

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
October 8, 2018 – 5:00 p.m.

Board Agenda

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

Contracts:		
Lissa Dunkeson	PT Food Service	\$11.57/hr probationary
Resignations:		
Angie Trowbridge	FB Cheer Sponsor	Effective end of year
Retirement:		
Toni Graham	PK Associate	Effective 10-19-18
 - d. Fundraising Requests
 - *on attached sheet
 - e. Grant Requests
 - *on attached sheet
 - f. Out of State Travel Requests
 - i. 10th Grade Mc2 Students to Omaha Businesses on Oct. 30, 2018
 - ii. 11th & 12th Grade Mc2 Students to Omaha Businesses on Nov. 1, 2018
 - g. Early Graduation Request for December 2018: (pending all requirements are met):
 - i. Jeremy Faust
 - ii. Frankie Rodriguez

9. Action Items

- a. Approve ISL Levy Resolution of Participation
- b. Appoint member to Page County Conference Board
- c. Approve appointment of Ahlers & Cooney as SCSD Attorney
- d. Approve Bank Iowa and Century Bank as SCSD Depositories
- e. Approve Valley News Today as SCSD Publication
- f. Approve Second Reading of Education Records Access Policies, Exhibits and Regulations and Student Directory Information Policy, Exhibit, and Regulation
 - 506.1 Education Records Access, 506.1E1-8, 506.1R1
 - 506.2 Student Directory Information, 506.2E1, 506.2R1
- g. Approve Kagan Letter of Agreement
- h. Approve Service Agreement with Shenandoah Medical Center
- i. Approve Control Management, Inc. Service Agreement
- j. Approve Proposal for Liebert Mini-Mate2 for the IT Room at the K8
- k. Approve Allowable Growth and Supplemental State Aid for Limited English Proficiency Program in the amount of \$68,841.94.
- l. Approve Submission of Title I School Wide Plan
- m. Approve HS Course Handbook

10. Discussion Items

- a. Transportation Needs

11. Informational Items

Next Regular Meeting – November 12, 2018 at 5:00 P.M.

12. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – September 10, 2018
Administration Board Room

Call to Order:

Board President Greg Ritchey called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Adam Van Der Vliet.

Reorganization:

Director Langley nominated Director Fichter for the Office of President. Director Anderson seconded the motion. There were no other nominations. 5 Ayes – Motion passes. Director Fichter was given the oath of office by Board Secretary Lisa Holmes.

Director Anderson nominated Director Ritchey for the Office of Vice President. Director Langley seconded the motion. There were no other nominations. 5 Ayes – Motion passes. Director Ritchey was given the oath of office by Board Secretary Lisa Holmes.

Adjournment at 5:04 pm. Motion by Director Anderson, 2nd by Director Langley. 5 Ayes – Motion passes.

Call to Order:

Board President Jean Fichter called the meeting to order at 5:05 pm.

Roll Call:

Roll Call was answered by Directors Kip Anderson, Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Welcome to Audience:

Board President Jean Fichter welcomed everyone to the meeting.

Open Forum:

No one addressed the board.

Director Anderson left the meeting and joined via phone.

Administrative Reports:

Recognition from IHSAA – Dr. Nelson and Mr. Shaffer announced that the school was recognized by the IHSAA for no ejections of coaches or players during the 2017-18 school year. *STEM Festival at HS:* - Sarah Martin and Mr. Shaffer gave a report about the STEM Festival that was held last week at the high school. A variety of companies and speakers gave presentations to the students. Survey results from students and presenters about the day were also shared.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Diane Buell, Substitute Bus Driver – \$14.02/hr and \$34.30/rt; Molly Murphy, .5 9th Grade Sponsor - \$370; Tiffany Stanton, .5 9th Grade Sponsor - \$370; Brent Ehlers, MS Boys Basketball Coach - \$2,776; Glenn Mason, HS Assistant Girls Basketball Coach - \$3,516; Ryan Spiegel, HS Assistant Girls Basketball Coach - \$3,516 pending licensing requirements are met. Resignations: Crystal Leslie, Food Service

effective 8/29/18. Modifications: Kathy Larson, Level I to Level II/III - \$14.44/hr; Katie Branson, Level I to Level II/III - \$13.44/hr; Marcia Armstrong, Level I to Level II/III - \$15.74/hr; Megan Dukes, Level I to Level II/III - \$13.44/hr; Risa Graham, Level I to Level II/III - \$13.09/hr; Allison Jensen, Level I to Level II/III - \$13.84/hr; Lori Knight, Level I to Level II/III - \$13.44/hr; Kayla Michaelson, Level I to Level II/III - \$13.09/hr and Holly Olson, Level I to Level II/III - \$13.44/hr. Fundraising Requests: on attached sheet. Out of State Travel Requests: on attached sheet. Grant Request: Living to Serve Grant with funds to be used to help pay for remodeling and supplies for the Bricker Greenhouse. Early Graduation Requests December 2018 (pending all requirements are met): Austin Asmus, Kendall Blake, Kendra Linberry, Anthony Pritchett, Chris Schoneman, Kyle Shackelford, Tyler Shackelford, Chase Shade, Sheldon Van Scyoc and Casey Wilson. Motion to Approve by Director Ritchey, 2nd by Director Langley. 5 Ayes – Motion passes.

Action Items:

Approve Revised Resolution of Intent for ISL Levy. Motion by Director Langley, 2nd by Director Ritchey. 5 Ayes – Motion passes.

Approval of Allowable Growth and Supplemental State Aid for Special Education Deficit in the amount of \$490,301.18. Motion by Director Ritchey, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve final readings of the Meal Charge Policy 710.5 and Wellness Policy 504.8. Motion by Director Ritchey, 2nd by Director Langley. 5 Ayes – Motion passes.

Approve first readings of the Education Records Access Policies, Exhibits and Regulations 506.1E1-8, 506.1R1 and Student Directory Information Policy, Exhibit and Regulation 506.2E1, 506.2R1. Motion by Director Langley, 2nd by Director Ritchey. 5 Ayes – Motion passes.

Next Board Meeting: Regular Meeting – October 8, 2018 at 5:00 p.m.

Adjournment at 5:25 pm. Motion by Director Anderson, 2nd by Director Ritchey. 5 Ayes – Motion passes.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – September 20, 2018
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 8:55 a.m.

Roll Call:

Roll Call was answered by Directors Jean Fichter, Kathy Langley, Greg Ritchey and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes. Absent was Director Kip Anderson.

Closed Session:

At 8:56 am Director Ritchey made a motion to go into closed session to conduct a hearing to consider disciplinary action against a student as provided by Iowa Code Section 21.5(1)(e) and to review and discuss records which are required by state or federal law to be kept confidential as provided by Iowa Code Section 21.5(1)(a). Director Langley seconded the motion. 4 Ayes with Director Anderson absent – Motion Passes.

Action Item:

The board returned to open session by consensus at 10:10 a.m. Director Van Der Vliet moved that the Board amend the good conduct consequences due to “unique circumstances” related to the student with the understanding there will not be a second offense. Director Ritchey seconded the motion. 4 Ayes with Director Anderson absent – Motion passes. Written findings and conclusions consistent with the Board’s deliberations will be prepared and the President is authorized and directed to execute the Findings of Fact and Conclusion

Adjournment:

