

- d. Approve Contract for Junior/Senior DC/Philadelphia/New York City Trip
- e. Accept Receipt of the FY23 District Audit Report
- 8. Discussion (possible action):
 - a. First American Lease and Credit Options
- 9. Informational Items
 - Next Regular Meeting – February 10, 2025 at 5:00 p.m.
- 10. Adjournment

Shenandoah Community School District
Minutes of the Annual Meeting of the Board of Directors – December 9, 2024
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.

Mission Statement:

The SCSD Mission Statement was read by Director Twyman.

Welcome to Audience:

President Fichter welcomed everyone to the meeting.

Action Items:

Approval of Previous Minutes

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

Approval of Treasurer's Report

Motion to approve Account Balances, Unspent Authorized Budget Report and Accounts Payable by Director Van Der Vliet, second by Director Wooten. Motion carried 4-0 as Director Mason was temporarily unavailable.

Adjournment of Retiring Board:

Motion by Director Van Der Vliet, second by Director Wooten to adjourn the meeting at 5:03 pm. Motion carried unanimously.

Call to Order:

Board Secretary Lisa Holmes called the meeting to order at 5:04 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.

Election of Board President and Oath:

Director Van Der Vliet nominated Director Fichter. With no other nominations, Director Fichter was unanimously approved. Board Secretary Lisa Holmes administered the oath of office to newly elected Board President Jean Fichter who then presided over the meeting.

Election of Board Vice President & Oath

Director Van Der Vliet nominated Director Wooten. With no other nominations, Director Wooten was unanimously approved. Board Secretary Lisa Holmes administered the oath of office to newly elected Vice President Clint Wooten.

Open Forum:

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

Consent Agenda:

Approval of Fundraising Requests, Out of State Travel Requests and Personnel Requests: Contracts: Holly Scherff, Bus Driver Trainer; Larry Seward, Custodian - \$16.60/hour. Resignations: Tiffany Spiegel, Director of Student Services – effective June 30, 2025. Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

Action Items:

Approve Appointment of Ahlers & Cooney as SCSD Attorney:

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

Approve Bank Depositories with Bank Iowa, Northwest Bank and ISJIT:

Motion to approve Bank Iowa (PPEL, SAVE, General Fund, Management) for up to \$7.5 million, Northwest Bank (Activities, Scholarship) for up to \$1 million and ISJIT for up to \$5 million by Director Wooten, second by Director Van Der Vliet. Motion carried unanimously.

Approve Southwest Iowa Herald as SCS D Publication:

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

Appoint Member to Page County Conference Board:

Director Fichter volunteered to serve. Director Mason made a motion to appoint Director Fichter, second by Director Van Der Vliet. Motion carried unanimously.

Appoint Member to Fremont County Conference Board:

Director Twyman volunteered to serve. Director Van Der Vliet made a motion to appoint Director Twyman, second by Director Mason. Motion carried unanimously.

Approve 2025 Fremont County Fair Agreement:

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

Approve Final Quote for Auditorium Seating Project at \$168,458.08:

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

Approve Chromebook/iPad Purchases:

Motion was made by Director Van Der Vliet, seconded by Director Wooten to purchase Chromebooks from CDW-G (low bid) and iPads through the state portal with a 3-year lease agreement through First American for a total cost of \$127,422.89. Motion carried unanimously.

Closed Session:

At 5:15 pm, Director Van Der Vliet made a motion to go into closed session as authorized by Iowa Code Section 21.5(1)(e) to receive an update regarding disciplinary action against a student and to review and discuss records which are required by state or federal law to be kept confidential as provided by Iowa Code Section 21.5(1)(a), second by Director Wooten. Motion carried unanimously.

Director Wooten exited the meeting.

At 5:20 pm by general consensus, the board reconvened in open session. Director Van Der Vliet made a motion to accept the superintendent's recommendation to reinstate the student who was the subject of the closed session to in-person learning at the beginning of the second semester. The motion was seconded by Director Mason. Motion carried unanimously.

Informational Items:

Special Meeting – December 16, 2024 at 5:00 pm

Next Regular Meeting – January 13, 2025 at 5:00 pm

Adjournment:

Motion by Director Van Der Vliet, second by Director Mason to adjourn the meeting at 5:21 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – December 16, 2024
Administration Board Room

Call to Order:

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

Roll Call:

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

Consent Agenda:

Approval of personnel requests: Contracts: Skippy Eckhardt, MS Weights. Resignations: Mariah McCoy, Asst. HS Volleyball. Volunteer Coaches: John Connell, MS Girls Basketball; Levi Heinold, HS Wrestling; Ryan O'Rourke, HS Boys Basketball; Logan Roberts, HS Wrestling; Matt Sells, HS & MS Boys Basketball. Motion to approve by Director Wooten, second by Director Twyman. Motion carried unanimously.

Action Items:

Approve Administrative Restructuring Plan for the 2025-26 School Year:

Director Wooten made a motion to approve the transfer of Aaron Burdorf from MS Principal to Director of Communications, the hiring of an Early Childhood Coordinator and Special Education Director to replace the Director of Student Services, and the hiring of a Positive Supports and Bullying Prevention Coordinator, seconded by Director Twyman. The motion carried unanimously.

Informational Items:

Next Regular Meeting – January 13, 2025 at 5:00 pm

Adjournment:

Motion by Director Wooten, second by Director Twyman to adjourn the meeting at 5:07 p.m. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Work Session of the Board of Directors – December 16, 2024
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:08 p.m.

Roll Call:

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

Discussion Items:

K-8 HVAC and Roof Project Update with Carl A. Nelson & Co.:

The board received an update on the roof resurfacing and HVAC upgrade projects planned for the K-8 building.

Adjournment:

Motion by Director Wooten, second by Director Twyman to adjourn the work session at 5:35 pm.
Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – January 6, 2025
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 9:30 a.m.

Roll Call:

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

Action Items:

Approve Recommended Commissioning Agent's Proposal (DLR Group):

Director Wooten made a motion to approve the commissioning agent's proposal with the low bidder DLR Group for \$18,100, seconded by Director Twyman. The motion carried unanimously.

Approve SVPA's Additional Fees of \$4,200 for Additional Scope:

Director Wooten made a motion to approve the additional fees of \$4,200 for additional work including storefront windows, skylights, and new exterior material on the clerestory, seconded by Director Mason. Motion carried unanimously.

Set Public Hearing Date for Bid Acceptance of the K8 Roof Replacement and HVAC Replacement for February 10, 2025 at 5:00 p.m.:

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

Discussion Items:

Advertisement Requirements:

Cindy Larson with CA Nelson went over the publication requirements on the public hearing notices and bid letting documents for the K8 roof resurfacing and HVAC replacement.

Informational Items:

Next Regular Meeting – January 13, 2025 at 5:00 pm

Adjournment:

