller refused to accept payment; or Bank or Client terminates this Master Agreement.
- 30.8.** Bank strongly recommends Client to utilize Positive Pay services within the Online Banking as a way of reducing the likelihood of altered, unauthorized or fraudulent check or ACH transactions.
 - 30.8.1.** ACH Positive Pay permits Client to specify permitted ACH debit transactions by ACH originating company ID numbers, ACH SEC Codes, and maximum dollar amount. Bank shall filter unapproved ACH debit transactions and make available to Client's Authorized Users through the Online Banking. Client's Authorized Users must specify and apply "Return" or "Pay" decisions for each suspended ACH debit transaction by the daily deadline; suspended ACH debit transactions without a decision applied will be defaulted to a "Return" decision. ACH debit transactions specified by Client to be returned, including any ACH debit transactions with a default decision applied, will be sent via the ACH network as Not Authorized. Client acknowledges any ACH authorization entered into with another party must be revoked with such party in the manner specified in the ACH authorization, and that returning of any ACH debit transaction through ACH Positive Pay is not sufficient to revoke such ACH authorization. Client shall complete an ACH Positive Pay Service Addenda for each Designated Account to activate the ACH Positive Pay service.
 - 30.8.2.** Check Positive Pay enables Bank to match data of checks paid on Client's Designated Account(s) against checks issued data provided by Client. Client may electronically transmit data to Bank via Bank-approved methods or enter data through Online Banking. Data must conform to Bank standards and include Client's Designated Account number, check number, dollar amount, issued date, and payee name. Client may also include data to mark previously issued checks as "Void". Bank shall match paid checks to the checks issued data and display exceptions to Client for a pay or return decision by Authorized Users of Client. Exception reasons may include "Amount Mismatch", "Paid No Issue", or "Paid Against Void." Client may select a check return reason when submitting to return paid checks through Positive Pay; if no reason is selected, Bank shall return such checks with the reason of "Refer to Maker". Check Positive Pay may be implemented independently or in conjunction with an Account Reconciliation Service (below). Client shall complete a Positive Pay Service Addenda for each Designated Account to include in the service.
 - 30.8.3.** Payee Positive Pay is an advanced service option of Check Positive Pay in which Bank uses image reading software to read the payee name from each paid check and verifies the payee name in addition to the other checks issued data provided Client. Payee mismatches are identified based on a soaring algorithm and presented to Client for decision. To utilize Payee Positive Pay, Client must print checks according to Bank specifications to maximize the quality of the payee name being read.
 - 30.8.4.** For all Positive Pay services above, Bank will apply a default decision of Return All to any exceptions without a decision input and applied by Authorized Users of Client by the established Timeframe.

WIRE TRANSFERS

32. WIRE TRANSFERS

Bank is requested and authorized to honor, process and accept all incoming wire transfers ("Incoming Wires") for the benefit of Client. Bank shall post credit to Client's account(s) at Bank for the amount of each Incoming Wire on the date of receipt or the following Business Day for Incoming Wires received after the Bank's wire transfer timeframes. Client may request Bank to send domestic or international wire transfers ("Outgoing Wires") from any checking, commercial money market or savings account owned or managed by Client.

- 32.1.** To ensure timely, secure and accurate processing, Client shall initiate Outgoing Wires via Online Banking or execute Bank's Wire Transfer Addendum; the Wire Transfer Addendum shall identify Authorized Individual(s) of Client to call Bank to initiate Outgoing Wires within limits assigned by Client and utilizing PINs created by the bank.

- 32.2.** If Client desires to send Outgoing Wire Transfers on a repetitive basis to the same beneficiary and banking information, Authorized Users of Client's Online Banking may create templates within Online Banking to use as needed.
- 32.3.** Other than the use of Online Banking or an executed Wire Transfer Service Addendum, authorized signers of Client's account(s) may initiate Outgoing Wires through Client's account officer(s); however, such process may create delays while transferring wire data, obtaining internal Bank approvals, and submitting to the applicable processing department. Client acknowledges that Bank is not aware of or responsible for Client's internal payment approvals and limits. At its discretion, Bank may refuse to take Outgoing Wire instructions from an authorized signer on Client's account(s) and require the authorized signer to visit a Bank branch.
- 32.4.** Bank is not obligated to honor, execute, or accept any Outgoing Wires if the amount to be transferred exceeds the Available Balance in Client's Designated Account(s). Furthermore, Bank is not obligated to honor, execute, or accept any wire transfer, incoming or outgoing, that is not in compliance with this Master Agreement or any local, state, or federal law or regulation.
- 32.5.** Outgoing Wire Transfer instructions must be received and if necessary, properly approved, within Bank's wire Timeframes to be processed the same Business Day.
- 32.6.** Wire Transfers are deemed received by Bank when Outgoing Wire Transfer requests made in compliance with this Agreement and any Service Addenda or amendments and Bank's wire transfer procedures are received by Bank's Electronic Banking Department, in the case of electronic transmission, such as Online Banking, when the transmission is complete.
- 32.7.** If Bank determines, in its sole discretion, not to honor, execute, process or accept an Outgoing Wire Transfer requested by Client, Bank shall endeavor to notify Client of such determination using the same means of communication used by Client to transmit the Outgoing Wire Transfer request to Bank or via telephone call to an Authorized Individual, but shall have no liability by reason of any delay in providing, or failing to provide, such notice. Furthermore, Bank shall use reasonable efforts to notify Client promptly if any Outgoing Wire Transfer is returned to Bank after is execution, but shall have no liability by reason of delay in providing, or failure to provide, such notice. Client agrees the foregoing constitutes a commercially reasonable means of notice.
- 32.8.** Client may request Bank to execute Outgoing Wire Transfers to financial institutions located outside of the United States. If any such transfer is denominated in U.S. dollars and Client provides the U.S. correspondent bank of the foreign financial institution, then Bank shall process such transaction as a Domestic Wire Transfer via Fedwire; if Client does not provide a U.S. correspondent for such request, Bank will determine at the time of processing the payment channel that best serves Client based on established relationships and historical experience of Bank. Due to various regulations and government sanctions, Bank may be prohibited to send Outgoing Wire Transfers to certain nations.
- 32.9.** When available, Bank may send notifications of completed Incoming Wire Transfers or Outgoing Wire Transfers and additional fees may be payable to the Bank.

SWEEP ACCOUNTS

33. SWEEP ACCOUNTS

Client may request Bank to add sweep services to a Designated Account or multiple accounts. If so agreed upon by Bank and Client through a Sweep Service Addendum (the "Sweep Service Addendum"), then Client herein appoints Bank as agent to sweep funds to and from the Designated Account, which must be a checking account, at the end of each Business Day and apply such funds as provided within the executed Sweep Service Addendum.

- 33.1.** Each Business Day, Bank will determine the Collected Balance and compare to the Sweep Trigger Balance of the Designated Account. Excess funds will be automatically moved by Bank into the Parent Sweep Account. If the Designated Account is below the Sweep Trigger Amount, funds will be automatically moved, up to the Available Balance of the Secondary Sweep Account, from the Secondary Sweep Account and deposited into the Parent Sweep Account.
- 33.2.** Bank offers the following automated sweep options.
 - 33.2.1.** Zero Balance Sweep - Client shall execute a Service Addendum - Sweep Services, in which Client shall identify a Parent Sweep Account, which generally holds the funds of Client; an affiliated Secondary Sweep Account, for which Client shall specify a target balance, either Ledger Balance or Collected Balance, to be maintained in the account; and whether the sweep service shall move funds both to and from the Parent Sweep Account or move funds in just one direction between the Parent Sweep Account and the Secondary Sweep Account.
 - 33.2.2.** Money Market Sweep- Client shall execute a Service Addendum - Sweep Services, which requires Client to have with Bank a commercial checking account as a Secondary Sweep Account and a commercial money market or business savings account ("Money Market Account") as the Parent Sweep Account. At the end of the Business Day, Excess Funds above the Sweep Trigger Amount in the commercial checking account

shall be moved to the Money Market Account. If the commercial checking account has a collected balance of zero or less, funds will be automatically transferred from the Money Market Account to return the commercial checking account to a collected balance equal to the Sweep Trigger Amount, up to the Available Balance of the Money Market Account. Transfers from a money market or savings account to another account, or to a third party, by preauthorized, automatic, telephone or computer transfer are limited to fifteen (15) transfers per month. An excessive withdrawal charge will be charged for each debit over fifteen per four (4) weeks or similar period. Refer to Bank Iowa's schedule for current fees.

- 33.2.3.** Line of Credit Sweep - If approved by Bank, Client may associate its Designated Account with Client's line of credit, which shall be identified in the applicable Service Addendum- Sweep Services. At the end of the Business Day, Excess Funds in the Designated Account, up to the outstanding principal balance of Client's line of credit, will be automatically moved to the line of credit to reduce or eliminate the outstanding principal balance, or if the Designated Account has a Collected Balance less than zero, then Bank shall advance funds under the line of credit equal to the negative Collected Balance but not to exceed the maximum credit available under Client's line of credit. All funds advanced on Client's Line of Credit shall accrue interest, be payable as provided, and all other covenants as mutually agreed in the applicable promissory note and other loan documents governing the line of credit.
- 33.2.4.** Repurchase Agreement- If mutually agreed upon by Client and Bank, the parties may execute the Repurchase Service Agreement.
- 33.2.5.** FDIC Insured Sweep - Client shall execute a Service Addendum - FDIC Insured Sweeps, in which Client identifies a commercial money market or a business savings ("Money Market Account") account or other deposit account as the Parent Sweep Account. At the end of each Business Day, Excess Funds above the Sweep Trigger Amount in the Parent Sweep Account shall be moved to a demand deposit account or money market account at a receiving depository institution ("Destination Institution") as set forth in more particular detail in that certain Deposit Placement Agreement which must be entered by and between Client and Bank. The funds held within the Destination Institution shall be in an amount to retain FDIC insurance coverage. If the Parent Sweep Account has a collected balance of zero or less, funds will automatically be transferred from the Destination Institutions to return the Parent Sweep Account to the Sweep Trigger Amount, up to the Available Balance of the Money Market Account or other deposit account.
- 33.3.** Bank shall have no obligation to transfer funds from any account if such transfer would create an overdraft or exceed the Collected Balance of a deposit account or the available funds of a Repurchase Agreement Account or Line of Credit. Furthermore, Bank shall have no obligation to honor checks drawn on or other payments initiated from any secondary account of a sweep relationship if funds are not available in the primary account.

OTHER TREASURY SERVICES

35. ACH ENTRY PROCESSING

Bank may permit Client to initiate credit and/or debit ACH Entries through the Bank, where the Bank is the listed ODFI, pursuant to the terms of this Master Agreement and the ACH Rules upon (i) Client's execution of that certain Service Addendum-ACH Origination, (ii) satisfactory review of Client's records requested by Bank in Bank's sole discretion, (iii) receipt of Client's completed ACH Origination Service Addenda, and (iv) approval by Bank, in Bank's sole discretion, or Client's request.

- 35.1.** The initiation and processing of all ACH Entries for Client shall be governed by the terms of this Master Agreement, the ACH Rules, and the terms and conditions of the Service Addendum-ACH Origination. Client shall comply with and be bound by ACH Rules and take actions to become and remain informed of any future changes to the same.
- 35.2.** Due to changes in the ACH Rules or Bank policy and procedures, Bank may modify, add, or terminate specific service details, such as Origination Limits, Same Day Processing Limits, or timeframes and daily deadlines. When possible, Bank will notify Client in writing (including electronic) at least 10 Business Days prior to any such changes.
- 35.3.** Client shall bear responsibility for ensuring compliance with all obligations imposed upon ACH Originators under the ACH Rules. Client bears responsibility of costs to obtain a copy of the ACH Rules and any costs associated with ACH Rules updates.
- 35.4.** All activity, the initiation and processing of all ACH Entries for Client shall be governed by the terms of this Master Agreement, the ACH Rules, the terms and conditions of the Service Addendum-ACH Origination. Client shall bear responsibility for ensuring compliance with all obligations imposed upon ACH Originators under the ACH Rules.
- 35.5.** Client agrees to not act as an entity transmitting ACH Entries to Bank on behalf of another ACH Originator ("Third Party Sender") as defined, and periodically revised, under ACH Rules.