Director Ritchey moved to adjourn at 10:11 am. Director Van Der Vliet seconded the motion. 4 Ayes with Director Anderson absent – Motion passes.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES		September				
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (Century)	\$731,355.95	\$614,292.70	\$157,455.18			
Beg Balance Savings (Century)	\$2,963,668.37	\$2,389,351.25	\$2,146,569.97			
Revenues	\$203,516.43	\$80,425.92	\$1,352,737.62			
Expenditures	-\$894,896.80	-\$345,176.12	-\$966,872.04			
End Balance Checking (Century)	\$614,292.70	\$157,455.18	\$128,642.93			
End Balance Savings (Century)	\$2,389,351.25	\$2,146,569.97	\$2,576,369.63			
Total General Fund	\$3,003,643.95	\$2,304,025.15	\$2,705,012.56	\$0.00	\$0.00	\$0.00
Management Fund (22)						
Beg Balance Checking (Century)	\$317.80	\$6,632.76	\$2,417.06			
Beg Balance Savings (Century)	\$291,246.83	\$61,299.35	\$61,345.87			
Revenues Checking	\$58.11	\$49.62	\$126,760.36			
Expenditures Checking	-\$223,690.63	-\$4,218.80	-\$23,243.00			
End Balance Checking (Century)	\$6,632.76	\$2,417.06	\$4,180.71			
End Balance Savings (Century)	\$61,299.35	\$61,345.87	\$163,099.58			
Total Management Fund	\$67,932.11	\$63,762.93	\$167,280.29	\$0.00	\$0.00	\$0.00
SAVE Fund (33)						
Beg Balance Checking (Century)	\$491,908.84	\$491,208.55	\$486,356.90			
Beg Balance Savings (Century)	\$1,535,701.55	\$1,587,190.71	\$1,639,186.41			
Revenues Checking	\$86,654.25	\$87,474.94	\$86,990.44			
Expenditures Checking	-\$35,865.38	-\$40,330.89	-\$278,103.91			
End Balance Checking (Century)	\$491,208.55	\$486,356.90	\$243,496.18			
End Balance Savings (Century)	\$1,587,190.71	\$1,639,186.41	\$1,690,933.66			
Total SAVE Fund	\$2,078,399.26	\$2,125,543.31	\$1,934,429.84	\$0.00	\$0.00	\$0.00
PPEL Fund (36)						
Beg Balance Checking (Century)	\$192,843.17	\$117,509.08	\$14,019.42			
Beg Balance Savings (Century)	\$268,704.39	\$273,867.53	\$53,908.41			
Revenues Checking	\$5,262.16	\$58.85	\$35,012.38			
Expenditures Checking	-\$75,433.11	-\$319,110.63	-\$42,559.89			
Expenditures Accts Pay						
End Balance Checking (Century)	\$117,509.08	\$14,019.42	\$2,366.82			
End Balance Savings (Century)	\$273,867.53	\$53,908.41	\$58,917.02			
Total PPEL Fund	\$391,376.61	\$67,927.83	\$61,283.84	\$0.00	\$0.00	\$0.00
Debt Service Fund (40)						
Beg Balance Checking (Century)	\$1,534.27	\$1,534.27	\$1,536.24			
Beg Balance Savings (Century)	\$538,356.80	\$173,911.32	\$174,043.30			
Beg Balance Fiscal Agent (Century)	\$48,754.53	\$83,554.17	\$118,485.58			
Revenues Checking	\$39,361.16	\$35,065.36	\$146,460.47			
Expenditures Checking	-\$369,007.00	\$0.00			-\$327,850.00	\$0.00
Transfer						
End Balance Checking (Century)	\$1,534.27	\$1,536.24	\$1,538.69			
End Balance Savings (Century)	\$173,911.32	\$174,043.30	\$285,558.83			
End Balance Fiscal Agent (Century)	\$83,554.17	\$118,485.58	\$153,428.07			
Total Debt Service Fund	\$258,999.76	\$294,065.12	\$440,525.59	\$0.00	\$0.00	\$0.00
Total Checking Acct 1	\$1,231,177.36	\$661,784.80	\$380,225.33	#REF!	#REF!	#REF!
Total Savings Acct 1	\$4,485,620.16	\$4,075,053.96	\$4,774,878.72	#REF!	#REF!	#REF!
Total Savings Acct 15	\$83,554.17	\$118,485.58	\$153,428.07	\$0.00	\$0.00	\$0.00
Grand Total Acct 1	\$5,800,351.69	\$4,855,324.34	\$5,308,532.12	#REF!	#REF!	#REF!

SHENANDOAH COMMUNITY SCHOOL DISTRICT
EXPENDITURES/EXPENSES TO CERTIFIED BUDGET COMPARISON
THROUGH SEPTEMBER 2018

	FUNCTION	OTHER					TRUST FUND	ACTIVITY
		GENERAL	MGMNT	AGENCY	PPEL			
INSTRUCTION	1XXX	\$745,558.09	\$93,870.36	\$28.07			\$3,900.00	\$16,350.17
SUPPORT SERVICES	2XXX	\$670,652.10	\$155,344.37		\$284,545.67			
NON-INSTRUCTIONAL	3XXX		\$1,937.70		\$970.16			
FACILITIES ACQ & CONST	4XXX				\$141,483.20			
DEBT	5XXX							
AEA FLOW THROUGH	6100	\$117,607.50						
TRANSFERS	62XX							
AUDITOR ADJ	69xx							
TOTAL		\$1,533,817.69	\$251,152.43	\$28.07	\$426,999.03	\$0.00	\$3,900.00	\$16,350.17
PUBLISHED BUDGET		\$13,403,404.00	\$375,000.00	\$0.00	\$755,000.00		\$0.00	\$300,000.00
% USED		11.44%	66.97%	#DIV/0!	56.56%	#DIV/0!	#DIV/0!	5.45%

% avg/mo/calc - 100%/12 mo X # months illustrated

0.00%

	FUNCTION	DEBT				TOTAL USED	PUB BUDGET	% OF BUDGET
		SAVE	SERVICE	NUTRITION	NOT USED			
INSTRUCTION	1XXX					\$859,706.69	\$9,470,000.00	9.08%
SUPPORT SERVICES	2XXX	\$165,500.00		\$433.40		\$1,276,475.54	\$4,836,100.00	26.39%
NON-INSTRUCTION	3XXX			\$67,058.46		\$69,966.32	\$765,000.00	9.15%
FACILITIES ACQ & CONST	4XXX	\$83,223.46				\$224,706.66	\$650,000.00	34.57%
DEBT	5XXX		\$500.00			\$500.00	\$1,100,000.00	0.05%
AEA FLOW THROUGH	6100					\$117,607.50	\$508,404.00	23.13%
TRANSFERS	62XX	\$104,462.51				\$104,462.51	\$430,000.00	24.29%
AUDITOR ADJ	69XX					\$0.00		#DIV/0!
ENDING BALANCE								#DIV/0!
TOTAL		\$353,185.97	\$500.00	\$67,491.86	\$0.00	\$2,653,425.22	\$17,759,504.00	14.94%
PUBLISHED BUDGET		\$1,100,000.00	\$1,100,000.00	\$726,100.00	\$0.00		\$17,759,504.00	
% USED		32.11%	0.05%	9.30%	#DIV/0!		14.94%	

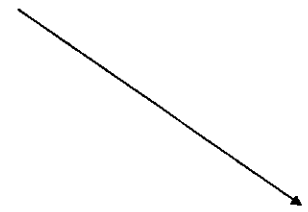
SHENANDOAH COMMUNITY SCHOOL DISTRICT
CALCULATION OF MISCELLANEOUS INCOME
2018-19

	STATE AID Source Codes 3111, 3113, 3204 3216, 3342, 3116, 3376	FOUR YEAR-OLD PRESCHOOL Source Code 3117	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INCOME SURTAXES Source Codes 1130-1139	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	MOBILE HOME TAXES Source Codes 1190-1191	** MISCELLANEOU Source Codes All Other	TOTAL REVENUE (Includes Flowthrough)
JUL			\$39,202.50					\$13,903.94	\$53,106.44
AUG	\$20,569.00		\$39,202.50					\$20,654.42	\$80,425.92
SEP	\$646,863.00	\$21,449.00	\$39,202.50	\$633,178.01		\$629.94	\$220.39	\$11,415.17	\$1,352,737.62
OCT									\$0.00
NOV									\$0.00
DEC									\$0.00
JAN									\$0.00
FEB									\$0.00
MAR									\$0.00
APR									\$0.00
MAY									\$0.00
JUN									\$0.00

TOTAL \$667,432.00 \$21,449.00 \$117,607.50 \$633,178.01 \$0.00 \$629.94 \$220.39 \$45,973.53 \$1,486,269.98

** Fill in STATE AID, INSTRUCTIONAL SUPPORT, FOUR YEAR-OLD PRESCHOOL, STATE FISCAL STABILIZATION, AEA FLOWTHROUGH, PROPERTY TAX, INCOME SURTAXES, EXCISE TAXES and TOTAL REVENUE columns. The MISC column will automatically be filled in and transferred to the UNSPENT AUTHORIZED BUDGET CALCULATION at the right

(Yellow indicates a formula)



**SHENANDOAH COMMUNITY SCHOOL DISTRICT
UNSPENT AUTHORIZED BUDGET CALCULATION
2018-19**

REGULAR PROGRAM DISTRICT COST	\$7,294,414.00	
+ REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+ SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,010.00	
+ SPECIAL ED DISTRICT COST	\$910,909.00	
+ TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$662,009.00	
+ PROF DEV SUPPLEMENT DISTRICT COST	\$71,623.00	
+ EARLY INTERVENTION SUPPL DISTRICT COST	\$84,109.00	
+ TEACHER LEADERSHIP SUPPLEMENT	\$353,567.00	
+ AEA SPECIAL ED SUPPORT	\$360,420.00	
+ AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+ AEA MEDIA SERVICES	\$60,037.00	
+ AEA EDUCATIONAL SERVICES	\$66,381.00	
+ AEA SHARING DISTRICT COST	\$0.00	
+ AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,007.00	
+ AEA PROF DEV SUPPL DISTRICT COST	\$3,959.00	
+ DROPOUT ALLOWABLE GROWTH	\$183,324.00	
+ SBRC ALLOWABLE GROWTH OTHER #1	\$0.00	(Increased Enrollment)
+ SBRC ALLOWABLE GROWTH OTHER #2 (LEP)	\$68,841.94	
+ SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$300,000.00	(Estimate)
- 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	\$10,522.00	
- AEA PRORATA REDUCTION	\$57,385.00	
= MAXIMUM DISTRICT COST	<u>\$10,544,747.94</u>	
+ PRESCHOOL FOUNDATION AID	\$215,552.00	
+ INSTRUCTIONAL SUPPORT AUTHORITY	\$535,920.00	
+ ED IMPROVEMENT AUTHORITY	\$0.00	EST
+ OTHER MISCELLANEOUS INCOME	<u>\$45,973.53</u>	
+ UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,132,896.00	
= MAXIMUM AUTHORIZED BUDGET	<u>\$14,475,089.47</u>	
- EXPENDITURES	<u>\$1,533,817.69</u>	10.60%
= UNSPENT AUTHORIZED BUDGET	<u>\$12,941,271.78</u>	