Motion by Director Wooten, second by Director Mason to adjourn the meeting at 9:39 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	2,389.91	-	-	-	-	-
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	-	-	-	-	-
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	-	-	-	-	-
Beg Balance MS Concession (CASH)	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	-	-	-	-	-
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	-	-	-	-	-
Revenues	78,231.31	61,372.98	2,144,363.91	3,038,948.32	1,114,161.62	1,199,637.44	-	-	-	-	-	-
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)	(1,257,626.02)	-	-	-	-	-	-
Payables	(794,660.12)	(1,266,926.18)	(5,921.44)	1,630.54	1,560.57	1,560.58	-	-	-	-	-	-
Prior Month's Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	(15,776.58)	3,858.95	23,492.64	10,113.96	6,966.60	2,389.91	-	-	-	-	-	-
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	-	-	-	-	-	-
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	-	-	-	-	-	-
End Balance MS Concession (CASH)	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	-	-	-	-	-	-
End Balance Invest ISJIT (BKIA 110)	1,862,993.60	14,064.47	-	-	1,003,635.09	1,007,303.82	-	-	-	-	-	-
Total General Fund	1,594,398.00	168,755.53	686,075.02	2,465,956.07	2,202,676.39	2,146,248.39	-	-	-	-	-	-
Check	1,594,398.00	168,755.53	686,075.02	2,465,956.07	2,202,676.39	2,146,248.39	2,146,248.39	-	-	-	-	-
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	-	-	-	-	-
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	-	-	-	-	-
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	-	-	-	-	-
Revenues	-	-	49,378.69	122,345.17	13,762.52	8,376.98	-	-	-	-	-	-
Receivables	4,818.39	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(46,035.47)	(398,494.55)	(81,624.51)	(2,146.01)	(14,918.01)	(41,885.26)	-	-	-	-	-	-
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	-	-	-	-	-	-
End Balance Savings (BKIA 14)	11,275.52	8,637.44	45,666.30	163,730.69	163,350.56	127,539.63	-	-	-	-	-	-
End Balance Invest (BKIA 110)	876,973.60	476,973.60	408,654.57	410,257.81	411,749.14	413,254.26	-	-	-	-	-	-
Total Management Fund	887,078.99	488,584.44	456,338.62	576,537.78	575,382.29	541,874.01	-	-	-	-	-	-
Check	887,078.99	488,584.44	456,338.62	576,537.78	575,382.29	541,874.01	541,874.01	-	-	-	-	-
SAVE Fund (33)												
Beg Balance Checking (BKIA 10)	-	37.06	2,474.57	4,182.68	879.27	2,520.60	3,649.93	-	-	-	-	-
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	-	-	-	-	-
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	-	-	-	-	-
Revenues	-	128,272.01	105,372.36	139,122.97	102,162.05	107,111.34	-	-	-	-	-	-
Receivables	127,313.79	-	-	-	-	-	-	-	-	-	-	-
Expenditures	1,200.00	(167,562.49)	(118,355.70)	(13,317.02)	(18,476.78)	(94,205.21)	-	-	-	-	-	-
Payables	(760.00)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)	37.06	2,474.57	4,182.68	879.27	2,520.60	3,649.93	-	-	-	-	-	-
End Balance Savings (BKIA 14)	518,946.88	477,218.89	458,521.24	583,809.66	662,299.36	670,489.05	-	-	-	-	-	-
End Balance Invest (BKIA 110)	969,928.37	969,928.37	973,934.57	977,755.51	981,309.75	984,896.86	-	-	-	-	-	-
Total SAVE Fund	1,488,912.31	1,449,621.83	1,436,638.49	1,562,444.44	1,646,129.71	1,659,035.84	-	-	-	-	-	-
Check	1,488,912.31	1,449,621.83	1,436,638.49	1,562,444.44	1,646,129.71	1,659,035.84	1,659,035.84	-	-	-	-	-
ACCOUNT												
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	-	-	-	-	-
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	-	-	-	-	-
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	-	-	-	-	-
Revenues	-	-	32,324.03	78,357.91	9,721.99	221,436.46	-	-	-	-	-	-
Receivables	6,577.35	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(72,953.82)	(34,046.03)	(93,241.06)	(65,565.05)	(28,982.37)	(65,724.99)	-	-	-	-	-	-
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	-	-	-	-	-	-
End Balance Invest (BKIA 110)	81,664.29	11,664.29	50,884.68	56,784.74	39,252.22	238,414.66	-	-	-	-	-	-
End Balance Savings (BKIA 110)	705,374.73	705,374.73	607,875.17	610,259.99	612,478.35	564,534.45	-	-	-	-	-	-

SHENANDOAH COMMUNITY SCHOOL			
UNSPENT AUTHORIZED BUDGET CALCULATION			
2024-2025			
REGULAR PROGRAM DISTRICT COST	\$8,272,082.00		
+ REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00		
+ SUPPLEMENTARY WEIGHTING DISTRICT COST	\$105,651.00		
+ SPECIAL ED DISTRICT COST	\$1,160,283.00		
+ TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$951,653.00		
+ PROF DEV SUPPLEMENT DISTRICT COST	\$81,113.00		
+ EARLY INTERVENTION SUPPL DISTRICT COST	\$94,312.00		
+ TEACHER LEADERSHIP SUPP DISTRICT COST	\$400,782.00		
+ AEA SPECIAL ED SUPPORT	\$412,536.00		
+ AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00		
+ AEA MEDIA SERVICES	\$67,798.00		
+ AEA EDUCATIONAL SERVICES	\$74,959.00		
+ AEA SHARING DISTRICT COST	\$849.00		
+ AEA TEACHER SALARY SUPPL DISTRICT COST	\$42,365.00		
+ AEA PROF DEV SUPPL DISTRICT COST	\$0.00		
+ DROPOUT ALLOWABLE GROWTH	\$298,597.00	Required Local Match \$99,532	
+ SBRC ALLOWABLE GROWTH OTHER #1	\$0.00	Inc. Enrollmnt, OE Out, and LEP	
+ SBRC ALLOWABLE GROWTH OTHER #2	\$0.00	LEP	
+ SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$0.00	Estimated	
- SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00		
- AEA SPECIAL ED POSITIVE BALANCE	\$0.00		
+ ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00		
- UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00		
+ ENROLLMENT AUDIT ADJUSTMENT	-\$12,980.00		
- AEA PRORATA REDUCTION	-\$70,938.00	\$527,569.00	
= MAXIMUM DISTRICT COST	\$11,879,062.00	11,879,062.00	-
+ PRESCHOOL FOUNDATION AID	\$215,310.00		
+ INSTRUCTIONAL SUPPORT AUTHORITY	\$615,774.00		
+ ED IMPROVEMENT AUTHORITY	\$0.00		
+ OTHER MISCELLANEOUS INCOME	\$2,300,000.00	Estimate on Budget Worksheet	
+ UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$2,965,000.00	Est.	
= MAXIMUM AUTHORIZED BUDGET	\$17,975,146.00		
- EXPENDITURES	\$6,412,353.62	35.67%	
= UNSPENT AUTHORIZED BUDGET	\$11,562,792.38		
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	\$1,257,626.02	\$1,158,031.33	\$1,158,031.33
JANUARY	\$0.00	\$0.00	\$1,059,404.66
FEBRUARY	\$0.00	\$0.00	\$1,405,279.86
MARCH	\$0.00	\$0.00	\$1,442,052.05
APRIL	\$0.00	\$0.00	\$1,089,576.77
MAY	\$0.00	\$0.00	\$1,216,610.96
JUNE	\$0.00	\$0.00	\$3,337,815.13
TOTAL	\$6,412,353.62	\$6,005,209.77	\$15,555,949.20

SHENANDOAH COMMUNITY SCHOOL										
CALCULATION OF MISCELLANEOUS INCOME										
2024-2025										
	STATE AID/ SRCIPVR (CNI)	TLC/4 YR STATE AID/TSS/ EARLY INTER/PD/ TRANS EQ.	SPED DEFICIT SUPPLEMENTAL	AEA FLOWTHROUGH	PROPERTY TAX	INSTRUCTIONAL SUPPORT THRU INCOME SURTAXES	EXCISE TAXES UTILITY REPL.	** MISC REVENUE	TOTAL REVENUE (Includes Flowthrough)	
	Source Codes 3111, 3112	Source Codes 3116, 3117, 3119	STATE AID Source Code 3113	Source Code 3214	Source Codes 1110-1119 & 1191, 3804	Source Code 1134	Source Codes 1170-1179			FY2024
JUL	-	-	-	-	-	-	-	78,231.31	78,231.31	12,534.98
AUG	-	-	-	-	-	-	-	61,372.98	61,372.98	32,624.10
SEP	601,461.00	174,223.00	-	441,915.00	870,400.89	-	-	56,364.02	2,144,363.91	1,596,787.56
OCT	601,461.00	174,223.00	-	-	2,127,407.89	-	74,607.65	61,248.78	3,038,948.32	2,183,462.47
NOV	601,461.00	194,773.73	-	-	216,398.52	-	-	101,528.37	1,114,161.62	1,552,552.38
DEC	601,461.00	174,223.00	-	-	119,306.46	214,530.78	-	90,116.20	1,199,637.44	895,329.09
JAN	-	-	-	-	-	-	-	-	-	1,077,408.85
FEB	-	-	-	-	-	-	-	-	-	1,439,755.27
MAR	-	-	-	-	-	-	-	-	-	1,132,121.41
APR	-	-	-	-	-	-	-	-	-	2,061,435.39
MAY	-	-	-	-	-	-	-	-	-	1,141,833.18
JUN	-	-	-	-	-	-	-	-	-	1,906,393.97
TOTAL	\$ 2,405,844.00	\$ 717,442.73	\$ -	\$ 441,915.00	\$ 3,333,513.76	\$ 214,530.78	\$ 74,607.65	\$ 448,861.66	\$ 7,636,715.58	\$15,032,238.65