REPRESENTATIONS AND WARRANTIES AND INDEMNITY

36. CLIENT THIRD PARTY SERVICE PROVIDERS

At its discretion, Client may contract third party service providers("Client Agents") for specific services, such as accounting or payroll functions. When Client authorizes Client Agents to access bank- provided systems (such as utilizing internet-based systems) or to exchange data with Bank (such as file transmissions for submitting ACH origination files), Client assumes any and all risks associated with such functions made available to Client Agents; Client will be responsible for any errors or omissions, violations of regulations or law, or other actions committed by Agents. Bank is authorized to continuously rely upon the authority of any purported officer or employee of Client Agents until Bank receives written instructions from Client detailing any changes to authority of Client Agents. Bank shall not be liable to Client Agents for any loss or damage to any records, data, information, or reports while in transit to or from Bank's facilities. The Client agrees to not to re-sell any service outlined in this agreement or to become a third party sender or processor.

37. CLIENT REPRESENTATIONS AND WARRANTIES

Client warrants, represents, and covenants as follows:

- 37.1. That each transmission or transaction submitted to Bank, at the time of initiation, will be accurate, true and correct in all respects, has been properly authorized, has not been revoked, is not suspected to be fraudulent, and will fully comply with applicable federal and state laws, regulations, and the ACH Rules. Any adjustment or alteration of a transaction by Client has been done only to correct erroneous data and has been appropriately validated. Client further acknowledges that the security procedures made available by Bank are not designed to detect error in the transmission or content of data sent by Client and Client bears sole responsibility for accuracy of information submitted.
- 37.2. Client agrees to comply with all rules and requirements identified in the ACH Rules for all SEC Codes as currently in effect and as amended from time to time. In the event Client violates any of the applicable ACH Rules and NACHA or a governing authority imposes a fine or other fees upon Bank because of Client's violation(s), Client agrees to be liable for and to immediately reimburse Bank for any such fines and fees.
- 37.3. Client agrees that Treasury Services provided by Bank will be used by Client only for Client's banking activities. Client may not process transactions on behalf of third parties without Bank's express, written approval. Also, due to various consumer banking regulations, Treasury Services will not be available for personal accounts.
- 37.4. Client and its employees and agents will protect the confidentiality of Bank software and systems and will not distribute, reproduce, or otherwise make any of the Bank software, systems, or documentation available to any third party without express written permission from Bank.
- 37.5. Client will not sublease, assign, or otherwise transfer any Bank software or system to any other person or entity without the prior written consent of Bank.
- 37.6. Client acknowledges that Bank provides various commercially reasonable security features for accessing financial data and transacting services, and Bank also provides various fraud-detection services to assist Client in reducing the likelihood of unauthorized, altered or fraudulent items being processed against Client's account(s). **IT IS THE RESPONSIBILITY OF CLIENT TO DETERMINE WHICH SERVICES TO IMPLEMENT AND ACKNOWLEDGES THAT NOT IMPLEMENTING DUAL CONTROL OR ANY GIVEN FRAUD-PREVENTION SERVICE MAY INCREASE RISK TO THE CLIENT, INCLUDING THE LOSS OF FUNDS DUE TO UNAUTHORIZED, ALTERED OR FRAUDULENT TRANSACTIONS AND PRECLUDES CLIENT FROM ASSERTING ANY CLAIMS AGAINST BANK.**
- 37.7. Client acknowledges its responsibility to educate Client's staff and agents regarding cybersecurity, such as "phishing" or "pharming" emails, and best practices on mitigating such risks. In the event of any breach, Client agrees to assist Bank in investigating the source and impact of the breach.
- 37.8. Client agrees to indemnify Bank against, and hold Bank harmless from, any claim, damage, loss, liability or expense, including but not limited to attorney's fees, caused by the failure of any employee(s) of Client or Client's Agent(s) to follow any applicable provision of this Master Agreement or any Service Addenda, or to maintain the confidentiality and security of any Bank security procedure, device, or code.
- 37.9. Client agrees to immediately destroy or return to Bank, and to not share with any other party or use for Client's benefit, any information Client receives which relates to another Client of Bank.
- 37.10. Client represents and warrants that it has full power authority to execute, deliver and perform its obligations under this Master Agreement and all selected Service Addenda, that this Master Agreement and all selected Service Addenda have been duly authorized, executed and delivered by Client, and that this Master Agreement and all selected Service Addenda are a legal, valid and binding obligation of Client enforceable by its terms.

38. BEST EFFORTS

Bank agrees to exercise ordinary care and use its best efforts at all times to cause prompt and efficient service to be provided. Client agrees that Bank's best efforts does not mean such efforts will be error free. Except as otherwise limited herein, Bank will be responsible for any loss sustained by Client only to the extent such loss is caused by Bank's gross negligence or willful misconduct. Bank makes no warranties or representations regarding the Treasury Services and shall not incur any liability to any person for any damages, losses, claims, liabilities or expenses, except those resulting from its own willful misconduct or gross negligence. Client agrees that Bank shall not be liable for, and hereby releases and waives

any claims against Bank relating to any damage, loss or cost incurred by Client resulting from or arising out of the acts or omissions of any third parties, including, but not limited to the Federal Reserve or any other financial institution or entity receiving or transmitting transactions or funds in connection therewith. **CLIENT HEREBY WAIVES ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** Should there be any failure in performance or errors or omissions with respect to any transmission, Bank's liability shall be limited to using its best efforts to correct or cause to be corrected such failure in performance or errors or omissions. **IN NO EVENT SHALL BANK BE LIABLE TO CLIENT OR TO ANY THIRD PARTY (INCLUDING CLIENT'S CLIENTS) FOR ANY EXTRAORDINARY, SPECIAL CONSEQUENTIAL OR EXEMPLARY LOSS, DAMAGE, CLAIM, LIABILITY, OR EXPENSE, EVEN IF BANK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, DAMAGE, CLAIM, LIABILITY, OR EXPENSE, NOR SHALL BANK BE REQUIRED TO PAY ANY SUM TO CLIENT WHERE ANY LOSS, DAMAGE, CLAIM, LIABILITY, OR EXPENSE WAS CAUSED BY THE DEFAULT OR NEGLIGENCE OF BANK'S VENDORS OR ANY SUBCONTRACTOR.**

39. SYSTEM AVAILABILITY

Although Bank tries to provide accurate and timely information and service to its Clients via electronic means, there may be inadvertent technical occurrences beyond Bank's control which would cause electronic access to be unavailable. Bank is not responsible for any losses resulting from the inability of Client to access accounts and/or perform transactions electronically during any such occurrences. Maintenance of systems will be scheduled during typical low volume time periods, although urgent maintenance may be implemented at any time. Bank is not responsible for any losses during periods when its electronic systems are shut down for maintenance, repairs, upgrades or other necessary actions.

40. RELIANCE

Bank shall not in any event incur any liability for any action taken or omitted to be taken in good faith (i) upon advice of its counsel or counsel for Client with respect to any question relating to its duties or obligations hereunder, (ii) at the direction of any Security Administrator, Authorized User, Authorized Individual, Authorized Agent or any other director, employee, agent, or officer of Client, and (iii) in reliance upon any instrument, report, or other written or oral communications which Bank in good faith believes to be genuine and to have been presented or made by the proper person or persons.

41. EXTRAORDINARY EVENTS

Bank shall not be liable for any loss caused directly or indirectly by war, acts of God or of the public enemy, cyber-attacks, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, shortages of labor or material, freight embargoes, unusually severe weather, breakdowns, electrical power failures, operational failures, unavoidable delays or other conditions beyond the control of Bank, its vendors or its subcontractors.

42. INDEMNIFICATION

Except for a successful claim by Client against Bank as determined by a final, non-appealable order of a court having proper jurisdiction, Client hereby agrees to indemnify and to hold harmless Bank and its officers, directors, employees, agents and representatives against any and all losses, damages, claims, liabilities and expenses including reasonable attorney's fees, cost of investigation, costs of collection of payments due hereunder and disbursements which may be imposed on, or incurred by, Bank or any such person in connection with this Master Agreement or any Service Addendum, including any litigation arising from this Master Agreement or any Service Addendum or involving the subject matter hereof.

43. THIRD PARTY BENEFICIARIES

It is the explicit intention of the parties hereto that no person or entity other than the parties hereto is or shall be entitled to bring any action or to enforce any provisions of this Master Agreement or any of its Service Addenda against either of the parties hereto.

44. COSTS

Client agrees that in the event of a default hereunder Client shall pay all reasonable out-of-pocket expenses of Bank, including reasonable fees and disbursements of Bank's counsel, in connection with enforcement of any provision of this Master Agreement or any of its Service Addenda, whether suit be brought or not.

MISCELLANEOUS PROVISIONS

45. INCONSISTENCY OF NAME AND ACCOUNT NUMBER

Client acknowledges and agrees that Bank shall have no duty to detect inconsistency between names and account numbers on transactions originated through Bank or received by Bank. Client is responsible for such inconsistencies and shall indemnify and hold Bank harmless from and against any loss, liability, damage or expense incurred as a result of such inconsistency.

46. RECORDING OF ORAL CONVERSATIONS

Bank may, at its sole discretion, record electronically any oral or telephonic conversations between Client's employees and

agents and Bank's employees or agents. Such recordings may be retained by Bank and, in the event of any litigation, be admitted into evidence.

47. BANK DATA RETENTION

For all data obtained, collected and maintained by Bank pertaining to this Master Agreement, any applicable Service Addendum, and any transaction initiated or executed under these agreements, Bank shall determine its data and record retention policies and practices based on regulations and industry best practices. Depending on the repository of that information, Client-specific data or images may not be segregated from that of other Clients of Bank; therefore, Bank may be unable to share certain information if requested by Client.

48. REMOTELY CREATED CHECKS

Client is not permitted to deposit remotely created checks, as defined in Regulation CC of the Code of Federal Regulations, without prior, written approval from Bank. If Bank grants Client approval, Client warrants that the person on whose account the remotely created check is drawn authorized the issuances of the check in the amount stated on the check and to the payee stated on the check.

49. LOGOS AND TRADEMARKS

Client, Bank, and agents of either party, may not publicly use the logo, trade name or trademark of the other party without prior written consent from the other party.

50. ASSIGNMENT; BINDING EFFECT

This Agreement shall inure to the benefit and be binding upon the parties hereto and their respective successors and assigns; provided, however, that this Agreement may not be assigned by Client without the written consent of Bank.

51. SEVERABILITY

In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect such invalidity, illegality or unenforceability shall not affect any other provision of this agreement.

52. BANK HOLIDAYS

Financial Institution will be closed on the following standard holidays observed by the Federal Reserve Bank. Financial Institution will not accept files for processing on the following days, as well as all Saturdays and Sundays. Likewise, Entries should not be effective dated for these days:

New Year's Day	(January 1)
Martin Luther King's Birthday	(Third Monday in January)
Presidents Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Juneteenth	(June 19)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Columbus Day	(Second Monday in October)
Veterans Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Christmas Day	(December 25)

Note: If January 1, June 19, July 4, November 11, or December 25 fall on a Sunday, the next following Monday is a standard Federal Reserve Bank holiday.