EXPENDITURES

JULY	\$221,769.53
AUGUST	\$345,176.12
SEPTEMBER	\$966,872.04
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>\$1,533,817.69</u>

MONTHLY BOARD VENDOR BILLS

October 2018 Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 20	Fund Number 61	SCHOOL NUTRITION FUND
BERNARD FOOD INDUSTRIES	532.04	SNF FOOD FOR THE FOODSERVICE PROGRAM
BMO MASTERCARD	1,039.78	FOOD FOR CATERING
BMO MASTERCARD	28.51	SNF SUPPLIES
FAREWAY STORES	7.98	SNF SUPPLIES
GREEN HILLS AEA	23.88	SNF SUPPLIES
HY-VEE	728.95	SNF FOOD FOR THE FOODSERVICE PROGRAM
MARTIN BROS DIST	21,240.87	SNF SUPPLIES
SMITH VENDING	300.14	SNF FOOD FOR THE FOODSERVICE PROGRAM
STEVEN WAINWRIGHT	800.00	SNF FOOD FOR THE FOODSERVICE PROGRAM
SU INSURANCE COMPANY	283.40	SNF EQUIPMENT REPAIR
Fund Number 61	<u>24,985.55</u>	
Checking Account ID 20	24,985.55	
Checking Account ID 3	Fund Number 21	ACTIVITY FUND
AARON PATTEE	110.00	GENERAL ATHLETICS OFFICIAL
ANDY REGAN	225.00	GENERAL ATHLETICS OFFICIAL
BMO MASTERCARD	233.34	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	1,218.12	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	547.51	TRAVEL/FFA
BMO MASTERCARD	894.82	DRAMA SUPPLIES
BMO MASTERCARD	58.96	SUPPLIES/STUDENT COUNCIL
BMO MASTERCARD	242.87	MAY MENTORING ACTIVITY SUPPLIES
BPEI	25.00	DUES
BRENT SCHUMACHER	110.00	GENERAL ATHLETICS OFFICIAL
BRYAN HAYES	125.00	GENERAL ATHLETICS OFFICIAL
BUYSHADE.COM	2,996.00	SUPPLIES/GENERAL ATHLETICS
CLARINDA HS	90.00	ENTRY FEE TO ANOTHER SCHOOL
CRESTON CSD	145.00	ENTRY FEE TO ANOTHER SCHOOL
CURTIS OSBORN	316.00	GENERAL ATHLETICS OFFICIAL
DALE REINKE	110.00	GENERAL ATHLETICS OFFICIAL
DEBBIE BLOMSTEDT	170.00	GENERAL ATHLETICS OFFICIAL
DENNIS PERRY	280.00	GENERAL ATHLETICS OFFICIAL
DENNY HOWARD	54.00	GENERAL ATHLETIC WORKERS
DISTRICT 8 FCCLA	35.00	DUES/FCCLA
DOUG MAHER	280.00	GENERAL ATHLETICS OFFICIAL
FAREWAY STORES	2,890.55	MUSTANG FIELD CONCESSION SUPPLIES
GRAPHIC EDGE	521.71	SUPPLIES/CHEERLEADERS
GREG PULLIAM	300.00	GENERAL ATHLETICS OFFICIAL
HEALY AWARDS, INC.	1,134.17	SUPPLIES/GENERAL ATHLETICS
HOWARD SPORTING GOODS	1,580.89	SUPPLIES/GENERAL ATHLETICS
IOWA CHEERLEADING COACHES ASSOCIATION	465.00	REGISTRATION/CHEERLEADERS
IOWA HIGH SCHOOL SPEECH ASSOCIATION	270.00	REGISTRATION/SHS SPEECH CLUB
IOWA TRACK COACHES ASSOCIATION	50.00	DUES/GENERAL ATHLETICS
JARED MEYER	110.00	GENERAL ATHLETICS OFFICIAL
JEREMY HOFF	110.00	GENERAL ATHLETICS OFFICIAL
JIM DOYLE	110.00	GENERAL ATHLETICS OFFICIAL
JIM MARANVILLE	210.00	GENERAL ATHLETICS OFFICIAL
JOHN NAHNSEN	110.00	GENERAL ATHLETICS OFFICIAL
KEN LEE	150.00	GENERAL ATHLETICS OFFICIAL
KEVIN CABBAGE	170.00	GENERAL ATHLETICS OFFICIAL
KEVIN HALLQUIST	170.00	GENERAL ATHLETICS OFFICIAL
KYLE MANZ	110.00	GENERAL ATHLETICS OFFICIAL
LISA CONNELL	140.00	GENERAL ATHLETICS OFFICIAL
MACE HENSEN	18.00	GENERAL ATHLETIC WORKERS
MATT HOBBIE	300.00	GENERAL ATHLETICS OFFICIAL
MOLLY MURPHY	77.63	CLASS OF 2022 SUPPLIES

MONTHLY BOARD VENDOR BILLS
 October 2018 Accounts Payable

Invoice Detail	Invoice Detail	Description
Amount		
MONTY ROLLINS	110.00	GENERAL ATHLETICS OFFICIAL
MT AYR CSD	100.00	ENTRY FEE TO ANOTHER SCHOOL
NEBRASKA CITY HIGH SCHOOL	20.00	ENTRY FEE TO ANOTHER SCHOOL
NICK KEEFE	170.00	GENERAL ATHLETICS OFFICIAL
NISHNA VALLEY CAFE	1,124.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
NORTHWEST MISSOURI STATE UNIVERSITY	48.00	REGISTRATION/FFA
PHIL KUDRON	110.00	GENERAL ATHLETICS OFFICIAL
PRESTON LAWSON	72.00	GENERAL ATHLETIC WORKERS
RICK PACE	210.00	GENERAL ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES	292.19	RESALE/MARCHING MUSTANGS
ROCSTOP - WHITEHILLS	716.34	SUPPLIES/SHEN SOFTBALL
ROGER BENSON	110.00	GENERAL ATHLETICS OFFICIAL
RON HANSEN	198.00	GENERAL ATHLETIC WORKERS
RYAN PETERSEN	110.00	GENERAL ATHLETICS OFFICIAL
SHAWN WHARTON	110.00	GENERAL ATHLETICS OFFICIAL
SHENANDOAH CSD	168.61	GENERAL ATHLETIC WORKERS
SHENANDOAH SCHOOL LUNCH	212.50	SUPPLIES/FFA
SOUTHWEST VALLEY SCHOOL	100.00	ENTRY FEE TO ANOTHER SCHOOL
SPORTS PLEX	383.00	MAY MENTORING ACT. STUD& STAFF ADMISSION
STEVE LASTINE	110.00	GENERAL ATHLETICS OFFICIAL
SW IOWA HONOR MARCHING BAND	1,500.00	TRAVEL/MARCHING MUSTANGS
THOMAS JEFFERSON CSD	135.00	ENTRY FEE TO ANOTHER SCHOOL
TOM HARTIGAN	125.00	GENERAL ATHLETICS OFFICIAL
TOM OLSON	225.00	GENERAL ATHLETICS OFFICIAL
TOM TRUE	110.00	GENERAL ATHLETICS OFFICIAL
TOM WOODIN	170.00	GENERAL ATHLETICS OFFICIAL
Fund Number 21	24,004.21	
Checking Account ID 3	Fund Number 91	AGENCY FUND
BMO MASTERCARD	28.07	MIX IT UP SUPPLIES
Fund Number 91	28.07	
Checking Account ID 3	24,032.28	
Checking Account ID 30	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	1,668.50	LAWYER/NEGOTIATIONS
ALISHA FLECK	50.00	SCHOOL FEES COLLECTED
BANCROFT, KATELYN	25.00	SCHOOL FEES COLLECTED
BARBARA FARWELL	99.19	ESL TRAVEL
BFG SUPPLY COMPANY	528.01	PLANT SALES/SUPPLIES
BLICK ART MATERIALS	508.44	MS ART SUPPLIES
BMO MASTERCARD	421.47	AD TRAVEL
BMO MASTERCARD	66.29	SUPPLIES
BMO MASTERCARD	764.41	HS IND ARTS SUPPLIES
BMO MASTERCARD	317.66	PERKINS-TRAVEL
BMO MASTERCARD	153.99	PLANT SALES/SUPPLIES
BMO MASTERCARD	499.90	DRAMA & MUSICAL /SUPPLIES
BMO MASTERCARD	799.32	HS PRINCIPAL TRAVEL
BMO MASTERCARD	260.78	TRANSPORTATION SUPPLIES
BMO MASTERCARD	15.00	MENTOR DUES & FEES
BMO MASTERCARD	3,025.95	TRANSPORTATION SUPPLIES
BMO MASTERCARD	171.67	SCHOOL NURSE SUPPLIES
BMO MASTERCARD	3,473.51	MS ART SUPPLIES
BMO MASTERCARD	10.82	MS FCS SUPPLIES
BMO MASTERCARD	644.95	TECHNOLOGY COORDINATOR SUPPLIES
BMO MASTERCARD	3,168.50	SCHOOL NURSE SUPPLIES
BRENDA SHADE	25.00	SCHOOL FEES COLLECTED
BRETT ROBERTS	30.00	TRANSPORTATION GASOLINE
BROOKES PUBLISHING	333.35	PRESCHOOL GENERAL SUPPLIES GRANT