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	60,183.45	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	79,832.36	365,430.16	42.41	560,526.77	27,197.83	111.36	533,217.58
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	SCHOOL NUTRITION FUND	930,337.20	79,832.36	365,430.16	42.21	564,907.04	27,197.83	111.36	537,597.85
62	CHILDCARE FUND								
1000	INSTRUCTION	17,743.70	1,835.93	3,423.85	19.30	14,319.85	0.00	0.00	14,319.85
62	CHILDCARE FUND	17,743.70	1,835.93	3,423.85	19.30	14,319.85	0.00	0.00	14,319.85
81	TRUST FUNDS NON EXPENDABLE								
1000	INSTRUCTION	4,643.17	0.00	1,750.00	37.69	2,893.17	0.00	0.00	2,893.17
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	1,750.00	37.69	2,893.17	0.00	0.00	2,893.17
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91	AGENCY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		22,525,998.22	1,620,871.10	8,313,700.82	38.61	14,212,297.40	80,512.73	304,048.76	13,827,735.91

MONTHLY BOARD VENDOR BILLS

User

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	\$ 543.50	LAWYER
ALLENSWORTH HEATING AND COOLING	\$ 1,101.33	MAINTENANCE BUILDING REPAIR SERVICES
AMAZON.COM SALES INC.	\$ 3,745.07	SUPPLIES/MATERIALS
ANDYMARK INC.	\$ 214.12	ROBOTICS SUPPLIES
ANGELA AKERS	\$ 24.00	REIMBURSEMENT
ARBOR DAY FARM	\$ 530.00	PK FIELD TRIP
AUDITOR OF STATE	\$ 625.00	AUDITOR
BMO MASTERCARD - TRANSPORTATION I	\$ 297.52	TRANSPORTATION SUPPLIES
BMO MASTERCARD	\$ 216.38	MAINTENANCE CLEANING SUPPLIES
BMO MASTERCARD	\$ 101.63	TAG SUPPLIES
BMO MASTERCARD	\$ 300.00	TRANSPORTATION SUPERVISOR DUES
BMO MASTERCARD	\$ 889.61	POSTAGE/SUPPLIES
BMO MASTERCARD	\$ 932.56	HS SUPPLIES
BMO MASTERCARD	\$ 853.63	HS FCS SUPPLIES
BMO MASTERCARD	\$ 22.26	PLANT SALES/SUPPLIES
BMO MASTERCARD	\$ 1,535.03	BAND/VOCAL SUPPLIES AND REGISTRATION
BMO MASTERCARD	\$ 238.11	HS ROBOTICS SUPPLIES
BMO MASTERCARD	\$ 33.05	EL PRINCIPAL SUPPLIES
BMO MASTERCARD	\$ 148.74	HS PRINCIPAL SUPPLIES
BMO MASTERCARD	\$ 2,422.79	SUPPLIES
BMO MASTERCARD	\$ 2,336.00	SUPPLIES
BMO MASTERCARD	\$ 5,500.13	TECH REPAIR & MAINTENANCE SUPPLIES
BMO MASTERCARD	\$ 55.00	HS PRINCIPAL SUPPLIES
BMO MASTERCARD	\$ 4,282.71	REGISTRATION/SUPPLIES/BACKGROUND CHE
BMO MASTERCARD	\$ 3,414.77	PRESCHOOL SUPPLIES
BMO MASTERCARD	\$ 544.75	DISTRICT WIDE SUPPLIES
BROWN'S REPAIR & AUTO PARTS INC.	\$ 9,890.15	VEHICLE REPAIR SERVICES
CAPITAL SANITARY SUPPLY	\$ 295.45	BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
CDW GOVERNMENT	\$ 94.13	TECH REPAIR & MAINTENANCE SUPPLIES
CENEX FLEET FUELING	\$ 1,953.83	FUEL
CENTURYLINK	\$ 518.88	TELEPHONE
CHAT MOBILITY	\$ 264.83	TELEPHONE
CITY OF SHENANDOAH	\$ 7,299.04	WATER-SEWER
CLARINDA CSD	\$ 58,805.90	OPEN ENROLLMENT
COLUMN SOFTWARE PBC	\$ 532.12	BOARD NEWSPAPER ADVERTISING
CORNING RENTAL	\$ 925.00	MAINTENANCE RENTAL OF EQUIPMENT
COUNCIL BLUFFS CSD	\$ 14,392.61	TUITION TO LEA WITHIN IA NOT OE LEVE
CULLIGAN WATER	\$ 425.47	MAINTENANCE SUPPLIES
DES MOINES STAMP CO.	\$ 145.00	SUPERINTENDENT SUPPLIES
DONOVAN GROUP I	\$ 2,500.00	ADVERTISING
DUCHARME SEATING	\$ 50,537.42	AUDITORIUM SEATING
EGAN SUPPLY	\$ 2,563.54	BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
ELEVATE ROOFING	\$ 1,041.19	MAINTENANCE BUILDING REPAIR SERVICES
FAREWAY STORES	\$ 36.62	SUPPLIES
GARNER MEDIA HOLDINGS	\$ 56.00	BOARD NEWSPAPER ADVERTISING
GOBILDA	\$ 225.91	ROBOTICS SUPPLIES
HD SUPPLY	\$ 2,638.28	BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
IAMO COMMUNICATIONS	\$ 30.00	NETWORK SUPPORT INTERNET ACCESS
IOWA ASSOCIATION OF SCHOOL BOARD	\$ 675.00	IASB CONVENTION REGISTRATION
IOWA COMMUNICATIONS NETWORK	\$ 179.62	TELEPHONE
IOWA DEPARTMENT OF HUMAN SERVICES	\$ 8,622.00	MEDICAID DIRECT SERVICES
JAYMAR BUSINESS FORMS	\$ 246.01	BUSINESS MANAGER SUPPLIES
JB PARTS & SUPPLY	\$ 171.97	MAINTENANCE SUPPLIES
JOHN GOWING PLUMBING AND HEATING	\$ 100.00	MAINTENANCE BUILDING REPAIR SERVICES
JW PEPPER & SON	\$ 170.67	ELEMENTARY SUPPLIES
LAWN WORLD	\$ 934.00	MAINTENANCE LAWN CARE-CONTRACTED
LEPORTE ELECTRIC	\$ 2,711.50	BUILDING MAINTENANCE
MASTER TEACHER	\$ 237.60	SUPPLIES
MENARDS	\$ 176.44	HS IND ARTS RESALE INVENTORY
MID-AMERICAN RESEARCH CHEMICAL	\$ 3,025.38	BUILDINGS/GROUNDS CUSTODIAL SUPPLIES
MIDAMERICAN ENERGY	\$ 12,148.43	UTILITIES-ELECTRICITY
MILLER BUILDING	\$ 292.51	HS IND ARTS RESALE INVENTORY
MITEL NET SOLUTIONS	\$ 732.46	TELEPHONE
NOLTE, CORNMAN & JOHNSON	\$ 10,200.00	AUDITOR
OMAHA PERFORMING ARTS	\$ 1,841.25	HS MUSIC GRANT SUPPLIES
OMAHA WORLD HERALD	\$ 567.55	BOARD NEWSPAPER ADVERTISING