Other Holidays may be observed and the customer will be notified of such Holidays

IMPORTANT - READ BEFORE SIGNING, THE TERMS OF THIS AGREEMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. NO OTHER TERMS OR ORAL PROMISES NOT CONTAINED IN THIS WRITTEN CONTRACT MAY BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS AGREEMENT ONLY BY ANOTHER WRITTEN AGREEMENT.

IN WITNESS WHEREOF, this Master Agreement is executed effective as of MAY 25, 2022.

Signature:	_____	Signature:	_____
Printed Name:	<u>WILLIAM BARRETT</u>	Printed Name:	<u>MICHAEL TOMLONOVIC</u>
Title:	<u>BUSINESS MANAGER</u>	Title:	<u>TREASURY MGMT SPEC</u>
Client Name:	<u>SHENANDOAH CSD</u>	Bank Name:	<u>BANK IOWA</u>

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SERVICE REQUEST

Client requests to initiate ACH Entries with Bank as the Originating Depository Financial Institution ("ODFI"). Client shall complete and submit to Bank an ACH Service Addendum, which shall detail the processing parameters, Authorized Individuals, and other pertinent data.

ACH RULES

Client agrees to comply with and be bound by the NACHA Rules and take such actions as to become and remain informed of any future changes. If Client violates any of the applicable NACHA Rules and NACHA imposes a fine on Bank as a result of Client's violation, Client shall immediately reimburse Bank the amount of such fine.

TRANSMITTAL OF ENTRIES BY CLIENT

Client shall transmit ACH Entries to Bank in compliance with the formatting, transmission, timing, security, and other requirements as set forth by Bank. Client agrees to notify Bank before any reversal files are transmitted for processing. Bank shall determine the ACH originating company ID ("Origination ID") to be used in Client's ACH Entries. Bank may require unique Origination IDs based on processing parameters such as SEC Codes, type of ACH Entry (debit or credit), settlement account and other processing parameters.

LIMITS

Bank shall establish ACH origination processing limits for each Origination ID. Each Origination ID shall be reviewed for appropriateness at least once per year. Bank shall review origination history, return history, Client's creditworthiness, and other pertinent data. Bank will notify Client of approved limits.

PROCESSING TRANSMITTAL AND SETTLEMENT BY BANK

Bank shall perform the following:

Bank will process ACH Entries received from Client to conform with the file specifications set forth in the ACH Rules, transmit such entries, other than On-Ups ACH Entries and transit entries, as an ODFI to the ACH Operator, and settle Entries as provided in the ACH Rules.

Bank will process all fully authorized ACH Entries received on any Business Day prior to the daily deadline. For ACH Entries received after the daily deadline, Bank will use reasonable efforts to process and transmit such ACH Entries to the ACH Operator by the next ACH processing deadline. Clients are responsible to confirm the file status within Online Banking and make appropriate notation in Bank's file process calendaring system. Files in an authorized status matching the processing calendar at any business day's cut off time will be released for processing.

In the case of any ACH Entries received for an account maintained with Bank (an On-Ups Entry), Bank shall effectuate the Receiver's account in the amount of such ACH Entry on the Effective Entry Date, or on the settlement date if the Effective Entry Date has already passed. With respect to any On-Ups Entry and Transit Entries, Bank agrees to assume all the rights and obligations of both an ODFI and RDFI ("Receiving Financial depository Institution").

- Under this agreement, the Client agrees that it will only process the following approved SEC (Standard Entry Class Code(s):

CC (Transfer of funds or from non-consumer entities such as payments or accounts payable)
(Transfer of funds to or from a consumer such as payroll or utility payments)

SETTLEMENT

Credit Entries - Client must have available funds in the Originating Account for the total amount of the credit ACH Entries no later than the time of transmission of the ACH Entries to Bank, at which time Bank shall withdraw the total of the credit ACH Entries to pre-fund the file. Any credit ACH Entries returned to Bank which are originated by Client shall be deposited to Client's Originated Account on the returned entry's Settlement Date. At its sole discretion, Bank may waive the pre-funding requirement and withdraw the total of the credit ACH Entries on the Settlement Date.

Debit Entries - Bank shall deposit the total amount of the debit ACH Entries into the Originated Account on the Settlement Date. Bank may conduct a review or approval for each debit ACH Entry. After review, Bank may place a hold on available funds in the Originated Account or require collateral on or before the date of transmittal for up to the entire amount of each debit ACH Entry. Any debit ACH Entries returned to Bank which are originated by Client shall be debited from Client's Originated Account on the returned entry's Settlement Date; Client agrees to make adequate funds available in the Originated Account by end of business on the Settlement Date to cover such returns.

3 In the event that the Client originates Same Day ACH Files, the Client agrees to comply with all Settlement times based on the processing window used by Bank and understands Receiver's entry timelines may vary based on the processing timelines outlined in the ACH Rules. Client agrees to normal entry fees plus applicable Same Day fees.

REJECTION AND SUSPENSION OF ITEMS

Bank may reject or suspend any ACH Entry which does not comply with the requirements of the ACH Rules or the ACH guidelines established by Bank. Bank shall notify Client of such rejection no later than the Business Day such ACH Entry would otherwise have been transmitted by Bank to the ACH Operator, or, in the case of an On-Us ACH Entry, its Effective Entry Date. Bank shall have no liability to Client by reason of rejection of any such ACH Entry or the fact that such notice is not given at an earlier time than provided for herein. If any ACH Entries are rejected by the ACH Operator for any reason, it is the responsibility of Client to remake such ACH Entries. Should any ACH Entries be rejected due to an error caused by Bank, Bank is responsible for remaking the ACH Entries; in such a case, Client will supply sufficient information to allow Bank to recreate the ACH Entries for up to five (5) Business Days after the Settlement Date.

CANCELLATION OR AMENDMENT BY CLIENT

Client shall have no right to cancel or amend any ACH Entry after its receipt by Bank. However, Bank shall use reasonable efforts to act on a request by Client for cancellation of an ACH Entry prior to transmitting it to the ACH Operator up to the deadline or, in the case of an On-Us ACH Entry, prior to crediting a Receiver's account, provided such request complies with Bank's ACH Guidelines for cancellation of data, but Bank shall have no liability if such cancellation is not effected. Client shall reimburse Bank for any expenses, losses or damages Bank may incur in effecting or attempting to affect the cancellation or amendment of an ACH Entry.

RETURNED ENTRIES AND NOTIFICATION OF CHANGE

Bank will promptly notify Client of any returned ACH Entries and Notifications of Change ("NOC") received by Bank from the ACH Operator regarding Entries originated by Client. Client agrees to not reinitiate returned ACH Entries except as permitted by the ACH Rules. Client also agrees to make all necessary changes requested by NOC's within the time period specified by the ACH Rules and prior to initiating another ACH Entry to the Receiver's account. In the event of questions related to the any return or NOC, Client agrees to communicate information timely and Bank agrees to consider dishonoring the return or refusing the NOC if conditions comply with ACH Rules. The volume and percentage of returned ACH Entries may be monitored by Bank, the Federal Reserve, NACHA and other applicable parties. If returned ACH Entries exceed thresholds as defined by NACHA or a regulatory entity, Bank will comply with any ACH Rules requirements to provide reporting information to NACHA regarding client and history of Client's ACH origination and return of ACH Entries.

CLIENT'S REPRESENTATION WARRANTIES AND INDEMNITY

In addition to the representations and warranties Client agreed upon in the Master Agreement, Client further warrants that:

- Each Receiver on an ACH Entry has authorized the initiation of such ACH Entry, and such authorization is operative and has not been revoked at the time of transmittal of ACH Entries to Bank. Copies or proof of authorization will be provided to Bank within five business days of Bank request. Failure to provide authorization may result in the return of an originated entry, returned entry processes and fees apply.
- 2 Client agrees that sending prenotification entries (zero dollar entries) using Receiver's supplied information is part of a commercial reasonable fraudulent transaction detection system. Clients who originate prenotification entries agree to initiate subsequent entries to the Receiver no sooner than time period specified by the ACH rules, provided that no return or NOC has been received related to the prenotification. Client agrees to remedy any return or NOC information as outlined in this agreement. Client shall notify the Receiver(s) of any reversing ACH Entries initiated to correct an erroneous ACH Entry and such notification must include the reason for the reversal, be made no later than the settlement date of the reversing ACH Entry and the file provided to the bank will include a Company entry description equal to REVERSAL. Client agrees to comply with all rules and requirements identified in the ACH Rules, including but not limited to the use of correct SEC Codes for all ACH Entries originated and maintaining compliance with all requirements relating to notifications to clients of changes in amounts and Effective Entry Dates. In the event Client, or its Agents, violates any of the applicable ACH Rules and a fine is imposed upon Bank by NACHA or regulatory entity because of Client's violation, Client agrees to be liable for and to immediately reimburse Bank for any such fines and fees. Client agrees that Bank has the right to terminate or suspend Client for breach of the ACH Rules. Client agrees that Bank has the right to audit Client and its Agent(s) to ensure compliance with this Agreement and the ACH Rules. Client shall retain data on file adequate to permit remaking of ACH Entries for thirty (30) days following the date of their transmittal to Bank and shall provide such data to Bank upon its request. Client shall retain all data, documentation and electronic files as required by the ACH Rules and any governing regulation or law. Client shall retain all consents and authorizations required under the ACH Rules for two years from the termination or revocation of the authorization. In the case of a standing authorization, also proof that the

Receiver affirmatively initiated each payment in accordance to the terms of the standing authorization for two years following the settlement of the entry.
 Client shall maintain records with Receivers and in the event of a returned entry will communicate payment arrangements or seek receiver clarifications or alternative forms of payment. In the event ACH is used to reinitiate a related entry the client will use RETRYPYMT in the company entry description and will not initiate more than the allowed attempts for a single entry.

SECURITY

If an ACH Entry received by Bank claims to have been transmitted or authorized by Client, it will be deemed effective as Client's ACH Entry and Client shall be obligated to pay Bank the amount of such ACH Entry as provided herein even though the ACH Entry was not authorized by Client. Security for creation and transmission of ACH Entries is the sole responsibility of Client. Client shall be obligated to pay an erroneous or duplicate ACH Entry received by Bank that was transmitted or authorized by Client as provided herein regardless of whether Bank complied with applicable procedures with respect to that erroneous or duplicate ACH Entry.

NOTICES AND INSTRUCTIONS

Bank is entitled to rely on any written notice or other written communication believed by it in good faith to be genuine and to have been received from an Authorized Individual as set forth in the ACH Implementation Form. Client may add or delete any Authorized Representative by submitting new ACH Implementation Form. The change will be made effective by Bank when received and acknowledged by Bank.
 Client shall provide a client service inquiry telephone number, which Bank will provide when inquiries are received for ACH Entries originated by Client.
 Notices from Bank to Client shall be to the address information on file for Client's Designated Account(s) or as identified in the ACH Implementation Form(s).
 Client appoints the following person as the "Designated Contact". Bank shall communicate with the Designated Contact regarding ACH processing including notification of ACH limits approved by Bank. Client may change the Designated Contact for ACH Origination Services by written request from an Authorized Agent.

Designated Contact Name: WILLIAM BARRETT
 Designated Contact Email: BARRETTW@SHENANDOAH.K12.IA.US
 Designated Contact Phone: 712-246-1581 EXT. 1003

SECURITIES

All Entries shall be conducted via the Financial Institution's Online Banking system in accordance with the instructions provided by either the system or institution representatives.

The Financial Institution shall transmit such Entries to the ACH Operator one business day for debit Entries or two business days for credit Entries prior to the Effective Entry Date shown in such Entries. A business day is defined as a day when the ACH Operator is open for business, e.g. Monday through Friday excluding Federal Holidays, see Master Service Agreement Item 52.

