

Shenandoah Community School District Board of Directors  
Shenandoah Administration Board Room  
April 14, 2025 – 5:00 p.m.  
Regular Meeting

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Twyman
  - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Public Hearing – FY26 Budget
5. Welcome To Audience
6. Public Forum
7. Consent Agenda
  - a. Minutes
  - b. Treasurer’s Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable
  - c. Personnel Requests:  
  
Contracts 2024-2025:

Devin Morelock	HS Asst. Baseball	\$3,984
Kerra Ratliff	HS Asst. Softball	\$3,984
Serita Swaink	Custodian	\$16.60/hr day, \$17.60/hr night

  
Contracts 2025-2026:

Austin Wilson	Head Strength & Conditioning	\$5,183
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Resignations:

Kathleen Cooper	HS Custodian	effective 4.4.25
Robin Culbertson	.5 9th Grade Sponsor	effective end of year
Brian Daoust	Head Girl’s Tennis	effective end of season
Zachary Dotzler	HS Language Arts, Asst. Speech	effective immediately
Mariah Munsinger	Asst. Tennis	effective end of season

  
Modifications (\$.30/hr differential):

Elizabeth Herold	Associate to Associate w/Associate’s Degree in Elem Education	
Autumn Richer	Associate to Associate w/Associate's Degree in Elem Education	
  - d. Out of State Travel Requests  
\*on attached sheet
  - e. Grant Requests  
\*on attached sheet
  - f. Graduates for May 2025 (pending all requirements are met)  
\*on attached sheet
8. Action Items
  - a. Approve 3-year Audit Proposal with Nolte, Cornman & Johnson, P.C.
  - b. Approve E-Rate Funding Proposal for 2025-26

- c. Approve Quote for Band Uniform Purchase and Donation from SIEF to Cover Cost
    - a. Stanbury - \$28,736.98 (low bid)
    - b. Fruhauf - \$43,635.59
    - c. DeMOULIN - \$50,983.25
  - d. Approve 3-year Asbestos Re-inspection Agreement with Atlas
9. Discussion Item/Possible Action
- a. FY2026 Budget – Recommended to lower published levy to 14.60558
  - b. First Reading of Policy Changes
    - i. 102 – Equal Educational Opportunity
    - ii. 102-R(1) - Equal Educational Opportunity – Grievance Procedure
    - iii. 102.E1 – Annual Notice of Nondiscrimination
    - iv. 102.E2 - Continuous Notice of Nondiscrimination
    - v. 102.E3 - Notice of Section 504 Student Parental Rights
    - vi. 102.E4 - Discrimination Complaint Form
    - vii. 102.E5 - Witness Disclosure Form
    - viii. 104.E2 - Witness Disclosure Form
    - ix. 104.E3 - Disposition of Complaint Form
    - x. 401.01 - Equal Employment Opportunity
    - xi. 402.02 - Child Abuse Reporting
    - xii. 503.09 - Student Use of Personal Electronic Devices
    - xiii. 503.09-R(1) - Student Use of Personal Electronic Devices – Regulation
    - xiv. 506.01 - Education Records Access
    - xv. 600 – Goals and Objectives of the Education Program (I & II)
    - xvi. 603.04 - Multicultural/Gender Fair Education
    - xvii. 605.01-R(1) - Instructional Materials Selection (I, II) - Selection of Instructional Materials Regulation
    - xviii. 708: Care, Maintenance and Disposal of School District Records
    - xix. 710.01-R(1) - School Food Program – School Nutrition Program Civil Rights Complaints Procedure
      - xx. 710.1E1 - School Nutrition Program Notices of Nondiscrimination
      - xxi. 710.1E2 - Child Nutrition Programs Civil Rights Complaint Form
    - xxii. 804.02 - District Emergency Operations Plans
    - xxiii. 804.06 - Use of Recording Devices on School Property

10. Informational Items

Special Meeting/Closed Session – April 16, 2025 at 5:00 p.m.

Next Regular Meeting – May 12, 2025 at 5:00 p.m.

11. Adjournment

**Shenandoah Community School District**  
**Minutes of the Regular Meeting of the Board of Directors – March 10, 2025**  
**Administration Board Room**

**Call to Order:**

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

**Roll Call:**

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

**Mission Statement:**

The SCSD Mission Statement was read by Director Mason.

**Welcome to Audience:**

President Fichter welcomed everyone to the meeting.

**Open Forum:**

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

**Administrative Reports:**

***District Career and Academic Plan:***

Mrs. Green, Mr. Ratliff and Mrs. Martin gave an overview of the DCAP goals for 2024-25, the survey results gathered at parent/teacher conferences, work-based learning data and the next steps for the district team.

***Middle School Scheduling Changes:***

Mr. Burdorf shared changes being made for the next school year. Fifth and Sixth teachers will be creating their own schedules for academic learning. Students will be getting a second recess during the morning and one hour of intervention/enrichment will be part of their day. Band will also have an uninterrupted class each day. Seventh and Eighth grade students will have 25 minutes of enrichment added in which each teacher will have an academic based mini unit. Students would rotate teachers every 5-6 weeks.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills, fundraising requests and out-of-state travel requests. Personnel Requests: Contracts 2025-26: Jennifer Johnson, Special Education Administrator - \$89,500. Resignations: Nicole Belt, PK4 – effective end of school year; Bailey Campin, HS Guidance Counselor, MS Volleyball, Asst. HS Track – effective end of school year; Ryan O'Rourke, MS Girls Basketball; Ryan Spiegel, HS Boys Basketball. Transfers 2025-26: Kimberly Bjorklund, JK to Title I; Skippy Eckhardt, HS PE to 7<sup>th</sup> Grade Math. Modifications (pending all requirements are met): Kady Armstrong, BA to MA; Andrew Campbell, BA to BA+15; Kendria Johnson, BA to BA+15; Stephanie Langner, MA to MA+15; Kristin Moore, BA+15 to MA; Emma Roberts, BA+15 to BA+30; Darbi Rope, BA to BA+15. Motion to approve by Director Van Der Vliet, second by Director Wooten. Motion carried unanimously.

**Action Items:**

***Approve AEA Purchasing Agreement for Food, Small Wares and Ware Wash for 2025-26:***

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

***Approve Renewal of the Iowa Local Government Risk Pool Commission Natural Gas Program for 2025-26:***

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

***Approve Quote from Decker Equipment for Graduation Stage - \$16,630.50:***

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

***Approve Quote from BR Bleachers for Middle School Repairs and Improvements:***

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

**Informational Items:**

Special Meeting – March 24, 2025 at 5:00 pm

Next Regular Meeting – April 14, 2025 at 5:00 pm

**Adjournment:**

Motion by Director Mason, second by Director Van Der Vliet to adjourn the meeting at 5:28 pm. Motion carried unanimously.

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Board Secretary

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Board President

**Shenandoah Community School District**  
**Minutes of the Public Hearing of the Board of Directors – March 24, 2025**  
**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, Glenn Mason, Brent Twyman, and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson, School Business Official William Barrett, and Board Secretary Lisa Holmes. Absent was Director Adam Van Der Vliet.

**Public Hearing – FY2026 Budget:**

President Fichter opened the public hearing at 5:00 p.m. Public comment was received from C.E. and Carol Hornbuckle. The board also received written comments from Ron Kwiatkowski. With no further comment, the hearing was closed at 5:04 p.m.

**Adjournment:**

Motion by Director Wooten, second by Director Mason to adjourn the meeting at 5:05 p.m. Motion carried unanimously.

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Board Secretary

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Board President

**Shenandoah Community School District**  
**Minutes of the Special Meeting of the Board of Directors – March 28, 2025**  
**Administration Board Room**

**Call to Order:**

Board President Jean Fichter called the meeting to order at 11:01 a.m.

**Roll Call:**

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

**Consent Agenda:**

Personnel Requests: Contracts 2025-26: Luke Buttry, MS Principal - \$100,000 and HS Boys Basketball; Maclaine Hug, PK4 Teacher - \$50,000; Conner Mueller, MS Science - \$50,000 and MS Girls and Boys Basketball; Austin Wilson, HS PE - \$50,000 and Asst. HS Football. Resignations: Zach Dotzler, HS Fall Play; John Greenleaf, Bus Driver – effective March 19, 2025; Derek Hogue, Custodian – effective April 4, 2025; Cera Sams, MS Associate – effective March 27, 2025; Grant Staats, Asst. HS Football. Transfers 2025-26: Stacy Resh, Social Studies/Librarian to .5 IGNITE Social Studies. Motion to approve by Director Wooten, second by Director Mason. Motion carried unanimously.

**Action Items:**

***Approve 2-year Collective Bargaining Agreement with SSA+:***

The agreement includes a \$.50/hr base wage increase for new staff and substitutes, a \$1.00/hr increase for returning staff and a \$2.00 increase on route pay for 2025-26 for a total package cost of \$103,672.74 or 5.21%. It also includes a \$.50/hr base wage increase for new staff and substitutes, a \$1.00/hr increase for returning staff and a \$2.00 increase on route pay for 2026-27. Motion to approve by Director Wooten, second by Director Mason. Motion carried unanimously.

**Informational Items:**

Next Regular Meeting – April 14, 2025 at 5:00 pm

**Adjournment:**

Motion by Director Wooten, second by Director Mason to adjourn the meeting at 11:04 a.m. Motion carried unanimously.

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Board Secretary

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Board President

**Shenandoah Community School District**  
**Minutes of the Special Meeting of the Board of Directors – April 9, 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 (via phone), Glenn Mason, Brent Twyman (via phone), and Clint Wooten. Also present were Superintendent Dr. Kerri Nelson, School Business Official William Barrett and Board Secretary Lisa Holmes. Absent was Director Adam Van Der Vliet.

**Action Items:**

***Approve Collective Bargaining Agreement with SEA:***

The agreement includes increasing base wage to meet the state minimum wage of \$50,000 and \$62,000 (12+ years) and increasing staff in the compacted areas by 3% for a total package cost of \$286,226 or 4.37%; increasing the generator base of the extra duty schedule by 3% to \$43,190; increasing paid personal days from 2 to 3; adding SkillsUSA as a club sponsor; replacing Summer Weights and MS Weights with a Head Strength and Conditioning Coach and an Assistant Strength and Conditioning Coach; and moving Senior Class Sponsor to the equivalent of Junior Class Sponsor on the extra duty schedule. Motion to approve by Director Wooten, second by Director Mason. Motion carried unanimously.

***Approve Authorizing Resolution and Master Lease Agreement with Wells Fargo Bank for Bus Leasing:***

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

**Informational Items:**

Next Regular Meeting – April 14, 2025 at 5:00 pm

**Adjournment:**

Motion by Director Wooten, second by Director Mason to adjourn the meeting at 9:33 a.m. Motion carried unanimously.