PETERSEN AUTO	\$	4,782.11	VEHICLE REPAIR SERVICES
PETTY CASH/KAYLA MICHAELSON	\$	60.00	HS ROBOTICS SUPPLIES
PLUNKETT'S PEST CONTROL	\$	339.75	MAINTENANCE PEST CONTROL CONTRACTED
RASMUSSEN MECHANICAL SERVICES	\$	219.50	MAINTENANCE BUILDING REPAIR SERVICES
RED OAK HIGH SCHOOL	\$	4,181.26	OPEN ENROLLMENT
RED OAK WELDING	\$	34.20	HS RENTAL OF EQUIPMENT
RELAYHUB LLC	\$	593.32	MEDICAID BILLING SERVICES
RHT TECHNOLOGIES, LLC	\$	5,453.45	HOMELAND SECURITY GRANT EQUIPMENT -
RIEMAN MUSIC DES MOINES	\$	52.76	MS BAND SUPPLIES
ROCSTOP - FOOD	\$	156.00	HS ROBOTICS SUPPLIES
ROCSTOP CARDTROL	\$	3,470.12	TRANSPORTATION DIESEL
SAPP BROS.	\$	185.50	TRANSPORTATION SUPPLIES
SHENANDOAH ACTIVITY FUND	\$	950.00	HS BAND SUPPLIES
SHENANDOAH CHAMBER & INDUSTRY	\$	284.00	DUES
SHENANDOAH ROTARY	\$	85.00	DUES
SHENANDOAH SANITATION	\$	1,755.26	MAINTENANCE GARBAGE COLLECTION
SOUTHWEST IOWA APPLIANCE, LLC	\$	1,233.50	MAINTENANCE BUILDING REPAIR SERVICES
SPECIALTY FUNDRAISING	\$	161.28	EL PRINCIPAL SUPPLIES
STAPLES ADVANTAGE	\$	3,505.18	DISTRICT SUPPLIES
SWIFT SERVICES LLC	\$	1,189.80	NETWORK SUPPORT INTERNET ACCESS
US CELLULAR	\$	478.39	NETWORK SUPPORT INTERNET ACCESS
VERIZON WIRELESS	\$	861.58	TELEPHONE
WALLIN PLUMBING & HEATING	\$	484.09	MAINTENANCE BUILDING REPAIR SERVICES
WILD ROSE CHEVROLET	\$	2,132.02	VEHICLE REPAIR SERVICES
Fund Number 10		<u>\$ 261,759.52</u>	
Checking Account ID 10	Fund Number 33		SAVE (SECURE AN ADVANCED VISION FOR ED.
CARL A. NELSON & CO	\$	43,575.50	ARCHITECT SERVICE
UMB BANK, N.A.	\$	600.00	OTHER PROFESSIONAL SERVICES
Fund Number 33		<u>\$ 44,175.50</u>	
Checking Account ID 10	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
ACER SERVICE CORPORATION	\$	3,100.12	TECH RELATED SUPPLIES
ATC GROUP SERVICES LLC	\$	1,900.00	OTHER PURCHASED PROPERTY SERVICES
BLUPOINTE DRS	\$	750.00	TECH RELATED SOFTWARE
CDW GOVERNMENT	\$	3,276.75	OTHER EQUIPMENT
CITY OF SHENANDOAH	\$	55.57	STUDENT HOUSING PROJECT WATER
COUNCIL BLUFFS CSD	\$	1,896.00	RENT OF ROOM
FES	\$	6,495.00	TECH RELATED SOFTWARE
MENARDS	\$	199.00	STUDENT HOUSING PROJECT
MIDAMERICAN ENERGY	\$	136.00	STUDENT HOUSING PROJECT
MILLER BUILDING	\$	109.76	STUDENT HOUSING PROJECT
O'HEARN, RORY	\$	2,500.00	BUILDING REPAIR
WALLIN PLUMBING & HEATING	\$	750.56	STUDENT HOUSING PROJECT
WELLS FARGO FINANCIAL LEASING	\$	4,120.81	COPIER LEASE
Fund Number 36		<u>\$ 25,289.57</u>	
Checking Account ID 10	Fund Number 61		SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY	\$	5,366.85	MILK
BMO MASTERCARD	\$	841.32	FOOD/SUPPLIES
DAWAYNE BELAIRE	\$	130.00	REIMBURSEMENT
FAREWAY STORES	\$	105.47	FOOD/SUPPLIES
HY-VEE	\$	59.27	FOOD/SUPPLIES
MARTIN BROS DIST	\$	24,111.38	FOOD/SUPPLIES
RAPIDS WHOLESALE	\$	2,921.74	EQUIPMENT
Fund Number 61		<u>\$ 33,536.03</u>	
Checking Account ID 10	Fund Number 62		CHILDCARE FUND
BMO MASTERCARD	\$	105.00	CHILDCARE PROGRAM GENERAL SUPPLIES
PETTY CASH/TIFFANY SPIEGEL	\$	70.00	FINGERPRINTING/CHILDCARE PROGRAM
Fund Number 62		<u>\$ 175.00</u>	
Checking Account ID 10	Fund Number 21		ACTIVITY FUND
Checking Account ID 40		<u>\$ 364,935.62</u>	
4 SEASONS FUNDRAISING	\$	296.20	HS SUPPLIES/FFA
ADRIAN GUTSCHENRITTER	\$	88.00	GENERAL ATHLETIC WORKERS
ALAINA ANDERSON	\$	44.00	GENERAL ATHLETIC WORKERS
AMAZON.COM SALES INC.	\$	886.07	SUPPLIES/GENERAL ATHLETICS
ANDERSON'S SCHOOL SPIRIT	\$	205.13	SUPPLIES/CHEERLEADERS
ANYTIME TEES	\$	1,000.00	SUPPLIES/HOPE SQUAD
AUSTIN HEROLD	\$	450.00	MS GENERAL ATHLETICS OFFICIAL
BLAIR HIGH SCHOOL	\$	175.00	ENTRY FEE TO ANOTHER SCHOOL
BMO MASTERCARD	\$	610.84	TRAVEL
BMO MASTERCARD	\$	819.48	SUPPLIES
BMO MASTERCARD	\$	40.08	SUPPLIES/FCCLA

BMO MASTERCARD	\$	101.68	HS SUPPLIES/FFA
BMO MASTERCARD	\$	741.93	HS DRAMA SUPPLIES
BMO MASTERCARD	\$	1,220.43	SUPPLIES/DUES
BMO MASTERCARD	\$	125.14	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	\$	1,006.92	SUPPLIES
BMO MASTERCARD	\$	931.04	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	\$	13.76	SUPPLIES/MS STUDENT COUNCIL
BOB MORGAN	\$	150.00	GENERAL ATHLETICS OFFICIAL
BRIEN MCCREADY	\$	150.00	GENERAL ATHLETICS OFFICIAL
BUSINESS PROFESSIONALS OF AMERICA -	\$	810.00	STUDENT ENTRY & REGISTRATION FEES
CHRISTOPHER JOHNSON	\$	210.00	GENERAL ATHLETICS OFFICIAL
COUNTY LINE DESIGN	\$	387.00	SUPPLIES/SHEN WRESTLERS
DARRIAN IRLBECK	\$	250.00	GENERAL ATHLETICS OFFICIAL
DELANEY STUCK	\$	44.00	GENERAL ATHLETIC WORKERS
DENNY HOWARD	\$	176.00	GENERAL ATHLETIC WORKERS
DOUG DICKINSON	\$	200.00	GENERAL ATHLETICS OFFICIAL
DUSTIN EDIE	\$	200.00	GENERAL ATHLETICS OFFICIAL
ELKS CLUB	\$	810.00	BANQUET/VOLLEYBALL
FAREWAY STORES	\$	1,219.27	SUPPLIES
FREDERICK VEATCH	\$	175.00	GENERAL ATHLETICS OFFICIAL
GLAMOURGALS FOUNDATION INC.	\$	150.00	DUES
IOWA HIGH SCHOOL MUSIC ASSOCIATION	\$	50.00	SUPPLIES/SHEN SINGERS
IOWA HIGH SCHOOL SPEECH ASSOCIATION	\$	254.00	REGISTRATION/SHS SPEECH CLUB
IOWA WESTERN COMMUNITY COLLEGE	\$	250.00	HOSA GENERAL SUPPLIES
JEFF LAUGHLIN	\$	115.00	GENERAL ATHLETICS OFFICIAL
JKAY PHOTO AND DESIGN	\$	64.00	SUPPLIES/SHEN GIRLS BB
JOE NEBEL	\$	66.00	GENERAL ATHLETIC WORKERS
JULIE WOLF	\$	44.00	MS GENERAL ATHLETIC WORKERS
JUSTIN MILLER	\$	210.00	GENERAL ATHLETICS OFFICIAL
KEARI BEBOUT	\$	176.00	GENERAL ATHLETIC WORKERS
LACY FOUTCH	\$	44.00	GENERAL ATHLETIC WORKERS
LEWIS CENTRAL HIGH SCHOOL	\$	125.00	ENTRY FEE TO ANOTHER SCHOOL
MADISON L. BERNING	\$	44.00	GENERAL ATHLETIC WORKERS
MAREN BOSLEY	\$	44.00	GENERAL ATHLETIC WORKERS
MICHAEL IRVIN	\$	875.00	GENERAL ATHLETICS OFFICIAL
MT AYR CSD	\$	150.00	ENTRY FEE TO ANOTHER SCHOOL
NATE LAUGHLIN	\$	115.00	GENERAL ATHLETICS OFFICIAL
NATHAN BROWNLEE	\$	150.00	GENERAL ATHLETICS OFFICIAL
NICHOLAS ROBERTS	\$	44.00	MS GENERAL ATHLETIC WORKERS
NOBLE TOMMY MOTHERSHEAD	\$	250.00	GENERAL ATHLETICS OFFICIAL
OMAHA PERFORMING ARTS	\$	135.00	HS DRAMA SUPPLIES
OSBORN, CURTIS	\$	680.00	MS GENERAL ATHLETICS OFFICIAL
PHILIP TURNER	\$	150.00	GENERAL ATHLETICS OFFICIAL
RICK PACE	\$	150.00	GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES	\$	35.07	SUPPLIES/MS MARCHING MUSTANGS
ROCSTOP - FOOD	\$	840.00	CONCESSION SUPPLIES
SERENITY STUDIO&SPA	\$	124.00	SUPPLIES/STUDENT COUNCIL
SETH WARD	\$	120.00	GENERAL ATHLETICS OFFICIAL
SHENANDOAH SCHOOL LUNCH	\$	81.60	SUPPLIES/SHEN WRESTLERS
TARKIO FFA	\$	4,746.90	TRAVEL/FFA
TRENT TURNEY	\$	120.00	MS GENERAL ATHLETICS OFFICIAL
TROY NICKLAUS	\$	500.00	GENERAL ATHLETICS OFFICIAL
WYHE'S CHOICE	\$	1,200.00	SHEN BOYS BOWLING SUPPLIES
ZACH BURT	\$	360.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	\$	<u>25,999.54</u>	
Checking Account ID 40	\$	<u>25,999.54</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Stephanie	Langner	Shenandoah FCS classroom	1/8/2025	1/31/2025	Pampered Chef classroom fundraiser	classroom kitchen supplies and upgrades	35-40%	Staff or General Public

