

Shenandoah Community School District Board of Directors
Shenandoah Administration Board Room
May 12, 2025 – 5:00 p.m.
Regular Meeting

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Wooten
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Public Hearing – FY2025 Budget Amendment
5. Welcome To Audience
6. Public Forum
7. Administrative Reports
 - a. Welcome to Shenandoah Video
 - b. Grading Framework – Maria Blake, Nicole Grindle, Aaron Burdorf & Tyson Ratliff
8. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable
 - c. Personnel Requests:

Contracts 2024-25:		
Christina Brown	Custodian	\$16.60/hr days, \$17.60/hr nights
Eva Seering	Custodian	\$16.60/hr days, \$17.60/hr nights
Contracts 2025-26:		
Dustin Comstock	MS Mentor Teacher	\$4,635
Grace Harrison	K-8 Associate	\$16.49/hr
Angela Hunter	IGNITE MS Science	\$16,650
	IGNITE HS Science	\$16,650
Jennah Hughes	Girls Tennis Coach	\$6,047
Stacey Lihs	MS Mentor Teacher	\$4,635
Olivia Plowman	.5 Football Cheer	\$1,080
Martha Mason	HS Language Arts	\$65,290
Stacy Resh	.25 Librarian	\$17,595
Rebekkah Sappington	Asst. Girls Cross Country	\$4,103
Kayla Shelton-Torres	.5 Football Cheer	\$1,080
Resignations:		
Wyatt Baldwin	HS Associate	effective end of school year
Michelle Dragoo	Custodian	effective May 30, 2025
Gracie Hopkins	K-8 Associate	effective end of school year
Transfer:		
Stephanie Langner	HS FCS to HS Counselor with 10 additional days	

Volunteer Coaches:

Nick Babe

Baseball

Lisa Connell

Softball

d. Out of State Travel Requests

*on attached sheet

9. Action Items

- a. Approve FY2025 Budget Amendment
- b. Approve Contract with Green Hills AEA for Transfer of State Funds
- c. Approve MOU with Green Hills AEA for Requested Services
- d. Approve Agreement with Iowa Western Community College for Concurrent Enrollment
- e. Approve Agreement with Tarkio Technology Institute for Concurrent Enrollment
- f. Approve Second Reading of Policy Changes
 - i. 102 – Equal Educational Opportunity
 - ii. 102-R(1) - Equal Educational Opportunity – Grievance Procedure
 - iii. 102.E1 – Annual Notice of Nondiscrimination
 - iv. 102.E2 - Continuous Notice of Nondiscrimination
 - v. 102.E3 - Notice of Section 504 Student Parental Rights
 - vi. 102.E4 - Discrimination Complaint Form
 - vii. 102.E5 - Witness Disclosure Form
 - viii. 104.E2 - Witness Disclosure Form
 - ix. 104.E3 - Disposition of Complaint Form
 - x. 401.01 - Equal Employment Opportunity
 - xi. 402.02 - Child Abuse Reporting
 - xii. 506.01 - Education Records Access
 - xiii. 600 – Goals and Objectives of the Education Program (I & II)
 - xiv. 603.04 - Multicultural/Gender Fair Education
 - xv. 605.01-R(1) - Instructional Materials Selection (I, II) - Selection of Instructional Materials Regulation
 - xvi. 708: Care, Maintenance and Disposal of School District Records
 - xvii. 710.01-R(1) - School Food Program – School Nutrition Program Civil Rights Complaints Procedure
 - xviii. 710.1E1 - School Nutrition Program Notices of Nondiscrimination
 - xix. 710.1E2 - Child Nutrition Programs Civil Rights Complaint Form
 - xx. 804.02 - District Emergency Operations Plans

10. Informational Items

Next Regular Meeting – June 9, 2025 at 5:00 p.m.

11. Adjournment

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGETSHENANDOAH School District
Fiscal Year July 1, 2024 - June 30, 2025

The SHENANDOAH School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2025

Meeting Date/Time: 5/12/2025 05:00 PM**Contact:** William Barrett**Phone:** (712) 246-1581 ext: 1003**Meeting Location:** The Shenandoah Community School District Board Room in the Logan Administrative Building at 304 W. Nishna Rd., Shenandoah, IA 51601

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Instruction	11,432,000	580,000	12,012,000	Online instruction program's student enrollment increase.
Total Support Services	6,953,500	450,000	7,403,500	Utilities and transportation costs have increased.
Noninstructional Programs	775,000	250,000	1,025,000	Child Nutrition program increase in expenditures.
Total Other Expenditures	1,511,329	300,000	1,811,329	Increased building maintenance and insurance cost.
Total	20,671,829	1,580,000	22,251,829	

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – April 14, 2025
Administration Board Room

Call to Order:

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

Roll Call:

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

Mission Statement:

The SCSD Mission Statement was read by Director Twyman.

Public Hearing – FY2026 Budget:

President Fichter opened the public hearing at 5:01 p.m. Public comment was received by Holly Martin. With no further comments, the hearing was closed at 5:05 p.m.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Open Forum:

President Fichter read the rules for speaking during the open forum. Dawn Palmer addressed the board regarding bullying.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills, grant requests, out-of-state travel requests and May graduates (pending all requirements are met). Personnel Requests: Contracts 2024-25: Devin Morelock, HS Asst. Baseball - \$3,984; Kerra Ratliff, HS Asst. Softball - \$3,984; Serita Swaink, Custodian - \$16.60/hr day, \$17.60/hr night. Contracts 2025-26: Austin Wilson, Head Strength and Conditioning Coach - \$5,183. Resignations: Kathleen Cooper, HS Custodian – effective 4.4.25; Robin Culbertson, .5 9th Sponsor – effective end of year; Brian Daoust, Head Girl's Tennis – effective end of season; Zachary Dotzler, HS Language Arts and Asst. Speech Coach – effective immediately; Mariah Munsinger (McCoy), Asst. Tennis – effective end of season. Modifications (\$.30/hr differential): Elizabeth Herold, Associate to Associate with Associate's Degree in Elementary Education; Autumn Richer, Associate to Associate with Associate's Degree in Elementary Education. Motion to approve by Director Van Der Vliet, second by Director Mason. Motion carried unanimously.

Action Items:

Approve 3-Year Audit Proposal with Nolte, Cornman and Johnson P.C.:

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

Approve E-Rate Funding Proposal for 2025-26:

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

Approve Quote for Band Uniform Purchase and Donation from SIEF to Cover Cost:

Director Van Der Vliet made a motion to approve the low bid from Stanbury Uniforms for a cost of \$28,736.98 and accept the donation from the Shenandoah Iowa Education Foundation to cover the cost, seconded by Director Wooten. Motion carried unanimously.

Approve 3-Year Asbestos Re-Inspection Agreement with Atlas:

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

Discussion Items/Possible Action:

FY2026 Budget:

Dr. Nelson reported that the intention is to lower the levy rate from what was published now that more information is known. Director Mason made a motion to table the item as Dr. Nelson has requested more time to study the numbers since SSA was finalized late last week. Director Wooten seconded the motion to table. Motion carried unanimously.

First Reading of Policy Changes:

Due to changes and executive orders at the federal level and changes to state code, the following policies need modified: 102 – Equal Educational Opportunity; 102-R(1) - Equal Educational Opportunity – Grievance Procedure; 102.E1 – Annual Notice of Nondiscrimination; 102.E2 - Continuous Notice of Nondiscrimination; Notice of Section 504 Student Parental Rights; 102.E4 - Discrimination Complaint Form; 102.E5 - Witness Disclosure Form; 104.E2 - Witness Disclosure

Form; 104.E3 - Disposition of Complaint Form; 401.01 - Equal Employment Opportunity; 402.02 - Child Abuse Reporting; 503.09 - Student Use of Personal Electronic Devices; 503.09-R(1) - Student Use of Personal Electronic Devices – Regulation; 506.01 - Education Records Access; 600 – Goals and Objectives of the Education Program (I & II); 603.04 - Multicultural/Gender Fair Education; 605.01-R(1) - Instructional Materials Selection (I, II) - Selection of Instructional Materials Regulation; 708: Care, Maintenance and Disposal of School District Records; 710.01-R(1) - School Food Program – School Nutrition Program Civil Rights Complaints Procedure; 710.1E1 - School Nutrition Program Notices of Nondiscrimination; 710.1E2 - Child Nutrition Programs Civil Rights Complaint Form; 804.02 - District Emergency Operations Plans; 804.06 - Use of Recording Devices on School Property. Motion to approve the first reading by Director Wooten, second by Director Mason. Motion carried unanimously.

Informational Items:

Special Meeting/Closed Session – April 16, 2025 at 5:00 pm

Next Regular Meeting – May 12, 2025 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Wooten to adjourn the meeting at 5:24 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – April 16, 2025
Administration Board Room

Call to Order:

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

Roll Call:

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

Closed Session 1:

At 5:01 pm, Director Van Der Vliet made a motion to go into closed session as authorized by Iowa code 21.5 (1)(e) to discuss whether to conduct a hearing or to conduct a hearing to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor, second by Director Wooten. Motion carried unanimously.

Return to Open Session:

By general consensus, the board returned to open session at 5:23 pm.

Closed Session 2:

At 5:25 pm, Director Van Der Vliet made a motion to go into closed session as authorized by Iowa code 21.5 (1)(e) to discuss whether to conduct a hearing or to conduct a hearing to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor, second by Director Mason. Motion carried unanimously.

Return to Open Session:

By general consensus the board returned to open session at 5:41 pm. Director Van Der Vliet made a motion to accept the recommended voluntary expulsion agreement for Student A and all stipulations contained within, with an in-person learning return date of March 2, 2026. Director Mason seconded the motion. Motion carried unanimously.

Closed Session 3:

At 5:43 pm, Director Van Der Vliet made a motion to go into closed session as authorized by Iowa code 21.5 (1)(e) to discuss whether to conduct a hearing or to conduct a hearing to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor, second by Director Mason. Motion carried unanimously.

Return to Open Session:

By general consensus the board returned to open session at 5:59 pm. Director Van Der Vliet made a motion to accept the recommended voluntary expulsion agreement for Student C and all stipulations contained within, with an in-person learning return date of March 2, 2026. Director Mason seconded the motion. Motion carried unanimously.

Adjournment:

Motion by Director Mason, second by Director Wooten to adjourn the meeting at 6:01 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – April 22, 2025
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 1:00 p.m.

Roll Call:

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

Action Items:

Approve FY2026 Budget:

Director Mason made a motion to approve the FY2026 Budget with the levy rate at 14.56158 which is lower than the published amount of 14.73, second by Director Van Der Vliet. Motion carried unanimously.

Informational Items:

Next Regular Meeting – May 12, 2025 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Mason to adjourn the meeting at 1:03 p.m. Motion carried unanimously.

Board Secretary

Board President

**Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – April 30, 2025
Administration Board Room**

Call to Order:

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

Roll Call:

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

Action Items:

Approve Non-Negotiated Staff Increases for 2025-26:

Director Wooten made a motion to approve hourly position increases of \$1.00/hr and salaried staff increases of 3%, seconded by Director Van Der Vliet. Motion carried unanimously.

Approve Denise Green, IGNITE Principal, Salary to \$114,845 for 2025-26 due to rapidly increasing enrollment in IGNITE:

Denise also serves as the Transportation Director. Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Approve Richard Morgan-Fine, IT Director, Salary to \$100,000 for 2025-26 due to expansion of technology services:

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

Approve Increase for All Remaining Administrative Positions by 3% on Base Salary for 2025-26:

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

Informational Items:

Next Regular Meeting – May 12, 2025 at 5:00 pm

Adjournment:

Motion by Director Wooten, second by Director Van Der Vliet to adjourn the meeting at 11:02 a.m. Motion carried unanimously.