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Board Secretary

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Board President

ACCOUNT		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>General Fund (10)</b>													
Beg Balance Checking (BKIA 10)		-	(15,776.58)	3,858.95	23,492.64	10,113.96	6,966.60	2,389.91	2,507.46	4,779.68	8,506.72	-	-
Beg Balance PSF MED INS (BKIA 101)		17,457.17	34,415.79	46,836.53	57,329.28	69,028.30	82,700.14	97,362.75	110,110.29	122,507.47	133,335.43	-	-
Beg Balance PSF DNT INS (BKIA 102)		5,991.40	5,935.40	9,760.76	11,979.58	5,998.88	4,952.13	8,047.97	7,999.09	8,139.01	8,731.42	-	-
Beg Balance MS Concession (CASH)		210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	-	-
Beg Balance Savings (BKIA 14)		72,926.41	(293,380.21)	94,024.82	593,063.52	2,380,604.93	1,104,212.43	1,030,933.94	822,787.03	414,607.03	725,116.42	-	-
Beg Balance Invest ISJIT (BKIA 110)		1,843,562.67	1,862,993.60	14,064.47	-	-	1,003,635.09	1,007,303.82	1,011,376.23	1,264,776.66	943,183.88	-	-
Revenues		78,846.62	61,372.98	2,144,363.91	3,038,948.32	1,114,161.62	1,199,637.44	1,052,190.22	1,208,774.57	1,668,995.19	-	-	-
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)	(1,244,570.57)	(1,350,155.50)	(1,666,491.89)	-	-	-
Payables		(795,275.43)	(1,266,926.18)	(5,921.44)	1,630.54	1,560.57	1,560.58	1,122.06	1,410.68	1,560.72	-	-	-
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	2,507.46	4,779.68	8,506.72	-	-	-
End Balance PSF MED INS (BKIA 101)		34,415.79	46,836.53	57,329.28	69,028.30	82,700.14	97,362.75	110,110.29	122,507.47	133,335.43	-	-	-
End Balance PSF DNT INS (BKIA 102)		5,935.40	9,760.76	11,979.58	5,998.88	4,952.13	8,047.97	7,999.09	8,139.01	8,731.42	-	-	-
End Balance MS Concession (CASH)		210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	-	-	-
End Balance Savings (BKIA 14)		(293,380.21)	94,024.82	593,063.52	2,380,604.93	1,104,212.43	1,030,933.94	822,787.03	414,607.03	725,116.42	-	-	-
End Balance Invest ISJIT (BKIA 110)		1,862,993.60	14,064.47	-	-	1,003,635.09	1,007,303.82	1,011,376.23	1,264,776.66	943,183.88	-	-	-
<b>Total General Fund</b>		<b>1,594,398.00</b>	<b>168,755.53</b>	<b>686,075.02</b>	<b>2,465,956.07</b>	<b>2,202,676.39</b>	<b>2,146,248.39</b>	<b>1,954,990.10</b>	<b>1,815,019.85</b>	<b>1,819,083.87</b>	-	-	-
Check		<b>1,594,398.00</b>	<b>168,755.53</b>	<b>686,075.02</b>	<b>2,465,956.07</b>	<b>2,202,676.39</b>	<b>2,146,248.39</b>	<b>1,954,990.10</b>	<b>1,815,019.85</b>	<b>1,819,083.87</b>	<b>1,819,083.87</b>	-	-
<b>Management Fund (22)</b>													
Beg Balance Checking (BKIA 10)		2,473.93	(1,170.13)	2,973.40	2,017.75	2,549.28	282.59	1,080.12	1,613.91	2,163.36	77.57	-	-
Beg Balance Savings (BKIA 14)		54,091.93	11,275.52	8,637.44	45,666.30	163,730.69	163,350.56	127,539.63	129,754.73	30,223.59	73,992.41	-	-
Beg Balance Invest (BKIA 110)		876,973.60	876,973.60	476,973.60	408,654.57	410,257.81	411,749.14	413,254.26	414,925.00	516,313.14	442,913.15	-	-
Revenues		-	-	49,378.69	122,345.17	13,762.52	8,376.98	6,565.64	4,552.46	15,011.30	-	-	-
Receivables		4,818.39	-	-	-	-	-	-	-	-	-	-	-
Expenditures		(46,035.47)	(398,494.55)	(81,624.51)	(2,146.01)	(14,918.01)	(41,885.26)	(2,146.01)	(2,146.01)	(46,728.26)	-	-	-
Payables		(5,243.39)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		(1,170.13)	2,973.40	2,017.75	2,549.28	282.59	1,080.12	1,613.91	2,163.36	77.57	-	-	-
End Balance Savings (BKIA 14)		11,275.52	8,637.44	45,666.30	163,730.69	163,350.56	127,539.63	129,754.73	30,223.59	73,992.41	-	-	-
End Balance Invest (BKIA 110)		876,973.60	476,973.60	408,654.57	410,257.81	411,749.14	413,254.26	414,925.00	516,313.14	442,913.15	-	-	-
<b>Total Management Fund</b>		<b>887,078.99</b>	<b>488,584.44</b>	<b>456,338.62</b>	<b>576,537.78</b>	<b>575,382.29</b>	<b>541,874.01</b>	<b>546,293.64</b>	<b>548,700.09</b>	<b>516,983.13</b>	-	-	-
Check		<b>887,078.99</b>	<b>488,584.44</b>	<b>456,338.62</b>	<b>576,537.78</b>	<b>575,382.29</b>	<b>541,874.01</b>	<b>546,293.64</b>	<b>548,700.09</b>	<b>516,983.13</b>	<b>516,983.13</b>	-	-
<b>SAVE Fund (33)</b>													
Beg Balance Checking (BKIA 10)		-	37.06	2,474.57	4,182.68	879.27	2,520.60	3,649.93	9,615.42	2,791.43	2,711.31	-	-
Beg Balance Savings (BKIA 14)		391,230.15	518,946.88	477,218.89	458,521.24	583,809.66	662,299.36	670,489.05	273,571.35	187,413.91	257,252.52	-	-
Beg Balance Invest (BKIA 110)		969,928.37	969,928.37	969,928.37	973,934.57	977,755.51	981,309.75	984,896.86	1,488,878.68	1,593,162.00	1,598,938.11	-	-
Revenues		-	128,272.01	105,372.36	139,122.97	102,162.05	107,111.34	157,205.11	103,199.92	115,768.17	-	-	-
Receivables		127,313.79	-	-	-	-	-	-	-	-	-	-	-
Expenditures		1,200.00	(167,562.49)	(118,355.70)	(13,317.02)	(18,476.78)	(94,205.21)	(44,175.50)	(91,898.03)	(40,233.57)	-	-	-
Payables		(760.00)	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		37.06	2,474.57	4,182.68	879.27	2,520.60	3,649.93	9,615.42	2,791.43	2,711.31	-	-	-
End Balance Savings (BKIA 14)		518,946.88	477,218.89	458,521.24	583,809.66	662,299.36	670,489.05	273,571.35	187,413.91	257,252.52	-	-	-
End Balance Invest (BKIA 110)		969,928.37	969,928.37	973,934.57	977,755.51	981,309.75	984,896.86	1,488,878.68	1,593,162.00	1,598,938.11	-	-	-
<b>Total SAVE Fund</b>		<b>1,488,912.31</b>	<b>1,449,621.83</b>	<b>1,436,638.49</b>	<b>1,562,444.44</b>	<b>1,646,129.71</b>	<b>1,659,035.84</b>	<b>1,772,065.45</b>	<b>1,783,367.34</b>	<b>1,858,901.94</b>	-	-	-
Check		<b>1,488,912.31</b>	<b>1,449,621.83</b>	<b>1,436,638.49</b>	<b>1,562,444.44</b>	<b>1,646,129.71</b>	<b>1,659,035.84</b>	<b>1,772,065.45</b>	<b>1,783,367.34</b>	<b>1,858,901.94</b>	<b>1,858,901.94</b>	-	-
<b>ACCOUNT</b>													
<b>PPPEL Fund (36)</b>													
Beg Balance Checking (BKIA 10)		5,082.31	(27,930.73)	2,847.64	209.78	4,717.76	771.54	5,264.47	5,250.12	1,126.09	735.59	-	-
Beg Balance Savings (BKIA 14)		45,086.94	81,664.29	11,664.29	50,884.68	56,784.74	39,252.22	238,414.66	183,725.28	50,787.30	25,460.62	-	-
Beg Balance Invest (BKIA 110)		805,374.73	705,374.73	705,374.73	607,875.17	610,259.99	612,478.35	564,534.45	566,816.80	668,614.41	671,038.51	-	-
Revenues		-	-	32,324.03	78,357.91	9,721.99	221,436.46	7,796.32	3,889.50	10,139.05	-	-	-
Receivables		6,577.35	-	-	-	-	-	-	-	-	-	-	-
Expenditures		(72,953.82)	(34,046.03)	(93,241.06)	(65,565.05)	(28,982.37)	(65,724.99)	(60,217.70)	(39,153.90)	(33,432.13)	-	-	-
Payables		(30,059.22)	(5,175.60)	-	-	-	-	-	-	-	-	-	-
Prior Month's Adjustment		-	-	-	-	-	-	-	-	-	-	-	-
End Balance Checking (BKIA 10)		(27,930.73)	2,847.64	209.78	4,717.76	771.54	5,264.47	5,250.12	1,126.09	735.59	-	-	-