Out of State Travel

Date	Location	Grade Level/Class	Sponsor
Friday, April 4, 2025	Nelson Atkins Art Museum and the Kemper Museum of Contemporary Arts	10-12th grade, Viz Arts Club and Painting Class (about 40 kids)	Crystal Wittmer

MODIFIED SUPPLEMENTAL AMOUNT

#	Description	Amount
1	District cost per pupil	\$7,826
2	Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/14/2024 8:29:23 AM.	1,060.1
3	Maximum modified supplemental amount possible (0.037 x line 1 x line 2)	\$306,965
4	Previous FY Carry-forward from CAR Project 1116 Carry-forward: \$0 Project 1119 Carry-forward: \$0	\$0
5	Requested modified supplemental amount Enter an amount equal to, or less than (Ln3 - Ln4): \$306,965	306965
<i>"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district's board-adopted At-Risk/Dropout program."</i>		
6	Required local match (Total Project Cost(Line 5 / 0.75) X 0.25)	\$102,322
7	Enter the number of enrolled students in the budget year identified as returning dropouts and potential dropouts.	447

Equal Opportunity Employment and Affirmative Action Plan

Shenandoah Community School District

2025-2027

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Section I – Statements and Resolutions

State of Iowa Requirements for Affirmative Action Plan

A school district's employment policies and practices shall provide equal opportunity to all persons. No person may be denied access to the district's employment opportunities because of race, creed, color, religion, national origin, gender, age, or disability.

Each board of directors is required to adopt policy statements and develop plans for the implementation of equal employment opportunity standards and affirmative action programs, which contain the following elements.

1. Policy statement outlining the board of directors' commitment to the principles of equal employment opportunity and affirmative action, which contains procedures for employees and applicants for employment to redress complaints of discrimination.
2. A written equal employment opportunity and affirmative action to be evaluated and updated on a biennial basis.
3. Assignment of responsibility to an employee for coordinating the development and ongoing implementation of the plans. This employee may be the same employee who has been assigned to coordinate the district's efforts to comply with federal laws requiring nondiscrimination in educational programs and employment.
4. Systematic input from diverse racial/ethnic groups, women, men, and persons with disabilities into the development and implementation of the plans, which may include using advisory committees or public hearing procedures.
5. Periodic training for all staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of its affirmative action plan.
6. Maintenance of necessary records to document its affirmative action plan progress. An agency will report employment data to the department by racial/ethnic category, gender and disability.

Plan Components

1. The name, job title, address, and phone number of the employee responsible for coordinating the development and implementation of the equal employment opportunity and affirmative action plans.
2. An administrative statement on how the district's equal employment opportunity and affirmative action policies and plans are to be implemented, including the internal system for auditing and reporting progress, to be signed and dated by the chief executive officer of the district.
3. A work force analysis showing the numerical and percentage breakdown of the agency's full-time and part-time employees within each major job category by racial/ethnic group, gender, and disability. For the purpose of confidentiality, disability data may be based on total agency figures, rather than those of major job categories.
4. A quantitative analysis comparing work force analysis figures with the availability of qualified or qualifiable members of racial/ethnic groups, women, men and persons with disabilities within the relevant labor market.

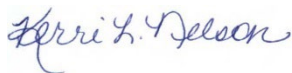
5. When underrepresentation is identified in one or more job category, the district will conduct a qualitative analysis to be included in the district's affirmative action plan.

Administrative Statement from the Superintendent

The Shenandoah Community School District is committed to being an equal-opportunity employer. Our Affirmative Action Program aims to increase the participation of women, minorities, and persons with disabilities in positions where these groups are underrepresented. To ensure the full implementation of this policy, we will:

1. Recruitment, Hiring, and Promotion: We recruit, hire, and promote individuals for all positions without regard to age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socioeconomic status, genetic information, or disability. Placement decisions are based solely on an individual's qualifications for the position.
2. Personnel Actions: Compensation, benefits, transfers, layoffs, return from layoffs, and district-sponsored programs and activities are administered without regard to age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socioeconomic status, genetic information, or disability.
3. Affirmative Action: We take affirmative action in the employment of qualified minorities, women, and individuals with disabilities as provided by Iowa Code Chapter 70. We will provide reasonable accommodations whenever possible to advance employment opportunities for individuals with disabilities.

The Shenandoah Board of Directors and administration are committed to fostering equal opportunity within our workforce as we strive to hire the most qualified candidates to join our staff and serve our students.



Kerri L. Nelson, Ed.D
Superintendent

Affirmative Action Coordinator

Aaron Burdorf is the Affirmative Action Coordinator and Equity Coordinator for the Shenandoah Community School District. Aaron Burdorf, Shenandoah Middle School, 601 Dr. Creighton Circle, Shenandoah, IA 51601 Email: burdorfa@shencsd.com phone: 712-246-2520

Communication of the EEO/AA Plan

The Equal Employment Opportunity and Affirmative Action Plan will be continuously posted on the district's website and available upon request at the Business Office located at the Logan Administration building.

Staff responsible for hiring and recruiting staff will be informed of the policy and procedures and receive training in the implementation of the plan and the district's hiring procedures and protocols.

Section II – Policies and Practices

103 EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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, Aaron Burdorf,

Shenandoah Community School District, 601 Dr. Creighton Cir, Shenandoah, IA 51601; or by telephoning (712) 246-2520.

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

103.E1 ANNUAL NOTICE OF NONDISCRIMINATION

The Shenandoah Community School District offers career and technical programs in the following areas of study:

Agricultural Science, Automotive Technology, Business Education, Family Consumer Science, Health Science, and Industrial Technology.

It is the policy of the Shenandoah 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 Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 5161. (712)246-2520, burdorfa@shencsd.com.

103.E2 CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Shenandoah 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 Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712)246-2520, burdorfa@shencsd.com.

103.E3 NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Shenandoah Community School District 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;
- Hearing before an impartial hearing office if you disagree with your child's evaluation or placement; you have the right to counsel at the hearing and have the decision of the impartial hearing office reviewed.

It is the policy of the Shenandoah 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 Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712)246-2520, burdorfa@shencsd.com.

103.E4 WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of Interview: _____

Date of Initial Complaint: _____

Name of Complainant (include where 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 Part 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 the 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: _____

103.E5 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 Part 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: _____

103.R1 GRIEVANCE PROCEDURE

It is the policy of the Shenandoah 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 Aaron Burdorf, 601 Dr. Creighton Circle, Shenandoah, IA 51601, (712) 246-2520, burdorfa@shencsd.com

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint 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 designed 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 15 days 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 15 working days, the equity coordinator(s) 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 witness 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 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 5 working days.