Board Secretary

Board President

ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)												
Beg Balance Checking (BKIA 10)	-	(15,776.58)	3,858.95	23,492.64	10,113.96	6,966.60	5,074.91	7,903.96	10,176.18	13,903.22	56,582.52	-
Beg Balance PSF MED INS (BKIA 101)	17,457.17	34,415.79	46,836.53	57,329.28	69,028.30	82,700.14	97,362.75	110,110.29	122,507.47	133,335.43	150,271.00	-
Beg Balance PSF DNT INS (BKIA 102)	5,991.40	5,935.40	9,760.76	11,979.58	5,998.88	4,952.13	8,047.97	7,999.09	8,139.01	8,731.42	10,442.53	-
Beg Balance MS Concession (CASH)	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	-
Beg Balance Savings (BKIA 14)	72,926.41	(293,380.21)	94,024.82	593,063.52	2,380,604.93	1,104,212.43	1,030,933.94	822,787.03	414,607.03	725,116.42	2,164,473.90	-
Beg Balance Invest ISJIT (BKIA 110)	1,843,562.67	1,862,993.60	14,064.47	-	-	1,003,635.09	1,007,303.82	1,011,376.23	1,264,776.66	943,183.88	946,323.70	-
Revenues	78,846.62	61,372.98	2,144,363.91	3,038,948.32	1,114,161.62	1,199,637.44	1,052,190.22	1,208,774.57	1,668,995.19	2,754,959.04	-	-
Receivables	676,731.79	265,956.37	101,806.67	-	-	-	-	-	-	-	-	-
Expenditures	(306,052.63)	(486,045.64)	(1,722,929.65)	(1,260,697.81)	(1,379,001.87)	(1,254,941.02)	(1,241,859.07)	(1,350,155.50)	(1,666,491.89)	(1,252,696.36)	-	-
Payables	(795,275.43)	(1,266,926.18)	(5,921.44)	1,630.54	1,560.57	1,560.58	1,122.06	1,410.68	1,560.72	1,560.60	-	-
Prior Month's Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	(15,776.58)	3,858.95	23,492.64	10,113.96	6,966.60	5,074.91	7,903.96	10,176.18	13,903.22	56,582.52	-	-
End Balance PSF MED INS (BKIA 101)	34,415.79	46,836.53	57,329.28	69,028.30	82,700.14	97,362.75	110,110.29	122,507.47	133,335.43	150,271.00	-	-
End Balance PSF DNT INS (BKIA 102)	5,935.40	9,760.76	11,979.58	5,998.88	4,952.13	8,047.97	7,999.09	8,139.01	8,731.42	10,442.53	-	-
End Balance MS Concession (CASH)	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	-	-
End Balance Savings (BKIA 14)	(293,380.21)	94,024.82	593,063.52	2,380,604.93	1,104,212.43	1,030,933.94	822,787.03	414,607.03	725,116.42	2,164,473.90	-	-
End Balance Invest ISJIT (BKIA 110)	1,862,993.60	14,064.47	-	-	1,003,635.09	1,007,303.82	1,011,376.23	1,264,776.66	943,183.88	946,323.70	-	-
Total General Fund	1,594,398.00	168,755.53	686,075.02	2,465,956.07	2,202,676.39	2,148,933.39	1,960,386.60	1,820,416.35	1,824,480.37	3,328,303.65	-	-
Check	1,594,398.00	168,755.53	686,075.02	2,465,956.07	2,202,676.39	2,148,933.39	1,960,386.60	1,820,416.35	1,824,480.37	3,328,303.65	3,328,303.65	-
Management Fund (22)												
Beg Balance Checking (BKIA 10)	2,473.93	(1,170.13)	2,973.40	2,017.75	2,549.28	282.59	1,080.12	1,613.91	2,163.36	77.57	297.31	-
Beg Balance Savings (BKIA 14)	54,091.93	11,275.52	8,637.44	45,666.30	163,730.69	163,350.56	127,539.63	129,754.73	30,223.59	73,992.41	174,055.97	-
Beg Balance Invest (BKIA 110)	876,973.60	876,973.60	476,973.60	408,654.57	410,257.81	411,749.14	413,254.26	414,925.00	516,313.14	442,913.15	444,387.59	-
Revenues	-	-	49,378.69	122,345.17	13,762.52	8,376.98	6,565.64	4,552.46	15,011.30	104,913.75	-	-
Receivables	4,818.39	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(46,035.47)	(398,494.55)	(81,624.51)	(2,146.01)	(14,918.01)	(41,885.26)	(2,146.01)	(2,146.01)	(46,728.26)	(3,156.01)	-	-
Payables	(5,243.39)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	(1,170.13)	2,973.40	2,017.75	2,549.28	282.59	1,080.12	1,613.91	2,163.36	77.57	297.31	-	-
End Balance Savings (BKIA 14)	11,275.52	8,637.44	45,666.30	163,730.69	163,350.56	127,539.63	129,754.73	30,223.59	73,992.41	174,055.97	-	-
End Balance Invest (BKIA 110)	876,973.60	476,973.60	408,654.57	410,257.81	411,749.14	413,254.26	414,925.00	516,313.14	442,913.15	444,387.59	-	-
Total Management Fund	887,078.99	488,584.44	456,338.62	576,537.78	575,382.29	541,874.01	546,293.64	548,700.09	516,983.13	618,740.87	-	-
Check	887,078.99	488,584.44	456,338.62	576,537.78	575,382.29	541,874.01	546,293.64	548,700.09	516,983.13	618,740.87	618,740.87	-
SAVE Fund (33)												
Beg Balance Checking (BKIA 10)	-	37.06	2,474.57	4,182.68	879.27	2,520.60	964.93	4,218.92	(2,605.07)	(2,685.19)	2,770.13	-
Beg Balance Savings (BKIA 14)	391,230.15	518,946.88	477,218.89	458,521.24	583,809.66	662,299.36	670,489.05	273,571.35	187,413.91	257,252.52	277,488.49	-
Beg Balance Invest (BKIA 110)	969,928.37	969,928.37	969,928.37	973,934.57	977,755.51	981,309.75	984,896.86	1,488,878.68	1,593,162.00	1,598,938.11	1,604,260.92	-
Revenues	-	128,272.01	105,372.36	139,122.97	102,162.05	107,111.34	157,205.11	103,199.92	115,768.17	120,579.37	-	-
Receivables	127,313.79	-	-	-	-	-	-	-	-	-	-	-
Expenditures	1,200.00	(167,562.49)	(118,355.70)	(13,317.02)	(18,476.78)	(96,890.21)	(46,887.00)	(91,898.03)	(40,233.57)	(89,565.27)	-	-
Payables	(760.00)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	37.06	2,474.57	4,182.68	879.27	2,520.60	964.93	4,218.92	(2,605.07)	(2,685.19)	2,770.13	-	-
End Balance Savings (BKIA 14)	518,946.88	477,218.89	458,521.24	583,809.66	662,299.36	670,489.05	273,571.35	187,413.91	257,252.52	277,488.49	-	-
End Balance Invest (BKIA 110)	969,928.37	969,928.37	973,934.57	977,755.51	981,309.75	984,896.86	1,488,878.68	1,593,162.00	1,598,938.11	1,604,260.92	-	-
Total SAVE Fund	1,488,912.31	1,449,621.83	1,436,638.49	1,562,444.44	1,646,129.71	1,656,350.84	1,766,668.95	1,777,970.84	1,853,505.44	1,884,519.54	-	-
Check	1,488,912.31	1,449,621.83	1,436,638.49	1,562,444.44	1,646,129.71	1,656,350.84	1,766,668.95	1,777,970.84	1,853,505.44	1,884,519.54	1,884,519.54	-
PPEL Fund (36)												
Beg Balance Checking (BKIA 10)	5,082.31	(27,930.73)	2,847.64	209.78	4,717.76	771.54	5,264.47	5,250.12	1,126.09	735.59	78.79	-
Beg Balance Savings (BKIA 14)	45,086.94	81,664.29	11,664.29	50,884.68	56,784.74	39,252.22	238,414.66	183,725.28	50,787.30	25,460.62	20,356.81	-
Beg Balance Invest (BKIA 110)	805,374.73	705,374.73	705,374.73	607,875.17	610,259.99	612,478.35	564,534.45	566,816.80	668,614.41	671,038.51	673,272.37	-
Revenues	-	-	32,324.03	78,357.91	9,721.99	221,436.46	7,796.32	3,889.50	10,139.05	67,130.64	-	-

Receivables		6,577.35	-	-	-	-	-	-	-	-	-	-	-
Expenditures		(72,953.82)	(34,046.03)	(93,241.06)	(65,565.05)	(28,982.37)	(65,724.99)	(60,217.70)	(39,153.90)	(33,432.13)	(70,657.39)	-	-
Payables		(30,059.22)	(5,175.60)	-	-	-	-	-	-	-	-	-	-
Prior Month's Adjustment		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		(27,930.73)	2,847.64	209.78	4,717.76	771.54	5,264.47	5,250.12	1,126.09	735.59	78.79	-	-
End Balance Invest (BKIA 14)		81,664.29	11,664.29	50,884.68	56,784.74	39,252.22	238,414.66	183,725.28	50,787.30	25,460.62	20,356.81	-	-
End Balance Savings (BKIA 110)		705,374.73	705,374.73	607,875.17	610,259.99	612,478.35	564,534.45	566,816.80	668,614.41	671,038.51	673,272.37	-	-
Total PPEL Fund		759,108.29	719,886.66	658,969.63	671,762.49	652,502.11	808,213.58	755,792.20	720,527.80	697,234.72	693,707.97	-	-
	Check	759,108.29	719,886.66	658,969.63	671,762.49	652,502.11	808,213.58	755,792.20	720,527.80	697,234.72	693,707.97	693,707.97	-
Debt Service Fund (40)													
Beg Balance Fiscal Agent (BI)		-	-	-	-	-	-	-	-	-	-	-	-
Revenues		-	-	-	-	-	-	-	-	-	-	-	-
Expenditures		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Fiscal Agent (BI)		-	-	-	-	-	-	-	-	-	-	-	-
Total Debt Service Fund		-	-	-	-	-	-	-	-	-	-	-	-
	Check	-	-	-	-	-	-	-	-	-	-	-	-
ACCOUNT		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Nutrition Fund (61)													
Beg Balance Checking (BKIA 10)		85,903.21	64,922.52	593.18	173.08	6,972.24	1,150.28	2,734.19	2,737.37	7,528.44	1,815.91	7,375.35	-
Beg Balance Savings (BIKIA 14)		78,761.41	100,377.58	19,968.32	19,993.29	19,187.20	112,215.25	126,146.84	127,861.84	65,671.08	76,837.93	72,722.40	-
Beg Balance Invest (BKIA 110)		76,719.80	76,719.80	206,719.80	207,573.64	208,387.99	138,891.04	139,398.75	139,962.32	190,474.42	191,165.00	191,801.38	-
Revenues		46,316.10	30,875.44	51,020.07	96,420.75	109,813.50	95,533.15	68,168.74	79,338.86	72,952.51	82,687.18	-	-
Receivables		-	-	-	-	-	-	-	-	-	-	-	-
Expenditures		(12,688.03)	(45,573.18)	(50,085.07)	(89,935.79)	(92,426.79)	(79,832.36)	(65,897.93)	(86,398.77)	(66,979.89)	(80,779.29)	-	-
Payables		(32,992.59)	(40.86)	(476.29)	322.46	322.43	322.42	10.94	172.32	172.28	172.40	-	-
Prior Month's Adjustment		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		64,922.52	593.18	173.08	6,972.24	1,150.28	2,734.19	2,737.37	7,528.44	1,815.91	7,375.35	-	-
End Balance Savings (BKIA 14)		100,377.58	19,968.32	19,993.29	19,187.20	112,215.25	126,146.84	127,861.84	65,671.08	76,837.93	72,722.40	-	-
End Balance Invest (BKIA 110)		76,719.80	206,719.80	207,573.64	208,387.99	138,891.04	139,398.75	139,962.32	190,474.42	191,165.00	191,801.38	-	-
Total Nutrition Fund		242,019.90	227,281.30	227,740.01	234,547.43	252,256.57	268,279.78	270,561.53	263,673.94	269,818.84	271,899.13	-	-
	Check	242,019.90	227,281.30	227,740.01	234,547.43	252,256.57	268,279.78	270,561.53	263,673.94	269,818.84	271,899.13	271,899.13	-
ChildCare Fund (62)													
Beg Balance Checking (BKIA 10)		11.42	11.42	11.42	18.67	264.44	81.70	256.38	152.84	-	-	-	-
Beg Balance Savings (BKIA 14)		3,505.64	3,505.64	3,505.64	5,161.17	5,982.18	6,678.45	5,737.27	6,635.12	7,051.49	7,267.86	7,962.41	-
Revenues		-	-	1,705.81	1,825.10	1,300.10	1,069.43	2,107.75	2,083.34	1,541.04	2,005.66	-	-
Expenditures		-	-	(43.03)	(758.32)	(786.57)	(1,835.93)	(1,313.44)	(1,819.81)	(1,324.67)	(1,311.11)	-	-
Payables		-	-	-	-	-	-	-	-	-	-	-	-
Prior Month's Adjustment		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		11.42	11.42	18.67	264.44	81.70	256.38	152.84	-	-	-	-	-
End Balance Savings (BKIA 14)		3,505.64	3,505.64	5,161.17	5,982.18	6,678.45	5,737.27	6,635.12	7,051.49	7,267.86	7,962.41	-	-
Total ChildCare Fund		3,517.06	3,517.06	5,179.84	6,246.62	6,760.15	5,993.65	6,787.96	7,051.49	7,267.86	7,962.41	-	-
	Check	3,517.06	3,517.06	5,179.84	6,246.62	6,760.15	5,993.65	6,787.96	7,051.49	7,267.86	7,962.41	7,962.41	-
CHKID=10 (BKIA GEN CHECKING)		20,093.56	12,759.16	30,094.60	25,496.95	11,773.31	15,375.00	21,877.12	18,389.00	13,847.10	67,104.10	-	-
CHKID=101 (BKIA PSF MEDICAL CHK)		34,415.79	46,836.53	57,329.28	69,028.30	82,700.14	97,362.75	110,110.29	122,507.47	133,335.43	150,271.00	-	-
CHKID=102 (BKIA PSF DENTAL CHK)		5,935.40	9,760.76	11,979.58	5,998.88	4,952.13	8,047.97	7,999.09	8,139.01	8,731.42	10,442.53	-	-
CHKID=110 (ISJIT - BKIA MM)		4,491,990.10	2,373,060.97	2,198,037.95	2,206,661.30	3,148,063.37	3,109,388.14	3,621,959.03	4,233,340.63	3,847,238.65	3,860,045.96	-	-
CHKID=14 (BKIA GEN MM)		422,389.70	615,019.40	1,173,290.20	3,210,099.40	2,088,008.27	2,199,261.39	1,544,335.35	755,754.40	1,165,927.76	2,717,059.98	-	-
GRAND TOTAL General/SAVE/PPEL/CN		4,974,824.55	3,057,436.82	3,470,731.61	5,517,284.83	5,335,497.22	5,429,435.25	5,306,280.88	5,138,130.51	5,169,080.36	6,804,923.57	-	-
ACCOUNT		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Reconciliation													
Bank Statement (BKIA) CHKID=10		20,093.56	20,345.33	38,026.04	82,220.00	147,665.64	99,233.77	21,877.12	18,389.00	13,847.10	107,688.97	-	-
Bank Statement (BKIA) CHKID=14		422,389.70	615,019.40	1,173,290.20	3,210,099.40	2,088,008.27	2,200,761.39	1,544,335.35	755,754.40	1,165,927.76	2,717,059.98	-	-
Bank Statement (BKIA) CHKID=101		34,415.79	47,445.53	58,022.28	69,672.30	84,372.69	98,020.75	110,110.29	122,507.47	133,951.43	150,901.00	-	-