Beg Cash on Hand - Gate Bag	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	-	-
Beg Balance Savings (FNBC 44)	10,697.21	(3,041.53)	17,253.29	36,701.17	53,387.22	49,158.96	49,222.82	57,471.67	7,338.18	14,438.13	-	-
Beg Balance Invest (FNBC 111)	164,691.41	165,401.27	158,090.63	158,729.20	159,351.93	159,929.90	160,512.05	161,076.17	211,582.39	192,254.75	-	-
Revenues	7,677.24	14,937.70	40,092.12	52,314.74	21,355.96	19,149.45	28,818.63	35,377.54	18,078.30	-	-	-
Receivables	1,301.67	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(9,978.20)	(7,776.53)	(18,455.19)	(33,835.05)	(24,602.56)	(19,577.88)	(18,601.29)	(27,690.44)	(40,356.97)	-	-	-
Payables	(1,718.25)	(4,462.15)	9.36	-	-	-	-	-	-	-	-	-
End Balance Checking (FNBC 40)	10,311.34	26.18	1,586.02	2,756.93	3,160.62	2,086.18	3,490.55	10,804.92	753.94	-	-	-
End Cash on Hand - Concession Bag	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	-	-	-
End Cash on Hand - Gate Bag	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	-	-	-
End Balance Savings (FNBC 44)	(3,041.53)	17,253.29	36,701.17	53,387.22	49,158.96	49,222.82	57,471.67	7,338.18	14,438.13	-	-	-
End Balance Invest (FNBC 111)	165,401.27	158,090.63	158,729.20	159,351.93	159,929.90	160,512.05	161,076.17	211,582.39	192,254.75	-	-	-
<b>Total Activity Fund</b>	<b>174,171.08</b>	<b>176,870.10</b>	<b>198,516.39</b>	<b>216,996.08</b>	<b>213,749.48</b>	<b>213,321.05</b>	<b>223,538.39</b>	<b>231,225.49</b>	<b>208,946.82</b>	-	-	-
Check	174,171.08	176,870.10	198,516.39	216,996.08	213,749.48	213,321.05	223,538.39	231,225.49	208,946.82	208,946.82	0.00	0.00
<b>Scholarships (81)</b>												
Beg Balance Checking (FNBC 40)	-	-	-	-	-	-	-	-	-	-	-	-
Beg Balance Savings (FNBC 16)	1,159.03	1,159.86	1,160.62	1,161.36	1,161.89	1,162.39	1,162.80	1,163.36	1,163.76	1,164.14	-	-
Beg Balance Invest (FNBC 114)	395,663.83	397,369.30	398,574.75	398,931.15	400,496.24	401,948.93	403,412.06	404,829.92	405,851.59	407,252.41	-	-
Revenues	1,706.30	1,706.21	1,607.14	1,565.62	1,453.19	1,463.54	1,418.42	1,272.07	1,401.20	-	-	-
Expenditures	-	(500.00)	(1,250.00)	-	-	-	-	(250.00)	-	-	-	-
End Balance Checking (FNBC 40)	-	-	-	-	-	-	-	-	-	-	-	-
End Balance Savings (FNBC 16)	1,159.86	1,160.62	1,161.36	1,161.89	1,162.39	1,162.80	1,163.36	1,163.76	1,164.14	-	-	-
End Balance Invest (FNBC 114)	397,369.30	398,574.75	398,931.15	400,496.24	401,948.93	403,412.06	404,829.92	405,851.59	407,252.41	-	-	-
<b>Total Scholarships</b>	<b>398,529.16</b>	<b>399,735.37</b>	<b>400,092.51</b>	<b>401,658.13</b>	<b>403,111.32</b>	<b>404,574.86</b>	<b>405,993.28</b>	<b>407,015.35</b>	<b>408,416.55</b>	-	-	-
Check	398,529.16	399,735.37	400,092.51	401,658.13	403,111.32	404,574.86	405,993.28	407,015.35	408,416.55	408,416.55	0.00	0.00
<b>Agency Fund (91)</b>												
Beg Balance Savings (FNBC 44)	5,469.21	5,654.10	5,654.10	5,654.10	5,654.10	5,654.10	7,154.10	7,154.10	6,904.85	1,517.14	-	-
Revenues	184.89	-	-	-	-	1,500.00	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	(249.25)	(5,387.71)	-	-	-
End Balance Savings (FNBC 44)	5,654.10	5,654.10	5,654.10	5,654.10	5,654.10	7,154.10	7,154.10	6,904.85	1,517.14	-	-	-
<b>Total Agency Fund</b>	<b>5,654.10</b>	<b>5,654.10</b>	<b>5,654.10</b>	<b>5,654.10</b>	<b>5,654.10</b>	<b>7,154.10</b>	<b>7,154.10</b>	<b>6,904.85</b>	<b>1,517.14</b>	-	-	-
<b>CHKID=40 (FNBC ACT CHECKING)</b>	10,311.34	26.18	1,586.02	2,756.93	3,160.62	2,086.18	3,490.55	10,804.92	753.94	-	-	-
<b>CHKID=44 (FNBC ACT SAVING)</b>	2,612.57	22,907.39	42,355.27	59,041.32	54,813.06	56,376.92	64,625.77	14,243.03	15,955.27	-	-	-
<b>CHKID=111 (ISJIT - FNBC ACTIVITY)</b>	165,401.27	158,090.63	158,729.20	159,351.93	159,929.90	160,512.05	161,076.17	211,582.39	192,254.75	-	-	-
<b>CHKID=114 (ISJIT - FNBC SCHOLARSHIP)</b>	397,369.30	398,574.75	398,931.15	400,496.24	401,948.93	403,412.06	404,829.92	405,851.59	407,252.41	-	-	-
<b>CHKID=16 (FNBC SCHOLAR SAV)</b>	1,159.86	1,160.62	1,161.36	1,161.89	1,162.39	1,162.80	1,163.36	1,163.76	1,164.14	-	-	-
<b>GRAND TOTAL Activity/Scholar/Agency</b>	<b>576,854.34</b>	<b>580,759.57</b>	<b>602,763.00</b>	<b>622,808.31</b>	<b>621,014.90</b>	<b>623,550.01</b>	<b>635,185.77</b>	<b>643,645.69</b>	<b>617,380.51</b>	-	-	-

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

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
=	MAXIMUM DISTRICT COST	\$11,879,062.00	11,879,062 -
+	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	\$10,673,571.58	59.38%
=	UNSPENT AUTHORIZED BUDGET	\$7,301,574.42	
	<b>EXPENDITURES</b>	<b>FY2025</b>	<b>FY2024 Actuals</b> <b>FY2024 Actuals</b>
	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	\$1,244,570.57	\$1,059,404.66 \$1,059,404.66
	FEBRUARY	\$1,350,155.50	\$1,405,279.86 \$1,405,279.86
	MARCH	\$1,666,491.89	\$1,442,052.05 \$1,442,052.05
	APRIL	\$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
	<b>TOTAL</b>	<b>\$10,673,571.58</b>	<b>\$9,911,946.34</b> <b>\$15,555,949.20</b>

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 3801, 3803	Source Codes 3116, 3117, 3119 3204, 3216, 3342, 3376	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	597,492.00	174,223.00	-	-	84,800.91	2,003.89	-	193,670.42	1,052,190.22	1,077,408.85
FEB	597,492.00	174,223.00	-	-	54,631.11	-	-	382,233.26	1,209,389.88	1,439,755.27
MAR	597,492.00	174,223.00	-	-	219,770.61	-	810.51	677,509.58	1,668,995.19	1,132,121.41
APR	-	-	-	-	-	-	-	-	-	2,061,435.39
MAY	-	-	-	-	-	-	-	-	-	1,141,833.18
JUN	-	-	-	-	-	-	-	-	-	1,906,393.97
<b>TOTAL</b>	<b>\$ 4,198,320.00</b>	<b>\$ 1,240,111.73</b>	<b>\$ -</b>	<b>\$ 441,915.00</b>	<b>\$ 3,692,716.39</b>	<b>\$ 216,534.67</b>	<b>\$ 75,418.16</b>	<b>\$ 1,702,274.92</b>	<b>\$ 11,567,290.87</b>	<b>\$15,032,238.65</b>



Function Part 1

		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
40	DEBT SERVICE	1,001,538.68	0.00	60,183.45	6.01	941,355.23	0.00	0.00	941,355.23
<b>61</b>	<b>SCHOOL NUTRITION FUND</b>								
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	66,979.89	584,706.75	63.30	341,250.18	192.75	1,264.09	339,793.34
6000	6000	0.00	0.00	5,111.06	0.00	(5,111.06)	0.00	0.00	(5,111.06)
61	SCHOOL NUTRITION FUND	930,337.20	66,979.89	589,817.81	63.55	340,519.39	192.75	1,264.09	339,062.55
<b>62</b>	<b>CHILDCARE FUND</b>								
1000	INSTRUCTION	17,743.70	1,324.67	7,881.77	44.42	9,861.93	0.00	0.00	9,861.93
62	CHILDCARE FUND	17,743.70	1,324.67	7,881.77	44.42	9,861.93	0.00	0.00	9,861.93
<b>81</b>	<b>TRUST FUNDS NON EXPENDABLE</b>								
1000	INSTRUCTION	4,643.17	0.00	2,000.00	43.07	2,643.17	0.00	0.00	2,643.17
6000	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	TRUST FUNDS NON EXPENDABLE	4,643.17	0.00	2,000.00	43.07	2,643.17	0.00	0.00	2,643.17
<b>91</b>	<b>AGENCY FUND</b>								
1000	INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	2000	0.00	5,387.71	5,636.96	0.00	(5,636.96)	0.00	0.02	(5,636.98)
91	AGENCY FUND	0.00	5,387.71	5,636.96	0.00	(5,636.96)	0.00	0.02	(5,636.98)
<b>Grand Total:</b>		<b>22,525,998.22</b>	<b>1,900,935.09</b>	<b>13,256,431.12</b>	<b>59.93</b>	<b>9,269,567.10</b>	<b>81,481.78</b>	<b>160,828.20</b>	<b>9,027,257.12</b>

MONTHLY BOARD VENDOR BILLS

Use

Vendor Name	Invoice Detail Amount	Invoice Detail Description	Use
Checking Account ID 10	Fund Number 10	GENERAL FUND	
AHLERS & COONEY PC	\$ 724.00	LAWYER	
ALBIREO ENERGY	\$ 2,252.50	PURCHASED BUILDING AND GROUNDS SERVI	
ALLENSWORTH HEATING AND COOLING	\$ 150.00	MAINTENANCE BUILDING REPAIR SERVICES	
AMAZON.COM SALES INC.	\$ 10,671.73	SUPPLIES/MATERIALS	
BMO MASTERCARD - TRANSPORTATION I	\$ 85.94	TRANSPORTATION SUPPLIES	
BMO MASTERCARD	\$ 100.00	ADVERTISING	
BMO MASTERCARD	\$ 260.18	MAINTENANCE BUILDING SUPPLIES	
BMO MASTERCARD	\$ 350.96	TAG SUPPLIES	
BMO MASTERCARD	\$ 532.44	TRAVEL/SUPPLIES	
BMO MASTERCARD	\$ 771.22	ELEM GENERAL ED SUPPLIES	
BMO MASTERCARD	\$ 678.57	HS GENERAL ED SUPPLIES	
BMO MASTERCARD	\$ 1,130.21	SUPPLIES/TRAVEL	
BMO MASTERCARD	\$ 591.14	HS BAND/VOCAL SUPPLIES	
BMO MASTERCARD	\$ 607.57	SUPPLIES	
BMO MASTERCARD	\$ 522.12	TRAVEL/SUPPLIES	
BMO MASTERCARD	\$ 1,078.90	SUPPLIES	
BMO MASTERCARD	\$ 739.02	MS SUPPLIES	
BMO MASTERCARD	\$ 2,374.64	SOFTWARE/SUPPLIES	
BMO MASTERCARD	\$ 232.48	HS STAFF WORKSHOP	
BMO MASTERCARD	\$ 1,029.68	SUPPLIES	
BMO MASTERCARD	\$ 232.96	TRAVEL/SUPPLIES	
BMO MASTERCARD	\$ 151.23	FUEL/TRAVEL	
BMO MASTERCARD	\$ 303.93	PRESCHOOL GRANT/SUPPLIES	
BMO MASTERCARD	\$ 387.95	TRAVEL	
BROWN'S REPAIR & AUTO PARTS INC.	\$ 10,686.74	VEHICLE REPAIR SERVICES	
CAPITAL SANITARY SUPPLY	\$ 115.50	MAINTENANCE SUPPLIES	
CENEX FLEET FUELING	\$ 2,186.36	FUEL	
CENTURYLINK	\$ 521.24	TELEPHONE	
CITY OF SHENANDOAH	\$ 4,062.28	WATER-SEWER	
COLUMN SOFTWARE PBC	\$ 521.16	BOARD NEWSPAPER ADVERTISING	
COUNCIL BLUFFS CSD	\$ 13,255.92	TUITION TO LEA WITHIN IA NOT OE LEVE	
COUNTY LINE DESIGN	\$ 682.50	EL PRINCIPAL SUPPLIES	
CULLIGAN WATER	\$ 425.47	MAINTENANCE SUPPLIES	
CURRICULUM ASSOCIATES	\$ 49.88	MS SPED LVL I TEXTBOOKS	
DELUXE	\$ 306.56	DEPOSIT SLIPS/ENDORSEMENT STAMP	
DLA FARMS LLC	\$ 510.00	MAINTENANCE SNOW REMOVAL-CONTRACTED	
DONOVAN GROUP I	\$ 2,500.00	ADVERTISING	
EGAN SUPPLY	\$ 4,737.10	CUSTODIAL MAINTENANCE EQUIPMENT	
ESSEX CSD	\$ 74,512.58	TUITION OE TO LEA WITHIN IA	
EVENTS BY MADISON LLC	\$ 102.00	ELEM GENERAL ED SUPPLIES	
FAREWAY STORES	\$ 40.04	SUPPLIES	
FOLLETT CONTENT SOLUTIONS, LLC	\$ 943.47	LIBRARY SUPPLIES	
GLENWOOD CSD	\$ 12,413.52	PURCHASE EDUCATIONAL/L3 IND COSTS	
GRAINGER	\$ 395.86	MAINTENANCE SUPPLIES	
HD SUPPLY	\$ 8,724.84	BUILDINGS/GROUNDS CUSTODIAL SUPPLIES	
HUB INTERNATIONAL GREAT PLAINS, LLC	\$ 4,650.00	AUDITOR REPORTS	
IAMO COMMUNICATIONS	\$ 80.60	NETWORK SUPPORT INTERNET ACCESS	
IOWA BANDMASTERS ASSOCIATION INC	\$ 173.00	MS BAND STAFF DUES	
IOWA COMMUNICATIONS NETWORK	\$ 363.71	TELEPHONE	
IOWA DEPARTMENT OF HUMAN SERVICES	\$ 13,345.46	MEDICAID DIRECT SERVICES	
IOWA HIGH SCHOOL MUSIC ASSOCIATION	\$ 265.00	HS VOCAL MUSIC STUDENT ENTRY & REG F	
IOWA LAKES COMMUNITY COLLEGE	\$ 484.80	TUITION-COMMUNITY COLLEGES	
IOWA TESTING PROGRAMS	\$ 3,436.00	TESTING	
IOWA WESTERN COMMUNITY COLLEGE	\$ 110.00	NON INSTRUCTION STAFF WORKSHOP/CONF	
IOWA WESTERN COMMUNITY COLLEGE	\$ 993.00	TUITION-COMMUNITY COLLEGES	