MONTHLY BOARD VENDOR BILLS

October 2018 Accounts Payable

User ID: RUZEKSHE

Vendor Name	Invoice Detail Amount	Invoice Detail Description
CAMBLIN MECHANICAL	1,350.00	MAINTENANCE BUILDING REPAIR SERVICES
CAPITAL SANITARY SUPPLY	3,159.97	MAINTENANCE CLEANING SUPPLIES
CDW GOVERNMENT	1,462.46	TECHNOLOGY COORDINATOR SUPPLIES
CENTERPOINT ENERGY	396.09	UTILITIES-GAS
CENTURYLINK	1,092.18	HS PRINCIPAL TELEPHONE
CHARLES HOPKINS	50.00	SCHOOL FEES COLLECTED
CHAT MOBILITY	135.31	SUPERINTENDENT TELEPHONE
CHOICE SUPPLY	176.38	HS GENERAL ED SUPPLIES
CITY OF SHENANDOAH	11,964.65	WATER-SEWER
CLINT WRIGHT	25.00	SCHOOL FEES COLLECTED
CULLIGAN WATER	162.00	MAINTENANCE SUPPLIES
CURRICULUM ASSOCIATES	1,150.35	COMB WEIGHTED LEVEL SUPPLIES
DAWN BLACK	50.00	SCHOOL FEES COLLECTED
DES MOINES PERFORMING ARTS - IHSMTA	85.00	HS VOCAL MUSIC STUDENT ENTRY & REG FEES
DES MOINES STAMP CO.	28.30	SUPERINTENDENT SUPPLIES
DONNA BOPP	50.00	SCHOOL FEES COLLECTED
ELIZABETH MOORE	50.00	SCHOOL FEES COLLECTED
FAREWAY STORES	257.64	MS PRINCIPAL FUNDRAISER SUPPLIES
FELD FIRE	345.00	MAINTENANCE BUILDING REPAIR SERVICES
GLASS GUY, THE	165.00	MAINTENANCE SUPPLIES
GLENWOOD CSD	1,170.97	PURCHASE EDUCATIONAL/L3 IND COSTS
GORDON GREEN	50.00	BUS DRIVER PHYSICALS
GREEN TREE COMPANY, THE	150.00	GROUNDS GENERAL SUPPLIES
HOGLUND BUS COMPANY	1,896.58	VEHICLE REPAIR SERVICES
HOLLY OLSON	32.00	BUS DRIVER CDL PAID BY DISTRICT
HOUGHTON MIFFLIN	2,796.00	TECHNOLOGY COORDINATOR RELATED SOFTWARE
IOWA BANDMASTERS ASSOCIATION INC	65.00	HS BAND STAFF DUES
IOWA COMMUNICATIONS NETWORK	641.61	HS PRINCIPAL TELEPHONE
IOWA HIGH SCHOOL MUSIC ASSOCIATION	430.00	HS BAND STUDENT ENTRY & REGISTRATION FEE
IOWA SCHOOL COUNSELORS ASSOCIATION	125.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
IOWA WESTERN COMMUNITY COLLEGE	370.00	NON INSTRUCTION STAFF WORKSHOP/CONF REG
JAY DRUG	29.70	SCHOOL NURSE SUPPLIES
JOHN GOWING PLUMBING AND HEATING INC.	275.94	MAINTENANCE BUILDING REPAIR SERVICES
JOHN MURREN	100.00	SCHOOL FEES COLLECTED
JOHN SCOTT	25.00	SCHOOL FEES COLLECTED
JOHNSON CONTROLS	3,259.00	MAINTENANCE BUILDING REPAIR SERVICES
KATIE MORRIS	50.00	SCHOOL FEES COLLECTED
KENNY SHAW	25.00	SCHOOL FEES COLLECTED
KIM SCHIERKOLK	50.00	SCHOOL FEES COLLECTED
LAKESHORE LEARNING	822.12	PRESCHOOL GENERAL SUPPLIES GRANT
LAURA BOWEN	25.00	SCHOOL FEES COLLECTED
LORI KNIGHT	32.00	BUS DRIVER CDL PAID BY DISTRICT
MCNEILLY STEEL BUILDING	166.70	MAINTENANCE BUILDING REPAIR SERVICES
MEGAN DUKES	33.50	BUS DRIVER CDL PAID BY DISTRICT
MENARDS	102.95	HS IND ARTS RESALE INVENTORY
MIDAMERICAN ENERGY	21,757.72	UTILITIES-ELECTRICITY
MILLER BUILDING	213.58	MAINTENANCE SUPPLIES
MITEL NET SOLUTIONS	550.23	HS PRINCIPAL TELEPHONE
MORNINGSIDE COLLEGE	250.00	HIGH SCHOOL INSTRUCTION PURCHASED
NEBRASKA SCIENTIFIC	122.03	MS GENERAL ED SUPPLIES
NOLTE, CORNMAN & JOHNSON	3,760.00	AUDITOR
O'REILLY AUTO	179.64	EQUIPMENT REPAIR
ORME ELECTRIC	60.00	MAINTENANCE BUILDING REPAIR SERVICES
PATHWAYS TO READING	2,088.35	EARLY READERS INSTRUCTIONAL SUPPLIES
PEARSON EDUCATION	2,327.81	GENERAL ED CURRICULUM TEXTBOOKS
PEPSI COLA BOTTLING	807.66	MS PRINCIPAL FUNDRAISER SUPPLIES