Bank Statement (BKIA) CHKID=102	5,935.40	13,035.88	11,979.58	5,998.88	4,952.13	8,047.97	7,999.09	8,139.01	8,731.42	11,995.36	-	-
Bank Statement (ISJIT) CHKID=110	4,491,990.10	2,373,060.97	2,198,037.95	2,206,661.30	3,148,063.37	3,109,388.14	3,621,959.03	4,233,340.63	3,847,238.65	3,860,045.96	-	-
Less Outstanding Auto/Checks/Debits	-	(11,470.29)	(8,624.44)	(57,367.05)	(137,564.88)	(86,016.77)	-	-	(616.00)	(42,767.70)	-	-
Outstanding Deposits/GJE	-	-	-	-	-	-	-	-	-	-	-	-
Total Reconciliation	4,974,824.55	3,057,436.82	3,470,731.61	5,517,284.83	5,335,497.22	5,429,435.25	5,306,280.88	5,138,130.51	5,169,080.36	6,804,923.57	-	-
Amount Reconciliation Difference	-	-	-	-	-	(0.00)	-	-	0.00	0.00	-	-

Receivables	1,301.67	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(9,978.20)	(7,776.53)	(18,455.19)	(33,835.05)	(24,602.56)	(19,577.88)	(18,601.29)	(27,690.44)	(40,356.97)	(31,382.13)	-	-
Payables	(1,718.25)	(4,462.15)	9.36	-	-	-	-	-	-	-	-	-
End Balance Checking (FNBC 40)	10,311.34	26.18	1,586.02	2,756.93	3,160.62	2,086.18	3,490.55	10,804.92	753.94	374.51	-	-
End Cash on Hand - Concession Bag	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	-	-
End Cash on Hand - Gate Bag	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	-	-
End Balance Savings (FNBC 44)	(3,041.53)	17,253.29	36,701.17	53,387.22	49,158.96	49,222.82	57,471.67	7,338.18	14,438.13	35,275.09	-	-
End Balance Invest (FNBC 111)	165,401.27	158,090.63	158,729.20	159,351.93	159,929.90	160,512.05	161,076.17	211,582.39	192,254.75	167,853.20	-	-
Total Activity Fund	174,171.08	176,870.10	198,516.39	216,996.08	213,749.48	213,321.05	223,538.39	231,225.49	208,946.82	205,002.80	-	-
Check	174,171.08	176,870.10	198,516.39	216,996.08	213,749.48	213,321.05	223,538.39	231,225.49	208,946.82	205,002.80	205,002.80	0.00

Total Scholarships	398,529.16	399,735.37	400,092.51	401,658.13	403,111.32	404,574.86	405,993.28	407,015.35	408,416.55	409,772.61	-	-
Check	398,529.16	399,735.37	400,092.51	401,658.13	403,111.32	404,574.86	405,993.28	407,015.35	408,416.55	409,772.61	409,772.61	0.00
Agency Fund (91)												
Beg Balance Savings (FNBC 40)	-	-	-	-	-	-	-	-	-	-	320.00	-
Beg Balance Savings (FNBC 44)	5,469.21	5,654.10	5,654.10	5,654.10	5,654.10	5,654.10	7,154.10	7,154.10	6,904.85	1,517.14	1,517.14	-
Revenues	184.89	-	-	-	-	1,500.00	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	(249.25)	(5,387.71)	320.00	-	-
End Balance Savings (FNBC 40)	-	-	-	-	-	-	-	-	-	320.00		
End Balance Savings (FNBC 44)	5,654.10	5,654.10	5,654.10	5,654.10	5,654.10	7,154.10	7,154.10	6,904.85	1,517.14	1,517.14	-	-
Total Agency Fund	5,654.10	5,654.10	5,654.10	5,654.10	5,654.10	7,154.10	7,154.10	6,904.85	1,517.14	1,517.14	-	-

[illegible]

Bank Statement (NWBK) CHKID=16	1,159.86	1,160.62	1,161.36	1,161.89	1,162.39	1,162.80	1,163.36	1,163.76	1,164.14	1,164.47	-	-
Bank Statement (NWBK) CHKID=40	10,311.34	1,999.18	3,697.93	7,417.68	15,229.35	8,237.16	3,490.55	10,804.92	5,613.07	4,626.32	-	-
Bank Statement (NWBK) CHKID=44	2,612.57	22,907.39	42,355.27	59,041.32	54,813.06	54,876.92	64,625.77	14,243.03	15,955.27	36,792.23	-	-
Bank Statement (ISJIT) CHKID=111	165,401.27	158,090.63	158,729.20	159,351.93	159,929.90	160,512.05	161,076.17	211,582.39	192,254.75	167,853.20	-	-
Bank Statement (ISJIT) CHKID=114	397,369.30	398,574.75	398,931.15	400,496.24	401,948.93	403,412.06	404,829.92	405,851.59	407,252.41	408,608.14	-	-
Less Outstanding Checks	-	(1,973.00)	(2,111.91)	(4,660.75)	(12,068.73)	(6,150.98)	-	-	(4,859.13)	(3,931.81)	-	-
Oustanding Deposits/GJE	-	-	-	-	-	1,500.00	-	-	-	-	-	-
Total Reconciliation	576,854.34	580,759.57	602,763.00	622,808.31	621,014.90	623,550.01	635,185.77	643,645.69	617,380.51	615,112.55	-	-
Amount Reconciliation Difference	-	-	-	-	-	-	(0.00)	-	-	-	-	-

SHENANDOAH COMMUNITY SCHOOL				
UNSPENT AUTHORIZED BUDGET CALCULATION				
2024-2025				
	REGULAR PROGRAM DISTRICT COST	\$8,272,082		
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0		
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$105,651		
+	SPECIAL ED DISTRICT COST	\$1,160,283		
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$951,653		
+	PROF DEV SUPPLEMENT DISTRICT COST	\$81,113		
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$94,312		
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$400,782		
+	AEA SPECIAL ED SUPPORT	\$412,536		
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0		
+	AEA MEDIA SERVICES	\$67,798		
+	AEA EDUCATIONAL SERVICES	\$74,959		
+	AEA SHARING DISTRICT COST	\$849		
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$42,365		
+	AEA PROF DEV SUPPL DISTRICT COST	\$0		
+	DROPOUT ALLOWABLE GROWTH	\$298,597	Required Local Match \$99,532	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$0	Inc. Enrollmnt, OE Out, and LEP	
+	SBRC ALLOWABLE GROWTH OTHER #2	\$182,282	LEP	
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$775,000	Estimated	
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0		
-	AEA SPECIAL ED POSITIVE BALANCE	\$0		
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0		
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0		
+	ENROLLMENT AUDIT ADJUSTMENT	-\$12,980		
-	AEA PRORATA REDUCTION	-\$70,938		
=	MAXIMUM DISTRICT COST	\$12,836,344		
+	PRESCHOOL FOUNDATION AID	\$215,310		
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$615,774		
+	ED IMPROVEMENT AUTHORITY	\$0		
+	OTHER MISCELLANEOUS INCOME	\$2,560,000	Estimate on Budget Worksheet	
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,877,866	Est.	
=	MAXIMUM AUTHORIZED BUDGET	\$20,105,294		
-	EXPENDITURES	\$11,920,871	59.29%	
=	UNSPENT AUTHORIZED BUDGET	\$8,184,423		
	EXPENDITURES	FY2025	FY2024 Actuals	FY2024 Actuals
	JULY	\$306,052.63	\$174,957.97	\$174,957.97
	AUGUST	\$486,045.64	\$808,835.75	\$808,835.75
	SEPTEMBER	\$1,722,929.65	\$1,032,851.64	\$1,032,851.64
	OCTOBER	\$1,260,697.81	\$1,175,425.00	\$1,175,425.00
	NOVEMBER	\$1,379,001.87	\$1,655,108.08	\$1,655,108.08
	DECEMBER	\$1,254,941.02	\$1,158,031.33	\$1,158,031.33
	JANUARY	\$1,241,859.07	\$1,059,404.66	\$1,059,404.66
	FEBRUARY	\$1,350,155.50	\$1,405,279.86	\$1,405,279.86
	MARCH	\$1,666,491.89	\$1,442,052.05	\$1,442,052.05
	APRIL	\$1,252,696.36	\$1,089,576.77	\$1,089,576.77
	MAY	\$0.00	\$0.00	\$1,216,610.96
	JUNE	\$0.00	\$0.00	\$3,337,815.13
	TOTAL	\$11,920,871.44	\$11,001,523.11	\$15,555,949.20

[illegible]

Function Part 1

08 GOVERNMENTAL LONG TERM FIXED ASSETS

1000	INSTRUCTION	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
4000	FACILITIES ACQUISITION & CONSTRUCTION	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
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10 GENERAL FUND

[illegible]

6000	6000	627,640.23	0.00	441,915.00	70.41	185,725.23	0.00	0.00	185,725.23
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10	GENERAL FUND	16,797,314.28	1,252,696.36	11,920,871.44	71.64	4,876,442.84	53,296.09	59,911.92	4,763,234.83
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21

ACTIVITY FUND

[illegible]

21	ACTIVITY FUND	313,334.32	31,382.13	232,256.24	84.70	81,078.08	8,372.22	24,779.00	47,926.86
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22 MANAGEMENT FUND

[illegible]

22	MANAGEMENT FUND	727,569.48	3,156.01	639,280.10	87.87	88,289.38	0.00	0.00	88,289.38
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33 SAVE (SECURE AN ADVANCED VISION FOR ED.