MONTHLY BOARD VENDOR BILLS

Use

Vendor Name	Invoice Detail Amount	Invoice Detail Description	Use
JB PARTS & SUPPLY	\$ 64.98	TRANSPORTATION REPAIR PARTS	
JOHN GOWING PLUMBING AND HEATING	\$ 544.13	MAINTENANCE BUILDING REPAIR SERVICES	
KIDWELL INC.	\$ 217.50	TECH REPAIR & MAINTENANCE SUPPLIES	
LAWN WORLD	\$ 996.00	MAINTENANCE LAWN CARE-CONTRACTED	
LEGACY 3 THEATERS	\$ 647.00	ELEM. ADMISSION	
LEPORTE ELECTRIC	\$ 160.00	MAINTENANCE BUILDING REPAIR SERVICES	
LEWIS CENTRAL HIGH SCHOOL	\$ 566.00	HS ADMISSION	
MASTER TEACHER	\$ 85.90	BOARD SUPPLIES	
MID-AMERICAN RESEARCH CHEMICAL	\$ 1,189.37	BUILDINGS/GROUNDS CUSTODIAL SUPPLIES	
MIDAMERICAN ENERGY	\$ 12,085.01	UTILITIES-ELECTRICITY	
MIDWEST BUS PARTS, INC.	\$ 75.60	TRANSPORTATION REPAIR PARTS	
MILLER BUILDING	\$ 1,183.59	SUPPLIES	
MITEL NET SOLUTIONS	\$ 807.68	TELEPHONE	
PAPER TIGER SHREDDING	\$ 75.00	PURCHASED PROFESSIONAL SERVICES	
PAPER TRAIL	\$ 126.00	HS GENERAL ED SUPPLIES	
PETERSEN AUTO	\$ 1,743.87	VEHICLE REPAIR SERVICES	
PLUNKETT'S PEST CONTROL	\$ 272.34	MAINTENANCE PEST CONTROL CONTRACTED	
POLKA DOT ENTERTAINMENT	\$ 750.00	EL PRINCIPAL SUPPLIES	
RASMUSSEN MECHANICAL SERVICES	\$ 1,634.50	MAINTENANCE BUILDING REPAIR SERVICES	
RED OAK WELDING	\$ 68.40	HS RENTAL OF EQUIPMENT	
RELAYHUB LLC	\$ 1,640.47	MEDICAID BILLING SERVICES	
RIEMAN MUSIC DES MOINES	\$ 230.00	HS BAND EQUIPMENT REPAIR	
ROCSTOP CARDTROL	\$ 3,233.17	TRANSPORTATION DIESEL	
ROSE, THE	\$ 442.98	ELEM. ADMISSION	
SAPP BROS.	\$ 175.00	TRANSPORTATION SUPPLIES	
SHENANDOAH MEDICAL CENTER	\$ 352.00	BUS DRIVER PHYSICALS	
SHENANDOAH ROTARY	\$ 105.00	SUPERINTENDENT DUES	
SHENANDOAH SANITATION	\$ 2,030.73	MAINTENANCE GARBAGE COLLECTION	
SHENANDOAH SCHOOL LUNCH	\$ 374.00	HS PRINCIPAL SUPPLIES	
SHERIDAN DECORATING	\$ 56.99	MAINTENANCE SUPPLIES	
SIGNS & SHINES	\$ 66.00	TRANSPORTATION SUPPLIES	
SOUTHWEST IOWA HERALD	\$ 136.99	SUBSCRIPTION	
STAPLES ADVANTAGE	\$ 158.47	DISTRICT WIDE SUPPLIES	
SWIFT SERVICES LLC	\$ 574.90	NETWORK SUPPORT INTERNET ACCESS	
US CELLULAR	\$ 482.36	NETWORK SUPPORT INTERNET ACCESS	
VALLEY PUBLICATIONS	\$ 252.36	BOARD NEWSPAPER ADVERTISING	
VERIZON WIRELESS	\$ 347.94	TELEPHONE	
WATERFALLS EVENT CENTER, THE	\$ 280.00	HS PRINCIPAL SUPPLIES	
WILD ROSE CHEVROLET	\$ 126.00	VEHICLE REPAIR SERVICES	
Fund Number 10	\$ 221,912.19		
Checking Account ID 10	Fund Number 22	MANAGEMENT FUND	
WILSON INSURANCE AGENCY	\$ 1,010.00	VEHICLE INSURANCE	
Fund Number 22	\$ 1,010.00		
Checking Account ID 10	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
CARL A. NELSON & CO	\$ 30,260.77	CONSTRUCTION MANAGEMENT	
DECKER INC	\$ 16,630.50	FURNITURE & FIXTURES	
DLR GROUP	\$ 480.00	ARCHITECT SERVICE	
JOHNSON CONTROLS	\$ 1,111.03	EQUIPMENT REPAIRS	
WELLS FARGO BANK N.A.	\$ 63,845.00	BUS LEASE	
Fund Number 33	\$ 112,327.30		
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
ACER SERVICE CORPORATION	\$ 23,183.91	REPAIR PARTS	
ALLENSWORTH HEATING AND COOLING	\$ 1,504.14	EQUIPMENT REPAIRS	
AMAZON.COM SALES INC.	\$ 505.24	PARTS/SUPPLIES	

MONTHLY BOARD VENDOR BILLS

Use

Vendor Name	Invoice Detail Amount	Invoice Detail Description	Use
BLUPOINTE DRS	\$ 750.00	TECH RELATED SOFTWARE	
BMO MASTERCARD	\$ 38.50	STUDENT HOUSING PROJECT	
CABINETS BY STAC	\$ 4,716.00	STUDENT HOUSING PROJECT	
CDW GOVERNMENT	\$ 18,245.50	TECH RELATED SOFTWARE	
COUNCIL BLUFFS CSD	\$ 2,094.40	RENT OF ROOM	
FACILISERV	\$ 7,901.15	BUILDING REPAIR	
FACILITIES MANAGEMENT EXPRESS, LLC	\$ 3,963.71	FACILITY TECH RELATED SOFTWARE	
FARONICS	\$ 2,625.00	TECH RELATED SOFTWARE	
HD SUPPLY	\$ 2,504.64	WATER SOFTENER	
MIDAMERICAN ENERGY	\$ 80.86	STUDENT HOUSING PROJECT	
MILLER BUILDING	\$ 214.30	STUDENT HOUSING PROJECT	
SCHOOLPASS	\$ 2,040.00	TECH RELATED SOFTWARE	
WALLIN PLUMBING & HEATING	\$ 315.33	STUDENT HOUSING PROJECT	
WELLS FARGO FINANCIAL LEASING	\$ 3,996.04	COPIER LEASE	
Fund Number 36	\$ 74,678.72		
Checking Account ID 10	Fund Number 61	SCHOOL NUTRITION FUND	
ANDERSON ERICKSON DAIRY	\$ 7,076.15	MILK - K8	
BERNARD FOOD INDUSTRIES	\$ 271.35	SNF FOOD FOR THE FOODSERVICE PROGRAM	
BMO MASTERCARD	\$ 2,019.14	SUPPLIES	
FAREWAY STORES	\$ 118.61	FOOD/SUPPLIES	
HY-VEE	\$ 22.30	FOOD/SUPPLIES	
MARTIN BROS DIST	\$ 35,496.19	FOOD/SUPPLIES	
MEYER LABORATORY INC	\$ 192.75	SCHOOL LUNCH PROGRAM SUPPLIES	
RAPIDS WHOLESALE	\$ 869.06	SUPPLIES	
Fund Number 61	\$ 46,065.55		
Checking Account ID 10	\$ 455,993.76		
Checking Account ID 40	Fund Number 21	ACTIVITY FUND	
4 SEASONS FUNDRAISING	\$ 1,448.80	HS SUPPLIES/FFA	
4THROWS LLC	\$ 153.98	SUPPLIES/GENERAL ATHLETICS	
AMAZON.COM SALES INC.	\$ 2,417.86	SUPPLIES	
ANDERSON'S SCHOOL SPIRIT	\$ 80.97	GENERAL SUPPLIES/CLASS OF 2026	
BMO MASTERCARD	\$ 1,078.55	TRAVEL	
BMO MASTERCARD	\$ 2,372.62	SUPPLIES/TRAVEL	
BMO MASTERCARD	\$ 1,531.93	REGISTRATION/SUPPLIES/TRAVEL	
BMO MASTERCARD	\$ 600.49	HS SUPPLIES/FFA	
BMO MASTERCARD	\$ 2,216.70	HS DRAMA SUPPLIES	
BMO MASTERCARD	\$ 962.79	SUPPLIES/GENERAL ATHLETICS	
BMO MASTERCARD	\$ 108.17	SUPPLIES/STUDENT COUNCIL	
BMO MASTERCARD	\$ 1,983.99	REGISTRATION/SUPPLIES/TRAVEL	
BMO MASTERCARD	\$ 2,745.62	MAY MENTORING ACTIVITY SUPPLIES	
BMO MASTERCARD	\$ 686.18	REGISTRATION/SUPPLIES/TRAVEL	
BMO MASTERCARD	\$ 2,534.51	TRAVEL/SUPPLIES	
BMO MASTERCARD	\$ 155.25	SUPPLIES/GENERAL ATHLETICS	
BSN SPORTS	\$ 2,449.36	SUPPLIES/GENERAL ATHLETICS	
CHRIS GIRRES	\$ 650.00	SUPPLIES/GENERAL ATHLETICS	
CLARINDA HS	\$ 250.00	ENTRY FEE TO ANOTHER SCHOOL	
COUNTY LINE DESIGN	\$ 726.00	SUPPLIES/GENERAL ATHLETICS	
DANNCO INC.	\$ 568.45	SUPPLIES/GENERAL ATHLETICS	
DODGE RIVERSIDE GC	\$ 60.00	ENTRY FEE TO ANOTHER SCHOOL	
ELKS CLUB	\$ 800.00	SUPPLIES/SHEN GIRLS BB	
FLORIDA FRUIT ASSOCIATION	\$ 1,247.00	SUPPLIES/FCCLA	
GRINNELL HIGH SCHOOL FCCLA	\$ 80.59	TRAVEL/FCCLA	
HAUFF SPORTS - DAKOTA SPORTS &	\$ 540.00	SUPPLIES/GENERAL ATHLETICS	
IBSEN COSTUME GALLERY	\$ 3,740.00	HS DRAMA SUPPLIES	
IOWA HIGH SCHOOL ATHLETIC ASSN	\$ 75.00	SHEN BOYS BOWLING SUPPLIES	
IOWA HIGH SCHOOL SPEECH ASSOCIATION	\$ 37.00	SUPPLIES/SHS SPEECH CLUB	