Shenandoah CSD
 10/02/2018 04:21 PM
 Vendor Name

MONTHLY BOARD VENDOR BILLS

October 2018 Accounts Payable

User ID: RUZEKSHE

Vendor Name	Invoice Detail Amount	Invoice Detail Description
PETERSEN AUTO	1,400.12	TRANSPORTATION TIRES & TUBES
REALLY GREAT READING	380.00	TECH RELATED SOFTWARE
RED OAK WELDING	280.70	HS RENTAL OF EQUIPMENT AG DEPT
RENA RICHARDSON	50.00	SCHOOL FEES COLLECTED
ROCSTOP - WHITEHILLS	1,955.61	MAINTENANCE GASOLINE
ROCSTOP CARDTROL	5,319.01	TRANSPORTATION GASOLINE
ROGERS PEST CONTROL LLC	210.00	MAINTENANCE PEST CONTROL CONTRACTED
ROSE, THE	276.76	ELEM PRINCIPAL FUNDRAISER SUPPLIES
SAPP BROS.	629.52	MAINTENANCE GASOLINE
SARAH MARTIN	50.00	EQ PROF DEV STAFF WORKSHOP/CONF REG
SCHOLASTIC INC	19.79	MS GUIDANCE SUPPLIES
SHENANDOAH CSD	431.95	SCHOOL STORE/CONCESSIONS
SHENANDOAH MEDICAL CENTER	380.00	BUS DRIVER PHYSICALS
SHENANDOAH SANITATION	671.40	MAINTENANCE GARBAGE COLLECTION
SHENANDOAH SCHOOL LUNCH	1,450.00	SCHOOL FEES COLLECTED
SIGNS & SHINES	15.00	MAINTENANCE VEHICLE REPAIR SERVICES
STANEK FIRE PROTECTION	132.00	MAINTENANCE BUILDING REPAIR SERVICES
SUPPLYWORKS	1,808.77	MAINTENANCE CLEANING SUPPLIES
TIM FREED	50.00	SCHOOL FEES COLLECTED
TIMBERLINE BILLING SERVICE LLC	48.59	MEDICAID BILLING SERVICES
TIME FOR KIDS	247.50	MS GENERAL ED SUPPLIES
UNITY SCHOOL BUS PARTS	193.14	TRANSPORTATION REPAIR PARTS
UPS FREIGHT	2,334.25	TECHNOLOGY COORDINATOR SUPPLIES
US TOY CO	269.93	PRESCHOOL GENERAL SUPPLIES GRANT
VALERIE BRAYMEN	50.00	SCHOOL FEES COLLECTED
VALLEY PUBLICATIONS	891.28	BOARD NEWSPAPER ADVERTISING
VANESSA BALDWIN	150.00	SCHOOL FEES COLLECTED
VETTER EQUIPMENT CO	244.86	EQUIPMENT REPAIR
WELLMARK BLUE CROSS BLUESHEILD	115,912.17	HEALTH INSURANCE PAYABLE CN
ZIMCO SUPPLY	112.50	GROUNDS GENERAL SUPPLIES
Fund Number 10	220,022.98	
Checking Account ID 30	Fund Number 22	MANAGEMENT FUND
SU INSURANCE COMPANY	23,243.00	BUILDING INSURANCE
WILSON INSURANCE AGENCY	2,634.00	VEHICLE INSURANCE
Fund Number 22	25,877.00	
Checking Account ID 30	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.
CAMBLIN MECHANICAL	2,949.03	HVAC SYSTEM
CONTROL MANAGEMENT, INC.	13,747.00	HVAC SYSTEM
DATA POWER TECHNOLOGY, LLC	3,205.50	HVAC SYSTEM
VETTER EQUIPMENT CO	33,183.00	TRACTOR WITH LOADER
Fund Number 33	53,084.53	
Checking Account ID 30	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BRIDGES TRANSITIONS CO	950.00	SYSTEM OPERATIONS SOFTWARE
CDW GOVERNMENT	3,098.09	COMPUTERS
COUNSEL OFFICE & DOCUMENT	1,773.99	ADMIN COPIER LEASE
CULLIGAN WATER	243.47	RENTAL OF EQUIPMENT & VEHICLES
ELEVATE ROOFING	1,041.00	BUILDING REPAIR
FELD FIRE	679.00	BUILDING REPAIR
FOLLETT SCHOOL SOLUTIONS INC	3,211.03	TECH RELATED SOFTWARE
GLASS GUY, THE	10,920.69	BUILDING REPAIR
GRANT WOOD AEA	9,459.00	TECH RELATED SOFTWARE
JOHN GOWING PLUMBING AND HEATING INC.	1,044.14	GROUNDS REPAIR
ORME ELECTRIC	1,267.21	BUILDING REPAIR
OTIS ELEVATOR	3,574.73	OTHER PURCHASED PROPERTY SERVICES
PETERSEN AUTO	3,463.60	REPAIRS & MAINTENANCE VEHICLES

Shenandoah CSD
10/02/2018 04:21 PM
Vendor Name

PLAY AND PARK STRUCTURES
STEVENSON ELECTRIC
Fund Number 36
Checking Account ID 30

MONTHLY BOARD VENDOR BILLS

October 2018 Accounts Payable

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Invoice Detail Amount	Invoice Detail Description
3,587.83	BUILDING IMPROVMENT FURNITURE&FIXTURES
630.77	BUILDING REPAIR
<u>44,944.55</u>	
<u>343,929.06</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Kelsey	Heintz	Shenandoah High School Life Skills	9/7/2018	5/31/2019	Mix It Up	Field Trips and Classroom Resources	100	Other
Jay	Sweet	Shenandoah High School	8/23/2018	8/22/2019	Industrial Tech	Equipment for Shop	100	Other
Jay	Sweet	Prom	8/23/2018	8/22/2019	Prom	Prom	80%	Staff or General Public
Jon	Weinrich	Girls Basketball	Beginning of season	11/15/2018	Fillies Gear	Summer Camps	25	Staff or General Public
Jon	Weinrich	Girls Basketball	Jun-18	6/20/2019	Little Fillies BB Camp	Summer Camps	50	Staff or General Public
Sarah	Martin	FFA	30-Sep-18	10/30/2018	Test Plot	FFA chapter activities and funding for the test plot inputs for the new year	100	Other
Aaron	Burdorf	PBIS	10/1/2018	5/31/2019	PBIS Teamwork	Used to purchase anything related to PBIS, including incentives.	25%	Students
Wendy	Fry	Student Council	9/29/2018	9/30/2018	Homecoming Dance	Student Council activities	100% - \$587 (cost of the DJ for the dance)	Students
Liz	Skillern	BPA	1-Nov-18	11/10/2018	Great American Cookie Dough	Conference travel, registration, hotel, incentives, meals	40%	Staff or General Public

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Jason	Shaffer	Shenandoah CSD	10/1/2018	5/30/2019	Robotics Grant	Start up a Robotics (First League) Team	grant	Other
Holly	Martin	Special Education	10/1/2018	10/1/2018	SIEF Grant	Alternative Seating in Classroom from SIEF \$444.36	grant	Other
Brett	Roberts	Ten 80 Racing	10/1/2018	5/30/2019	SIEF Grant	buy 2 new cars for the students to use in class and events	grant	Students
Tiffany	Spiegel	Shenandoah Community Schools	10/1/2018	5/31/2019	SIEF Grant	3 year old classroom and PBIS online resources	grant	Students
Carleen	Perry	Shenandoah Middle School	10/1/2018	11/30/2018	SIEF Grant	Flexible Seating for Classroom	grant	Other
Jason	Shaffer	Shenandoah CSD	1/1/2019	3/29/2019	Grants via FIRST	Pay for FIRST Robotics League registration, travel, and competitions.	grant	Other
Brent	Ehlers	Shenandoah Middle School	10/1/2018	10/1/2018	SIEF Grant	Bocce Ball Sets	grant	Other
Heather	Weiss	HS	10/1/2018	10/1/2018	SIEF Grant	multi-campus visit	grant	Students
Maria	Blake	Second Grade Classroom	10/2/2018	10/2/2018	SIEF Grant	Two video conferencing sessions - one for writing with an author and another science with a museum.	grant	Students
Liz	Skillem	Robotics Competition	10/2/2018	3/30/2019	SIEF Grant	Registration, travel, equipment, food, and lodging for a First Robotics Competition	grant	Other

October 8, 2018

The Board of Directors of the Shenandoah Community School District, in the Counties of Page, Fremont, Montgomery, and Mills, State of Iowa, met in _____ session, in the Administration Board Room, 304 West Nishna Road, Shenandoah, Iowa 51601, at 5:00 o'clock P.M., on the above date. There were present President _____, in the chair, and the following named Board Members:

Absent: _____

* * * * *

The President announced that this is the time, place and date to hold a hearing on the proposed Resolution to Consider Continued Participation in the Instructional Support Program. The following persons appeared:

(List the persons who appeared or attach the minutes of the hearing)

The President declared the hearing closed.

Director _____ introduced the following Resolution and moved its adoption. Director _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYS: _____

The President declared the Resolution adopted as follows:

RESOLUTION TO CONTINUE PARTICIPATION IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has determined that to continue the current level of services and to fund the ongoing programs of the School District, continuation of participation in the Instructional Support Program for a period of five years is necessary and in the best interests of the District and its residents and students; and

WHEREAS, the Board of Directors has given consideration to continue participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the Resolution; and

WHEREAS, a hearing has been held upon the proposal to continue participation in the Instructional Support Program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five year finance plan to fund the ongoing programs and services of the School District and it is in the best interest of the School District to continue participation in an Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21, and to provide additional funding therefor for a period of five (5) years commencing with the fiscal year ending June 30, 2020.

2. The additional funding for the Instructional Support Program for a budget year will be determined annually, and will not exceed twenty percent (20%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2020, and an instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2019, and each year thereafter.

5. Unless, within twenty-eight days following the adoption of this Resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less than one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an election be called to approve or disapprove this action of the Board adopting the Instructional Support Program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this Resolution to the Department of Management.

In the event a petition containing the required number of signatures is filed with the Secretary of the Board within twenty-eight days of the adoption of this Resolution, the President shall call a meeting of the Board to consider rescission of this Resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the Shenandoah Community School District, in the Counties of Page, Fremont, Montgomery, and Mills, State of Iowa, be authorized for a period of five (5) years to continue to levy and impose an instructional support tax in an amount (after taking into consideration instructional support state aid) of not exceeding twenty percent (20%) of the total of regular program district cost for the budget year and moneys

received under Iowa Code section 257.14 as a budget adjustment in the budget year, and be authorized annually, in combination, as determined by the Board, to levy an instructional support property tax upon all the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2020, and to impose an instructional support income surtax upon the state individual income tax of each individual income taxpayer resident in the School District on December 31 for each calendar year commencing with calendar year 2019, or each year thereafter, the percent of income surtax to be determined by the Board for each fiscal year, to be used for any general fund purpose?

PASSED AND APPROVED this 8th day of October, 2018.