1000	INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	2000	104,325.39	64,956.03	73,428.83	70.47	30,896.56	0.00	87.99
4000	FACILITIES ACQUISITION & CONSTRUCTION	597,898.59	24,609.24	546,773.79	94.27	51,124.80	0.00	16,845.81

5000	DEBT SERVICE	1,727.68	0.00	1,600.00	92.61	127.68	0.00	0.00	127.68
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6000	6000	1,001,538.68	0.00	60,183.45	6.01	941,355.23	0.00	0.00	941,355.23
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33	SAVE(SECURE AN ADVANCED VISION, FOR, 400.34	89,565.27	681,986.07	40.98	1,023,504.27	0.00	16,933.80	1,006,570.47
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36 PHYSICAL PLANT & EQUIPMENT

1000	INSTRUCTION	0.00	0.00	10,263.00	0.00	(10,263.00)	0.00	0.00	(10,263.00)
2000	2000	826,216.40	57,416.54	451,138.68	64.13	375,077.72	11,040.77	67,680.43	296,356.52
3000	3000	43,639.17	0.00	0.00	0.00	43,639.17	0.00	0.00	43,639.17
4000	FACILITIES ACQUISITION &	158,171.48	13,240.85	102,572.76	68.51	55,598.72	5,786.38	(0.05)	49,812.39

CONSTRUCTION	100,000,000	10,000,000	100,000,000	30,000	30,000,000	1,000,000	(500)	10,000,000
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[illegible]

36	PHYSICAL PLANT & EQUIPMENT	1,028,027.05	70,657.39	563,974.44	63.08	464,052.61	16,827.15	67,680.38	379,545.08
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40 DEBT SERVICE

[illegible]

5000	DEBT SERVICE	1,001,538.68	0.00	60,183.45	6.01	941,355.23	0.00	0.00	941,355.23
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[illegible]

Shenandoah CSD		Expenditure Report by FUNCTION - WAB						Page: 2	
05/05/2025 02:33 PM		Regular; Processing Month 04/2025						User ID: BARRETTWIL	
Function Part 1		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
40	DEBT SERVICE	1,001,538.68	0.00	60,183.45	6.01	941,355.23	0.00	0.00	941,355.23
61	SCHOOL NUTRITION FUND								
2000	2000	4,380.27	0.00	0.00	0.00	4,380.27	0.00	0.00	4,380.27
3000	3000	925,956.93	80,779.29	665,486.04	71.94	260,470.89	301.12	307.26	259,862.51
6000	6000	0.00	0.00	5,111.06	0.00	(5,111.06)	0.00	0.00	(5,111.06)
61	SCHOOL NUTRITION FUND	930,337.20	80,779.29	670,597.10	72.15	259,740.10	301.12	307.26	259,131.72
62	CHILDCARE FUND								
1000	INSTRUCTION	17,743.70	1,311.11	9,192.88	51.81	8,550.82	0.00	0.00	8,550.82
62	CHILDCARE FUND	17,743.70	1,311.11	9,192.88	51.81	8,550.82	0.00	0.00	8,550.82
81	TRUST FUNDS NON EXPENDABLE								
1000	INSTRUCTION	4,643.17	0.00	2,000.00	43.07	2,643.17	0.00	0.00	2,643.17
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	TRUST FUNDS NON EXPENDABLE	4,643.17	0.00	2,000.00	43.07	2,643.17	0.00	0.00	2,643.17
91	AGENCY FUND								
1000	INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	2000	0.00	(320.00)	5,316.96	0.00	(5,316.96)	0.00	0.02	(5,316.98)
91	AGENCY FUND	0.00	(320.00)	5,316.96	0.00	(5,316.96)	0.00	0.02	(5,316.98)
Grand Total:		22,525,998.22	1,529,227.56	14,785,658.68	66.74	7,740,339.54	78,796.58	169,612.38	7,491,930.58

MONTHLY BOARD VENDOR BILLS

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	\$	1,082.00 LAWYER
ALBIREO ENERGY	\$	2,718.05 MAINTENANCE BUILDING REPAIR SERVICES
ALLENSWORTH HEATING AND COOLING	\$	607.00 EQUIPMENT REPAIR
AMAZON.COM SALES INC.	\$	2,938.90 SUPPLIES
BMO MASTERCARD	\$	64.80 TRANSPORTATION SUPPLIES
BMO MASTERCARD	\$	62.04 MS GENERAL ED SUPPLIES
BMO MASTERCARD	\$	79.81 GROUNDS GENERAL SUPPLIES
BMO MASTERCARD	\$	127.74 IGNITE PRINCIPAL TRAVEL
BMO MASTERCARD	\$	272.36 SUPPLIES
BMO MASTERCARD	\$	26.02 HS NURSE GENERAL SUPPLIES
BMO MASTERCARD	\$	213.33 HS FCS SUPPLIES
BMO MASTERCARD	\$	619.44 SUPPLIES
BMO MASTERCARD	\$	248.44 HS VOCAL MUSIC SUPPLIES
BMO MASTERCARD	\$	219.72 SUPPLIES/POSTAGE
BMO MASTERCARD	\$	1,637.88 SUPPLIES
BMO MASTERCARD	\$	559.37 ADVERTISING/SOFTWARE
BMO MASTERCARD	\$	102.90 MAY MENTOR ADVERTISING
BMO MASTERCARD	\$	400.94 MS PRINCIPAL SUPPLIES
BMO MASTERCARD	\$	63.76 MS FCS SUPPLIES
BMO MASTERCARD	\$	959.95 TECH REPAIR & MAINTENANCE SUPPLIES
BMO MASTERCARD	\$	1,028.17 BACKGROUND CHECKS/TRAVEL
BMO MASTERCARD	\$	923.90 PRESCHOOL GRANT/SUPPLIES
BMO MASTERCARD	\$	382.83 TRAVEL/SUPPLIES
BROWN'S REPAIR & AUTO PARTS INC.	\$	3,901.85 VEHICLE REPAIR SERVICES
BUSINESS PROFESSIONALS OF AMERICA -	\$	1,800.00 REGISTRATION/SUPPLIES
CAPITAL SANITARY SUPPLY	\$	107.53 BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
CENEX FLEET FUELING	\$	3,045.94 MAINTENANCE GASOLINE
CENTURYLINK	\$	521.52 TELEPHONE
CITY OF SHENANDOAH	\$	20,645.82 WATER-SEWER/SRO SALARY
CLARINDA LIED CENTER	\$	170.00 ADMISSION
COLUMN SOFTWARE PBC	\$	563.66 BOARD NEWSPAPER ADVERTISING
CORNING RENTAL	\$	236.60 MAINTENANCE RENTAL OF EQUIPMENT
COUNCIL BLUFFS CSD	\$	14,013.78 TUITION OE TO LEA WITHIN IA LEVEL III
CULLIGAN WATER	\$	425.47 MAINTENANCE RENTAL OF EQUIPMENT
DONOVAN GROUP I	\$	2,500.00 BOARD ADVERTISING
EGAN SUPPLY	\$	6,184.41 CUSTODIAL MAINTENANCE EQUIPMENT
EICKEMEYER REFRIGERATION, INC.	\$	282.20 EQUIPMENT REPAIR
FELD FIRE	\$	315.00 OTHER PURCHASED PROPERTY SERVICES
GLENWOOD CSD	\$	13,322.00 PURCHASE EDUCATIONAL/L3 IND COSTS
GRAINGER	\$	372.71 MAINTENANCE PARTS
HANZLIK, TERRY	\$	707.80 CONOVER GRANT CLINICIAN
HD SUPPLY	\$	2,284.76 BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
IAMO COMMUNICATIONS	\$	35.30 NETWORK SUPPORT INTERNET ACCESS
INSTRUMENTALIST AWARDS	\$	127.00 HS BAND SUPPLIES
IOWA ASSN OF SCHOOL BUSINESS OFF.	\$	200.00 NON INSTRUCTION STAFF WORKSHOP/CONF REGI
IOWA COMMUNICATIONS NETWORK	\$	181.32 TELEPHONE
IOWA WESTERN COMMUNITY COLLEGE	\$	175.00 STAFF WORKSHOP
IOWA WESTERN COMMUNITY COLLEGE	\$	83,320.50 TUITION-COMMUNITY COLLEGES
JB PARTS & SUPPLY	\$	53.84 MAINTENANCE PARTS
JOHN GOWING PLUMBING AND HEATING	\$	225.00 MAINTENANCE BUILDING REPAIR SERVICES
JW PEPPER & SON	\$	76.99 MS BAND SUPPLIES
KURT RUNESTAD	\$	433.00 CONOVER GRANT CLINICIAN
LAWN WORLD	\$	3,195.00 MAINTENANCE LAWN CARE-CONTRACTED
LEGACY 3 THEATERS	\$	100.00 MS PRINCIPAL SUPPLIES
LEPORTE ELECTRIC	\$	120.00 GROUNDS REPAIR SERVICES
MID-AMERICAN RESEARCH CHEMICAL	\$	3,851.07 BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
MIDAMERICAN ENERGY	\$	11,452.68 UTILITIES-ELECTRICITY
MIDDLE SCHOOL PTO	\$	200.40 CONCESSION WORKERS
MIDWEST BUS PARTS, INC.	\$	143.94 TRANSPORTATION SUPPLIES
MILLER BUILDING	\$	838.47 HS IND ARTS RESALE INVENTORY
MITEL NET SOLUTIONS	\$	823.53 TELEPHONE
MONTGOMERY COUNTY FAMILY YMCA	\$	262.50 ADMISSIONS
MT AYR CSD	\$	156.82 PLANT SALES/SUPPLIES
NELSON & PADE INC.	\$	3,995.00 PLANT SALES/SUPPLIES
PAGE COUNTY LANDFILL ASSOCIATION	\$	250.00 MAINTENANCE GARBAGE COLLECTION
PLUNKETT'S PEST CONTROL	\$	1,262.48 MAINTENANCE PEST CONTROL CONTRACTED
RIEMAN MUSIC DES MOINES	\$	7,367.56 MS BAND EQUIPMENT
ROCSTOP - FOOD	\$	180.00 MS PRINCIPAL SUPPLIES
ROCSTOP CARDTROL	\$	4,733.26 TRANSPORTATION DIESEL
SHELTON, PAULA	\$	58.40 ESL PURCHASE OF SERVICE
SHENANDOAH ACTIVITY FUND	\$	13,646.00 TRANSFER OF FUNDS
SHENANDOAH NUTRITION	\$	88.56 MS PRINCIPAL SUPPLIES
SHENANDOAH SANITATION	\$	2,135.75 MAINTENANCE GARBAGE COLLECTION
SHENANDOAH SCHOOL LUNCH	\$	51.68 EL PRINCIPAL SUPPLIES
SHOOK MUSIC STUDIO	\$	120.00 HS VOCAL MUSIC SUPPLIES
SOUTHWEST IOWA HERALD	\$	12.00 SUBSCRIPTION
STANBURY UNIFORMS	\$	28,736.98 BAND UNIFORMS - SIEF
STEVE WEISS MUSIC INC.	\$	531.62 MS BAND SUPPLIES
SUGAR MAKERY	\$	100.00 MS PRINCIPAL SUPPLIES
SWIFT SERVICES LLC	\$	574.90 NETWORK SUPPORT INTERNET ACCESS