EBIT :

1:00 p.m. CST	<u> 1 </u> Business Days Prior to Effective Entry Date

CRE IT

1:00 p.m. CST	<u> 2 </u> Business Days Prior to Effective Entry Date

SC E U E A A C U C I

AUT ORI E NAME	EMAI	MOBI E ONE
KERRI NELSON	NELSONK@SHENANDOAH.K12.IA.US	319-329-0359
LISA HOLMES	HOLMESL@SHENANDOAH.K12.IA.US	712-246-9412
WILLIAM BARRETT	BARRETW@SHENANDOAH.K12.IA.US	402-630-1946

C A : Bank recommends files be initiated under dual control utilizing two Authorized Users with unique access identification. Selecting opt in, will enable Dual Control requiring two Authorized Users to approve a file. Selecting opt out, means the Client opts-out of the Bank’s recommended practice of utilizing dual control. Client acknowledges they are refusing a security procedure that is considered commercially reasonable and is strongly recommended. Client assumes and agrees to be solely responsible for any losses resulting from the lack of dual control and indemnifies and holds harmless Bank from any claim, liability, obligation, loss, damage, assessment, judgement, expense, or suit arising out of or in any manner relating or attributable to the lack of dual control.

Opt in Opt out

Authorized Officer: _____

SC E U E E O A

ACCOUNTS

ACCOUNT TYPE

8000115719

Checking	<input checked="" type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>
Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>

SC E U E A

One Time Fees:

ACH ORIGINATION SET-UP FEE \$ 0.00

On Going Fees:

ONLINE BANKING BASE MONTHLY \$ 20.00

ACH ORIGINATION BASE MONTHLY \$ 30.00

ACH FILE ORIGINATION FEE \$ 5.00

ACH ORIGINATED ITEM FEE \$.10

RETURN ACH FEE \$ 12.00

SAME DAY ACH FEE (IF REQUESTED) \$ 50.00

ACH REVERSAL FEE PER HOUR \$ 35.00

Account to be charged: 8000115719

ACH ORIGINATION LIMITS SUMMARY

The Financial Institution has established limits based upon possible compensating balances and has defined those limits for the Company on Schedule [G]. If the Company requires unscheduled limit reviews for increasing established limits, the Company must provide notification and be granted temporary limit approvals by the Financial Institution no later than 10:00 a.m. CST two (2) business days prior to Entry Settlement date.

ORIGINATOR	ACCOUNT NUMBER	ACCOUNT TYPE	ACCOUNT BALANCE
BI A	0	1	1
	0	1	1
	0	2	2
A	\$ 0.00	\$ 600,000.00	\$ 10,000.00
A BI A	\$ 0.00	\$ 600,000.00	\$ 10,000.00
A	\$ 0.00	\$ 600,000.00	\$ 10,000.00
A M	\$ 0.00	\$ 1,200,000.00	\$ 10,000.00

The total dollar amount of ACH Entries transmitted by Client to Bank for a single processing day shall not exceed the above Daily Limits per ACH Origination ID. If applicable, the total dollar amount of ACH Entries transmitted by Client to Bank that have not yet settled shall not exceed the above Exposure Limits per Origination ID. Any files exceeding the above limits will not be processed without additional Bank review and approval. Please notify Bank immediately if you anticipate that the approved ACH processing limits will be exceeded.

NOTIFICATIONS

Client may send ACH Origination Services notifications and inquiries to Bank's address information below.

TERMINATION

The Financial Institution reserves the right to suspend or terminate this Agreement for breach of any of The Rules or other violation of this Agreement in a manner that permits the Financial Institution to comply with The Rules. Termination is effective immediately upon written notice of such termination to the Company. Any termination of this Agreement shall not affect any of the Financial Institution's rights or the Company's obligations with respect to Entries transmitted prior to such termination, or the payment obligations of the Company with respect to services performed by the Financial Institution prior to termination. The Company may terminate this Agreement with thirty (30) calendar days' notice. Such termination shall be effective on the 31st calendar day following the day of the Financial Institution's receipt of written notice of such termination or such later date as is specified in that notice.

This Service Addendum is executed effective as of MAY 25, 2022.

Signature: _____
 Printed Name: WILLIAM BARRETT
 Title: BUSINESS MANAGER
 Client Name: SHENANDOAH CSD

BANK IOWA NOTIFICATIONS
B I T M
T M B I

SECURITY ACCOUNTS AUTORIZATIONS

AUTORIZATION AGREEMENT FOR DIRECT PAYMENTS AND DEBITS

Company Name SHENANDOAH CSD Company ID Number _____

I, _____
COMPANY
 - **S**
 - **R**
 - **S**

C **A** **S** **A** **I**
 I **AC** **I**

Depository Name _____ Routing Number _____
 Account Number _____

Amount of the debits or method of determining amount of debits <Company to clearly define terms>
 Dates of the debits, including start and frequency of debits <Company to define>
 Action the Receiver must take to initiate a subsequent entry for any standing authorization

I (we) understand that this authorization will remain in full force and effect until I (we) notify COMPANY has received written notification from me (or either of us) that I (we) wish to revoke this authorization. I (we) understand that COMPANY requires at least <Company defined> business days prior notice in order to cancel this authorization.

Name(s) _____ Date _____
 Signature _____

NOTE: ALL WRITTEN DEBIT AUTORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTORIZATION

AUTORIZATION AGREEMENT OR DIRECT DEBITS ACCOUNT CREDITS	
Company Name <u>SHENANDOAH CSD</u>	Company ID Number _____

I _____
COMPANY

C **A** **S** **A** **I**

Depository Name _____	Routing Number _____
Account Number _____	
Name(s) on the account _____	
Amount of the credit (flat amount or percentage) _____	
Dates and/or frequency of the credits _____	

I (we) understand that this authorization will remain in full force and effect until I (we) notify COMPANY has received written notification from me (or either of us) that I (we) wish to revoke this authorization. I (we) understand that COMPANY requires at least <Company defined> business days prior notice in order to cancel this authorization.

Name(s) _____	
Date _____	Signature _____

2022 Page County Fair Partnership Agreement

Between:

**Page County Agricultural EXTENSION Council
Page County FAIR BOARD
Page County YOUTH ADVISORY COMMITTEE
Clarinda Community Schools
Brokaw Chapter FFA – Clarinda, Iowa
Essex Community Schools
Shenandoah Community Schools
Davis-Rodgers FFA – Shenandoah, Iowa
South Page Community Schools
South Page FFA – College Springs, Iowa**

Now, on this 16th day of May, 2022 this Partnership Agreement (Hereafter "AGREEMENT") is entered into between Page County Agricultural EXTENSION Council (hereafter "EXTENSION COUNCIL"), Page County FAIR BOARD (hereafter "FAIR BOARD"), Page County YOUTH ADVISORY COMMITTEE, Clarinda Community Schools, Essex Community Schools, Shenandoah Community Schools, and South Page Community Schools (hereafter SCHOOL BOARD), Brokaw Chapter FFA and Davis-Rodgers FFA (hereafter FFA) for the purpose of coordinating the relationship, events, activities and responsibilities of the parties, including the presentation of the Page County Fair (hereafter "COUNTY FAIR"). This agreement shall be reviewed annually.

Background

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

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

C. PAGE COUNTY YOUTH ADVISORY COMMITTEE serves as volunteer representatives of the Page County 4-H Program, making decisions and recommendations regarding the 4-H Program, as is outlined in the by-laws. They are advisors to the EXTENSION COUNCIL.

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

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

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

G. The Parties recognize that this current agreement is important to define the relationship of EXTENSION and the FAIR BOARD and understand the responsibility of each party as they must work together to cooperate and coordinate the management of event and activities that are jointly provided in Page County, Iowa.

H. The Parties recognize that one of the most important events they present together is the County Fair and one of the purposes for this current agreement is to maximize the positive experience for all fair exhibitors, participants and the public who participate.

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

1.0 County Fairs are important to rural communities and honor Iowa's agricultural heritage and culture. This agreement addresses youth educational and exhibition activities that are important to developing confidence, leadership and integrity.

1.1 Each party to this agreement must work closely with the others to maximize the resources available from each entity to present a quality County Fair.

1.2 Permanent representatives will be appointed from/by EXTENSION, FAIR BOARD and FFA for the purpose of maintaining open communication. These positions will give some continuity to organizations who elect new leadership

annually. Each organization will have authority over naming their own representatives.

- 1.3 Joint meetings will be held at least bi-annually, once during the first Quarter of the year for the purpose of evaluating this partnership and to establish groundwork for County Fair, and once in Mid to Late August, to evaluate County Fair and address any issues arising from that event. Additional meetings may be called by the leadership of the represented parties but cannot occur without some representation by all parties present.
- 1.4 All Parties place a high premium on the value of youth development programming. For this reason, and to ensure a high level of cooperation is achieved during County Fair planning, the Page County Youth Coordinator (CYC) will be allowed to attend FAIR BOARD meetings, following this process: CYC will send a request at the beginning of each calendar year, to be placed permanently on the Fair Board Meeting Agenda, and will attend Fair Board Meetings as liaison to EXTENSION, ISU and the Page County 4-H Program, but will have no formal vote. As a courtesy, the CYC will notify the Fair Board as confirmation that he/she will be attending that month's meeting, and will give a report from EXTENSION/PAGE COUNTY 4-H. The CYC will not be permitted to invite others to attend FAIR BOARD meetings, without prior approval from the Fair Board. Page County FAIR BOARD meets the 2nd Wednesday of every month at 7:30pm at the Page County Fairgrounds. The CYC will leave the meeting following their report to the Fair Board and ensuing discussion, and prior to Fair Board business items being discussed.
- 1.5 EXTENSION meetings by law are open to the public. Page County Extension meets on the third Monday of each month, at 7pm. Agendas are posted on the door of the Page County Extension Office, visible from the outside. If any of the parties to this agreement would like to have agenda items added to an EXTENSION Council meeting, please submit them to EXTENSION no later to the 2nd Monday of the month. Items must be placed on the agenda to be actionable. Agendas must be posted publicly at least 24 hours prior to meeting.
- 1.6 A 4-H Superintendent Selection Committee will be established for the management of 4-H Fair Superintendents and Assistant Superintendents. This committee shall consist of the EXTENSION County Youth Coordinator (CYC), three members of FAIR BOARD and three members of the YOUTH ADVISORY COMMITTEE, of which none are serving as 4-H Fair Superintendents. Duties for this committee include recruiting new 4-H Superintendents and assisting Superintendents with selecting Assistant Superintendents as needed, making disciplinary recommendations (including termination) to the EXTENSION COUNCIL, and enforcing Superintendent requirements of completing a background screening, attending an annual 4-H Volunteer training, and participating in an annual Superintendent meeting. All selected Superintendents and Assistant Superintendents must complete background screening and shall be approved by EXTENSION and FAIR BOARD prior to County Fair. *Superintendents will be selected for three-year terms. This timeframe coincides with the term of validity for background screenings.

Superintendents will be asked to sign a contract (agreed upon by EXTENSION, FAIR BOARD and the YOUTH ADVISORY COMMITTEE) and a background screening authorization at the beginning of each three-year term, and adhere to the 4-H Code of Conduct. These documents will be kept on file with the EXTENSION office. Superintendents will be responsible for establishing a clear line of succession in the event they become incapacitated or unavailable for the day of show. This plan will be submitted to both EXTENSION and FAIR BOARD during pre-fair Superintendent meeting.