Shenandoah CSD  
 04/11/2025 07:29 AM

**MONTHLY BOARD VENDOR BILLS**

Use

Vendor Name	Invoice Detail Amount	Invoice Detail Description	Use
JKAY PHOTO AND DESIGNS	\$ 306.00	HS SUPPLIES/FFA	
LEWIS CENTRAL HIGH SCHOOL	\$ 125.00	ENTRY FEE TO ANOTHER SCHOOL	
LITANIA SPORTS GROUP	\$ 1,277.00	SUPPLIES/GENERAL ATHLETICS	
MARY PETERSON	\$ 42.31	SUPPLIES/SHS SPEECH CLUB	
MILLER BUILDING	\$ 109.90	HS DRAMA SUPPLIES	
NATIONAL FFA ORGANIZATION	\$ 551.50	HS SUPPLIES/FFA	
NEW COOPERATIVE INC.	\$ 915.47	HS SUPPLIES/FFA	
PAPER TRAIL	\$ 536.55	HS SUPPLIES/FFA	
POWERHOUSE WRESTLING CLUB	\$ 450.00	SUPPLIES/GENERAL ATHLETICS	
SHENANDOAH CSD	\$ 4,051.37	MS GENERAL ATHLETIC WORKERS	
SKIPPY ECKHARDT	\$ 40.00	STUDENT ENTRY & REGISTRATION FEES	
WATERFALLS EVENT CENTER, THE	\$ 3,000.00	GENERAL SUPPLIES/CLASS OF 2026	
Fund Number 21	<u>\$ 43,706.91</u>		
Checking Account ID 40	Fund Number 91	AGENCY FUND	
BMO MASTERCARD	\$ 368.73	NURSES FUND SUPPLIES	
Fund Number 91	<u>\$ 368.73</u>		
Checking Account ID 40	<u>\$ 44,075.64</u>		

### Out of State Travel

Date	Location	Grade Level/Class	Sponsor
4/24/2025	Rose Theater - Omaha, NE	2nd Grade	Jordan Newberg
4/25/2025	Henry Doorly Zoo - Omaha, NE	Preschool	Tiffany Spiegel
4/25/2025	Henry Doorly Zoo - Omaha, NE	3rd Grade	Jordan Newberg
5/9/2025	UNL Museum - Lincoln, NE	5th Grade	Aaron Burdorf
5/15/2025	Children's Museum - Omaha, NE	4th Grade	Jordan Newberg

<b>First Name</b>	<b>Last Name</b>	<b>Grant Name</b>	<b>Amount Requested</b>	<b>What funds will be used for</b>
Elliot	Smith	Casey's Cash for Classrooms	\$13,300	New lighting control board and monitors for SHS auditorium.

### Class of 2025

Shayla	Nicole	Anglen
Dalton	Ray	Athen
Peyton	Lynn	Athen
Lucy	Elaine	Autry
Emma	Kristine	Baldwin
Grace	Renee	Baldwin
Austin	Klaire	Bebout
Kelzee	MaRay	Bennett
Breannah	Katherine	Black
Jaylyn	Marie	Boyer
Bailey	Mae	Brown
Dayton	Lesley Alexander	Brown
Russell	Lee	Brown
Cadence	Jo	Burton
Mekiah	Lorene	Carlson
Tyler	Marquis	Carnes
Nolan	Oscar	Christianson
Taylor	Lee-Ann	Comstock
Terin	Marcus	Courtier
Taylor	Lynn	Davis
Kathryn	Lynn	DeLong
Chloe	Mae	Denton
Jayden	Charles	Dickerson
Mallory	Storm	Dickerson
Ashlee	Sue	Dinges
Hailey	Lynn	Egbert
Olivia	Belle	Espejo
Conner	James	Essick
Hannah	Marie	Farley
Isabelle	Lou	Flowers
Brooklyn	Ann	Ford
Kylie	Kay	Foutch
Kinsey	May	Gibson
Zane	Edward	Gideon
Camryn	Lea	Gile
Annabell	Jo-Lynn	Gill
Anthony	Rogelio	Gomez
Marley	Jo	Gray
Quintyn	James	Gray
Lynnae	Ann	Green
Cadence	Annelyse	Grimes
Arianna	Mae	Guynes
Alexandrea	Marie	Hale
Elexus	JoAnn	Hansen
EmmaJo	Lynn	Harris
Emily	Fay	Hartmann
Curtis	Allen	Haughton
Brooke	Ann	Hays

Sylvia	Lou	Hennings
Santiago	Noe	Hernandez
Logan	Robert	Herr
Madilyn	Olivia	Hill
Courtney	Lee	Hodge
Ashlynn	Elizabeth	Hodges
Hadyn	James	Holman-Wheatley
Davin	Jacob	Holste
Makayla	Madison	Holste
Madisen	Napualani	Ives
Emma	Rosemarie	Jones
Rachel	England	Jones
Dylan	Scott	Kellogg
Heidi	Colene	Kellogg
Koryn	Barbara Ann	Killerby
Nora	Eve	Kirkpatrick
Paytyn	Ciara	Klahn
Dallas	Chase	Koedam
Samual	Edward	Labrum
Brinley	Rose	Lamond
Hunter	John	Lighty
Damien	Lee	Little Thunder
Quinn	Michael	Maher
Summer	Rose	Maher
Samantha	Lynn	Mallory
Alexis	Ellen-Marie	Marsh
Xavier	John Joel	Martin
Khyrstin	Lynn	Mattox
Jazmine	Elaine	McEnaney
Brayton	Cooper	McFarland
Jaxsen	Randi Michelle	Meek
Treyton	Kenneth	Meier
Braeden	Allen	Mick
Nathaniel	Ray	Miller
Randy	Salvador	Mitchell
Adrienne	Jo	Moore
Drew	Jacob	Morelock
Aiden	Chase	Nelson
Jaykob	James	Nelson
Grace	Elizabeth	Olson
Jacey	Jo	Orman
Tally	Kate	Ostrander
Grace Anne	Faith	Parrish
Arthur	Dryden	Payne
Stephanie	Rae	Payne
Donovan	Max	Perkins
Steven	Ty	Perkins
Carter	Wayne	Phipps
Micheal	Alexander	Pritchett

Jillian	Sue	Putnam
Cyris	Allen	Rader
Javier	Antonio	Ramos Saldana
Kyra	Emylee Rayne	Robbins
Brandon	Eugene	Ross
Cole	Stephen	Scamman
Alexis	Elaine	Schebaum
Kaiden	Dale Jarvis	Schooling
Brynn	Marie	Schrock
Timothy	Leigh	Shackelford
Alex	Dwana	Sharp
Santiago		Silvestre
River	Jaime	Smithhisler
Landen	Christopher Eugene	Soice
Syriana	Cheyenne	Spann
Gunner	William	Steiner
Hyatt	Bradley	Stephens
Ayden	Allen	Strange
Delaney	Marie	Stuck
Hunter	John Matthew	Swaink
Megan	Kay	Synacek
Noah	Matthew	Vandemark
Carter	Wesley	Wallace
Alexis	Jaiden	Whitehill
Andrew	James	Williams
Dominik	Wayne	Williams
Lacey	Michelle	Williams
Carys	Jean	Woolsey
Navaeh	Lynn	Yale
Connor	Michael Dean	York

RECEIVED

MAR 12 2025

SUPERINTENDENT  
OF SCHOOLS

AUDIT PROPOSAL

Between

SHENANDOAH COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

PERIOD COVERED

FOR THREE YEARS ENDING JUNE 30, 2027

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**NOLTE, CORNMAN & JOHNSON P.C.**  
**Certified Public Accountants**  
**(a professional corporation)**  
**115 North 3rd Avenue West, Newton, Iowa 50208-3218**  
**Telephone (641) 792-1910**  
**Fax (641) 791-9284**  
**Email [info@ncjcpaia.com](mailto:info@ncjcpaia.com)**

WILLIAM BARRETT, BUSINESS MANAGER  
SHENANDOAH COMMUNITY SCHOOL DISTRICT  
304 W. NISHNA RD  
SHENANDOAH, IA 51601

We would like to make a proposal to perform an audit of your district's financial statements for the year ended June 30, 2025.

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

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

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

Our services will include auditing of the Governmental Funds and Business Type Funds for the period of July 1, 2024 through June 30, 2025.

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

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

We have enclosed a three-year period proposal per your request.

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

Sincerely,

  
NOLTE, CORNMAN & JOHNSON, P.C.

**Members American Institute & Iowa Society of Certified Public Accountants**

## SCHOOL AUDIT PROFILE

1. Firm Name: NOLTE, CORNMAN & JOHNSON, P.C.
2. Address: 115 North 3rd Avenue West, Newton, IA 50208
3. Telephone: (641) 792-1910
4. Professional staff:

	<u>Number</u>	<u>Number CPA's</u>	<u>Average Years Experience</u>
A. Principals	1	1	39
B. Professional Staff	9	0	7

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

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

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

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

Position: President

7. Quality controls are an essential part of our auditing services. Internal review procedures utilized by our firm include: Our 2025 school audit team as in the past will be composed of an experienced staff, all being supervised by our school audit manager. Our firm successfully completed a quality review March 2021.
8. Our firm will:
  - a) Compile, type and duplicate reports.
  - b) Send discussion audit draft to the school district after field work is completed,

- for review by management.
- c) Review audit recommendations and district responses thereto with the Business Manager and/or Superintendent prior to issuing the audit report.
  - d) Provide additional help or recommendations to the District when requested during the year.
  - e) Strive to conduct the audit, when possible, at the district's convenience and in such a manner as to cause the least amount of disruption possible under the circumstances.
  - f) Will provide copies of the audit report to the State Auditor's Office and the Department of Education as required.
  - g) Present the audit report and a verbal explanation of the report to the Board if so requested, at an additional fee.