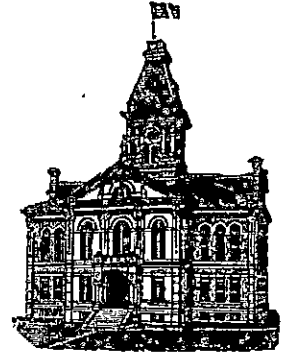
President

ATTEST:

Secretary

PEGGY SMITH
PAGE COUNTY ASSESSOR

112 E. MAIN STREET • P.O. BOX 332 • CLARINDA, IA 51632
712-542-2516 • Fax: 712-542-6005



September 5, 2018

Dear Sir or Madam:

When the School Board holds their organizational meeting this fall, they will need to appoint a member to the Page County Conference Board. If your board does not have a director residing in Page County, your district will not be represented on the Page County Conference Board.

Please inform this office of the appointee as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Smith". The signature is written in black ink and is positioned above the typed name.

Peggy Smith, ICA
Page County Assessor

dm

REC'D

SEP 07 2018

SUPERINTENDENT
OF SCHOOLS

EDUCATION RECORDS ACCESS

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.

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.

STUDENT RECORDS ACCESS

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 schooldistricts;
- 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

STUDENT RECORDS ACCESS

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 [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

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
 1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance
 505 Student Scholastic Achievement
 506 Student Records
 507 Student Health and Well-Being
 603.3 Special Education
 708 Care, Maintenance and Disposal of School District Records
 901 Public Examination of School District Records

Approved 8/8/94

Reviewed 3/13/17

Revised 11/12/18

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the _____ Community School District's official education records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official education records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (f) A person connected with the student's application for, or receipt of, financial aid. ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Date:

Address:

City:

State: ZIP: _____

Phone Number: _____

Signature: _____

Title: _____

Dated: _____

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official education records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)
_____ (Name of Last School Attended) from 20____ to 20 ____ (Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) _____

(Signature)
Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official education records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

_____ I do
_____ I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP _____

Dated: _____

Phone Number: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____
Parent/or Guardian

Date: _____

Street Address: _____
City/State _____

ZIP: _____

Please be notified that copies of the _____ Community School District's official education records concerning _____, (full legal name of student) have been transferred to:

School District Name

Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent) :

This letter is to notify you that the _____ Community School

District has received a (subpoena or court order) requesting copies of your child's education records.

The specific records requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to

 (requesting party on subpoena or court order) . If you have any questions, please do not hesitate to contact

me at (phone #) .

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate 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.

Identification of Agencies: This agreement is between the Shenandoah Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2012).

Parameters of Information Exchange:

1. 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.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. 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.
4. 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.
5. 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.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. 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. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20__ or other date).

Termination: 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 this Agreement.

APPROVED:

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

Signature: _____	Address: _____	
Title: _____	City: _____	
Agency: _____	State: _____	ZIP _____
Dated: _____	Phone Number: _____	

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The school district has designated the following information as directory information:

Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, and the student ID number, user ID, or other unique personal identifier used to communicate in

ANNUAL NOTICE

electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

USE OF STUDENT RECORDS REGULATION

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean 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. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students 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. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe 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 student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 3 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

STUDENT DIRECTORY INFORMATION

Legal Reference: 20 U.S.C. § 1232g.
34 C.F.R. Pt. 99.
Iowa Code § 22; 622.10.
281 I.A.C. 12.3(4); 41.
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved 8/8/94

Reviewed 3/13/17

Revised 11/12/18

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Shenandoah Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review on the district website www.shencsd.com or in each school office.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 23rd of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice or indicate this refusal using the online student registration system.

If you have no objection to the use of student information, you do not need to take any action.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

_____ Community School District Parental Directions to
Withhold Student/Directory Information for Education Purposes, for 20 - 20____ school year.

Student Name: _____

Date of Birth _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than _____, 20 ____.
Additional forms are available at your child's school.

USE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Shenandoah Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Shenandoah Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Shenandoah Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of teammates.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want the Shenandoah Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23rd of the school year. Shenandoah Community School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



Letter of Agreement

This is an understanding and agreement between:

Kagan Professional Development (Kagan)
981 Calle Amanecer
San Clemente, CA 92673-2008

Shenandoah Community School District
& 304 W Nishna Rd
Shenandoah, IA 51601-2312

Federal Tax ID: 33-0593901

Kagan will present the following event:

- I. Topic: Kagan Cooperative Learning Day 3 & 4
 - II. Date(s): January 3-4, 2019
 - III. Total Day(s): 2
 - IV. Time: 8:30am-3:45pm
 - V. Location: Shenandoah Elementary
-

Shenandoah Community School District agrees to:

- I. Pay the consulting fee of \$13,596.00 for a combined maximum of 60 participants from Shenandoah Elementary and Shenandoah Middle, and 30 participants from Shenandoah High School only.
- II. **Participants attending from outside Shenandoah Elementary, Shenandoah Middle, or Shenandoah High School must pay \$199.00 per person (unless prior written approval is obtained from Kagan).**
- III. Provide additional seats for outside participants to attend this event at a price of \$199.00 per person.
- IV. Market the event to outside participants in exchange for a Marketing Bonus (as detailed in the Rules and Restrictions of the Marketing Bonus flyer).
- V. Ensure that each participant brings the Cooperative Learning Textbook (BKCLW) to the event. The workshop requires that participants write in their textbook.
- VI. Sign and return this Letter of Agreement along with an approved purchase order at least 30 days prior to the start date of your event.
 1. For events which require the purchase of course materials, please note that these materials will be billed by Kagan Publishing (FEIN: 33-0378218). All other expenses related to the event will be billed by Kagan Professional Development (FEIN: 33-0593901).
- VII. Contact Kagan's Workshop Coordinator with a final participant count at least 30 days prior to the start date of your event.
- VIII. Provide the Kagan Workshop Coordinator with a list of workshop participant names prior to the start date of the event.
- IX. If your signed agreement, approved purchase order, and participant count are not received at least 21 days prior to your event, you may be responsible for any additional shipping charges incurred.
- X. Provide a location to have the workshop.
- XI. Provide the following:
 1. Tables and chairs
 2. LCD projector with table, podium, extension cord with power strip, and screen (minimum 8'x8')
 3. Platform for presenter for groups over 50
 4. Lavalier wireless microphone and sound system for over 50 participants

5. Three input cords to podium: 1) VGA cord to connect into venue projector; 2 & 3) two mini-jack input cords to connect into the venue audio system; one for the presenter's computer and the other for their iPod.
 6. Flip chart and markers (if applicable)
 - XII. Comply with the terms of Kagan's Copyright: <https://www.KaganOnline.com/copyright>. Shenandoah Community School District agrees not to offer trainings on the copyrighted content of this workshop without Kagan's permission or certification.
 - XIII. Collect a completed registration form from each participant in order to verify attendance and provide each participant a certification of completion.
-

Kagan agrees to:

- I. Provide consulting services.
 - II. Provide workshop materials for the instructor and participants that attend each day. Any materials in excess of attending participants will be sent back to Kagan.
 - III. Reimburse pre-approved sales helpers. The Workshop Coordinator will determine the number of helpers necessary for this event, if any. Helpers must be pre-authorized by the Workshop Coordinator in order to be eligible for reimbursement. Pre-authorized helpers will receive \$150 in Kagan product per day (not to exceed \$300 in Kagan product per event). Please see the *Workshop Sales Helper Form* for full details.
 - IV. Provide a Marketing Bonus for each paid outside participant. The Marketing Bonus shall be paid according to the Rules and Restrictions of the Marketing Bonus flyer.
 - V. Provide Shenandoah Community School District with an invoice and copy of applicable receipts after the event has concluded; typically within 30 days. Please contact Kagan's Contract Coordinator at 949-545-6366 if your invoice is required by a specific date.
-

Both parties understand that:

- I. Shenandoah Community School District may purchase Kagan product (except course materials) up to 3 weeks prior to the workshop date at a 10% discount plus free shipping. Please put your event date on your purchase order to ensure your discount.
- II. Any changes in content or time must be pre-approved by Nancy Murray, the Director of Workshops and Graduate Programs.
 1. Content shall include: Kagan Cooperative Learning Day 3 & 4
 2. Grade Levels: K-12
- III. If the workshop is cancelled by Shenandoah Community School District for any reason after travel and/or shipping expenses are incurred by Kagan, those expenses will be reimbursed by Shenandoah Community School District.
- IV. Outside Participants: No participants from outside the host school will be allowed to attend this workshop without the prior consent of both parties. Superintendents, principals, and administrators in charge of providing staff development are invited to attend at no cost when approved by the Director of Workshops and Graduate Programs prior to the event. If registration fees are to be collected from outside participants by either Kagan or the sponsoring school or district, both parties agree that all registration fees will go to Kagan.
- V. Advertising of any sort, printed or electronic, must be approved by Nancy Murray, the Director of Workshops and Graduate Programs before distribution. Copies of flyers, brochures, E-mail messages, or other advertising should be on file with Laurie Kagan, the Director of Professional Development.
- VI. It is agreed by Shenandoah Community School District that the presenter will administer a one-page Course Evaluation form to each participant. Shenandoah Community School District will return all completed evaluations to Kagan.
- VII. It is agreed by Shenandoah Community School District that no videotaping of the presentation will be allowed without prior written consent from the Director of Professional Development, Laurie Kagan.