- 1.7 Appropriately selected Superintendents (see 1.5) will be responsible for selecting their own Junior Superintendents from Intermediate and Senior 4-H and FFA members who have submitted applications to EXTENSION.
- 1.8 EXTENSION has access to a State database of qualified judges. This list will be shared with Superintendents to aid in judge selection. Superintendents are responsible for selecting judges and submitting their information to EXTENSION for record-keeping and FAIR BOARD for payment. (See also Appendix A – Judges)
- 1.9 Each party shall take seriously their role in risk management including preventive steps, such as volunteer registration and background screening, appropriate insurance coverage, training and review, emergency management and evacuation plans during the fair. It is understood that each Party to this agreement is responsible for obtaining and maintaining appropriate insurance or self-insurance to protect it and its officers, employees or agents against liabilities that may arrive from the Party's involvement in the activities or events that are the subject of this agreement.

2.0 EXTENSION shall have responsibilities that include:

- 2.1 EXTENSION having ultimate authority and jurisdiction over the Page County 4-H Program, will have final decision-making authority over rules and guidelines pertaining to all 4-H events and activities, including 4-H involvement in the County Fair. Similarly, exhibitors must comply with FAIR BOARD deadlines, fees, insurance and rules as laid out in the Page County Fair Book.
- 2.2 4-H DATA SECURITY STATEMENT – Page County Extension will share certain 4-H member data with the Page County Fairboard, with the understanding that this data will be:
 - a. Kept on file in a secure location, not accessible to the public.
 - b. Only used for Page County Fair events, 4-H Sale and risk management purposes.
 - c. No 4-H Data will be used for marketing, shared or sold with other entities.
 - d. Page County Extension Staff will openly assist Page County Fair Board staff with contacting 4-H members and 4-H families upon request.
- 2.3 All Livestock weigh-ins will be accomplished according to the state 4-H guidelines as outlined in the publications 4-H 202 (Iowa Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State and

Interstate Shows), 4-H 106 a-f (Livestock Identification Forms) and the 4-H/FFA Code of Ethics.

2.4 All rules and guidelines must comply with the overall Iowa 4-H exhibiting rules and guidelines.

2.5 Responsibility for the following:

- Creation, implementation, and enforcement of rules related to all 4-H events
- Supervision of all necessary activities concerning the 4-H Program
- Determining eligibility of 4-H members and projects
- Background Screening and training of volunteers who work with the 4-H Program or 4-H members (Includes Superintendents and Assistant Superintendents who are selected by the Selection Committee under 1.6 and Junior Superintendents selected under 1.7)
- Taking 4-H/FFA event entries via FairEntry data system, issuing Exhibitor tag numbers, compilation, publication and distribution of all event programs, ring sheets, and official event results.
- Providing frequent and timely reporting to FAIR BOARD for purposes of comparing numbers of exhibitors, animals and stall needs.
- Providing timely reporting of event results to FAIR BOARD for purposes of sale docket preparation and premium payments to 4-H members (See Appendix A Livestock Sale)

2.6 Page County 4-H conducts its Annual Cherry Pie and Cupcake Auction fundraiser at the Kick-Off BBQ of the Page County Fair. These proceeds fund the Clover Kids program and provide additional programming for 4-H members throughout the year. EXTENSION is responsible for all activities involved in executing this event, including recruiting buyers, arranging for auctioneers, and collecting all proceeds from this event, providing receipts to buyers, and invoicing buyers when necessary.

3.0 FAIR BOARD responsibilities include:

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

- Determine the dates of the County Fair
- Provide appropriate facilities for the County Fair
- Maintain and upkeep the county fairgrounds
- Provide security during all fair-related activities
- Pay premiums to exhibitors as outlined in Fair Book [See Appendix A – Awards 15.c.)
- Pay for the printing of the Fair Book, edit and distribute the Fair Book,
- Handle stall reservations and collection of stall fees.
- Handle the Fair Livestock Sale, including recruiting buyers, advertising, collecting sale proceeds and distributing sale premiums to 4-H members by 4-H Club utilizing the procedure outlined in Appendix A Livestock Sale.

3.2 FAIR BOARD shall provide for indemnification of FAIR BOARD members by policy or by its by-laws. Service of ISU EXTENSION employees, PAGE COUNTY

EXTENSION COUNCIL members or their appointees shall be contingent upon FAIR BOARD providing evidence of Director's and Officer's Insurance protecting such persons from liability when acting on behalf of the FAIR BOARD.

3.3 FAIR BOARD shall provide emergency management plans for County Fair, including emergency contact lists, on-site EMT services, and evacuation plans. Emergency plans will be published in the Page County Fair Book and discussed with Superintendents at Superintendent meeting.

3.4 FAIR BOARD manages fundraising opportunities conducted during County Fair, with the exception of the Annual Cherry Pie and Cupcake Auction. Past practice has given priority to the Page County 4-H program, and food vendors have been limited to 4-H groups. 4-H Clubs will abide by procedures spelled out in Appendix A – Fundraising 7.c.

3.5 FAIR BOARD will manage outside vendors wishing to participate in the fair. FAIR BOARD also assumes responsibility for public demonstrations, and disruptions that occur at the Page County Fair.

4.0 SCHOOL BOARD, having ultimate authority and jurisdiction over local FFA chapters, will have final decision-making authority over rules and guidelines pertaining to all FFA events and activities, including FFA involvement in the County Fair. (Also refer to Background E above.)

4.1 SCHOOL BOARD responsibilities include:

- Creation, implementation and enforcement of rules related to all FFA events
- Supervision of all necessary activities concerning the FFA Program
- Determining eligibility of FFA members and projects
- Approval and training of volunteers who work with the FFA Program or FFA members

4.2 All Livestock weigh-ins will be accomplished according to the state FFA guidelines as outlined in FFA 202 Animal Identification, Weighing and Exhibition Requirements County, State and Interstate Shows, and the 4-H/FFA Code of Ethics.

4.3 All rules and guidelines must comply with the overall Iowa FFA exhibiting rules and guidelines.

4.4 All FFA fundraising activities (including food booths and petting zoo and activities) will be covered under SCHOOL BOARD liability insurance that is already in place. FFA Chapters will provide proof of insurance to EXTENSION. A copy of these certificates will be made available to FAIR BOARD.

5.0 Dispute resolution policy: Only named parties to this agreement (EXTENSION, FAIR BOARD, YOUTH ADVISORY COMMITTEE, SCHOOL BOARDS, FFA CHAPTERS) may bring up violations of this agreement and its associated tasks (see Appendix A). Grievances should be made in writing (can be email) utilizing the format in Appendix B and distributed to ALL parties of this agreement utilizing the attached contact list (see

Appendix B). All parties agree that a committee comprised of one appointed representative from each party will then be assembled (each party can appoint their representative as they so choose), within 3 weeks of the grievance being filed. This committee will briefly hear the grievance, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the grievance to appear at this hearing will nullify the grievance. All parties agree that the assembled committee ruling will be binding.

6.0 The Parties have determined responsibility for other activities as provided in the attached document entitled "Appendix A: Other Fair Related Tasks."

SIGNATURE PAGE

PAGE COUNTY FAIR PARTNERSHIP AGREEMENT

Page County Agricultural EXTENSION Council Chair

<u>David Stephens</u> Written Full Name	<u>David Stephens</u> Signature	<u>5/17/22</u> Date
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Page County FAIR BOARD President

<u>TONY SHACKELFORD</u> Written Full Name	<u>Tony Shackelford</u> Signature	<u>06/03/22</u> Date
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Page County 4-H YOUTH ADVISORY COMMITTEE Chair

_____ Written Full Name	_____ Signature	_____ Date
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Brokaw Chapter FFA – Clarinda

_____ Written Full Name	_____ Signature	_____ Date
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Clarinda Community School District Board President

_____ Written Full Name	_____ Signature	_____ Date
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South Page Community School District Board President

_____ Written Full Name	_____ Signature	_____ Date
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Davis-Rodgers Chapter FFA – Shenandoah

_____ Written Full Name	_____ Signature	_____ Date
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Shenandoah Community School District Board President

_____ Written Full Name	_____ Signature	_____ Date
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Essex Community School District Board President

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

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

1. FAIR DATES & SCHEDULE

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

2. FAIR BOOKS

- a) FAIR BOARD will make necessary updates to the County Fair Book, including updates provided by EXTENSION pertaining to 4-H classes and rules, by the deadline agreed upon between EXTENSION and FAIR BOARD, giving consideration to printer requirements. FAIR BOARD will print and distribute the books at the expense of the FAIR BOARD.
- b) Enough Fair Books for all 4-H Club Leaders, FFA Leaders, Youth Advisory Committee members, Pre-Fair Superintendents and ample copies for Extension Staff.
- c) FAIR BOARD will provide EXTENSION with final Fair Book electronically as a pdf. EXTENSION will then post this to www.extension.iastate.edu/page and provide the exact link back to FAIR BOARD to publish on social media. This process will take place as soon as Fair Book is in its final format for the printer.
- d) "The printed Fair Book is the official rule book and takes precedence over any other copies." This statement will be added to the printed Fair Book and included in the electronic version, made un-editable for posting on EXTENSION's website.

3. PUBLICITY

- a) FAIR BOARD will perform pre-fair publicity that may include brochures mailed to Page County postal addresses, flyers displayed in local businesses, radio advertising, and/ or the use of social media or their websites. Advertising will be at the expense of the FAIR BOARD.

- b) EXTENSION may, at their discretion, also publicize County Fair schedule, events and activities and thank various entities for County Fair involvement, via social media.
- c) Interviews with the media will be conducted based on subject matter by the entities specified:

4-H events/shows/results/winners/clubs/members:	EXTENSION PERSONNEL
Fair Board events and activities/fairgrounds:	FAIR BOARD
Livestock Sale:	FAIR BOARD
- d) During all interview opportunities, subjects being interviewed should thank all entities (EXTENSION, FAIR BOARD, 4-H Clubs, FFA) for cooperating for a successful County Fair.
- e) EXTENSION will write and submit news releases to local media outlets featuring fair results for 4-H FFA and FAIR BOARD will do so for FAIR BOARD contests.

4. FAIR GROUNDS

- a) Fairgrounds clean-up, both before and after the fair, will be led by the FAIR BOARD, with the understanding that the Fair Board will coordinate with the CYC to schedule 4-H Clubs and FFA clubs at appropriate times for cleaning. Adult members of the YOUTH ADVISORY COMMITTEE will be scheduled to assist in the cleanup as deemed necessary by the Static Superintendent with regard to static exhibit areas and the 4-H Food Stand Kitchen.
- b) FAIR BOARD agrees to allow CYC and other EXTENSION personnel to utilize the North table/chair storage room in Wibholm Hall as a workspace during fair week, providing access to electrical outlets and allowing the space to be locked when not in use. This space is also utilized by Superintendents and Judges for breaks and meals.
- c) FAIR BOARD will be responsible for providing equipment, facilities, and entertainment for the fair that it determines appropriate.
- d) FAIR BOARD will have appropriate pens, cages and stalls and tie-outs for exhibits. See Appendix A – Fair Entries 6.
- e) FAIR BOARD will be responsible for waste disposal during the County Fair.
- f) FAIR BOARD will be responsible for any recycling efforts during the County Fair

5. EMERGENCY MANAGEMENT

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

6. FAIR ENTRIES

- a) EXTENSION will receive, approve and process all 4-H Fair Entries.
- b) May 15th is the State deadline for project and animal entries in 4-H Online. All 4-H Exhibitors must have indicated participation in project areas by this deadline, along with animal identification, in order to be eligible to exhibit at the Page County (or any County) Fair. This deadline is absolute. Appeals may be considered by Page County Extension Council, but only with mitigating circumstances.
- c) Page County Fair Event Deadlines are set by May 1 by each organization responsible and communicated clearly to all parties to this agreement: 4-H Event deadlines for Fair are as follows:
 - i. EXTENSION
 - a. Pre-Fair Event Entries: Cake Boss, Milk Made Magic, Awardrobe, Communications Events, Table Setting, Cook This!, Little Mr & Miss
 - b. Livestock & Animal Event Entries: Dogs, Cats & Pets, Goats, Rabbits, Poultry, Horse, Sheep, Swine, Beef
 - c. Static Event Entries: Science, Agriculture, Horticulture, Family & Consumer Sciences, Personal Development
 - ii. FAIR BOARD
 - d. Stall Sign-ups and Fees for Livestock Entries
 - e. Page County Fair Queen
 - f. Bucket/Bottle Calf/Lamb/Goat
 - g. Baby Contest
 - h. Open Class Exhibits
- d) Appeals for missed deadlines will be referred to respective organization in charge of that event.
- e) Process for exhibitors to enter the Page County Fair:
 - i. 4-H members will register, select project areas, and enter animal ID information into 4-H Online no later than **May 15**.
 - ii. 4-H members showing livestock must have participated in weigh-ins (if required for species) prior to the **May 15th** deadline (consult CYC)
 - iii. 4-H and FFA members must register for events and classes in Fair Entry no later than **July 1**. It is strongly suggested that exhibitors contact EXTENSION to verify that entries are complete and correct.
 - iv. 4-H and FFA members must provide documentation to EXTENSION of YQCA certification to EXTENSION, if they did not attend face-to-face YQCA training with CYC.