Within 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 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 5 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 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 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 the investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

104.1 ANTI-HARASSMENT/BULLYING POLICY

The Shenandoah Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

Bullying and/or harassing behavior can seriously disrupt the ability of the school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Harassment and bullying of or by students, employees and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including,

termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purpose of this policy, the defined words shall have the following meanings:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communications via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the individual in reasonable fear of harm to the individual’s person or property.
 - Has a substantial detrimental effect on the individual’s physical or mental health?
 - Has the effect of substantially interfering with the individual’s academic or career performance? Has the effect of substantially interfering with the individual’s ability to participate in or benefit from service, activities, or privileges provided by a school?
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district’s website

104.1E1 ANTI-BULLYING/HARASSMENT 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 incidents(s): _____

Names of any witnesses (if any): _____

Nature of Discrimination or Harassment 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 Part 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"/>	

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: _____

104.1E2 ANTI-BULLYING/HARASSMENT 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 Part 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: _____

104.1E3 ANTI-BULLYING/HARASSMENT DISPOSITION 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 Part 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: _____

104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available www.shencsd.com and each school office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days 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 Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complain. The Superintendent or Superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent");
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documents or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

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. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

106 ASSISTANCE ANIMALS

It is the policy of Shenandoah Community School District to foster an equal education environment for all students, employees, and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service animals and assistive animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria, and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Assistive animals are simians or any other animal specially trained or in the process of being trained to assist a person with a disability.

Service animals and assistive animals must be current on all required vaccinations. Service animals and assistive animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service or assistive animal. Under control means harnessed, leashed, or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

Miniature Horses as Service Animals

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature

horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Establishing the Need for a Service Animal

When no prior notice is given to the district of the use of a service or assistive animal, the Superintendent and/or school administrators are permitted to ask the following questions:

“Do you need/require this animal because of a disability?”

If the animal's trained tasks are not readily apparent, the administrator may ask:

“What work or task has the animal been trained to perform?”

Service and Assistive Animals in Training

Assuming the handler and animal are otherwise allowed, individuals who train service and/or assistive animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service or assistive animal in training is expected to abide by the same requirements as a service or assistive animal.

Exclusion of Service and Assistive Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The Superintendent is permitted to exclude service and assistive animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service, or activity without having the service animal on district property.

Emotional Support Animals and Therapy Animals

Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service or assistive animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the Superintendent.

Student use of Emotional Support Animals and Therapy Animals

Factors the superintendent should consider in making the determination include but are not limited to:

- a. Whether the animal is housebroken

- b. Whether the animal has a current vaccination certificate
- c. Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education
- d. Whether the facility can accommodate the animal's type, size, and weight, and
- e. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Employee use of Therapy Animals as part of Education Environment

Before permission to use therapy animals is granted, staff members must provide:

1. Proof that the animal is certified to be a therapy animal;
2. An explanation of how the animal will be used, including research supporting the use of therapy animals;
3. A plan for how the staff member will provide for the care and control of the animal;
4. A plan for how the staff member will accommodate students with allergies to the animal; and
5. A current vaccination certificate for the animal.

401.2 EQUAL EMPLOYMENT OPPORTUNITY

The Shenandoah 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 age, race, color, sex, national origin, gender identity, religion, creed, sexual orientation, or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position, the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. 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.

Advertisements and notices for vacancies within the district will contain the following statement: "The Shenandoah Community School District is an equal employment opportunity/affirmative action (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, Shenandoah Community School District, 601 Dr. Creighton Cir., Shenandoah, Iowa 51601; or by telephoning (712) 246- 2520.

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, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281- 4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. 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.

District Employment Opportunities

District employment opportunities are posted on the website using the Frontline Hiring & Recruiting system for both internal and external job postings. There is a standardized screening and interview process, and the administration systematically uses background check procedures. Exit interviews are conducted at the point of staff departure from the district.

Section III—Quantitative Analysis & Goals

Workforce Analysis

Iowa Teacher Preparation Program Enrollment, by Gender

Individuals Enrolled in Teacher Preparation Programs, by Gender	
Female	5,810
Male	1,967

Source: 2024 Title II Reports

Iowa Teacher Preparation Program Enrollment, by Race/Ethnicity

Individuals Enrolled in Teacher Preparation Programs, by Race/Ethnicity	
American Indian or Alaska Native	15
Asian	98
Black or African American	149
Native Hawaiian or Other Pacific Islander	4
White	6,696
Two or more races	173
Hispanic/Latino of any race	428

Source: 2024 Title II Reports

Page County, Iowa Demographics by Race and Hispanic Origin

White	93.5%
Black	2.7%
American Indian and Alaska Native	.7%
Asian	1.2%
Native Hawaiian and Other Pacific Islander	.1%
Two or More Races	1.9%
Hispanic or Latino	3.5%

Source: <http://quickfacts.census.gov>

District Workforce Demographic Analysis

Licensed Staff

Demographic	Count	Percent
Total Count	124	
Males	35	28.23%
Females	89	71.77%
Hispanic	2	.0162%
American Indian or Alaska Native	0	0.00%
Asian	0	0.00%
Black or African American	1	0.008%

Native Hawaiian or other Pacific Islander	0	0.00%
White	123	99.19%
Multi-Racial	0	0.00%

Non Licensed Staff

<u>Demographic</u>	<u>Count</u>	<u>Percent</u>
Total Count	93	
Males	19	20.43%
Females	74	79.57%
Hispanic	4	.043%
American Indian or Alaska Native	0	0.00%
Asian	0	0.00%
Black or African American	0	0.00%
Native Hawaiian or other Pacific Islander	0	0.00%
White	92	98.92%
Multi-Racial	1	.0108%

Data Source: Iowa Department of Education Fall BEDS Staff Report 2024

Student Demographics

<u>Male</u>	<u>Female</u>	<u>Asian or Pacific Islander</u>	<u>Black, not of Hispanic origin</u>	<u>Hispanic</u>	<u>American Indian or Alaskan Native</u>	<u>White, not of Hispanic origin</u>	<u>Unclassified*</u>
50.32	49.68	0.87	1.42	0	0	94.09	3.63

Source: Shenandoah CSD Student Information System

*Parent or Guardian did not identify the student's racial identity at the point of registration.

Quantitative Goals

As stated in the Iowa Association of School Boards’s Affirmative Action Guidance document, the purpose of this section is to identify numerical goals and timetables for the reduction of underrepresentation in each major job category identified in the quantitative analysis. This is not a rigid or inflexible quota but instead reasonable aspirations for correcting identified imbalances in the number of underrepresented groups in the workforce. The goals should not cause any groups of applicants or individuals to be excluded from the hiring process. 281 I.A.C. 95.5(6).

1. Increase the total number of employees identifying as Asian or Pacific Islander in both licensed or non licensed classifications by 1 over the next two years.
2. Increase the total number of employees identifying as Black or African American in both licensed or non licensed classifications by 1 over the next two years.
3. Reduce the number of students reporting as unclassified to less than 1% to create a more accurate demographic record of the student body.

Section IV—Qualitative Analysis & Goals

Qualitative Goals

1. Provide training on equal employment opportunity and affirmative action for all staff involved in the hiring process.
2. Review and update all job descriptions to ensure the descriptions accurately reflect the job duties and related expectations.
3. Host local employment fairs that are advertised regionally and with area community colleges.
4. Use social media and other forms of advertising to promote employment opportunities within the District more widely.
5. Increase recruitment efforts by recruiting at state and regional employment fairs to find teachers to fill areas of shortage.
6. Educate families on the purpose of identifying and collecting race/ethnic background data to create a more accurate demographic record of the student body.