VIII. If events beyond the reasonable control of the parties (including, but not limited to, acts of God, declared war, governmental authority, terrorist attacks in or near the workshop site, or curtailment of transportation to or from the workshop site) make it illegal, impossible, or unreasonable for the trainer to perform as originally contracted under this Agreement, Kagan may terminate this Agreement, without liability. In the very extraordinary instance that an event must be cancelled by Kagan, Kagan agrees to reschedule the event, but will assume no financial responsibility to Shenandoah Community School District for the results of the cancellation.

Required Billing Information (Host school/district to complete)

This agreement must receive board approval.

Yes No

If yes, date approved: _____

The billing contact is different from the Host as listed in the above Letter of Agreement.

Yes No

If yes, please complete the following:

Billing Contact Name: _____

Title: _____

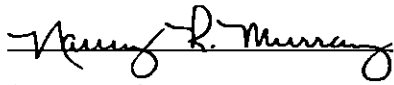
Billing Address: _____

Phone: _____ Fax: _____

Email: _____

To indicate your understanding and agreement, please sign one copy of this Letter of Agreement and return it to Kagan.

Agreed to and accepted by:


(Signature)
Kagan Professional Development

Director of Workshops & Graduate Programs August 10, 2018
(Title) (Date)

Monte Mangan
(Signature)

Principal K-8
(Title)

8-31-2018
(Date)

Shenandoah Community School District

SERVICES AGREEMENT

This Services Agreement ("**Agreement**") is made and entered into this 8th day of October, 2018 (the "**Effective Date**") by and between Shenandoah Medical Center (the "**Hospital**") and Shenandoah Community School District (the "**District**").

PURPOSE

The District is in need of providers to assist it in determine whether students are fit or medically cleared to participate in sports and athletic programs sponsored by the District to help ensure the health and safety of students participating in District activities. Hospital is a not-for-profit hospital whose mission is to ensure the availability of health care services in Shenandoah and the surrounding community. Hospital employs or contracts with physicians, advanced registered nurse practitioners, therapists, athletic trainers, certified personal trainers and other clinical staff who are qualified to provide assistance to the District in determining a student's fitness to participate in sporting events and Hospital is willing to provide these services to the community, in furtherance of its charitable and public health mission, and in accordance with the terms of this Agreement.

NOW THEREFORE, the parties agree as follows:

1. **Services to be Provided.** Hospital will provide medical personnel who are licensed in the State of Iowa to assess a student's fitness to participate in athletic programs and sporting events sponsored by District, providing weekly injury evaluation to determine appropriate participation and re-entry timeline for athletes (hereinafter referred to as the "**Services**"). As of the date of this Agreement, the parties have agreed Services will be provided approximately two (2) times per week pursuant to a schedule determined collaboratively between the Hospital and District based on the availability of Hospital providers. Hospital agrees to use the District's Concussion Protocol and applicable state law in its work with students, physicians, coaches and school staff to determine appropriate care and return to play criteria are met for students sustaining a concussion or other injury.
2. **District's Responsibilities.** District shall be responsible for:
 - (a) Maintaining permission and consent to participate forms for all students, including consent to receive Services from Hospital;
 - (b) Ensuring all students have cleared a pre-season physical and have signed concussion forms on file with the District and provide Hospital with access to these forms upon request;
3. **Term.** This Agreement shall be effective as of the date signed by both parties and shall continue until terminated as outlined below (the "**Term**").
4. **Termination.** This Agreement may be terminated by either party without cause upon thirty (30) days prior written notice to the other party.
5. **Relationship of the Parties.** This Agreement is an independent contract between Hospital and District. Neither party shall be construed in any manner whatsoever to be an employee or

agent of the other, nor shall this Agreement be construed as a contract of employment or agency or a joint venture between the parties.

6. **Other Medical Services.** The parties acknowledge the Services provided pursuant to this Agreement are intended to be assessment of the student's fitness to participate or return to play. Additional services provided by Hospital beyond the Services are provided in accordance with Hospital policies and billed to the student's parent or guardian.

7. **No Obligation to Refer.** No provision of this Agreement is intended to directly or indirectly, covertly or overtly require or solicit a referral of services, in any way, regardless of payor source, including, without limitation, governmental health care programs and other third party payors.

8. **Indemnification.** To the fullest extent permitted by law, each party shall agree to indemnify and hold harmless the other from and against all liabilities, claims, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that the other may incur or sustain as a result of that parties' breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement.

9. **Insurance.** Both parties must remain insured and at a level not less than \$2,000,000 per occurrence and \$3,000,000 aggregate for liability.

10. **Invalid Provisions.** The invalidity or unenforceability of any particular provision of this Agreement will not affect other provisions and this Agreement will be construed in all respects as though such invalid or unenforceable provisions were omitted.

11. **Modification.** Neither this Agreement nor any provision hereof may be amended, waived, discharged or terminated except by an instrument in writing signed by both parties.

12. **Assignment.** Neither party shall assign its rights or obligations hereunder, without the prior written consent of the other party, whose consent shall not be unreasonably withheld, conditioned or delayed.

13. **Headings and Captions.** The headings and captions in this Agreement are for the convenience of reference only and shall not limit or otherwise affect the meaning hereof.

14. **No Waiver.** No failure by either party to insist upon the strict performance of any provision or term hereof or to exercise any right, power, or remedy upon a breach hereunder, and no acceptance of full or partial payment of any compensation provided hereunder, shall constitute a waiver of any such breach or of any such provision or term. To the fullest extent permitted by law, no waiver of any breach shall affect or alter this Agreement and this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach.

15. **No Third Party Beneficiaries.** This Agreement is entered into by and between the parties hereto for their benefit. There is no intent by any party to create, imply or establish a third party beneficiary or status or rights in any person except as expressly set forth in this Agreement and no such third party shall have any right to enforce or any right to enjoy any benefit created or established under this Agreement.

16. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

1. **Entire Agreement.** This Agreement, including Exhibits, Schedules, and attachments, if any, constitutes the entire and complete Agreement between the parties with respect to the subject matter hereof, and supersedes all prior correspondence, discussions, agreements and understandings among the parties, unless mutually agreed to in writing by the parties subsequent to the execution hereof.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement on the date first above written.

HOSPITAL

By: _____

Its: _____

DISTRICT

By: _____

Its: _____



Control Management, Inc.

People you know, a Company you trust

**Shenandoah, IA Community
School District**

304 W Nishna Rd,
Shenandoah, IA 51601

Building Automation System

Technical Assistance
Support Program

9/1/2018

Start Date

8/31/2022

End Date

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Service Support Program

Service Plan Objectives:

1. Online/Onsite Support for staff
2. Enhance performance of existing investments
3. Maintain up to date technologies
4. Leverage CMI's support relationship
5. Lock Pricing for labor and parts

Price Advantage

Service Labor Rates (after owner directed time)

	<u>Current*</u>	<u>Discount</u>	<u>Extended</u>
Regular Rate	\$120	10%	\$108.00
Overtime Rate	\$180	10%	\$162.00
Holiday Rate	\$240	10%	\$216.00
Mileage	\$0.75/mile		

Material Multipliers (off of published list prices)

Alerton	0.45
Vykon	0.8
Honeywell	0.65
Siemens	0.45

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CMI Service Plan Features

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives.

Your account manager is Nathan Haug.

Dedicated Service Team

Our Service Team knows these systems. All of our service technicians are factory trained on the equipment, and are specialists in maintaining and troubleshooting your system.

Priority Response Time

As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

Call availability – CMI Service is available to call 7 days a week 24 hours per day. After business hours an on-call technician is available for assistance.

Database Protection

The stored electronic information (programming, setpoints etc) in your system represents a large part of your investment. **Control Management, Inc.** will back up your entire database on a regular basis to ensure that it is always complete and up-to-date. We will maintain a site copy at your facility as well as keeping a protected copy in our office. This proposal includes:

- ✓ Semi annual Backups

Technology Upgrades

There are periodic releases software and chip updates that provide added features or speed to your system. **Control Management, Inc.** will provide these upgrades as they become available, always keeping your system current. This proposal includes:

- ✓ Annual server and global controller software and firmware upgrades
- ✓ Security patches as available

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Support and training

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service technician. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. This proposal includes:

- ✓ 4 hours onsite training.

Equipment List

An updated Controller Equipment List will be included with the plan.

- ✓ Included under each site tab.

Tasking Sheet

- ✓ Example tasking sheets will be attached to the end of the document. These sheets will be completed upon upgrades to the sites and upon completion of Backups.

Optional Upgrades

- ✓ Not included.

Additional Work

- ✓ Year 1 - Update graphic pages for Admin building to allow mobile device control of setpoints and navigation.

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Support Plan Pricing Summary

Pricing for these features is based on a 1-year program, billed annually at the beginning of the contract year.