- v. Exhibitors showing livestock must go to FAIR BOARD office in order to register for pens/stalls. FAIR BOARD will collect Stall Forms, stall and insurance fees. **THE DEADLINE FOR THIS IS JULY 1.**
- vi. EXTENSION Staff and FAIR BOARD personnel will confer at least weekly beginning June 1 and continuing through July 1 to ensure all exhibitors are entered in Fair Entry and have paid for stalls by July 1. Both organizations will compare exhibitor information and contact 4-H families to ensure exhibitors comply.
- vii. Farm Credit Services provides Stall Cards (not to be confused with Stall Forms) for exhibitors to use at the fair. CYC and FAIR BOARD office personnel will coordinate with Farm Credit Services in May of each year to report 4-H/exhibitor numbers and order Stall Cards. FAIR BOARD will work with Superintendents to provide these Stall Cards to exhibitors.

7. FUNDRAISING

- a) 14. EXTENSION, specifically the 4-H YOUTH ADVISORY COMMITTEE, will provide a licensed food stand during scheduled fair events from which patrons can purchase food and drinks at reasonable prices. All supplies for the 4-H Food Stand will be purchased through EXTENSION. One hundred percent of proceeds will be collected and deposited by EXTENSION. Proceeds will be used to offset food stand costs, and any proceeds will be used to support 4-H programming in Page County. The FAIR BOARD will not allow other entities to sell food and drink (exception is FAIR BOARD pop stand). EXTENSION will be responsible for liability insurance for the 4-H Food Stand. EXTENSION will arrange for special event insurance to cover this activity through Iowa State University's vendor insurance company LMC.
- b) EXTENSION, specifically Page County 4-H, will conduct the Annual Cherry Pie and Cupcake Auction at the Kick-Off BBQ of the Page County Fair for the purpose of raising funds for travel with Citizenship Washington Focus (CWF) and to fund the Page County Clover Kids Program and other programming. Specific responsibilities are as follows:
 - EXTENSION will arrange for volunteer auctioneers and clerks to conduct the Cherry Pie/Cupcake auction.
 - EXTENSION will recruit buyers for the Cherry Pie/Cupcake auction.
 - FAIR BOARD will provide appropriate facilities, including a working sound system, for the Annual Cherry Pie and Cupcake Auction.
 - EXTENSION will collect auction proceeds to deposit in 4-H Cherry Pie and Cupcake accounts.
 - EXTENSION will provide receipts to buyers and will invoice buyers when necessary at the Cherry Pie/Cupcake Auction.
 - EXTENSION will encourage participants to write thank-you notes to their buyers for the Cherry Pie/Cupcake Auction.
 - EXTENSION will arrange for special event insurance to cover these activities through Iowa State University's vendor insurance company LMC.

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

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

- ALL MONIES received that day from booth sales (with no expenses deducted)
- ALL TICKETS collected during booth operation
- ALL RECEIPTS for Club Expenses related to booth operation

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

- d) Page County 4-H Council will conduct a silent auction in Wibholm Hall in order to raise funds for Page County 4-H County Council and Page County 4-H Programming. Items for the silent auction will be provided by County Council members who solicit donations. All proceeds will be collected and deposited by EXTENSION in County Council's account. EXTENSION will provide receipts to buyers and will invoice buyers when necessary.
- e) FAIR BOARD will hold fundraising activities besides those involving Page County 4-H, including but not limited to: Pop Stand, evening events, open events, etc.

8. LIVESTOCK

- a) EXTENSION, in cooperation with appropriate 4-H Superintendents, will conduct weigh-in of market animals and ensure required identification rules have been followed, as outlined in 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State and Interstate Shows) and FFA 202 (Animal Identification, Weighing and Exhibition Requirements County, State and Interstate Shows).
- b) EXTENSION and SCHOOL BOARD will ensure that all animal exhibitors have completed required training, specifically Youth for the Quality Care of Animals (YQCA) training.
- c) Superintendents will make arrangements with a vet for necessary vet checks for livestock for their events. Superintendents should inform FAIR BOARD and EXTENSION regarding vet of choice.

- d) FAIR BOARD Sales Committee, in cooperation with appropriate 4-H Superintendents, will arrange for market animals to be hauled to an appropriate meat processor.
- e) EXTENSION will be responsible for calculating and distributing Official Rate of Gain results which will be used by Superintendents and Judges to determine awards and sale order.

9. FAIR EXHIBITOR SHOWS

- a) EXTENSION, in cooperation with Superintendents will produce show programs and ring sheets and will process results. EXTENSION will distribute timely results to FAIR BOARD officials and will provide online results through Fair Entry.
- b) Each show will be attended by the appropriate 4-H Fair Superintendent, a FAIR BOARD member, a 4-H YOUTH ADVISORY COMMITTEE member and/or an EXTENSION staff or COUNCIL member.

10. SUPERINTENDENTS

- a) Superintendent selection, background screening and contract terms are detailed in the 2022 Page County Fair Partnership Agreement under Background section 1.6.
- b) Superintendents are considered 4-H volunteers, and once fully vetted, will be covered under 4-H liability insurance.
- c) Superintendents will have reporting responsibilities to EXTENSION/the CYC and the FAIR BOARD.
- d) Any meetings called by EXTENSION or FAIR BOARD specifically for Superintendents will include notification to the organization not calling the meeting, and an invitation to the CYC and FAIR BOARD manager for attendance.
- e) Superintendents will be required to attend 4-H Volunteer Training and an annual Superintendent meeting.
- f) Superintendents are responsible for selecting their own Assistant Superintendents (these names will be provided to the Selection Committee and will be background checked and voted on by EXTENSION), Junior Superintendents (CYC will provide a list of youth that have applied) and Judges (CYC will provide state resources). These selections will be reported by the Superintendent back to both EXTENSION and the FAIR BOARD.
- g) Superintendents will be responsible for establishing a clear line of succession in the event they become incapacitated or unavailable for the day of show. This plan will be submitted to both EXTENSION and FAIR BOARD during pre-fair Superintendent meeting.

- h) Superintendents will be added to Fair Entry by EXTENSION. Superintendents will be provided training on Fair Entry as requested. Superintendents will be provided with support to create ring sheets and programs, calculate rate of gain and run reports using Fair Entry.
- i) Superintendents are responsible for reviewing existing rules for their events, proposing rule changes and taking those proposed changes to EXTENSION for voting/passage and FAIR BOARD for publication once passed.
- j) 4-H Fair Superintendents will arrange for help in the ring and unpaid announcers for each show.
- k) Superintendents are responsible for handing over judges results to EXTENSION personnel immediately after events, for processing. EXTENSION will process results and run reports which will be given back to Superintendents to review for accuracy prior to publication. A copy of the event results, once verified with the Superintendent, will be given to the Fair Board Office.

11. JUDGES

- a) EXTENSION has access to a State database of qualified judges. This list will be shared with Superintendents to aid in judge selection. Superintendents are responsible for selecting judges and submitting their information to EXTENSION for record-keeping and FAIR BOARD for payment. (See also Appendix A – Judges)
- b) Specific responsibilities are as follows:
 - EXTENSION will estimate how many judges are needed and make recommendations to the SUPERINTENDENTS.
 - FAIR BOARD will set a budget for paying judges and will report this amount to EXTENSION.
 - EXTENSION will gather recommendations on judges and consult State database.
 - Superintendents are responsible for selecting judges and submitting their information to FAIR BOARD who will contact them through a series of at least three contacts via telephone, mail and/or email. Superintendents will also notify EXTENSION of their judge selection prior to fair.
 - FAIR BOARD will provide EXTENSION with billing slips for pre-fair judges to complete. EXTENSION will then submit these to FAIR BOARD in a timely fashion. FAIR BOARD will then make payment to pre-fair judges within 60 days.
 - FAIR BOARD will submit payment to judges within 60 days of the event.

12. PHOTOS

- a) EXTENSION will arrange for photographs to be taken throughout the County Fair and especially of trophy and plaque winners for 4-H, and FFA contests. [Photos must be taken at the conclusion of each and every show, with a list of the photos taken in order.]

- b) 4-H members have or have not authorized use of their photographs. These authorizations are held in the 4-H Online system. A photo authorization will also be added to Fair Entry as a custom field, and the list of 4-H members WITHOUT authorizations will be provided to FAIR BOARD prior to the start of Fair week. It is important to check for authorizations prior to publicizing photos.
- c) All parties to this agreement are encouraged to share Page County Extension and Page County 4-H Social Media posts.

13. RESULTS OF SHOWS/EVENTS

Results of each show/event will be handled, produced and publicized by EXTENSION staff. EXTENSION will provide runners to take judges sheets for processing and distribution of official results. Results will be distributed to Superintendents for a final check by EXTENSION and then Official results will be distributed to FAIR BOARD, FFA and media in a timely fashion. Results will also be made available publicly online through Fair Entry.

14. LIVESTOCK SALE

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

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

15. AWARDS

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

16. SHOW OF GOOD FAITH

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

17. OPEN COMMUNICATION

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

18. ORGANIZATIONAL CONTACTS:

ISU Extension and Outreach, Page County

Dee Dino, Director
ISU Extension and Outreach, Page County
311 E Washington Street
Clarinda, IA 51632
712-542-5171 Office / 660-853-9137 Cell

Email: deedino@iastate.edu

Page County Fair Board

Tony Shackelford, President
2117 Clark Crawford Dr
Clarinda, IA 51632
712-303-0147

Email: shacks@windstream.net

Page County 4-H Youth Advisory Committee

Jennifer Comer, Chair
311 East Washington Street
Clarinda, IA 51632
712-542-5171

Email: jennifercomer71@gmail.com

Clarinda Community School District

Darin Sunderman, President
423 East Nodaway
Clarinda, IA 51632
712-542-5165

Email: dasunderman@clarindacsd.org

Brokaw Chapter FFA - Clarinda

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

Email: ajohnson@clarindacsd.org

Email: ecutler@clarindacsd.org

Email: lhenry@clarindacsd.org

South Page Community School District Email: rpeterman@southpageschools.com
Ron Peterman, President
606 Iowa Avenue
PO Box 98
College Springs, IA 51637
712-582-3212

South Page FFA Email: kgrider@southpageschools.com
Kaitlyn Grider
606 Iowa Avenue
PO Box 98
College Springs, IA 51637
816-244-3837

Shenandoah Community School District Email: fichterj@shenandoah.k12.ia.us
Jean Fichter, President
304 West Nishna Road
Shenandoah, IA 51601
712-246-1581

Essex Community School District Email: bakerm@essex.k12.ia.us
Meredith Bar, President
111 Forbes Street
Essex, IA 51638
712-379-3114

Davis-Rodgers Chapter FFA - Shenandoah Email: martinsf@shenandoah.k12.ia.us
Sarah Martin
304 West Nishna Road
Shenandoah, IA 51601
712-246-1581

Appendix B: DISPUTE RESOLUTION PROCEDURES

a) **When filing grievances, please consider the following:**

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

b) **DISPUTE FORMAT – Next page...**

FORMAL DISPUTE REPORT

DATE: _____

We are hereby filing a grievance regarding a violation of the 2022 Page County Fair Agreement – Memorandum of Understanding.