US CELLULAR	\$	482.36	NETWORK SUPPORT INTERNET ACCESS
VERIZON WIRELESS	\$	360.84	TELEPHONE
VETER EQUIPMENT CO	\$	189.95	MAINTENANCE SUPPLIES
WILD ROSE CHEVROLET	\$	904.34	VEHICLE REPAIR SERVICES
Fund Number 10	\$	258,494.44	
Checking Account ID 10	Fund Number 33		SAVE (SECURE AN ADVANCED VISION FOR ED.
CARL A. NELSON & CO	\$	12,321.10	CONSTRUCTION MANAGEMENT
DUCHARME SEATING	\$	2,200.00	FURNITURE & FIXTURES
JOHNSON CONTROLS	\$	3,745.61	BUILDING IMPROVEMENT
Fund Number 33	\$	18,266.71	
Checking Account ID 10	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
ACER SERVICE CORPORATION	\$	18,937.67	TECH RELATED SUPPLIES
ALLENSWORTH HEATING AND COOLING	\$	1,726.51	EQUIPMENT REPAIRS
BLUPOINTE DRS	\$	750.00	TECH RELATED SOFTWARE
CITY OF SHENANDOAH	\$	55.57	STUDENT HOUSING PROJECT
COUNCIL BLUFFS CSD	\$	2,188.58	RENT OF ROOM
JOHNSON CONTROLS	\$	5,126.33	GROUND IMPROVEMENTS INFRASTRUCTURE
KIRCHERT ELECTRIC	\$	1,700.38	GROUND IMPROVEMENTS INFRASTRUCTURE
MIDAMERICAN ENERGY	\$	52.06	STUDENT HOUSING PROJECT
MILLER BUILDING	\$	736.66	STUDENT HOUSING PROJECT
RC TREE SERVICE	\$	1,000.00	STUDENT HOUSING PROJECT
SOFTWARE UNLIMITED	\$	9,500.00	SERVICE FOR SOFTWARE SUPPORT
WALLIN PLUMBING & HEATING	\$	3,428.56	STUDENT HOUSING PROJECT
WELLS FARGO FINANCIAL LEASING	\$	4,178.81	COPIER LEASE
Fund Number 36	\$	49,381.13	
Checking Account ID 10	Fund Number 61		SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY	\$	7,825.29	MILK
BERNARD FOOD INDUSTRIES	\$	209.92	FOOD/SUPPLIES
BMO MASTERCARD	\$	1,487.05	SCHOOL LUNCH PROGRAM SUPPLIES
FAREWAY STORES	\$	237.75	FOOD/SUPPLIES
MARTIN BROS DIST	\$	26,582.83	FOOD/SUPPLIES
MEYER LABORATORY INC	\$	287.80	SCHOOL LUNCH PROGRAM SUPPLIES
RAPIDS WHOLESale	\$	13.32	SCHOOL LUNCH PROGRAM SUPPLIES
ZACHARY DOTZLER	\$	36.15	REIMBURSEMENT
Fund Number 61	\$	36,680.11	
Checking Account ID 10	\$	362,822.39	
Checking Account ID 40	Fund Number 21		ACTIVITY FUND
AMAZON.COM SALES INC.	\$	1,853.49	MAY MENTORING ACTIVITY SUPPLIES
ATLANTIC CSD	\$	75.00	ENTRY FEE TO ANOTHER SCHOOL
ATLANTIC HIGH SCHOOL	\$	470.00	ENTRY FEE TO ANOTHER SCHOOL
BAND BOOSTERS	\$	676.54	MUSTANG FIELD CONCESSION SUPPLIES
BMO MASTERCARD	\$	40.76	BPA SUPPLIES
BMO MASTERCARD	\$	418.02	HOSA GENERAL SUPPLIES
BMO MASTERCARD	\$	161.00	SUPPLIES/FCCLA
BMO MASTERCARD	\$	379.07	HS SUPPLIES/FFA
BMO MASTERCARD	\$	314.27	SUPPLIES/SHEN SINGERS
BMO MASTERCARD	\$	80.00	GLAMOUR GALS SUPPLIES
BMO MASTERCARD	\$	408.38	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	\$	721.51	MUSTANG FIELD CONCESSION SUPPLIES
BMO MASTERCARD	\$	293.25	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	\$	370.38	SUPPLIES
BMO MASTERCARD	\$	1,406.72	TRAVEL/FFA
CASEY PELZER	\$	225.00	MS GENERAL ATHLETICS OFFICIAL
CINDY WILLIAMS	\$	450.00	GENERAL ATHLETICS OFFICIAL
DENISON HIGH SCHOOL	\$	100.00	ENTRY FEE TO ANOTHER SCHOOL
FAREWAY STORES	\$	1,817.14	MUSTANG FIELD CONCESSION SUPPLIES
FREMONT MILLS CSD	\$	370.00	ENTRY FEE TO ANOTHER SCHOOL
GLENWOOD CSD	\$	260.00	ENTRY FEE TO ANOTHER SCHOOL
GRISWOLD CSD	\$	250.00	ENTRY FEE TO ANOTHER SCHOOL
HEALY AWARDS, INC.	\$	557.92	SUPPLIES/GENERAL ATHLETICS
IOWA FFA ASSOCIATION	\$	405.00	REGISTRATION/FFA
LENOX CSD	\$	220.00	ENTRY FEE TO ANOTHER SCHOOL
LEWIS CENTRAL HIGH SCHOOL	\$	75.00	ENTRY FEE TO ANOTHER SCHOOL
MACRAE PRODUCTIONS	\$	2,160.00	HS DRAMA SUPPLIES
MIDDLE SCHOOL PTO	\$	232.87	MUSTANG FIELD CONCESSION SUPPLIES
MUSTANG MARKETPLACE	\$	100.00	GENERAL SUPPLIES/CLASS OF 2025
NASSP	\$	480.00	REGISTRATION/STUDENT COUNCIL
PALOMA POWER	\$	400.00	HS DRAMA SUPPLIES
RIDDELL/ALL AMERICAN SPORTS	\$	2,457.03	EQUIPMENT
ROSTOP - FOOD	\$	348.00	MUSTANG FIELD CONCESSION SUPPLIES
SHENANDOAH CSD	\$	472.00	MUSTANG FIELD CONCESSION SUPPLIES
SHENANDOAH SCHOOL LUNCH	\$	140.00	MUSTANG FIELD CONCESSION SUPPLIES
SOUTHWEST VALLEY SCHOOL	\$	150.00	ENTRY FEE TO ANOTHER SCHOOL
TROPHIES PLUS	\$	499.63	SUPPLIES/GENERAL ATHLETICS
Fund Number 21	\$	19,837.98	
Checking Account ID 40	Fund Number 91		AGENCY FUND
BMO MASTERCARD	\$	60.00	NURSES FUND SUPPLIES
Fund Number 91	\$	60.00	
Checking Account ID 40	\$	19,897.98	

Out of State Travel

Date	Location	Grade Level/Class	Sponsor
5/6/2025	Nebraska City, Nebraska	4th	Jordan Newberg
4/29/2025	Nebraska City, NE	8th Ag and Robotics	Bill Flowers and Devin Morelock
6/1/2025	Worlds and Oceans of Fun	SHS Student Council	Lindsey Lundgren
8-Jun-25	Werner Park, Papillion, NE	HS baseball team	Brett Roberts
6/24/2025	Tekamah, NE	HS	Jon Weinrich

Contract for Transfer of State Funding

This Contract for the Transfer of State AEA Special Education Funding ("Contract") is entered into as of the Effective Date by and between the **[School District Name]** ("School District") and the **Green Hills AEA** ("AEA"), collectively referred to as "Parties."

1. Purpose The purpose of this Contract is to establish an automatic process for the transfer of ninety percent (90%) of the state funds allocated to the School District for AEA special education support services under Iowa Code Section 257.10(7) to the AEA in compliance with House File 2612.

2. Effective Date and Term This Contract shall become effective on **July 1, 2025**, and shall remain in effect until modified or terminated by mutual agreement of the Parties or as required by law.

3. Payment Terms

- a. The School District agrees to transfer ninety percent (90%) of the state funds received for AEA special education support services to the AEA.
- b. The transfer of funds shall occur automatically in **ten (10) monthly payments**, consistent with the state aid payment schedule of the Department of Management.
- c. Payments shall be made no later than **five (5) business days** following the receipt of state aid funds by the School District.

4. Method of Payment

- a. The School District shall set up an ACH payment arrangement to ensure timely transfers.
- b. The AEA shall provide the necessary banking information to facilitate the ACH payments.

5. Compliance with Federal and State Requirements

- a. This Contract does not define the specific special education and support services to be provided by the AEA, as such services are governed by federal and state statutory obligations to provide Free and Appropriate Public Education (FAPE).
- b. The School District and AEA shall comply with all applicable federal and state laws, including IDEA requirements.

Contract for Transfer of State Funding

6. Reporting and Recordkeeping

- a. The School District shall maintain accurate records of all payments made under this Contract.
- b. The AEA shall acknowledge receipt of funds and provide any necessary reporting as required by state or federal authorities.

7. Amendments and Modifications Any amendments or modifications to this Contract must be made in writing and signed by both Parties.

8. Governing Law This Contract shall be governed by and construed in accordance with the laws of the State of Iowa.

9. Signatures IN WITNESS WHEREOF, the Parties have executed this Contract as of the Effective Date.

School District Name

By: _____
Name: _____
Title: Board President
Date: _____

Green Hills AEA

By: _____
Name: _____
Title: Board President
Date: _____



24997 Highway 92, Council Bluffs, IA 51503 | (712) 366-0503 | FAX (712) 366-7772 | www.ghaea.org

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into on **March 20, 2025**, by and between **Green Hills AEA**, hereafter referred to as "GHAEA", and **Shenandoah Community School District**, hereafter referred to as the "District." The purpose of this MOU is to outline the responsibilities and expectations of both parties regarding services and supports that will be provided by GHAEA for the upcoming school year.

Purpose: GHAEA agrees to provide the District with requested services and supports.

Duration of Agreement: This MOU will commence on July 1 of the contracted school year OR the start of the school year depending on the service or support contracted, and will remain in effect until the last day of school OR June 30 of the contracted school year, unless terminated earlier by either party in accordance with the termination clause outlined in this document.

Roles and Responsibilities: Green Hills AEA will provide the following services and supports based on our Request Form:

Shenandoah

Requested Educational Service, Media Supports, and Contracted Services	
Unlimited Access to AEA Super Bundle Digital Resources	\$8,582.00
Bundle Consultant Days	\$23,050.00 (25 days)
Unlimited Access to Physical Resources + 2x/week Van Delivery	\$27,585.00
Potential Additional Costs, if/when requested	
Mentorship Collaborative (\$2,500 / teacher)	Invoiced when Requested
AEA Learning Online (\$0.50 / student)	Separate Invoice

Requested Special Education Contracted Support (beyond Priority Work):	
Special Education Representative Added Days	
Special Education Coordinator	
Special Education Director	

Key: **Service Request Unverified** **Service with Continuing Contract**

Specific contractual language for individual services provided by Green Hills AEA can be found [here](#).

The District will:

- Ensure access to district facilities, technology (e.g. access to network, printers, copy machines, when appropriate), and necessary materials for service delivery.
- Provide a suitable workspace for GHAEA staff or consultants when services are delivered on-site.
- Maintain appropriate student and staff scheduling to facilitate service delivery.
- Secure parent or guardian consent when required for student services.
- Assign district personnel to actively engage in service implementation and follow-up actions when appropriate.

- The district acknowledges that all training materials, presentations, resources, and tools provided by Green Hills AEA are proprietary and may not be recorded, reproduced, or redistributed without prior written consent.
- District personnel may use provided materials for their own professional learning but may not alter, share, or publish them outside of the intended audience without permission.
- Any virtual or in-person training sessions facilitated by Green Hills AEA may not be recorded by the district without explicit written authorization.

Payment Terms: The District agrees to compensate GHAEA for services provided to be billed quarterly unless a different payment schedule is required for a specific service.

Additional services are available from Green Hills AEA at state-approved or local rates depending on the service requested. Extra days of service provided by Educational Service Consultants, Media Services, Contracted Services, or any adjustment to this Memorandum of Understanding can be requested through the Educational Service Director. Any additional services requested by the district may result in an amendment to the MOU or be invoiced directly to the district.

Employment: Any consultant(s) employed pursuant to this Agreement shall be considered the sole employees of GHAEA, not the contracted school district, and shall be governed by the existing personnel policies and practices for GHAEA. GHAEA shall have the sole authority for recruiting, hiring, training, evaluating, disciplining and terminating all such personnel.

Renewal and Termination: In most instances, a district will engage in completing a [Service Request Form](#) for the upcoming school year to identify services and supports from GHAEA.

This Agreement may be terminated only as follows:

- Automatically at the end of the current term if the parties have not agreed to extend the contract by the date shared from GHAEA of the current contract year.
- By mutual written agreement executed by both parties.
- In the event of a material breach of this Agreement by either party, provided the non-breaching party provides 30-days written notice to the other party, and the other party has not cured the breach within 30 days of receipt of written notice.

Notices: Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or three (3) days after it is deposited in the United States mail, postage prepaid, sent certified or registered and addressed as follows:

Shenandoah Community School District

Attention: Dr. Kerri Nelson, Superintendent
304 W. Nishna Road, Shenandoah, IA 51601

Green Hills AEA

Attention: Chief Administrator
24997 Highway 92, Council Bluffs, IA 51503

Dispute Resolution: Any disputes arising from or in connection with this Memorandum of Understanding will be resolved through mutual discussion and negotiation between the Chief Administrator of GHAEA and the Superintendent of the District.

Amendments: This MOU may be amended only by a written agreement and signed by both parties.

Governing Law: The agreement shall be governed by and construed by the laws of the State of Iowa.

Severability: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provisions shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

No Waiver: The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing.

Assignment: Neither party may assign any right or obligation under this Agreement, in whole or in part, without the other party's prior express written consent. Subject to the foregoing, this Agreement will be binding upon and will insure to the benefit of the parties and their respective successors and assignees.

Independent Contractors: The relationship between the parties is that of an independent contract. No joint venture, partnership, employment, or agency relationship exists between the parties as a result of this Agreement. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement or document.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

Green Hills AEA Board President

Date

Shenandoah Community School District Board President

Date

Iowa Western Community College

College Early Start

Concurrent Enrollment Courses

Educational Service Agreement

This is an Educational Service Agreement between Iowa Western Community College (IWCC) and Shenandoah Community School District.