President:

Nancy L. Janssen, CPA

Education:

B.S. from Iowa State University

Continuing Education:

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

Experience:

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

School Audit Experience:

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

Independence:

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

AGREEMENT BETWEEN  
SHENANDOAH COMMUNITY SCHOOL DISTRICT  
AND

NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 27<sup>TH</sup> day of February, 2025, by and between SHENANDOAH COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the SHENANDOAH COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the three years ended June 30, 2027; and

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

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

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

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

2. Conditions of Payment:

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

<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
<u>Junior</u>	<u>110</u>	<u>70</u>
<u>In-charge</u>	<u>90</u>	<u>85</u>
<u>Audit Manager</u>	<u>30</u>	<u>100</u>
<u>Partner</u>	<u>15</u>	<u>125</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>1000</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement shall not be for more than \$21,000 for the year ended June 30, 2025, and \$23,000 for the year ended June 30, 2026, and \$25,000 for the year ended June 30, 2027, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance beyond the course of normal audit fieldwork.

3. Termination of Agreement:

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

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

CPA

SHENANDOAH CSD

*Nolte, Cornman & Johnson PC*  
 NOLTE, CORNMAN & JOHNSON, P.C.

By \_\_\_\_\_  
 BOARD PRESIDENT

Date 2/27/2025

Date \_\_\_\_\_

# ERate Funding 25-26

BY Richard Morgan-Fine

Below is this years E-rate information. With our rating the E-rate system will cover up to 80% of the cost for those items. This year we did see less response than we normally see. The bidding and RFP process all goes through the Government e-rate system (USAC). I did reach out to a few vendors that bid previously and check to see why they were just bidding e-rate this year. Reasons given seemed to be staffing issues related to the bidding process using the E-rate system and also supply chain issues.

E-Rate has 2 categories. Cat 1 is Internet services. Cat 2 is Infrastructure (IE wireless AP, Switches, Routers, and firewalls. )

## **Category 1 Internet services.**

This year our contract with swift for 5 Gig Service is up for renewal. We had 2 different companies bid.

At this time I would recommend we select Swift 5gig Service as the winning bid. Bid Matrix is attached to this letter.

**Total - \$5,999 E-rate 80% - \$4,799 Our share - \$1,200**

## **Category 2 (IE wireless AP, Switches, Routers, and new this year Battery Backups. )**

We sent out an RFP on a few Switches . Attached is the Matrix and Pricing on Bids received on the RFP. We had 4 companies Bid the RFP.

**Switches** - With the ever growing IT resources for security we are in need of more Switches.

Even though CMS has a lower bid by \$2000 we ran into issues with equipment that were purchased in the past as they are not an approved Meraki reseller. They resell used and extra stock from other companies. With that Meraki to us they would not support units purchased that way.

My recommendation is to purchase all three items from **CDW** - \$27,205.00

Switches - \$19,000

Switch Licenses - \$3705.00

Power Supplies - \$4,500.00

**Total - \$27,205.00 E-rate 80% - \$21,764 Our share - \$5,441**

FY 21-22 E-Rate Cat 1 Evaluation Matrix (250024530)

Shenandoah Community School District

Company	Rate	Monthly Cost	Build out cost	Level of service (Speed)	Prior experience	Local or in-state vendor	Requires Buildout	Cost	Totals Possible Points
				<b>5 points</b>	<b>8 Points</b>	<b>9 Points</b>	<b>(5 Points)</b>	<b>(10 Points)</b>	<b>37</b>
				1- 1gig and below 2 - 1.5 gig 3 - 2 gig 4- 3 gig 5 - 4gig and above	Highest - worked with good results Lowest - Never worked	9 - In State 8 - 1 Based on regional Location	5 - No Build out cost 4- 2 is ranked Build out cost among Bidders 1- No Build out noted in Quote.	10 - lowest cost 9-1 Graduated Higher cost	
Cytranet	5gps	\$3,111.00		5	1	2	2	2	12
Swift	5gps	\$499.95	\$0.00	5	2	9	5	10	31

FY 24-25 SCSD 470 Cat 2 - #250024535							Notes	Matrix				
Company	Switch	Switch Licensing	Power Supplies	Lic Term	Total	Available Points		Price of the eligible products and services	Prior experience with the vendor	Does Products meet RFP Requirements	Local or in-state vendor	Total
CDW (C9300I)		\$19,000.00	\$3,705.00	\$4,500.00	3yr	\$27,205.00		40	30	20	10	100
CDW (MS250)		\$26,000.00	\$4,000.00	\$5,000.00	3yr	\$35,000.00		30	30	20	5	85
Midwest data (ms250)		\$23,915.90	\$3,477.45	\$4,385.45	3yr	\$31,778.80		20	20	20	5	75
Midwest Data (C9300I)		\$16,749.95	\$5,311.05	\$4,601.10	3yr	\$26,662.10	SHIPPING \$50	30	20	20	5	75
cms (MS250)		\$17,260.00	\$4,985.00	\$2,680.00		\$24,925.00		30	20	10	5	65
Questivity (MS250)		\$26,883.00	\$3,889.05	\$5,126.30	3yr	\$35,898.35		5	10	20	5	40



PO Box 100 / 108 Stanbury Industrial Dr  
 Brookfield, Missouri 64628  
 Phone (660) 258-2246 Fax (660) 258-5781  
[info@stanbury.com](mailto:info@stanbury.com)

Order Date: **04/02/25**

Estimated Ship Date: **120-180 Days**  
*After Receipt of All Details*

Our Order No.:

Shipping Charges to be Paid By:  
 Stanbury       Buyer

Customer Order No.:

Salesman: **Valenzuela**

Invoice No.:

Deposit \$

Sold To: Elliot Smith  
 Shenandoah High School  
 1000 Mustang Drive  
 Shenandoah, IA 51601

Ship To: Elliot Smith  
 Shenandoah High School  
 1000 Mustang Drive  
 Shenandoah, IA 51601

This order is made in good faith with the understanding that same will become a contract for the sale of goods described at the prices and terms shown, upon the acceptance by Stanbury Uniforms LLC and subject to the conditions of sale appearing below hereof which are incorporated in and made part of such agreement.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
<b>Bandsman Uniform</b>			
55	Shako: C-51, XD, Castellane front strap, Silver visor, XD & Glam striping, three 30L Dome buttons	\$ 62.50	\$ 3,437.50
55	Plume: 14" Maroon French Upright with Silver Mylar	\$ 41.00	\$ 2,255.00
55	Coat: FC, XD, XD & Glam striping, four 30L Dome buttons, collar and shoulder strap trim, both upper sleeve embroidery, cuff trim, with snap cuffs	\$265.70	\$ 14,613.50
55	Jumpsuit - 571-18-1S, XD Sienna Maroon, perma crease, embroidery, no snap hems	\$108.10	\$ 5,945.50
			\$ -
			\$ -
			\$ -
<b>Bandsman Uniform Total</b>		\$477.30	\$ 26,251.50
<b>Drum Major Uniform</b>			
6	Jumpsuit - 571-18, XD Divine White, stripe, perma crease	\$125.00	\$ 750.00
6	Shoulder Drape	\$ 95.00	\$ 570.00
<b>Drum Major Uniform Total</b>		\$220.00	\$ 1,320.00
<b>Accessories</b>			
55	Shako Box: Shako Mate	\$ 15.40	\$ 847.00
55	Garment bag: 600 denier, black nylon w/IAP, shoe pouch & one-color imprint (version w/sample)	\$ 21.95	\$ 1,207.25
	OR Garment bag: 200 denier, black nylon w/IAP, shoe pouch & one-color imprint \$14.25ea		
	<i>(Includes plastic hangers with clip for pants @ no charge. Upgraded hanger with pant rail availalbe.)</i>		
<b>Accessories Total</b>		\$ 37.35	\$ 2,054.25
<b>Miscellaneous</b>			
1	Complimentary Digitally Printed Parade Banner (banner only, no hardware)	\$ -	\$ -
1	Complimentary Uniform Management System (UMS)	\$ -	\$ -
		\$ -	\$ -
	FREIGHT INCLUDED	\$ -	\$ -
<b>Miscellaneous Total</b>		\$ -	\$ -
<b>*** Uniforms needed by: 09/15/25 ***</b>		TOTAL	\$ 29,625.75
Optional 3% Prepayment Discount - CHECK must be submitted with order			\$ (888.77)
<b>TOTAL AFTER DISCOUNT</b>			<b>\$ 28,736.98</b>

**Shipping charges are included. IA Sales Tax will be invoiced upon shipping, if required.**  
*If shipped TRUCK FREIGHT, the trucking company must call for a delivery appointment.*

We, the undersigned, have read and fully understand the contract and all of its terms and conditions stated therein, and fully agree to accept all of them.

ORGANIZATION _____	NAME (TYPED OR PRINTED PLEASE) _____
SIGNATURE _____	POSITION _____ DAYTIME TELEPHONE # _____
BOOSTERS:	
PRESIDENT _____	DAYTIME TELEPHONE # _____
TREASURER _____	DAYTIME TELEPHONE # _____

### TERMS

- Option 1 PREPAYMENT - Cash discount is allowed, provided a check for the contract amount is mailed with the contract and purchase order. Freight charges, unless included in the price above, will be invoiced. This prepayment discount is not available for credit card payments. **\$28,736.98**
- Option 2 FIFTY PERCENT DEPOSIT WITH ORDER, balance due prior to shipment. This applies to all orders from organizations and individuals except those where option "3" applies. **\$14,812.88**
- Option 3 OPEN ACCOUNT - NET 30 DAYS. If bonafide Board of Education (School Board of Directors) purchase order is issued; or if this contract is signed by Superintendent, Principal or Purchasing Agent, who is authorized to purchase on behalf of this Board of Education (School Board of

**\$29,625.75**

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*A late charge of 1.5% per month will be assessed against all accounts not paid within 30 days from date of payment specified in the contract. This is equal to 18% per year or such lesser amount to the extent this exceeds that authorized by law.*

### CONDITIONS OF SALE

All uniforms, accessories, and/or other made-to-order garments shall be made in accordance with the specifications. This order is subject to approval and acceptance by Stanbury Uniforms LLC, Brookfield, Missouri, and cannot be cancelled after it has been accepted by Stanbury Uniforms LLC. The estimated ship date stated above (which shall be the estimated date for delivery to the specified transportation company at Brookfield) is subject to any delays by strikes, fire or other casualty, failure of suppliers to make deliveries, and any other causes of delay over which Stanbury Uniforms LLC, may have no control. All orders are shipped immediately after completion. All shipments are to be made F.O.B. SHIPPING POINT Brookfield, Missouri. At seller's option, accessories may be shipped direct to purchaser, F.O.B. suppliers. Seller will not assume additional expense for airmail, airfreight or special delivery shipments. All payments on this order are to be made direct to Stanbury Uniforms LLC, at its offices in Brookfield, Missouri. The contract expressly made performable in Brookfield, Missouri. This contract may not be altered, varied or changed except in writing, and such change must be authorized by the president of Stanbury Uniforms LLC. It is specifically understood that all terms and conditions of this sale are set out herein in writing, and that there are no oral agreements in the transaction. \*\*NOTE: Estimated ship date is established upon receipt at factory of all the following information, signed, itemized contract and/or purchase order, sample approval form signed and dated; sample uniform, all measurements and/or stock sizes approval and repricing approval in writing. These conditions of sale are considered to be as binding upon a purchase order as signed contract. Notification for necessary alterations due to factory error must be made at our factory, within 21 days. Only by special agreement with our office should any alterations be made locally, to protect your warranty. \*\*ATTENTION: Quoted prices do not include any taxes, including sales and use taxes, required to be collected by Stanbury Uniforms LLC. They must be shown as separate line item above.