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

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

Name _____

Title/Position/Organization _____

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

Please use more space, if needed.

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

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

Representing Organization: _____

Signed: _____

c) DISTRIBUTION LIST FOR FILING GRIEVANCE

You must file with ALL entities (See Appendix A – 18. Organizational Contacts) to have your grievance heard. Keep record of date grievance was sent. This group will make every effort to hear grievances within 2 weeks of date filed.

d) GRIEVANCE COMMITTEE PROCEDURE

- All parties agree that a committee of 5 will then be assembled, within 3 weeks of the grievance being filed. This committee will be made up of 1 member of EXTENSION, 1 member of FAIR BOARD, 1 member of YOUTH ADVISORY COMMITTEE, 1 member of each FFA Chapter. Representatives will be chosen by whatever process each organization chooses. This committee will briefly hear the grievance, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the grievance to appear at this hearing will nullify the grievance. All parties agree that the committee ruling will be binding.
- In order to move the process along, EXTENSION will provide personnel to assemble a list of committee members by contacting each entity and asking for a representative to be appointed by that group as a representation of the entity.
- Meetings will take place in the Page County Extension Office at a time agreeable to the majority of the representatives offered to serve on the Committee.
- Every effort will be made to set a meeting time agreeable to all, within 3 weeks of the original filed grievance.
- This grievance proceeding should remain confidential until such time as it is decided by Committee vote. Entities can discuss the issue within their own organization's formal meetings, but discussion outside of these formal meetings should not take place, and entities should not discuss with other entities outside of the formal hearing process.
- By providing their signature on the Page County Fair Agreement and providing their contact information, entities have agreed to this process, and to abide by Committee decision.
- Committee decision will remain on file with each organization and placed with signed MOU. This may be discussed when MOU is re-negotiated for clarity.

**Shenandoah Community School District
Information Technology Department**

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

Copier Refresh Proposal

6/2/2022

OVERVIEW

We have had our current copiers for 5 years and it is time to update the technology to meet our needs.

Current Conditions

1. We have 3 color MultiFunction copiers and 2 black and white MultiFunction copiers
2. 2 printers
3. At time there is a need for another MultiFunction machine in the K8
4. There is a need for a larger machine at the administration building.

GOALS

1. To get pricing options and deliver times from vendors via RFP
2. To have a MultiFunction copier that will continue working with (Paper Cut) technology already in place.
3. To select machines easy to use for staff and the IT department is comfortable supporting.

RFP requirement sent to vendors on back page

RFP requirements

2022 Copier RFP

Shenandoah Community School district is accepting bids for RFP on Copiers and printers. Required Specifications are listed below.

2 Black and white 42 PPM printer Counter top machine Annual Usage **Annual Page\impressions Volume 20,000**

2 Color Multifunction 80 ppm with staple\hole punch finisher **Annual Page\impressions Volume 400,000**

3 Black and White Multifunction 60ppm with staple\hole punch finisher **Annual Page\impressions Volume 350,000**

1 Color Multifunction 60 ppm with staple\hole punch finisher **Annual Page\impressions Volume 140,000**

Faxing on all Multifunction machines and standard drawer configuration.

All above machines must have Papercut Software Continuation of current software in the lease.

Required SLA on support

Tech must be on site within 12 hour/or next business morning for repairs from the time the ticket is placed M-F.

Company must provide a spare if the unit is going to be down for more than 3 days.

Must be 3 year lease with optional 2 1year renewals

RFP Results are attached.

2 Vendors 5 options.

Information Technology Recommendation

Our recommendation is that we stay with the Ricoh machines as we believe they are built more robust and our staff already understand how to use them operationally. So if you look at both vendors that did bid Ricoh our recommendation would be to select **Counsel/Visual Edge IT** based on cost and previous experience.

Vendor	Copier Make	Lease Term	Monthly lease cost	Black impression cost	Color Impression cost	12 month lease renewal	24 month lease renewal	In stock for July delivery	Have we worked with them before	Do they meet the SLA.
Counsel	Ricoh	36	\$1,863.38	\$0.0042	\$0.032	\$1,328.55	\$692.10	Currently Yes	Yes	Yes
Counsel	Ricoh	60	\$1,161.49	\$0.0042	\$0.032			Currently Yes	Yes	Yes
Access	Toshiba	36	\$1,169.04	\$0.0032	\$0.030			60-90 day turnaround	No	Yes
Access	Sharp	36	\$1,311.04	\$0.0035	\$0.033			Sharp has been our quickest turnaround and I don't see any issues with that	No	Yes
Access	Ricoh	36	\$1,910.00	\$0.0035	\$0.033			Ricoh up until recent had been the slowest	No	Yes

Shenandoah Community School District Information Technology Department

Endpoint protection proposal 2022

OVERVIEW

We have had our current product since I arrived in 2016 and it has served us well. But with efforts to be more cloud based and provide more security to our users and organization I believe it is time to look at different solutions.

GOALS

1. To find Solutions easy to use and provide great security for our end users.
2. To be an easy product to also manage alerts and remediation processes.

Vendors and solution selection

I researched many vendors and Solutions as there are lots of vendors in this space. We also looked at Gartner's Magic quadrant for endpoint protection(EPP). See below.



So I focused in on 3 primary vendors, Microsoft, CrowdStrike and SentinelOne as they are all in the Leaders Quadrant.

Information technology Recommendation

We currently pay for 150 devices with the current legacy product for \$2,050.50

Vendor Matrix is attached.

The Microsoft defender is the lowest but when we compare to the other two products it seems a basic choice and will require manual remediation when infected. The other products can remediate issues with a push of a button. The more advanced packages from Sentinel One and crowd strike almost self remediate issues on clients but the price is higher for those services.

Our recommendation to purchase Sentinel One Endpoint protection (175 Devices) + Ranger Platform updates for \$9516.50 which would be an increase of \$7466.00.

Vendor	Plan	Cost	Ranger Platform updates	
Microstf Defender	Basic Plan	\$253.75		
Crowdstrike	Falcon	\$15,512.33		
Crowdstrike	Falcon Enterprise W/ discover	\$16,548.05		
Crowdstrike	Falcon Elite	\$25,295.15		
Crowdstrike	Falcon Complete	\$38,420.61		
SentinelOne	Endpoit protection (175 Devices) + Ranger Platform updates	\$5,159.00	\$4,357.50	\$9,516.50
SentinelOne	Endpoit protection (175 Devices) +1100 Chromebooks	\$35,908.25		\$35,908.25
SentinelOne	EPP+ EDR with Story line Hunting (175 Devices)	\$7,875.00	\$2,388.75	\$10,263.75
SentinelOne	EPP+ EDR with Story line Hunting (175 Devices) +1100 Chromebooks	\$39,005.75		

TUITION AGREEMENT

COME NOW, the parties hereto, the Shenandoah Community School District, hereinafter “Shenandoah” and the Hamburg Community School District, hereinafter “Hamburg”, and agree to the following tuition sharing arrangement as authorized by Section 256.13, 282.7, and Iowa Code Section 280.15 Code of Iowa:

1. TERM: The term of this Agreement shall be for one (1) years consisting of the 2022-2023 school year. The Agreement shall commence on July 1, 2022 and shall terminate on June 30, 2023.
-
2. STUDENTS AND SERVICES INVOLVED:
 - a. Students: This Agreement shall cover the regular program student population of Hamburg in grades 9 through 12 who attend the Shenandoah school district. Arrangements for special education students will be separately made by Hamburg. If Hamburg special education students are educated in Shenandoah, Hamburg will be charged actual costs. Special education students will not be included in the head count for the purpose of payment in paragraph 3 of this Agreement.
 - b. Services: Services under this Agreement shall include all academic and extra-curricular and co-curricular programming in grades 9-12. Hamburg students in grades 9-12 who attend school full-time at Shenandoah will be governed by this agreement. Hamburg students may also participate in non-athletic and athletic extracurricular and co-curricular activities at Shenandoah at an actual cost basis. Any post-secondary enrollment opportunity costs shall be the responsibility of the Shenandoah district.
3. TUITION: Hamburg will pay Shenandoah an amount equal to ninety four percent (94%) of the amount designated by the state as the regular district cost per pupil (for Shenandoah) for the 2022-2023 school year, for each Hamburg student attending Shenandoah under this Agreement. The number of Hamburg student participants will be counted on October 1 and on the third Friday in February. Payment will be made by Hamburg to Shenandoah in two installments. The first installment will be payable on January 30 after receipt of invoice from Shenandoah and will be calculated by multiplying the number of the Hamburg students in the October 1 county by 47% of the Shenandoah regular district cost per pupil. The second installment will be payable on June 15 after receipt of invoice from Shenandoah and will be calculated by multiplying the number of Hamburg students in the February count by 47% of the Shenandoah regular district cost per pupil.

4. TRANSPORTATION: Hamburg shall be exclusively responsible for transporting its 9-12 resident students to and from Shenandoah daily under this Agreement, including for all academic and extra-curricular activities. Shenandoah shall provide transportation to Hamburg students in grades 9-12 for extra-curricular events held outside Shenandoah on the same basis as it provides transportation to Shenandoah students. Any field trips or other transportation required as part of the curricular or extra-curricular program shall be provided to Hamburg students by Shenandoah. Should the occasion arise where either district provides transportation services for the other district, not otherwise addressed in this Agreement, the miles shall be recorded. The cost of said transportation should be the cost per mile as stated on the prior year's Annual Transportation Report to the Department of Education multiplied by the number of miles for said activities, or such other determination of cost as may be required by law.

5. DISCIPLINE: Hamburg students will be under the jurisdiction of Shenandoah policies and handbook rules relating to school discipline and participation in extra-curricular activities while attending classes and participating in extra-curricular activities at Shenandoah. All disciplinary or other hearings, if any, will be conducted by the Shenandoah Administration and/or its Board shall administer such rules and conduct as necessary.

6. COMMITTEE AND ARBITRATION: A standing committee shall be created and consist of one (1) Board representative from each District to facilitate cooperation under this Agreement. The Superintendent of each District shall be an ex officio, non-voting member of the committee but shall be in attendance at all committee meetings. Issues of interpretation or change which may arise under this Agreement or additional issues which are not directly addressed in the Agreement may be discussed by the committee for recommendation to their respective Boards for adoption as amendments or supplements to this Agreement. If the Districts should fail to agree on questions arising under or in conjunction with this Agreement, either party may request arbitration. The Districts will attempt to agree on an arbitrator to serve. Absent agreement, either party may request a list of three persons with prior experience as Iowa school administrators to be appointed by the Administrator of Green Hills AEA who shall hear the evidence as presented by the Districts' representatives and who shall issue a binding decision. Costs of representation shall be borne separately and the costs of the arbitrator shall be shared equally.

7. STAFFING: Shenandoah shall be responsible to staff grades 9-12 to serve the educational requirements of all Hamburg students being served under this Agreement. The financial responsibility for such staff (inclusive of salary and benefits) shall be the responsibility of Shenandoah as the employing District. Shenandoah agrees to consider any staffing concerns raised by Hamburg, but the

ultimate hiring and firing decisions regarding staff in grades 9-12 shall be that of Shenandoah.