I. Purpose

The purpose of this agreement is to establish an IWCC College Early Start Program for concurrent enrollment in cooperation with the School District.

II. Description

A. IWCC agrees to provide the college curriculum offered through the College Early Start Program. The concurrent students will receive IWCC college credits upon successful completion of the course.

B. The College Early Start Program/Course will be established and coordinated between IWCC and the School District.

C. The School District will include as an appendix to this agreement a list of IWCC courses approved by the School District Board of Directors for offer.

III. Program Administration

The School District and IWCC will jointly administer the program for the duration of this contract. The School District and IWCC will jointly ensure that courses match the quality of courses offered on the IWCC campus, are appropriate in class size, and follow State of Iowa Senior Year Plus, NACEP, and IWCC guidelines. The following scenarios describe how the School District and IWCC are individually responsible:

A. When course is offered at IWCC site, taught by IWCC instructor, IWCC will be responsible for:

1. Curriculum and instruction
2. Submission of student progress reports and grades
3. Submission of course assessment data
4. Ordering equipment and supplies
5. Ordering tool kits and issuing rental tool kits to students if applicable to the program (See Table 3)
6. Student course evaluations
7. Instructional calendar
8. Providing space for instruction
9. Facilities and custodial services
10. Course syllabi
11. Awarding credits to program participants
12. Compliance with national, state, and local standards for student safety, facilities, and equipment
13. Providing students career planning opportunities

B. When course is offered at IWCC site, taught by School District instructor, School District will be responsible for:

1. Lesson planning and instruction in accordance with IWCC standards
2. Furnishing students with approved textbooks
3. Submission of student progress reports and grades
4. Submission of course assessment data
5. Ordering equipment and supplies, including tools for students
6. Instructional calendar
7. Course syllabi in accordance with IWCC standards
8. Compliance with national, state, and local standards for student safety, facilities, and equipment
9. Providing students career planning opportunities, and

IWCC will be responsible for:

1. Providing space for instruction
2. Facilities and custodial services
3. Approving School District instructors
4. Providing course syllabi
5. Student course evaluations
6. Sharing curriculum and monitoring programming
7. Awarding credits to program participants
8. Providing School District instructor site visit every three years.
9. Providing professional development to School District instructor

C. When course is offered at School District site, taught by IWCC instructor, School District will be responsible for:

1. Furnishing students with approved textbooks
2. Ordering equipment and supplies, including tools for students
3. Instructional calendar
4. Providing space for instruction
5. Facilities and custodial services
6. Compliance with national, state, and local standards for student safety, facilities, and equipment, and

IWCC will be responsible for:

1. Curriculum and instruction
2. Submission of student progress reports and grades
3. Submission of course assessment data
4. Student course evaluations
5. Course syllabi
6. Awarding credits to program participants
7. Providing students career planning opportunities

D. When course is offered at School District site, taught by School District instructor, School District will be responsible for:

1. Lesson planning and instruction that adheres to IWCC curriculum and standards

2. Furnishing students with approved textbooks
3. Submission of student progress reports and grades
4. Submission of course assessment data
5. Ordering equipment and supplies, including tools for students
6. Instructional calendar
7. Course syllabi in accordance with IWCC standards
8. Compliance with national, state, and local standards for student safety, facilities, and equipment
9. Providing students career planning opportunities, and

IWCC will be responsible for:

1. Approving School District instructors
 2. Providing sample course syllabi
 3. Student course evaluations
 4. Sharing curriculum and monitoring programming
 5. Awarding credits to program participants
 6. Providing School District instructor site visit every three years.
 7. Providing professional development to School District instructor
- E. When course is offered Online, taught by IWCC instructor, IWCC will be responsible for:
1. Curriculum and instruction
 2. Submission of student progress reports and grades
 3. Submission of course assessment data
 4. Student course evaluations
 5. Instructional calendar
 6. Course syllabi
 7. Awarding credits to program participants
 8. Providing students career planning opportunities
- F. Career Academy Programs
1. Academy classes will follow the IWCC academic calendar.
 - a) First semester classes begin on August 18, 2025, and end on December 12, 2025.
 - b) Second semester classes begin on January 12, 2026, and end on May 15, 2026.
 - c) The cancellation of Academy classes due to weather or extenuating circumstances will be based upon decisions made by IWCC.
- G. Additional Terms
- It is further mutually agreed upon that:
1. IWCC reserves the right to cancel any class for insufficient enrollment of fewer than 8 students. If the school district(s) chooses to run a class with fewer than 8 students, the school district(s) will be charged tuition for 8 students. If there are more than one school district, the school districts will mutually agree on the break-out of the tuition for the 8 students.

2. School District accepts IWCC grading practices, and all instructors agree to follow IWCC grading standards.
3. Upon termination of the foregoing program, any student materials provided by the School District shall remain the property of the School District, and any property provided by IWCC shall remain the property of IWCC.
4. The School District agrees to provide liability insurance with respect to conduct of the educational program described above. The School District agrees to have IWCC named as an additional insured body when determined necessary pursuant to the aforesaid liability policy.
5. The School District will utilize the textbook selected by IWCC for each course. Any textbook substitution must be approved by IWCC's Academic Dean over the course and the Vice President of Academic Affairs.
6. College Early Start students will have access to IWCC student services.
7. Each party will comply with provisions of the Carl Perkins Vocational Education Act and Senior Year Plus, State of Iowa, NACEP, and IWCC guidelines.
8. Each party will follow all state and federal statutes regarding nondiscrimination on the basis of race, marital status, color, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap, religion, or economic status.
9. Each party will designate in writing to the other party a person to coordinate all matters in connection with respect to the College Early Start Program offered at the School District.
10. The terms of this agreement apply to fall and spring IWCC terms.

IV. Program Admission

- A. The School District will identify and provide guidance and counseling for potential students interested in the program offered at each location. The School District agrees to make a good faith effort in recruiting students that have a high probability of successfully completing the courses and meet Senior Year Plus, State of Iowa, NACEP, and IWCC guidelines.
- B. The School District is responsible for ensuring that students participating in the College Early Start Program meet the academic requirements of both the School District and IWCC. Student eligibility may be demonstrated by one of the following three options: 1) Student scores on the Iowa Statewide Assessment of Student Progress (ISASP), 2) Measures of college

readiness jointly agreed upon by the School District Board and IWCC, or 3) Alternative but equivalent qualifying measures if established by the School District Board.

C. The School District will adhere to established course sequences and recommend high school courses which meet or exceed the minimum academic and technical proficiencies.

Additional information is provided by IWCC in course sequence program guides, the College Catalog, and program informational and recruitment flyers.

II. Indemnity

To the extent permitted by Iowa law, IWCC and the School District will each indemnify and hold the other harmless from any and all claims, causes of action, attorney fees, costs, or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

III. Financial Requirements

A. Where School District is listed under Program Administration as responsible, School District will be responsible for tool and equipment costs.

B. For courses taught at an IWCC site by an IWCC instructor, or online by an IWCC instructor, School District will pay to IWCC an \$85 textbook fee per student for each course enrolled. School District will cover the full cost of textbooks that they provide to students at a School District site or when the course is taught by a School District instructor. If School District prefers to source the textbook through BibliU, the cost will be \$85 per student per course.

C. School District agrees to pay the assigned tuition percentage for each scenario listed in Table 1.

Scenario	% Tuition Paid by School District	Course Fees Paid by School District?	Tools	Cost of Textbooks Paid by School District
IWCC site, IWCC instructor	90	Yes	Provided by IWCC; School District pays rental fee for applicable programs (see Table 3)	\$85 per student per course
IWCC site, School District instructor	75	No; School District supplies consumables	Provided by School District	Provided by School District or \$85 per student per course for BibliU
School District site, IWCC instructor	75	No; School District supplies consumables	Provided by School District	Provided by School District or \$85 per student per course for BibliU

School District Site, School District instructor	50	No	Provided by School District	Provided by School District or \$85 per student per course
Online, IWCC instructor	80	Yes	NA	\$85 per student per course

Table 1

D. School District is responsible for any applicable course fees (See Table 2) for courses taught at IWCC site by IWCC instructor and online by IWCC instructor.

Course	Course Fee Description	Course Fee
ART-120	Art Supplies	\$25.00
ART-123	Art Supplies	\$25.00
ART-125	Adobe Software License	\$80.00
ART-126	Adobe Software License	\$80.00
ART-133	Art Supplies	\$25.00
ART-134	Art Supplies	\$25.00
ART-143	Art Supplies	\$60.00
ART-151	Art Supplies	\$15.00
ART-184	Photography Printing Consumables	\$15.00
ART-196	Art Supplies	\$50.00
ATR-113	Roboguide Software License	\$100.00
AUT-116	Automotive Lab Consumables	\$100.00
AUT-220	Automotive Lab Consumables	\$100.00
AUT-249	Automotive Lab Consumables	\$100.00
AUT-421	Automotive Lab Consumables	\$100.00
AUT-521	Automotive Lab Consumables	\$100.00
BIO-105	Consumables, Lab Supplies, and Specimens	\$15.00
BIO-112	Dissection Materials	\$20.00
BIO-113	Dissection Materials and Specimens	\$20.00
BIO-157	Lab Supplies and Dissection Materials	\$20.00
BIO-168	Lab Supplies and Dissection Materials	\$30.00
BIO-173	Lab Supplies and Dissection Materials	\$30.00
BIO-186	Lab Supplies and Specimens	\$30.00
CAD-290	Electromechanical Lab Consumables	\$10.00
CHM-122	Lab Supplies and Chemicals	\$25.00
CHM-132	Lab Supplies and Chemicals	\$25.00
CHM-166	Lab Supplies and Chemicals	\$25.00
CHM-176	Lab Supplies and Chemicals	\$25.00
CHM-263	Lab Supplies and Chemicals	\$40.00
CHM-273	Lab Supplies and Chemicals	\$40.00
CON-170	Construction Lab Consumables	\$75.00
CON-171	Construction Lab Consumables	\$75.00

CON-266	OSHA 30-Hour Card	\$30.00
CON-440	Construction Lab Consumables	\$50.00
DRA-162	Stage Supplies	\$35.00
DSL-846	Diesel Lab Consumables	\$100.00
DSL-856	Diesel Lab Consumables	\$100.00
DSL-863	Diesel Lab Consumables	\$100.00
DSL-876	Diesel Lab Consumables	\$100.00
DSL-886	Diesel Lab Consumables	\$100.00
ECE-153	Criminal Background Check	\$45.00
EDU-219	Fingerprinting and Background Check	\$45.00
ELE-179	Electrical Lab Consumables	\$75.00
ELE-207	Electrical Lab Consumables	\$75.00
ELE-326	Electrical Lab Consumables	\$75.00
ELT-196	Electronics Lab Consumables	\$20.00
ELT-215	Electronics Lab Consumables	\$20.00
ELT-251	Electronics Lab Consumables	\$20.00
ELT-252	Electronics Lab Consumables	\$20.00
ELT-313	Electronics Lab Consumables	\$20.00
ELT-316	Electronics Lab Consumables	\$20.00
ELT-321	Electronics Lab Consumables	\$20.00
ELT-323	Electronics Lab Consumables	\$30.00
ELT-425	Electronics Lab Consumables	\$10.00
ELT-448	Electronics Lab Consumables	\$20.00
ELT-460	Electronics Lab Consumables	\$30.00
ELT-523	Electronics Lab Consumables	\$20.00
ENV-111	Field Trip Expenses	\$21.00
GRA-104	Adobe Software License	\$80.00
HCM 191	Lab Consumables: Food and Ingredients	\$50.00
HCM 192	Lab Consumables: Food and Ingredients	\$50.00
HCM 247	Lab Consumables: Food and Ingredients	\$25.00
HCM 249	Lab Consumables: Food and Ingredients	\$25.00
HCM 322	Lab Consumables: Food and Ingredients	\$25.00
HCM 323	Lab Consumables: Food and Ingredients	\$25.00
HCR-201	HVAC Lab Consumables	\$75.00
HCR-301	HVAC Lab Consumables	\$75.00
HSC-172	Background Check	\$40.00
IND-109	OSHA 10-Hour Card and PPE	\$61.00
IND-219	Electromechanical Lab Consumables	\$20.00
MAT-114 (F2F sections only)	Math Kits	\$46.00
MMS-204	Adobe Software License	\$80.00
MMS-311	Adobe Software License	\$80.00
MMS-315	Adobe Software License	\$80.00
MMS-338	Adobe Software License	\$80.00
MMS-306	Adobe Software License	\$80.00
MMS-308	Adobe Software License	\$80.00
MMS-309	Adobe Software License	\$80.00

MMS-297	Adobe Software License	\$80.00
MMS-301	Adobe Software License	\$80.00
PLU-178	Plumbing Lab Consumables	\$50.00
PLU-188	Plumbing Lab Consumables	\$50.00
WEL-103	Welding Lab Consumables	\$50.00
WEL-149	Welding Lab Consumables	\$75.00
WEL-192	Welding Lab Consumables	\$75.00
WEL-208	Welding Lab Consumables	\$50.00
WEL-240	Welding Lab Consumables	\$75.00
WEL-256	Welding Lab Consumables	\$75.00
WEL-303	Welding Lab Consumables	\$75.00

Table 2

E. School District accepts responsibility for the full cost of tuition for students who drop courses after the designated drop deadline as established each semester.