Fruhauf Uniforms, Inc. • 800 E. Gilbert • Wichita, KS 67211 • 316-263-7500 • FAX Sales:316-263-5550 Purchasing:316-263-4111 • sales@fruhauf.com  
**ORDER TYPE**

**Quote**

Sales Order Number: 25-S60636

Quote Number:

By: Mr. Rex Barker

Cust. Phone: (712) 246-1581

Cust.FAX:

**Original Family Owned and Operated  
Manufacturers of Band Uniforms for Over 100  
Years**

**Sold To:** Cust. Lookup: **24B-19651**  
Mr. Elliott Smith  
Shennandoah HS  
304 W Nishna Road  
Shenandoah, IA 51601

**Ship To:**  
Mr. Elliott Smith  
Shennandoah HS  
304 W Nishna Road  
Shenandoah, IA 51601

Special Notes: Delivery is contingent on our ability to acquire the supplies to manufacture your custom garment in a timely fashion.

**This Quote is good for 60 days from the date above**

DATE	TERMS	F.O.B.	P.O. Number	SHIP VIA	WEIGHT		
4/4/2025	NET 30 Days	Shenandoah, IA		Ground	0 lbs 0 oz		
QTY	ITEM	Size	Color	DESCRIPTION	ETA	PRICE	AMOUNT
55	24B/19651REGCT/			REG BAND COAT 24B/19651		\$366.93	\$20,181.15
55	24B/19651REGBIB			RB BIBS W/STRIPE G5 NO/LOGO		\$128.59	\$7,072.45
55	24B/19651REGSH		S	REG BAND SHAKO 24B/19651		\$108.41	\$5,962.55
55	PL/10/F/F/C/M		A	14" MAROON FR UPRT W/SILVER		\$57.30	\$3,151.50
55	BOX/TUFTOTE			TUF-TOTE		\$16.00	\$880.00
6	DMBIBS			DRUM MAJOR BIBBERS		\$128.59	\$771.54
6	DMCAPE			DRUM MAJOR CAPE		\$165.00	\$990.00
6	PLUME		A	14" WHITE FR UPRT W/SILVER		\$43.30	\$259.80
55	GLV		REP	PR WHITE COTTON GLOVES-REP		\$3.00	\$165.00
55	GLV		REP	PR LONG WRIST WHITE COTTON		\$4.00	\$220.00
40	SHOE		REP	BLACK DINKLE GLIDE-REP		\$31.00	\$1,240.00
55	GBAG		REP	GARMENT BAG-REP SUPPLY		\$30.00	\$1,650.00
1	BANNER			LEAD BANNER-PRINTED		\$960.00	\$960.00
56	HNGR/BAR/17IN		A	17 IN HANGER W/ TRS BAR		\$2.35	\$131.60
1	UMAC II		A	UMAC II		\$0.00	\$0.00

**Delivery is Up to 210 . Days after receipt of Purchase Order or Deposit, Measurements, Sample, On a new set of uniforms a Sample Approval is also Required.**

A 4% convenience fee will be added to all credit card and purchasing card orders. If taxes are applicable, add to total.

*Thank you for your order! We appreciate your business, and hope you will tell others about our company.  
Customer Service*

**Thank You!**

<b>Subtotal:</b>	<b>\$43,635.59</b>
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$43,635.59</b>
<b>PrePayments Received</b>	
<b>Balance Due</b>	<b>\$43,635.59</b>

**QUOTATION**

Regional Sales Manager  
**Chris McCurdy**  
 618-664-2091  
 cmccurdy@demoulin.com

**BILL TO** SHENANDOAH HIGH SCHOOL  
 ATTN: BUSINESS OFFICE  
 1000 MUSTANG DRIVE  
 SHENANDOAH, IA 51601  
 (712) 246-4727

**SHIP TO** SHENANDOAH HIGH SCHOOL  
 ATTN: ELLIOT SMITH, BANDS  
 1000 MUSTANG DRIVE  
 SHENANDOAH, IA 51601  
 SMITHE@SHENANDOAH.K12.IA.US

DeMOULIN Bros & Co certifies it has familiarized itself with your specifications, has carefully read them and understands their contents. All uniforms furnished will be in the style and quality requested.

<u>QUANTITY</u>	<u>STYLE</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
55	I436 NC Sp	COAT BAND	414.06	22,773.30
55	B566	TRSR BAND	185.49	10,201.95
55	Back Drape	CAPE BAND	79.88	4,393.40
55	30-1	HDGR BAND	149.42	8,218.10
55	Fr Up-Rt	PLUM FR-UPRIGHT-XF-1MYL	46.40	2,552.00
55	GMBG	VIV-PREM BLK 28x47	14.95	822.25
5	B566	TRSR DRUM MAJOR	245.90	1,229.50
5	Fr Up-Rt	PLUM DRUM MAJOR	37.30	186.50

SHIPPING TERMS: <b>GROUND - FOB CUSTOMER</b>	SubTotal	50,377.00
<b>PRICING INCLUDES - HANGERS, SHAKO CASES, EXTRA HANGERS, CLOUD BASED UNIFORM MANAGEMENT SOFTWARE.</b>	Shipping & Handling	606.25
	Quotation Total	50,983.25

When awarded a purchase order, DeMOULIN Bros & Co agrees to ship a sample uniform within **35** days and estimates shipping the entire order after **210** calendar days, after our receipt of the approved sample and receipt of all details.

4/7/2025 Date Prices Firm for 60 days
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**BILL TO** SHENANDOAH HIGH SCHOOL  
 SHENANDOAH, IA 51601

**SHIP TO** SHENANDOAH HIGH SCHOOL  
 SHENANDOAH, IA 51601

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>
▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.		
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>DeMoulin Brothers &amp; Company</b>		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1025 South 4th Street</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Greenville, IL 62246</b>	
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
[ ][ ] - [ ][ ] - [ ][ ][ ][ ]	
<b>OR</b>	
<b>Employer identification number</b>	
3 7 - 0 2 4 4 2 5 0	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Kay Raymond</i>	Date ▶ September 4, 2024
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



RECEIVED

APR 07 2025

SUPERINTENDENT  
OF SCHOOLS

March 20, 2025

Superintendent Dr. Kerri Nelson  
Shenandoah Community School District  
304 West Nishna Road  
Shenandoah, IA 51601

Re: Proposal - Three-year AHERA Asbestos Re-inspection

Dear Superintendent Nelson:

The summer of 2025 is when the Shenandoah School District will need the next AHERA Asbestos Three-year Re-inspection.

Since we are the company who completed your last re-inspection and are familiar with your schools, we hope to again be the company you choose to complete your 2025 asbestos re-inspection.

Your three-year re-inspection will include:

- ◆ Re-inspection and reassessment of all known or assumed friable and non-friable ACBM by an EPA and State of Iowa certified inspector.
- ◆ Review of the written observations of the inspector by an accredited management planner.
- ◆ Written update to the original management plan.

We have always provided competitive prices. We will perform your 2025 re-inspection for: **\$1,055.00**

If you choose our proposed rate, and with your concurrence, we will include your schools in our master schedule (dates will be as close to your 2022 re-inspection date (month/day) as possible - an exact date/time that meets your approval will be selected later).

If you have questions regarding this proposal, please call me at 402-697-9747. To execute this proposal, please sign and date below, and e-mail a signed copy to [jerod.frost@oneatlas.com](mailto:jerod.frost@oneatlas.com). I look forward for the opportunity to continue working with you.

Sincerely,

Jerod Frost  
EPA Certified Inspector

\_\_\_\_\_  
Person Authorized to Execute Contracts  
For Shenandoah School District

\_\_\_\_\_  
Date

**Policy 102: Equal Educational Opportunity**

Status: DRAFT

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

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

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

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

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

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

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

This is a mandatory policy.

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

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

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

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

Status: DRAFT

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

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

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

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

#### Filing a Complaint

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

#### Investigation

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

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

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

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

#### Decision and Appeal

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

The decision of the superintendent shall be final.

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

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

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

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

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

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

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

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

#### **I.C. Iowa Code**

Iowa Code § 216.6

#### **Description**

[Unfair Employment Practices](#)

Iowa Code § 216.9

[Unfair/Discriminatory Practices](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

Iowa Code § 280.3

[Education Program - Attendance Center Requirements](#)

#### **I.A.C. Iowa Administrative Code**

281 I.A.C. 12

#### **Description**

[General Accreditation Standards](#)

#### **U.S.C. - United States Code**

20 U.S.C. §§ 1221

#### **Description**

[Education - FERPA - General Provisions](#)

20 U.S.C. §§ 1681

[Education - Sex](#)

20 U.S.C. §§ 1701

[Education - EEO](#)

29 U.S.C. § 206

[Labor - Minimum Wage](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

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

42 U.S.C. § 2000d

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

42 U.S.C. § 2000e

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

ANNUAL NOTICE OF NONDISCRIMINATION

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

*[List CTE Areas of Study]*

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

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

CONTINUOUS NOTICE OF NONDISCRIMINATION

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

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

## NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

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

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

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

## DISCRIMINATION COMPLAINT FORM

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

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

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

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

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

Date and place of alleged incident(s):

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

Names of any witnesses (if any):

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

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

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

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

Description of incident witnessed: \_\_\_\_\_

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Additional information: \_\_\_\_\_

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

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

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

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant  
(include whether the  
Complainant is a student  
or employee): \_\_\_\_\_Date and place of alleged  
incident(s): \_\_\_\_\_Nature of ~~discrimination~~, harassment, or bullying alleged (check all that apply):

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

Description of incident witnessed: \_\_\_\_\_

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Additional information: \_\_\_\_\_

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

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

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

## DISPOSITION OF COMPLAINT FORM

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

Date of initial complaint: \_\_\_\_\_

Name of Complainant  
(include whether the  
Complainant is a student  
or employee): \_\_\_\_\_Date and place of alleged  
incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Name of Respondent  
(include whether the  
Respondent is a student or  
employee): \_\_\_\_\_Nature of **discrimination**, harassment, or bullying alleged (check all that apply):

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

Summary of Investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**Policy 401.01: Equal Employment Opportunity**

Status: DRAFT

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

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

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

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

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

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

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

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

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

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

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

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#### **I.C. Iowa Code**

	<b>Description</b>
Iowa Code § 19B	<a href="#">Equal Opportunity and Affirmative Action</a>
Iowa Code § 20	<a href="#">Collective Bargaining</a>
Iowa Code § 216	<a href="#">Civil Rights Commission</a>
Iowa Code § 279.8	<a href="#">Directors - General Rules - Bonds of Employees</a>
Iowa Code § 35C	<a href="#">Veterans Preference</a>
Iowa Code § 73	<a href="#">Preferences</a>