8. LIABILITY: Responsibility and liability of Hamburg for Hamburg students in grades 9-12 shall cease upon disembarking of students from Hamburg transportation and shall resume upon embarking of students upon Hamburg transportation at the end of the academic or extracurricular day. Responsibility and liability for Hamburg students in grades seven through twelve during the academic and extracurricular day shall rest with Shenandoah. If any claim for injury is made by a student, the district transporting or supervising the student at the time of the injury shall be responsible for any payment of claims, damages, or judgments arising out of the injury.

9. SEVERABILITY: Should any paragraph or provision of this Agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this Agreement to the extent of the illegality. Such deletion shall not affect any other paragraphs or provisions of this Agreement.

10. AMENDMENT AND MODIFICATION: This Agreement may be modified or amended only by mutual written agreement of the parties hereto.

IN COMMEMORATION OF THIS AGREEMENT the Presidents of the respective Boards of Directors have signed this instrument on the dates set forth below.

SHENANDOAH COMMUNITY
SCHOOL DISTRICT

Date: _____

By _____
Board President

HAMBURG COMMUNITY SCHOOL
DISTRICT

Date: _____

By _____
Board President

**Tarkio Technology Institute
Secondary Programs
Concurrent Enrollment Courses**

This AGREEMENT made this ____ day of _____, 20__ (“Effective Date”) between Tarkio Technology Institute (“Tarkio Tech”) and the _____ School District (“Participant”).

SECTION I. PURPOSE

Tarkio Tech and Participant enter into this Agreement for the purpose of providing post-secondary courses to Participant’s high school students (“Students”) for post-secondary credit.

SECTION II. TERM OF AGREEMENT

The term of this Agreement commences on the Effective Date and ends on June 30, 2023, unless earlier terminated. This Agreement will not be terminated prior to June 30, 2023 unless mutually agreed upon in writing by Tarkio Tech and Participant.

SECTION III. SECONDARY EDUCATION PROGRAMS OFFERED

Students may elect to enroll in Tarkio Tech courses taught by Tarkio Tech faculty and may be located on the Tarkio Tech campus and/or online. The Student, if the course work is successfully completed, will receive both high school and Tarkio Tech credit. The Tarkio Tech credit hours to be received by a Student will be as set forth in the current Tarkio Tech’s Catalog. The Participant will determine and will communicate in writing with Tarkio Tech regarding exactly which Programs will be accepted for concurrent enrollment (“Programs”).

SECTION IV. TUITION, FEES, AND BILLING

- A. Tuition, fees, and material costs for Programs will comply with published costs listed in the Tarkio Tech Catalog in effect for the academic year of enrollment.
- B. Participant shall pay to Tarkio Tech such sums for the academic year of enrollment as required for each Student enrolled in a Program, including:
 - a. Full tuition and fees per credit hour;
 - b. All program/laboratory fees;
 - c. Such other material costs or fees associated with any particular Program.
- C. On or before the first day of classes, Participant shall register Students for all Programs for which they are seeking Tarkio Tech credit. Students will register for Programs one semester at a time. All Student will be required to meet the published requirements for acceptance into the desired Program(s). Applications for admission must be completed in full to be accepted. Dual enrollment Students will not be required to pay an enrollment fee to Tarkio Tech.
- D. On or before October 1, 2022, Tarkio Tech shall invoice Participant 100% of all tuition, fees, material costs, etc. for all Programs in which Participant’s Students are enrolled for the 2022 Fall Term. Participant agrees to pay Tarkio Tech the invoice amount on or before November

15, 2022. On or before February 1, 2023, Tarkio Tech shall invoice Participant 100% of all tuition, fees, material costs, etc. for all Programs in which Participant's Students are enrolled for the 2023 Spring Term. Participant agrees to pay Tarkio Tech the invoice amount on or before March 31, 2023.

- E. Participant will verify all Student registrations with Tarkio Tech by the end of the second week of each semester ("Verification Date"). Participants will not be billed for those Students who withdraw prior to the end of the second week of a semester. Participants will be billed for all Students who remain in the class after the Verification Date regardless of whether the Student satisfactorily completes the class.
- F. Participants may make a "Guarantee Payment" on or before the Effective Date of the Agreement. The Participant will identify for which Program(s) the Participant is making a Guarantee Payment ("Guaranteed Program"). Each of the Participant's Students enrolled in a Guaranteed Program will receive a 25% reduction in tuition and fees for the 2022-2023 school term. A Guarantee Payment is equal to 100% of the tuition, fees, and material costs for one Student for each Guaranteed Program according to the published schedule of tuition, fees, material costs, etc. for the school term. The Guarantee Payment will be subtracted from the final invoice due for the 2022 Fall Term.
- G. Tarkio Tech's Catalogue may change from time-to-time in the sole discretion of Tarkio Tech, including, but not limited to Program descriptions, tuition, fees, material costs, etc.

SECTION V: PROGRAM SELECTION

This Agreement applies to the following Programs: *(mark selected Programs & Guaranteed Programs)*

- | | |
|--|---|
| <input type="checkbox"/> Plumbing Technology | Guaranteed Program <input type="checkbox"/> |
| <input type="checkbox"/> Welding Technology | Guaranteed Program <input type="checkbox"/> |
| <input type="checkbox"/> Wind Energy Technology | Guaranteed Program <input type="checkbox"/> |
| <input type="checkbox"/> HVAC Installation | Guaranteed Program <input type="checkbox"/> |
| <input type="checkbox"/> Computer Information Tech | Guaranteed Program <input type="checkbox"/> |
| <input type="checkbox"/> Advanced Welding Class | Guaranteed Program <input type="checkbox"/> |

SECTION VI. MISCELLANEOUS

- A. **Force Majeure, Etc.:** Tarkio Tech is not liable and is excused from any act, failure to act or delay in acting if such act, failure to act or delay in acting is caused in whole or in part by: orders or restraints of any kind by the government of the United States or of any state, or their respective departments, agencies, political subdivisions, or officials; interruption of transmission or communications facilities; equipment failure; war; emergency conditions; acts of god; fire; labor disputes; power failure; acts or omissions of civil authority; civil disturbance; severe weather conditions; compliance with the any present or future rules and regulations of any governmental authority; or any other cause beyond Tarkio Tech's control as long as Tarkio Tech makes a reasonable effort to remove the effects thereof; provided, however, that the settlement of labor disputes is within the sole discretion of Tarkio Tech.

B. **Notice:** Any notices provided for in this Agreement may be given by sending such written notice by certified or express U.S. mail, and a notice so sent will be deemed to have been given as of the day of mailing. This clause will not limit the effectiveness of other methods of giving notice, and such notice will be deemed given on the day it is actually received. The addresses for notice are as follows, or such other address which a Party may provide in writing from time to time:

If to Tarkio Tech: Director of Admission
Tarkio Technology Institute
P.O. Box 231
Tarkio, MO 64491

If to Participant: _____
Superintendent

School District

Address

City, State, Zip

- C. **Entire Agreement:** This Agreement, together with the Tarkio Tech Catalogue, as such documents may be amended from time to time, constitute the entire agreement between Tarkio Tech and Participant and no statement, warranty, representation, or commitment not contained in such documents have any force or effect. The Tarkio Tech Catalogue is hereby incorporated and made a part hereof and is an integral part of this Agreement.
- D. **Severability:** The provisions of this Agreement are divisible and severable, and if any provisions of this Agreement, or the application of such provision to any person or circumstance, are held invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, are valid as if the void or unenforceable provision were not included in this Agreement, and the entire Agreement is valid as to persons or circumstances as to which any such provision has not been held invalid or unenforceable.
- E. **Nonassignability:** The rights and obligations of the parties under this Agreement may not be assigned by either party without the prior written consent of the other party. Subject to the foregoing, this Agreement is binding upon and inure to the benefit of the parties and their respective successors and assigns.
- F. **No Waivers:** No modification or waiver of any provision of this Agreement and no consent by any party concerning any modification or waiver is effective unless and until reduced to a writing executed by both of the parties hereto. Without limitation of any of the foregoing, the failure to give a notice pursuant to this Agreement does not constitute a waiver of any right to do so at a later date.

- G. **Governing Law:** This Agreement is subject to and governed by the laws of the State of Missouri, as it applies to contracts entered into and to be performed by Missouri residents, whether or not any party may be or become a resident of a different state. Any action brought at law or in equity relating to or in connection with this Agreement must be maintained in Atchison County, Missouri.
- H. **Headings:** The titles or headings of the various paragraphs hereof are intended solely for convenience of reference and are not intended and will not be deemed to modify or explain any of the provisions of this Agreement.
- I. **Gender; Singular:** Whenever the context requires, the use herein of (i) the neuter gender includes the masculine and the feminine, and (ii) the singular number includes the plural.

It is further agreed by and between all parties hereto that the signing or execution of a copy of this Agreement, or a separate written consent thereto, will have the same effect and force, and will be as binding upon the parties hereto, as the execution of the original instrument. This Agreement may be executed in multiple counterparts, each signed by all or some of the parties, but all of which together will constitute one instrument. This Agreement will be binding on all parties when each party has executed at least one such counterpart.

The parties acknowledge that they have read and agreed to the terms and conditions of this contract, that they are signing of their own free will, that they are not signing because of undue coercion or duress from any party or non-party to this transaction, and that they understand this contract will become legally binding upon their signing below:

Participant:

School District Name	_____
School Board President	_____ (signature)
	_____ (print name)
Date	_____
School Board Secretary	_____ (signature)
	_____ (print name)
Date	_____

Tarkio Technology Institute ("Tarkio Tech"):

Tarkio Tech President	_____
	John M. Davis, President
Date	_____

Tarkio Tech Concurrent Enrollment Program Costs

2022-2023 School Year

Welding (2 semesters)

Tuition (\$175/credit)	22 credits	\$3850
Fees (\$40/lab hr)	24 hours	\$ 960
Textbook rental (\$30/class)	8 classes	<u>\$ 240</u> (purchase price \$140)
Total		\$5050 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1202.50</u>
Total cost per student with guarantee		\$3847.50

Plumbing (2 semesters)

Tuition (\$175/credit)	32 credits	\$5600
Fees (\$40/lab hr)	34 hours	\$1360
Textbook rental (\$30/class)	9 classes	<u>\$ 270</u> (purchase price \$110)
Total		\$7230 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1740</u>
Total cost per student with guarantee		\$5490

Wind Energy (2 semesters)

Tuition (\$175/credit)	30 credits	\$5250
Fees (\$40/lab hr)	22 hours	\$ 880
Textbook rental (\$30/class)	9 classes	<u>\$ 270</u>
Total		\$6400 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1532.5</u>
Total cost per student with guarantee		\$4867.50

HVAC Installation (2 semesters)

Tuition (\$175/credit)	32 credits	\$5600
Fees (\$40/lab hr)	30 hours	\$1200
Textbook rental (\$30/class)	7 classes	<u>\$ 210</u>
Total		\$7010 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1700</u>
Total cost per student with guarantee		\$5310

Computer Information Technology (2 semesters)

Tuition (\$175/credit)	34 credits	\$5950
Fees (\$40/lab hr)	26 hours	\$1040
Textbook rental (\$30/class)	11 classes	<u>\$ 330</u>
Total		\$7320 (To be included with contract)
Guarantee Discount (25%)		<u>-\$ 1747.50</u>
Total cost per student with guarantee		\$5572.50

Advanced Welding (2 semesters)

Tuition (\$175/credit)	6 credits	\$1050
Fees (\$40/lab hr)	10 hours	<u>\$ 400</u>
Total		\$1450 (To be included with contract)
Guarantee Discount (25%)		<u>-\$ 362.50</u>
Total cost per student with guarantee		\$1087.50