F. When the following programs are offered at IWCC site, taught by IWCC instructor, School District accepts responsibility for 5% of total tool kit costs per student per semester:

Program	5% Tool Cost per Student per Semester
Automotive Technology	\$199.85
Diesel Technology	\$238.65
Welding	\$24.50
Construction Technology	\$14.27
Electrical	\$23.54
HVAC	\$53.54
Plumbing	\$15.29

Table 3

G. School District accepts responsibility for the full cost of damaged, lost, or stolen tools that are issued as rentals to students in applicable programs (See Table 3). School District will be invoiced at the end of each semester.

IV. Duration

This agreement is effective starting July 1, 2025 and will automatically renew each year unless notification of intent to terminate is given by either party no later than February 15 of the following year.

V. Execution

This agreement becomes effective only after all parties have signed, whether on the same or separate pages of this agreement.

Board President

Date

Iowa Western Community College

School District Representative

Date

_____ Community School District

**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, 2026, unless earlier terminated. This Agreement will not be terminated prior to June 30, 2026 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 campuses 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 Students 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, 2025, 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 2025 Fall Term. Participant agrees to pay Tarkio Tech the invoice amount on or before November 15, 2025. On or before February 1, 2026, 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 2026 Spring Term. Participant agrees to pay Tarkio Tech the invoice amount on or before March 31, 2026.

- 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 2025-2026 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 2025 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 checked="" type="checkbox"/> Plumbing Technology	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> Welding Technology	Guaranteed Program <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wind Energy Technology	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> HVAC Installation	Guaranteed Program <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Pipe Welding & Fabrication	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> Computer Information Tech	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> Precision Agriculture	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> Health Occupations/CNA	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> Advanced CIT	Guaranteed Program <input type="checkbox"/>
<input checked="" type="checkbox"/> Culinary Arts	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	_____
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Tarkio Tech Concurrent Enrollment Program Costs

2025-2026 School Year

Welding (2 semesters)

Tuition (\$200/credit)	24 credits	\$4800
Fees (\$45/lab hr)	28 hours	\$ 1260
Textbook purchase		<u>\$ 195</u>
Total		\$6255 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1515.00</u>
Total cost per student with guarantee		\$4740.00

Plumbing (2 semesters)

Tuition (\$200/credit)	32 credits	\$6400
Fees (\$45/lab hr)	34 hours	\$1530
Textbook purchase		<u>\$ 120</u>
Total		\$8050 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1982.50</u>
Total cost per student with guarantee		\$6067.50

Wind Energy (2 semesters)

Tuition (\$200/credit)	30 credits	\$6000
Fees (\$45/lab hr)	22 hours	\$ 990
Textbook rental (\$30/class)	9 classes	<u>\$ 270</u>
Total		\$7260 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1747.50</u>
Total cost per student with guarantee		\$5512.50

HVAC Installation (2 semesters)

Tuition (\$200/credit)	32 credits	\$6400
Fees (\$45/lab hr)	30 hours	\$1350
Textbook rental (\$30/class)	7 classes	<u>\$ 210</u>
Total		\$7960 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1937.50</u>
Total cost per student with guarantee		\$6022.50

Computer Information Technology (2 semesters)

Tuition (\$200/credit)	36 credits	\$7200
Fees (\$45/lab hr)	20 hours	\$900
Textbook rental (\$30/class)	11 classes	<u>\$ 330</u>
Total		\$8430 (To be included with contract)
Guarantee Discount (25%)		<u>-\$2025.00</u>
Total cost per student with guarantee		\$6405.00

Pipe Welding & Fabrication (2 semester)

Tuition (\$200/credit)	27 credits	\$5400
Fees (\$45/lab hr)	38 hours	<u>\$1710</u>
Textbook purchase		<u>\$ 25</u>
Total		\$7135 (To be included with contract)
Guarantee Discount (25%)		<u>-\$1777.50</u>
Total cost per student with guarantee		\$5357.50

Advanced CIT (2 semesters)

Tuition (\$200/credit)	8 credits	\$1600.00
Fees (\$45/lab hr)	12 hours	<u>\$ 540.00</u>
Textbook rental (\$30/class)	2 classes	<u>\$ 60</u>
Total		\$2200.00 (To be included with contract)
Guarantee Discount (25%)		<u>-\$ 535.00</u>
Total Cost per student with guarantee		\$1665.00

Health Occupations/CNA (2 semesters)

Tuition (\$200/credit)	22.5 credits	\$4500.00	
Fees (\$45/lab hr)	7 hours	\$ 315	
Textbook rental (\$30/class)	6 classes	<u>\$ 150</u>	
Textbooks purchase	1 class	<u>\$ 52</u>	
Total		\$5017.00	(To be included with contract)
Guarantee Discount (25%)		<u>-\$ 1203.75</u>	
Total cost per student with guarantee		\$3813.25	

Precision Agriculture (2 semesters)

Tuition (\$200/credit)	36 credits	\$7200	
Fees (\$45/lab hr)	34 hours	\$1530	
Textbooks purchase	TBD	<u>\$ TBD</u>	
Textbook rental (\$30/class)	TBD	<u>\$ TBD</u>	
Total		\$ TBD	(To be included with contract)
Guarantee Discount (25%)		<u>-\$2182.50</u>	
Total cost per student with guarantee		\$ TBD	

Culinary Arts (2 semesters)

Tuition (\$200/credit)	TBD	TBD	
Fees (\$45/lab hr)	TBD	TBD	
Textbooks purchase	TBD	<u>\$ TBD</u>	
Textbook rental (\$30/class)	TBD	<u>\$ TBD</u>	
Total		\$ TBD	(To be included with contract)
Guarantee Discount (25%)		<u>-\$ TBD</u>	
Total cost per student with guarantee		\$ TBD	

Policy 102: Equal Educational Opportunity

Status: DRAFT

Original Adopted Date: 12/17/2021 | Last Revised Date: 12/17/2024 | Last Reviewed Date: 12/17/2024

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

The Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact [Name of Equity Coordinator(s), contact address, contact telephone number, contact email address].

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

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, [redacted] Community School District, [redacted], Iowa [redacted]; or by telephoning [redacted].

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

This is a mandatory policy.

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

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

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

Regulation 102-R(1): Equal Educational Opportunity - Grievance Procedure

Status: DRAFT

Original Adopted Date: 12/17/2021 | Last Reviewed Date: 12/17/2021

It is the policy of the Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact [Name of Equity Coordinator(s), contact address, contact telephone number, contact email address].

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within [state number of days - 180] of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within [state number of days - 15] working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within [state number of days - 60] working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within [state number of days - 5] working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within [state number of days - 10] working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within [state number of days - 30] working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within [state number of days - 5] working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

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

NOTE: The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.

NOTE: The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.

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

I.C. Iowa Code

Iowa Code § 216.6

Description

[Unfair Employment Practices](#)

Iowa Code § 216.9

[Unfair/Discriminatory Practices](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

Iowa Code § 280.3

[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12

Description

[General Accreditation Standards](#)

U.S.C. - United States Code

20 U.S.C. §§ 1221

Description

[Education - FERPA - General Provisions](#)

20 U.S.C. §§ 1681

[Education - Sex](#)

20 U.S.C. §§ 1701

[Education - EEO](#)

29 U.S.C. § 206

[Labor - Minimum Wage](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

42 U.S.C. § 2000d

[Public Health - Civil Rights - Federally Programs](#)

42 U.S.C. § 2000e

[Public Health - EEO Civil Rights - Definitions](#)

ANNUAL NOTICE OF NONDISCRIMINATION

The *[insert school district name]* offers career and technical programs in the following areas of study:

[List CTE Areas of Study]

It is the policy of the *[insert school district name]* Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, ~~gender identity~~ and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *[Name of Equity Coordinator(s), contact address, contact telephone number, contact email address]*.

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

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the [insert school district name] Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, ~~gender identity~~ and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact [Name of Equity Coordinator(s), contact address, contact telephone number, contact email address].

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

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The *[insert school district name]* does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the *[insert school district name]* Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, ~~gender identity~~ and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *[Name of Equity Coordinator(s), contact address, contact telephone number, contact email address]*.

DISCRIMINATION COMPLAINT FORM

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for
yourself or someone else
(please identify the individual if
you are submitting on behalf of
someone else): _____

Who or what entity do you
believe discriminated against,
~~harassed, or bullied~~ you (or
someone else)? _____

Date and place of alleged
incident(s): _____

Names of any witnesses (if
any): _____

Nature of discrimination, ~~harassment, or bullying~~ alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other — Please Specify:
<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>			
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, ~~harassed, or bullied~~. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant
(include whether the
Complainant is a student
or employee):

Date and place of alleged
incident(s):

Nature of discrimination, ~~harassment, or bullying~~ alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity Religion/Creed	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other — Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant
(include whether the
Complainant is a student
or employee):

Date and place of alleged
incident(s):

Nature of ~~discrimination~~, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant
(include whether the
Complainant is a student
or employee): _____

Date and place of alleged
incident(s): _____

Name of Respondent
(include whether the
Respondent is a student or
employee): _____

Nature of ~~discrimination~~, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Policy 401.01: Equal Employment Opportunity

Status: DRAFT

Original Adopted Date: 03/09/2022 | Last Revised Date: 12/17/2024 | Last Reviewed Date: 12/17/2024

The Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The [redacted] Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, [redacted] Community School District, [redacted], Iowa [redacted]; or by telephoning [redacted].

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (515) 281-4121 or 1-800-457-4416, <https://icrc.iowa.gov/>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

NOTE: This is a mandatory policy and reflects the law. The district must perform an initial background check on all employees 18 years of age and older. For some licensed employees, background checks must be performed every five years.

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 2000e *et seq.*
42 U.S.C. §§ 12101 *et seq.*
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8.
281 I.A.C. 12.4; 95.

I.C. Iowa Code

Iowa Code § 19B

Iowa Code § 20

Iowa Code § 216

Iowa Code § 279.8

Iowa Code § 35C

Iowa Code § 73

Description

[Equal Opportunity and Affirmative Action](#)

[Collective Bargaining](#)

[Civil Rights Commission](#)

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

[Veterans Preference](#)

[Preferences](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.4

281 I.A.C. 95

Description

[School Personnel](#)

[EEO/AA](#)

U.S.C. - United States Code

29 U.S.C. §§ 621

42 U.S.C. § 12101

42 U.S.C. § 2000e

Description

[Labor - Age Discrimination](#)

[Public Health - Equal Opportunity - Disabilities](#)

[Public Health - EEO Civil Rights - Definitions](#)

Cross References

102

102-R(1)

102-E(1)

102-E(2)

102-E(3)

102-E(4)

102-E(5)

104

104-R(1)

104-E(1)

104-E(2)

104-E(3)

405.02

411.02

Description

[Equal Educational Opportunity](#)

[Equal Educational Opportunity - Grievance Procedure](#)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

[Equal Educational Opportunity - Witness Disclosure Form](#)

[Anti-Bullying/Harassment Policy](#)

[Anti-Bullying/Harassment Policy - Investigation Procedures](#)

[Anti-Bullying/Harassment Policy - Complaint Form](#)

[Anti-Bullying/Harassment Policy - Witness Disclosure Form](#)

[Anti-Bullying/Harassment Policy - Disposition of Complaint Form](#)

[Licensed Employee Qualifications, Recruitment, Selection](#)

[Classified Employee Qualifications, Recruitment, Selection](#)

Policy 402.02: Child Abuse Reporting

Status: DRAFT

Original Adopted Date: 03/09/2022 | Last Revised Date: 06/07/2023 | Last Reviewed Date: 06/07/2023

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse and dependent adult abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.

This is a mandatory policy.

NOTE: All mandatory reporter training certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>.

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17.
441 I.A.C. 9.2; 155; 175.