Sources of Data & References

Affirmative Action Plan Guidance, Iowa Association of School Boards, <https://www.iasb.org/toolbox/hr-central/HR-Tools-and-Resources/affirmative-action-plan-guidance>

Equal Employment Opportunity and Affirmative Action Plan, Atlantic Community School District https://docs.google.com/document/d/1jUewRApDmJmH9MGN9Ozwx3rTpYO38QMW_fLpYa8uRBw/edit?tab=t.0

Equal Employment Opportunity and Affirmative Action Plan, Pella Community School District <https://www.pellaschools.org/wp-content/uploads/2023/01/Affirmative-Action-Plan-23-24.pdf>

Equal Employment Opportunity and Affirmative Action Plan, Waukee Community School District <https://www.waukeeschools.org/app/uploads/sites/20/2020/08/WCSD-Affirmative-Action-Plan-2020-FINAL1.pdf>

Iowa Quick Facts for the U.S. Census Bureau <http://quickfacts.census.gov>

Rules: 281 IAC Chapter 95 – “Equal Employment Opportunity and Affirmative Action in Educational Agencies”

2022 Report on the State of Educator Preparation in Iowa, Annual State of Educator Preparation Reports, Iowa Department of Education

<https://educate.iowa.gov/media/8597/download?inline>

2024 Title II Reports

https://title2.ed.gov/Public/Report/Providers/Providers.aspx?p=4_04

2024-2025 Iowa Teacher Shortage Areas, Iowa Department of Education

<https://educate.iowa.gov/pk-12/educator-quality/practitioner-preparation/teacher-shortage-areas>

416.0 Security Check/Fingerprinting

PURPOSE

The following policies are intended to ensure the protection of the FBI's National Criminal History Record Information (CHRI) until it is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy and guidance from the Iowa Division of Criminal Investigation (DCI). Shenandoah Community School District may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may supplement, or increase the standards, but shall not detract from the CJIS Security Policy standards nor from requirements set forth by the Iowa DCI.

SCOPE

The scope of this policy applies to any media, physical or electronic, containing FBI national CHRI-or any reference to such CHRI-received by a Qualified Entity (QE), while being stored, accessed or physically moved to a secure location by the Shenandoah Community School District. In addition, this policy applies to any person authorized to access, store, and/or transport national CHRI, who shall be referred to as Authorized Personnel.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)- Criminal Justice Information (CJI) is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

The DCI uses the term CHRI, which is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

According to 28 CFR 20.33, CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system.

In other words, CHRI refers to the FBI result received from DCI based on fingerprints submitted by the QE, whether the results indicate a positive identification of criminal history or not.

Proper Access, Use, and Dissemination of CHRI- Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR.

Shenandoah Community School District has been approved as a Qualified Entity (QE) to receive CHRI pursuant to a specific statutory authority and shall not use such CHRI acquired pursuant to such authority for any other reason. Shenandoah Community School District is authorized to submit fingerprints to request national CHRI and review resultant CHRI as part of the screening process for applicants for employment or licensure, including current and/or prospective employees and volunteers, contractors and

vendors, who have or may have unsupervised access to children, the elderly, or individuals with disabilities for whom the QE provides care for, or for other applicants as specified in the applicable statute.

Dissemination to another agency is ONLY authorized if the other agency is an Authorized Recipient of such information and is being serviced by the QE. The Iowa DCI does not allow outsourcing for administrative functions, including IT support.

Personnel Security Screening - Access to CHRI is restricted to Authorized Personnel. Authorized Personnel includes anyone who may have reason to access, view, have knowledge of, handle, and/or destroy CHRI, including anyone who may only have occasion to view CHRI incidentally in the performance of their duties. If the agency stores or transmits CHRI electronically, the agency's IT personnel must also be identified as Authorized Personnel.

Iowa does not have legislation in place that requires civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment and therefore are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

Security Awareness Training- Security Awareness Training through CJIS Online shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CHRI. Authorized Personnel will receive CJIS Online credentials set up by the Agency Administrator. Both the Agency Administrator and Authorized Personnel will be responsible for taking the Training and renewing certification as needed.

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CHRI. CHRI will be maintained securely and will only be accessible by Authorized Personnel. Shenandoah Community School District will maintain and keep a current list of all Authorized Personnel. Authorized Personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

Media Protection- Controls shall be in place to protect physical and electronic media containing CHRI while at rest, stored, or actively being accessed. The QE shall securely store physical and electronic media within physically secure locations or controlled areas such as in a locked file cabinet or other locked receptacle. The agency shall restrict access to physical and electronic media to authorized individuals.

Physical Media- Physical media includes hardcopies, printed documents and imagery that contain CHRI.

Electronic Media - While electronic storage and/or transmission is **strongly discouraged**, electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

If storing or transmitting CHRI electronically, the data shall be immediately protected via encryption per Section 5.10.1.2 of the CJIS Security Policy.

Controls shall be in place to protect electronic and physical media containing CHRI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The QE shall protect and control physical and electronic media during transport outside of controlled areas and restrict the activities associated with transport of such media to Authorized Personnel.

When no longer usable or needed, all physical and electronic media shall be properly disposed of in accordance with measures established by Shenandoah Community School District.

Physical media (hard copies, print-outs and other physical media) shall be disposed of by one of the following methods:

1. Shredding using Shenandoah Community School District issued shredders.
2. Placed in locked shredding bins for the district's designated secure shredding company to come on-site and shred, witnessed by Shenandoah Community School District personnel throughout the entire process.
3. Incineration using Shenandoah Community School District incinerators or witnessed by Shenandoah Community School District personnel onsite at agency.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, and other similar items used to process, store and/or transmit CHRI) shall be disposed of by Shenandoah Community School District using one of these methods:

1. **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CHRI shall not be released from Shenandoah Community School District's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Electronic Media- The agency shall promptly report incident information to appropriate authorities to include the Iowa DCI. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All Authorized Personnel shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy Violation/Misuse Notification- Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Legal Reference:

Iowa Code §§ 272.2(17); 279.13, .69; 235A.14; 235B.5; 321.375(2); 692A.121

Cross Reference:

401.2 Equal Opportunity Employment



**SHENANDOAH HIGH SCHOOL TOUR
WASHINGTON, DC, PHILADELPHIA & NEW YORK CITY
PROPOSAL & INCLUSIONS**

Prepared for:
Crystal Wittmer
Shenandoah High School

Created by:
Mary Ugolini
GL Travel



Dear Crystal,

We're so glad to be working with you for your upcoming Washington, DC, Philadelphia & New York City Tour. Educators consistently choose GL due to our unwavering commitment to customer experience. We know the importance of providing your students with a memorable, educational trip.

Established by a former teacher, GL Travel understands that your attention is dedicated to your students and their education. That's precisely why we take care of all the intricate details and simplify the planning process for you.

Here are a few of the ways that GL Travel stands out from the competition:

- **Safety and Security:** We understand safety is the top priority when planning student travel. Therefore, we provide nighttime security at your hotel, assign a dedicated professional tour manager to each bus, and include health and accident insurance in the package price.
- **Exceptional Tour Directors:** Explore your destination with the industry's finest tour guides, backed by our unwavering commitment to customer service excellence.
- **Top Value Provided:** GL Travel is sure to provide the best quality at a great price, enabling more students to be able to participate.

We look forward to supporting you in planning a phenomenal trip for your students. Once you've reviewed the proposal, let's set up a time to review everything in more detail. If everything looks good, we will start your trip plans immediately once the agreement has been signed.

Your perfect trip partner,

The Crew at GL Travel

HOW WE CAN HELP

Our team is committed to making this year and next year's trip the one your students talk about for decades. We handle the details so that you can avoid the stress of trip planning. When a trip is delivered to your satisfaction you have the peace of mind knowing you've given your students the very best.

Here's the plan that we have implemented so that your trip meets its goals.

Step 1 - Trip Planning

- You announce your trip kick-off meeting to families
- GL Travel provides promotional materials for the kickoff meeting and registration
- GL Travel Consultant hosts a trip kick-off meeting in-person or via zoom
- Participants begin enrolling and making payments online directly to GL Travel

Step 2 - Pre Departure

- GL Travel fulfills your amazing trip itinerary
- You encourage registration & excitement about the trip
- GL Travel handles all parent emails and calls
- GL Travel provides you updates throughout the planning process



Step 3 - Take your trip!

- You step onto the bus in anticipation of a great trip!
- Your exceptional tour director ensures a successful trip experience
- GL Travel supports your trip from start to finish and you are impressed!
- You arrive home after a memory-making trip with the satisfaction of knowing you've given your students the best!