#### **I.A.C. Iowa Administrative Code**

	<b>Description</b>
281 I.A.C. 12.4	<a href="#">School Personnel</a>
281 I.A.C. 95	<a href="#">EEO/AA</a>

#### **U.S.C. - United States Code**

	<b>Description</b>
29 U.S.C. §§ 621	<a href="#">Labor - Age Discrimination</a>
42 U.S.C. § 12101	<a href="#">Public Health - Equal Opportunity - Disabilities</a>
42 U.S.C. § 2000e	<a href="#">Public Health - EEO Civil Rights - Definitions</a>

#### **Cross References**

	<b>Description</b>
102	<a href="#">Equal Educational Opportunity</a>
102-R(1)	<a href="#">Equal Educational Opportunity - Grievance Procedure</a>
102-E(1)	<a href="#">Equal Educational Opportunity - Annual Notice of Nondiscrimination</a>
102-E(2)	<a href="#">Equal Educational Opportunity - Continuous Notice of Nondiscrimination</a>
102-E(3)	<a href="#">Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights</a>
102-E(4)	<a href="#">Equal Educational Opportunity - Discrimination Complaint Form</a>
102-E(5)	<a href="#">Equal Educational Opportunity - Witness Disclosure Form</a>
104	<a href="#">Anti-Bullying/Harassment Policy</a>
104-R(1)	<a href="#">Anti-Bullying/Harassment Policy - Investigation Procedures</a>
104-E(1)	<a href="#">Anti-Bullying/Harassment Policy - Complaint Form</a>
104-E(2)	<a href="#">Anti-Bullying/Harassment Policy - Witness Disclosure Form</a>
104-E(3)	<a href="#">Anti-Bullying/Harassment Policy - Disposition of Complaint Form</a>
405.02	<a href="#">Licensed Employee Qualifications, Recruitment, Selection</a>
411.02	<a href="#">Classified Employee Qualifications, Recruitment, Selection</a>

**Policy 402.02: Child Abuse Reporting**

**Status:** DRAFT

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

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

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

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

***This is a mandatory policy.***

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

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

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

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

**I.C. Iowa Code**

Iowa Code § 232

**Description**

[Juvenile Justice](#)

Iowa Code § 232A

[Juvenile Justice Restitution](#)

Iowa Code § 235A

[Child Abuse](#)

Iowa Code § 280.17

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

**I.A.C. Iowa Administrative Code**

441 I.A.C. 155

**Description**

[Human Services - Child Abuse Prevention](#)

441 I.A.C. 175

[Human Services - Abuse of Children](#)

441.I.A.C. 9.2

[Human Services - Statement of Policy](#)

**Policy 503.09: Student Use of Personal Electronic Devices**

Status: DRAFT

Original Adopted Date: 09/05/2024 | Last Reviewed Date: 09/05/2024

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Instructional time is defined to [mean periods of classroom instruction from the beginning of class bell until the end of class bell; include lunch, recess, and passing periods].

Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, mobile phones, smart phones, video game devices and portable media players. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy. For purposes of this policy, instructional time is defined as the time from the beginning of class bell through the end of class bell, and includes all lunch and recess periods.

Parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This reason must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion. The Superintendent, in conjunction with building level administration, will develop administrative regulations in accordance with this policy.

**Note:** This policy is mandatory. and the language contained here is optional. The language should be adapted to suit the needs of individual districts. While districts can make policy language that is more restrictive than the language in this policy and regulation, districts cannot include language that is less restrictive than the language offered in this sample policy. Districts should determine what definition of instructional time is appropriate and include it in this policy. The definition of personal electronic devices includes cell phones, headphones and other Bluetooth devices. Smartwatches have been specifically exempted if the settings are appropriately configured. However, individual districts should decide whether to exempt smartwatches. Instructional time is defined to include lunch, recess, and passing periods in this policy. However, districts should adapt this language to suit the needs of their individual communities. D

Legal References:

16 C.F.R. 312

34 C.F.R. pt. 99

47 C.F.R. 54.520

Iowa Code 279.8

**I.C. Iowa Code**

Iowa Code § 279.8

**Description**

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

**Regulation 503.09-R(1): Student Use of Personal Electronic Devices - Regulation**

Status: DRAFT

Original Adopted Date: 09/05/2024 | Last Reviewed Date: 09/05/2024

The district is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities, and ensure that student use of personal electronic devices does not occur during instructional time.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices [in their backpacks, unless otherwise instructed; in the space designated by the classroom teacher. Student personal electronic devices in the possession of the district will be secured using the following methods:]:

Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

**Note:** This regulation is optional, as is the language. All the language of this regulation should be amended to suit the unique needs of your district. Historically, cell phone bans in school buildings have been enforced unequally between classrooms. The language above is intended to create a more uniform enforcement approach by having building administration handle the enforcement of the students in violation of this policy, and minimize disruption within the learning environment. Some districts may choose to require turning in all students' personal electronic devices at the beginning of instructional time each day. Districts who choose to do so, should proceed only after weighing their own risk of loss of personal electronic devices.

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**I.C. Iowa Code**

Iowa Code § 279.8

**Description**

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

**C.F.R. - Code of Federal Regulations**

16 C.F.R. 312

**Description**

[Children's Online Privacy Protection Rule](#)

34 C.F.R. Pt. 99

[Education - Family Rights and Privacy](#)

47 C.F.R. 54.520

[Communications - Children's Internet Protection Act](#)

**Cross References**

**Description**

401.12

[Employee Use of Cell Phones](#)

401.12-R(1)

[Employee Use of Cell Phones - Regulation](#)

**Policy 506.01: Education Records Access**

Status: DRAFT

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

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

**Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOTE: This is a mandatory policy.**

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

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

#### **I.C. Iowa Code**

Iowa Code § 22

#### **Description**

[Open Records](#)

Iowa Code § 279.9B

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

Iowa Code § 280.24

[Drug & Alcohol Possession Reporting](#)

Iowa Code § 280.25

[Information Sharing](#)

Iowa Code § 622.10

[Evidence - Communications in Professional Confidence](#)

#### **I.A.C. Iowa Administrative Code**

281 I.A.C. 12.3

#### **Description**

[Administration](#)

281 I.A.C. 41

[Special Education](#)

#### **U.S.C. - United States Code**

20 U.S.C. § 1232g

#### **Description**

[Education - FERPA](#)

20 U.S.C. §1415

[IDEA - Procedural Safeguards](#)

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

Status: DRAFT

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

**Option I**

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

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

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

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

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

## Option II

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

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

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

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

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### Cross References

101

200.03

### Description

[Educational Philosophy of the School District](#)

[Responsibilities of the Board of Directors](#)

**Policy 603.04: Multicultural/Gender Fair Education**

Status: DRAFT

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

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

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

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

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

**I.C. Iowa Code**

Iowa Code § 216.9

**Description**

[Unfair/Discriminatory Practices](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

**I.A.C. Iowa Administrative Code**

281 I.A.C. 12.5

**Description**

[General Accreditation Standards - Education Program](#)

**Cross References**

102

**Description**

[Equal Educational Opportunity](#)

102-R(1)

[Equal Educational Opportunity - Grievance Procedure](#)

102-E(1)

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

102-E(2)

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

102-E(3)

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

102-E(4)

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

102-E(5)

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

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

Status: DRAFT

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

I. Responsibility for Selection of Instructional Materials

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

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

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

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

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

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

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

- F. Profanity and Sex - Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

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

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

### III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
  1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
    - a. To acquire materials and provide service consistent with the demands of the curriculum;
    - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
    - c. To effectively guide and counsel students in the selection and use of materials and libraries;
    - d. To foster in students a wide range of significant interests;
    - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
    - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
    - g. To encourage life-long education through the use of the library; and,
    - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
  2. Materials selected are consistent with stated principles of selection. These principles are:
    - a. To select material, within established standards, which will meet the goals and objectives of the school district;
    - b. To consider the educational characteristics of the community in the selection of materials within a given category;
    - c. To present the racial, religious and ethnic groups in the community by:
      1. Portraying people, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
      2. Placing no constraints on individual aspirations and opportunity.
      3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
      4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
    - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
    - e. To strive for impartiality in the selection process.
  3. The materials selected will meet stated selection criteria. These criteria are:
    - a. Authority-Author's qualifications - education, experience, and previously published works;
    - b. Reliability:
      1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
      2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
    - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
    - d. Language:
      1. Vocabulary:

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

**Status:** DRAFT

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

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

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

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

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

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

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

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

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

***This is a mandatory policy.***

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

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

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**I.C. Iowa Code**

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

**I.A.C. Iowa Administrative Code**

	<b>Description</b>
281 I.A.C. 12.3	<a href="#">Administration</a>
281 I.A.C. 41.624	<a href="#">Special Education - Information Procedures</a>

**C.F.R. - Code of Federal Regulations**

	<b>Description</b>
34 C.F.R. 106.8	<a href="#">Designation of Coordinator, dissemination of policy, and adoption of grievance procedures</a>

**Case Law**

	<b>Description</b>
City of Sioux City v. Greater SC Press Club	421 N.W.2d 895 (Iowa 1988)

**Regulation 710.01-R(1): School Food Program - School Nutrition Program Civil Rights Complaints Procedure**

Status: DRAFT

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

USDA Child Nutrition Programs in Iowa

Procedures for Handling a Civil Rights Complaint

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

Bureau of Nutrition and Health, IDOE, 12/2021

**I.C. Iowa Code**

Iowa Code § 283A

**Description**

[School Meal Programs](#)

**I.A.C. Iowa Administrative Code**

281 I.A.C. 58

**Description**

[Education - Breakfast and Lunch Program](#)

**U.S.C. - United States Code**

42 U.S.C. §§ 1751

**Description**

[Public Health - School Lunch Program](#)

## SCHOOL NUTRITION PROGRAM NOTICES OF NONDISCRIMINATION

### USDA Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider.

### Iowa Nondiscrimination Statement

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

## CHILD NUTRITION PROGRAMS CIVIL RIGHTS COMPLAINT FORM

**Complaint Contact Information:**

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

Street Address, City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Area Code/Phone: \_\_\_\_\_

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

**Complaint Information:**

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

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

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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

**Policy 804.02: District Emergency Operations Plans**

Status: DRAFT

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

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

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

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

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

Legal Reference: Iowa Code 280.30

**I.C. Iowa Code**

Iowa Code § 280.30

**Description**

[Emergency Operations Plans](#)

**Cross References**

711.07

**Description**

[School Bus Safety Instruction](#)

800

[Objectives of Buildings & Sites](#)

**Policy 804.06: Use of Recording Devices on School Property**

Status: DRAFT

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

District-Generated Recordings

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Employees should not record students or staff without their knowledge. Doing so may subject employees to disciplinary measures consistent with board policy and applicable employee handbooks.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent or superintendent's designee will work with the custodian of records to establish any necessary regulations related to the secure storage, maintenance, viewing and destruction of digital recordings.

Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events may will be regulated at the discretion of the district. Students, parents and community members will not be permitted to take recordings of other students, or employees, or community members when the recording is related to education or co-curricular matters during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy may will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

Legal Reference: 20 USC 1232  
Iowa Code §§ 279.8

**I.C. Iowa Code**

Iowa Code § 279.8

**Description**

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

**Cross References**

506.01

**Description**

[Education Records Access](#)