I.C. Iowa Code

Iowa Code § 232

Description

[Juvenile Justice](#)

Iowa Code § 232A

[Juvenile Justice Restitution](#)

Iowa Code § 235A

[Child Abuse](#)

Iowa Code § 280.17

[Uniform School Requirements - Child abuse reporting](#)

I.A.C. Iowa Administrative Code

441 I.A.C. 155

Description

[Human Services - Child Abuse Prevention](#)

441 I.A.C. 175

[Human Services - Abuse of Children](#)

441.I.A.C. 9.2

[Human Services - Statement of Policy](#)

Policy 506.01: Education Records Access

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

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

Definitions

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

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

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

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

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

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

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

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of

students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;

- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- [Consistent with an interagency agreement between the school district and juvenile justice agencies]
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

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

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

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

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

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

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

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

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

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

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

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

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

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

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

NOTE: This is a mandatory policy.

NOTE: For districts that include the option language regarding the interagency agreement, please ensure that the policy is included in the student handbook in accordance with law.

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

I.C. Iowa Code

Iowa Code § 22

Description

[Open Records](#)

Iowa Code § 279.9B

[Directors - Powers and Duties - Reports to Juvenile Authorities](#)

Iowa Code § 280.24

[Drug & Alcohol Possession Reporting](#)

Iowa Code § 280.25

[Information Sharing](#)

Iowa Code § 622.10

[Evidence - Communications in Professional Confidence](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

281 I.A.C. 41

[Special Education](#)

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

[Education - FERPA](#)

20 U.S.C. §1415

[IDEA - Procedural Safeguards](#)

Policy 600: Goals and Objectives of the Education Program (I & II)

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Option I

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program. The board's objective in the design, contents and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion, sexual orientation, gender identity or disability.

In providing the education program of the school district, the board will strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation;
- Acquire entry-level job skills and knowledge necessary for further education;
- Acquire the capacities for satisfying and responsible roles as family members;
- Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental;
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- Develop an understanding of their own worth, abilities, potential and limitations; and,
- Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

An advisory committee of representatives of the school district community and the school district is appointed to make recommendations for the goals and objectives of the education program. Annually, the board will report to the committee regarding progress toward achievement of the goals and objectives of the education program.

Option II

The goals and objectives of the school district are designed to achieve the philosophy statement of the school district. An advisory committee of representatives of the school district community and the school district is appointed to make recommendations for the goals and objectives of the education program.

Short-term and long-term objectives for the education program are established annually by the board. These objectives will reflect the results of the needs assessment, recommendation of the advisory committee, recommendations from the superintendent, and changes in law.

Annually, the board will report to the committee regarding progress toward the achievement of the goals and objectives of the education program

Note: For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #10 - June 8, 2007.

Cross References

101

200.03

Description

[Educational Philosophy of the School District](#)

[Responsibilities of the Board of Directors](#)

Policy 603.04: Multicultural/Gender Fair Education

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #10- June 8, 2007.

Legal Reference: Iowa Code §§ 216.9; 256.11.
281 I.A.C. 12.5(8).

I.C. Iowa Code

Iowa Code § 216.9

Iowa Code § 256.11

Description

[Unfair/Discriminatory Practices](#)

[DE - Educational Standards](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.5

Description

[General Accreditation Standards - Education Program](#)

Cross References

102

102-R(1)

102-E(1)

102-E(2)

102-E(3)

102-E(4)

102-E(5)

Description

[Equal Educational Opportunity](#)

[Equal Educational Opportunity - Grievance Procedure](#)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

[Equal Educational Opportunity - Witness Disclosure Form](#)

Regulation 605.01-R(1): Instructional Materials Selection (I, II) - Selection of Instructional Materials Regulation

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Revised Date: 06/07/2023 | Last Reviewed Date: 06/07/2023

I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, principal and superintendent.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
 - 1. The superintendent will inform the committee as to their role and responsibility in the process.
 - 2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
- C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of individuals without preference or bias. Required materials will comply with all applicable laws.
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.

F. Profanity and Sex - Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.

G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.

1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:

- a. To acquire materials and provide service consistent with the demands of the curriculum;
- b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
- c. To effectively guide and counsel students in the selection and use of materials and libraries;
- d. To foster in students a wide range of significant interests;
- e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
- f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
- g. To encourage life-long education through the use of the library; and,
- h. To work cooperatively and constructively with the instructional and administrative staff in the school.

2. Materials selected are consistent with stated principles of selection. These principles are:

- a. To select material, within established standards, which will meet the goals and objectives of the school district;
- b. To consider the educational characteristics of the community in the selection of materials within a given category;
- c. To present the racial, religious and ethnic groups in the community by:
 1. Portraying people, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
- d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
- e. To strive for impartiality in the selection process.

3. The materials selected will meet stated selection criteria. These criteria are:

- a. Authority-Author's qualifications - education, experience, and previously published works;
- b. Reliability:
 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
- c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
 1. Vocabulary:

- a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
 - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause others to feel excluded or dehumanized.
 2. Compatible to the reading level of the student for whom it is intended.
 - e. Format:
 1. Book
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well spaced;
 - d. Adequate margins;
 - e. Firmly bound; and,
 - f. Cost.
 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate authoritative presentation;
 - e. Good production qualities (fidelity, aesthetically adequate);
 - f. Durability; and,
 - g. Cost.
 3. Illustrations of book and nonbook materials should:
 - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
 - d. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
 - f. Special Features:
 1. Bibliographies.
 2. Glossary.
 3. Current charts, maps, etc.
 4. Visual aids.
 5. Index.
 6. Special activities to stimulate and challenge students.
 7. Provide a variety of learning skills.
 - g. Potential use:
 1. Will it meet the requirement of reference work?
 2. Will it help students with personal problems and adjustments?
 3. Will it serve as a source of information for teachers and librarians?
 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, gender identity and sexual stereotypes?
 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 6. Will it help students and teachers keep abreast of and understand current events?
 7. Will it foster and develop hobbies and special interest?
 8. Will it help develop aesthetic tastes and appreciation?
 9. Will it serve the needs of students with special needs?
 10. Does it inspire learning?
 11. Is it relevant to the subject?
 12. Will it stimulate a student's interest?
 4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
 5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.
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Policy 708: Care, Maintenance and Disposal of School District Records

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Revised Date: 06/18/2024 | Last Reviewed Date: 06/18/2024

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent and board secretary as custodian of district records, or their designer, to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

Secretary's financial records	Permanently
Treasurer's financial records	Permanently
Open meeting minutes of the Board of Directors	Permanently
Annual audit reports	Permanently
Annual budget	Permanently
Permanent record of individual pupil	Permanently
School election results	Permanently
Real property records (e.g., deeds, abstracts)	Permanently
Records of payment of judgments against the school district	20 years
Bonds and bond coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
Written contracts	11 years
Cancelled warrants, check stubs, bank statements, bills, invoices, and related record	5 years
Recordings and minutes of closed meetings	1 year
Program grants	As determined by the grant
Nonpayroll personnel records	7 years after leaving district
Payroll personnel records	3 years after leaving the district
Employment applications	2 years
Payroll records	3 years
School meal programs accounts/records	3 years after submission of the final claim for reimbursement
Records of complaints of sex discrimination, and conduct that reasonably may constitute sex discrimination, plus all responsive records and outcomes and training materials on this topic	7 years

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

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

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school

district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

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

The superintendent custodian of district records or their designee may digitize or otherwise electronically retain school district records and may destroy paper copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

This is a mandatory policy.

NOTE: Most of the time limits listed in this policy are based on legal requirements. Where the law is silent, best practice time limits have been developed. Prior to changing any of the time limits listed, it is recommended that local counsel be contacted.

Legal Reference: 7 C.F.R. § 210.23(c).
34 C.F.R. 106.8
Iowa Code §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1(13).
281 I.A.C. 12.3(4); 41.624.
City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).

I.C. Iowa Code

Iowa Code § 22.3	Open Records - Supervision
Iowa Code § 22.7	Confidential Records
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 291.6	Board Officers - Duties of Secretary
Iowa Code § 554D.114	Records - Electronic - Retention
Iowa Code § 554D.119	Records - Electronic - Creation, Retention
Iowa Code § 614.1	Limitations of Action - Period
Iowa Code § 91A.6	Wage Payment Collection - Notice and Recordkeeping

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3	Administration
281 I.A.C. 41.624	Special Education - Information Procedures

C.F.R. - Code of Federal Regulations

34 C.F.R. 106.8	Designation of Coordinator, dissemination of policy, and adoption of grievance procedures
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Case Law

City of Sioux City v. Greater SC Press Club	421 N.W.2d 895 (Iowa 1988)
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Regulation 710.01-R(1): School Food Program - School Nutrition Program Civil Rights Complaints Procedure

Status: DRAFT

Original Adopted Date: 05/05/2022 | Last Revised Date: 12/17/2024 | Last Reviewed Date: 12/17/2024

USDA Child Nutrition Programs in Iowa

Procedures for Handling a Civil Rights Complaint

1. Civil rights complaints related to the National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program, Summer Food Service Program, Seamless Summer Option, or Child and Adult Care Food Program are written or verbal allegations of discrimination based on USDA protected classes of race, color, national origin, sex, age, and disability.
2. Any person claiming discrimination has a right to file a complaint within 180 days of the alleged discrimination. See below for additional Iowa Civil Rights information. A civil rights complaint based on the protected classes listed in #1 above must be forwarded to the address on the nondiscrimination statement.
3. All complaints, whether written or verbal, must be accepted by the School Food Authority (SFA)/Sponsor/Organization and forwarded to USDA at the address or link on the nondiscrimination statement within 5 calendar days of receipt. An anonymous complaint should be handled the same way as any other. Complaint forms may be developed, but their use cannot be required. If the complainant makes the allegations verbally or in a telephone conversation and is reluctant or refuses to put them in writing, the person who handles the complaint must document the description of the complaint.
4. There must be enough information to identify the agency or individual toward which the complaint is directed and indicate the possibility of a violation. Every effort should be made to obtain at least the following information:
 - Name, address and telephone number or other means of contacting the complainant;
 - The specific location and name of the organization delivering the program service or benefit;
 - The nature of the incident(s) or action(s) that led the complainant to feel there was discrimination;
 - The basis on which the complainant feels discrimination occurred (race, color, national origin, sex, age, or disability);
 - The names, titles, and addresses of people who may have knowledge of the discriminatory action(s); and
 - The date(s) when the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).
5. USDA is the cognizant agency for the Child Nutrition Programs listed and therefore is the first contact for the six protected classes listed in #1 above, for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is: program.intake@usda.gov
6. In Iowa, protected classes also include sexual orientation, **gender identity**, religion or creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is: Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

Bureau of Nutrition and Health, IDOE, 12/2021

I.C. Iowa Code

Iowa Code § 283A

Description

[School Meal Programs](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 58

Description

[Education - Breakfast and Lunch Program](#)

U.S.C. - United States Code

42 U.S.C. §§ 1751

Description

[Public Health - School Lunch Program](#)

SCHOOL NUTRITION PROGRAM NOTICES OF NONDISCRIMINATION

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, ~~gender identity~~, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

CHILD NUTRITION PROGRAMS CIVIL RIGHTS COMPLAINT FORM

Complaint Contact Information:

Name: _____

Street Address, City, State, Zip: _____

County: _____ Area Code/Phone: _____

Email Address: _____

Complaint Information:

1. Specific name and location of the entity and individual delivering the service or benefit:
2. Describe the incident or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participants:
3. On what basis does the complainant feel discrimination exists (race, color, national origin, sex, age, disability, creed, sexual orientation, religion, ~~gender identity~~, political party affiliation, actual/potential parental/family/marital status)?
4. List the names, titles, and business addresses of persons who may have knowledge of the alleged discriminatory action:
5. List the date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions: _____
6. Date complaint received: _____
7. Person receiving complaint: _____
8. Action(s) taken:

USDA is the cognizant agency for the Child Nutrition Programs listed and therefore is the first contact for the six protected classes of race, color, national origin, sex, age, and disability for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is:

program.intake@usda.gov

In Iowa, protected classes also include sexual orientation, ~~gender identity~~, religion or creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is: Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

Policy 804.02: District Emergency Operations Plans

Status: DRAFT

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

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

The superintendent [or their designee] shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The plan will also identify methods that a parent or guardian of a student may use to communicate with the student during an emergency situation. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

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

NOTE: This is not a mandatory policy, but all school districts are required to have emergency operations plans in place for their districts no later than June 30, 2019.

Legal Reference: Iowa Code 280.30

I.C. Iowa Code

Iowa Code § 280.30

Description

[Emergency Operations Plans](#)

Cross References

711.07

800

Description

[School Bus Safety Instruction](#)

[Objectives of Buildings & Sites](#)