YOUR AWESOME TRIP PROPOSAL TO WASHINGTON, DC, PHILADELPHIA & NEW YORK CITY

Destination: Washington, DC, Philadelphia & New York City

Trip Dates: March 16 - 21, 2026

Travel Protection Plus (Optional): \$269 per student

Paying Participants	50	45	40
Complimentary Chaperones (double occupancy)	4	4	4
Student Price (quad occupancy)	\$2,745	\$2,850	\$2,990

Transportation

Airport Transfers via Deluxe Motorcoach
Roundtrip Flights (MCI to Washington, DC and NYC to MCI)
Local Deluxe Motorcoach in Washington, DC, Philadelphia & New York City

Accommodations

5 Nights Lodging (3 in Washington; 2 in New York/ New Jersey)

Meals

4 Breakfasts
5 Lunches
5 Dinners

All Activities Included per Itinerary Below

GL Travel Benefits

Professional Full Time Tour Directors with your Group
Nighttime Security at the Hotel
24/7 Emergency Service and Phone Number on Lanyards
Health/Accident Insurance
General Liability Insurance
Customer Trust to Protect your Investment
Dedicated Tour Liaison Assigned to your Tour- Top Customer Service!
Member of SYTA and ABA

Other inclusions:

- \$1000 Scholarship to be used toward the student(s) of your choice
- Single Occupancy Room for Group Leader
- Request for Greg Goomrigian as your Tour Director; *(I personally spoke with on December 4th and he has your group on his calendar. He'd love to work with you again!)*
- Posters sent to school to aid in Registration



YOUR AWESOME ITINERARY TO WASHINGTON, DC, PHILADELPHIA & NEW YORK CITY

Monday, March 16, 2026

Motorcoach arrives at School
Depart for Airport
Arrive at Airport and check in for your flight
Flight Departs
Arrival in Washington, DC & Meet your GL
Travel Tour Director
Lunch- \$20 Jassby Debit Card (L'Enfant
Plaza)
National Smithsonian Museum of your
choice (non ticketed)
Lincoln, Vietnam & Korean War Memorials
WWI Memorial
Dinner at We The Pizza (Capitol Hill)
White House
Hotel Check in- Quoting the Holiday Inn
Express Springfield, VA (or similar)

Tuesday, March 17, 2026

Breakfast at Hotel
Depart for Sightseeing
George Washington's Mount Vernon Estate
& Garden's (including mansion tour)
Lunch- \$20 Jassby Debit Card (Pentagon
City Mall or National Reagan Building)
Ford's Theater
United States Holocaust Memorial Museum
Washington Monument- picture stop
National Smithsonian Museum of your
choice (non ticketed)
Souvenir Shopping
Dinner at Madhatter (Mexican)
Kennedy Center for Performing Arts- Roof
Top
Return to Hotel

Wednesday, March 18, 2026

Breakfast at Hotel &
Depart for Sightseeing
Us Marine Corps War Memorial "Iwo Jima"
Arlington National Cemetery
Wreath Laying (pending confirmation)
Lunch- \$20 Jassby Debit Card (Pentagon
City Mall or Food Trucks)
Group Photo at the United State Capitol (*copy
for each student included in price*)
United States Capitol Tour
Library of Congress (requesting tickets) &
Supreme Court- picture stop
National Portrait Gallery and American Art
Museum (both open until 7pm)
Primo's Family Restaurant
Jefferson, FDR & MLK Memorials
Return to Hotel



YOUR AWESOME ITINERARY TO WASHINGTON, DC, PHILADELPHIA & NEW YORK CITY *(CONTINUED)*

Thursday, March 19, 2026

Breakfast at Hotel
Hotel Check out and load luggage
Depart for Philadelphia (3 hour drive)
Arrive in Philadelphia
National Constitution Center
Lunch- \$20 Jassby Debit Card (Terminal Market)
Historic Tour of Philadelphia
Independence Hall Tour
Betsy Ross House Tour (request interior)
Boxed Meal delivered to Motorcoach
Depart for New York City (2.5 hour drive)
Arrive in New York City
Summit One Vanderbilt or Top of Rock or Empire State Building
Hotel Check In- Quoting Fairfield Inn East Rutherford Meadowlands (or similar). Hilton Neward Airport is an option, but more expensive.

Friday, March 20, 2026

Breakfast at Hotel
Depart for Sightseeing
Ferry to the Statue of Liberty (depart from Liberty State Park)
Lunch- \$20 Jassby Debit Card
National September 11 Museum and Memorial
Dinner - Requesting Gayle Broadway Rose (Times Square)
Broadway Show (TBD)
Return to Hotel

Saturday, March 21, 2026

Breakfast at Hotel
Hotel Check out and load luggage
Guided Tour of Midtown with free time to shop
Lunch- Puglia Restaurant
Depart for the Airport
Arrive at the Airport and check in
Dinner- \$20 Jassby Debit Card
Land & Board Motorcoach
Depart for Home
Arrive at Shenandoah High School
Parents to meet group in parking lot upon arrival



APPROVAL

We can't wait to create your best trip ever. Here's what we'll need from you to start planning your trip.

1. Review this proposal and sign or click "accept this proposal."
2. We'll send you a trip registration form
3. We'll schedule our Trip Kick-off Meeting and get the ball rolling

We'll check in with you in 3 days to make sure all of your questions are answered and you feel confident in your decision. So that we can reserve your must-have trip components, please sign this proposal within 5 days of receipt.

Trip Leader Approval:

Crystal Wittmer

On behalf of Shenandoah High School Representative

***Trip is pending until official Board approval is received in January 2025.*

Lessor First American Equipment Finance, 211 High Point Drive, Victor, NY 14564

Lessee Shenandoah Community School District, 304 West Nishna Road, Shenandoah, IA 51601

Equipment FY25 Leaseline: Buses + HVAC/Roofing Project

Leaseline Amount up to \$2,500,000.00

Lease Options

	Option 1	Option 2
Lease Term	36 Months	60 Months
Lease Rate Factor	0.35436	0.22260
Lease Type	Tax-Exempt Lease Purchase	Tax-Exempt Lease Purchase

The rental payment for each Schedule under the leaseline is calculated by: [Funding Amount] x [Lease Rate Factor]

Tax-Exempt Lease At the end of the lease you will own the equipment. The terms of the lease will be evidenced by documents usual and customary for a Tax-Exempt Lease Purchase, including an IRS 8038-G form. The lease documents must be acceptable to you and your counsel, who will provide an opinion that the lease is valid, binding, and enforceable.

Escrow Agreement If necessary, First American will establish an escrow account for the Lessee. There will be no fee assessed to Lessee for establishing the escrow account.

Index Rate Your rental rates are based on the average-life Swap Rates of 4.161% and 4.121% (referred to as the Index Rate) as of January 7, 2025 and may be adjusted proportionately for any change in the Index Rate prior to funding. After funding, the rental rate will remain fixed for the duration of the lease term.

Fees None

Leaseline Flexibility You will not incur any setup fees or under-utilization fees for any portion of the leaseline. The proposed lease-line allows you to select the appropriate Lease Term for each individual project funded under the line. And your annual payment for each lease will be based on the amount funded: [Funding Amount] x [Lease Rate Factor] = [Annual Payment].

Master Lease Since you already have a Master Lease in place with First American, this new transaction will have minimal paperwork (only equipment schedule specific documents). All terms and conditions will remain consistent with your Master Lease.

Account Access You will have access and visibility into all aspects of your equipment leases and project financing through your online account – a digital hub that expedites the funding process, puts you in control, and houses all documentation related to your leases. Your account can also provide API connectivity to communicate with your systems. Visit myfaex.com for more information.

Concierge Service Your dedicated Project Manager will manage every step of your lease:

- ✓ Project communication
- ✓ Lease documentation
- ✓ Vendor payment
- ✓ Lease invoicing



LEASE PROPOSAL

Additional Terms

Each lease schedule will be a net lease, and you will be responsible for all expenses relating to the equipment and the transaction, including maintenance, insurance, sales, use and personal property taxes, and other expenses relating to the purchase, possession, lease, and use of the equipment.

You authorize First American to file and record financing statements regarding this transaction and take a first priority security interest in the equipment and deposits. You will be responsible for any purchase orders issued by First American on your behalf.

The terms and conditions of this proposal, except for the provisions concerning security interests and the good faith deposit, will be superseded by the final documentation for each lease schedule. This proposal is not a commitment. You will be submitting a formal application of credit upon signing this proposal and submitting specific details for the equipment to be leased. First American will only provide lease financing upon the satisfactory completion of its due diligence and mutually acceptable documentation.

Board Contingency

All terms related to this proposal shall be contingent on final budget and solicitor approval. In the event either approval is not obtained, you shall have no obligation under the terms of this proposal.

First American welcomes the opportunity to serve your organization. This proposal expires on **January 10, 2025**. To accept, please sign below and send an electronic copy to First American.

Offered by:

First American Equipment Finance

Ryan Hierlwimmer

Ryan Hierlwimmer

Assistant Vice President

January 8, 2025

Accepted by:

Shenandoah Community School District

By

Name.....

Title

Date.....