Year 1 (September 1, 2018 to August 31, 2019): \$4,815.00

Year 2 (September 1, 2019 to August 31, 2020): \$3,995.37

Year 3 (September 1, 2020 to August 31, 2021): \$4,115.23

Year 4 (September 1, 2021 to August 31, 2022): \$4,238.69

Year 5 (September 1, 2022 to August 31, 2023): \$4,365.85

Control Management, Inc. believes that this proposal includes the best interests of Shenandoah Public Schools and is based on your input. Please feel free to contact me if you have any changes. If accepted, sign and date below and return to **Control Management, Inc.** with purchase order information. The other copy is for your records.

Sincerely,

Nathan Haug
President



Control Management, Inc.
p.402.571.9454
c.402.943.6792
nathan@cmiomaha.com

ACCEPTED BY:
Signature <u></u>
Printed Name <u>Dennis Rogers</u>
Title <u>Buildings and Grounds Director</u>
Company Name <u>Shenandoah CSD</u>
Date <u>8/16/18</u>

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TERMS AND CONDITIONS

Parties:

These Terms and Conditions are a legally binding contract ("Contract") between customer ("Customer") and Control Management Inc. ("CMI").

Coverage Period:

The effective period of this Contract begins and ends on the dates specified in the service contract agreement.

Payment Terms:

This contract must be paid in full within 30 days of the start date. If payment is not received within 30 days of the start date, Customer agrees that, CMI shall have the right to cancel this Contract, which shall be void and unenforceable from the start date. In addition, Customer agrees to pay CMI for any services provided under the Contract at CMI's current standard service rate. A current valid purchase order does not guarantee to Customer any rights set forth in this Contract.

Cancellation Terms:

Written notice of cancellation must be received at the address listed below no later than 90 days prior to the start date of the next billing period (e.g. 90 days before the start of the second year of a multi-year agreement). Refunds of any unused service will be determined by CMI. Any service performed by CMI after the notice of cancellation will be billed time and material at CMI's current standard service rates.

Service Contract:

As part of this Contract, CMI will provide ongoing internet, email and phone support, Monday through Friday 7AM - 4PM CST/CDT, to Customer. If a service request cannot be resolved by internet, email or phone support, at CMI's option, a CMI technician or authorized representative will make a scheduled service call to the Customer's facility, during normal business hours Monday through Friday 7AM-4PM. The CMI technician or authorized representative will use all commercially reasonable efforts to repair Customer's system. A service call does not guarantee that a non-operational system will become operational. CMI does not guarantee that any system component or parts are repairable or are available.

Preventative Maintenance:

With Critical and Enhanced service contracts CMI offers scheduled preventative maintenance ("PM") visits. During a PM visit a CMI service technician or authorized representative will check routine functions of the control system(s) described in the service contract agreement and review system performance. During a PM visit, the CMI service technician will not repair or fix any reported or un-reported problems. Equipment to be covered in the preventative maintenance agreement will be listed in a schedule attached to the Contract.

Legacy Software:

CMI does not own, use or possess non-CMI software. Solely as permitted by applicable law, CMI will provide service for software related issues if Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force. CMI cannot and will not upgrade or make enhancements to legacy system software. If Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force, CMI will use all commercially reasonable efforts to maintain the system's functionality. If Customer cannot provide evidence to CMI that necessary licenses are valid or in full force, please contact CMI for instructions.

Pre-Existing Defect:

If CMI finds that the Customer's system has a pre-existing defect prior to this Contract's start date, CMI reserves the right to terminate this Contract and shall have no obligation or liability to Customer for termination.

Special Exclusions:

This Contract does not cover damage due to external causes, including but not limited to: accident, abuse, misuse, natural causes, natural disasters, war, civil disturbances, acts of God, problems with electrical power, usage not in accordance with written product instructions, failure to perform required preventative maintenance, problems caused by use of software not provided by CMI, or parts and components not supplied by CMI. This Contract does not cover consumable items, such as but not limited to: software, bulbs, filters, lamps or any non-CMI added components.

Non-operational Components:

If at any time CMI determines a component is non-operational, CMI is not responsible for prior, pending or future loss of business or data; related actions; or downtime.

Disclaimer of Warranties:

TO THE FULLEST EXTENT PERMITTED BY LAW, CMI DISCLAIMS ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND (EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT OF PROPRIETARY RIGHTS) AS TO THE SYSTEM AND CMI'S SERVICES AND ALL EQUIPMENT, INFORMATION, AND PRODUCTS PROVIDED BY CMI.

Liability Disclaimer:

To the maximum extent permitted by applicable law, in no event will CMI or its affiliates be liable to Customer (or any third party making claims through customer) for any damages whatsoever, including but not limited to any indirect, special, consequential, punitive or incidental damages, or damages for loss of use, profits, data or other intangibles, or the cost of procurement of substitute goods or services, arising out of or related to the use, inability to use, unauthorized use, performance or non-performance of the system or the services, even if CMI has been advised previously of the possibility of such damages and whether such damages arise in contract, negligence, tort, under statute, in equity, at law or otherwise.

Indemnification

The Customer agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's breach of any warranty made by the Customer pursuant to this Agreement. The Customer further agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's negligent or reckless acts or omissions arising out of this Agreement.

Additional Terms

- a) CMI reserves the right to cancel any and / or all serviced ordered and refund the customer's payment in whole or in part if a condition exists that impairs the rendering of services. This includes but is not limited to repairs which exceed the systems worth, wiring, overcoming physical or technical barriers, or any other requirements of a customer that is abnormal or outside the scope of work covered by this agreement as reasonably determined by a representative of CMI and / or any third party service providers.
- b) If CMI's ability to render service is impaired by you and / or circumstances outside of the control of CMI and / or any third party service providers, CMI may choose not to render service.
- c) In the event that the system(s) is(are) changed/ moved in any way without CMI's prior knowledge and consent, we reserve the right to terminate this agreement and refund the Customer's payment in whole or in part.
- d) CMI shall be free to start and stop all primary equipment and devices which are to be serviced.

- e) You may cancel your scheduled service call provided you give CMI at least four hours notice prior to the scheduled performance of service. Failure to do so could result in the assessment of a service charge, repeated failure could result in cancellation of service and a breach of this contract.
- f) All scheduled service calls are approximate times, and not a guarantee of appointment. Extenuating circumstances, including but not limited to: traffic and or hindrances to transportation, hazardous travel conditions, power outages, and /or any other unforeseen circumstance could result in delay or rescheduling of your appointment at the technician's discretion. All reasonable attempts will be made to perform your service at the mutually agreed upon date and time.
- g) By requesting this service plan you release and hold harmless CMI and / or its third party service providers any loss, liability, or damage, that you the owner or lessee may suffer, including but not limited to: any loss of any data, any component or element of your computer system or peripherals resulting from CMI, it's technicians, third party service providers and their agents, and or partners regardless of the warranties, disclaimers and waivers, or services.
- h) CMI reserves the right to replace devices, when necessary, with devices which have similar operating characteristics. All parts and replacement devices shall carry the manufacturer's standard written guarantee.
- i) You agree to pay, as an addition to the contract amount, the amount of present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with regard to the transfer, use, ownership or possession of the equipment to which this agreement relates.

Miscellaneous:

This Contract is the entire agreement between Customer and CMI with respect to the subject matter hereof. This Contract supersedes any and all prior or contemporaneous agreements between Customer and CMI with respect to the subject matter hereof. If any part of this Contract is determined to be invalid or unenforceable, it will not impact any other provision of this Contract, all of which will remain in full force and effect. This Contract is governed by and will be interpreted in accordance with the laws of the state of Nebraska, without regard to any choice of law provisions.

Questions:

Questions regarding this Contract can be directed to a CMI representative by phone at (402) 571-9454, or by email at inform@cmioma.com . Written correspondence can be mailed to:

Control Management Inc.
Attn: Service Department
PO Box 12038
8421 North 29th Street
Omaha, NE 68112

*The terms of this contract are subject to change without notice.



Control Management, Inc.

People you know, a Company you trust

**Shenandoah, IA Community
School District**

High School
1000 Mustang Drive
Shenandoah, IA 51601

Building Automation System

Technical Assistance
Support Program

9/1/2018

Start Date

8/31/2022

End Date

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Service Support Program

Service Plan Objectives:

1. Online/Onsite Support for staff
2. Enhance performance of existing investments
3. Maintain up to date technologies
4. Leverage CMI's support relationship
5. Lock Pricing for labor and parts

Price Advantage

Service Labor Rates (after owner directed time)

	<u>Current*</u>	<u>Discount</u>	<u>Extended</u>
Regular Rate	\$120	10%	\$108.00
Overtime Rate	\$180	10%	\$162.00
Holiday Rate	\$240	10%	\$216.00
Mileage	\$0.75/mile		

Material Multipliers (off of published list prices)

Alerton	0.45
Vykon	0.8
Honeywell	0.65
Siemens	0.45

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CMI Service Plan Features

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives.

Your account manager is Nathan Haug.

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Our Service Team knows these systems. All of our service technicians are factory trained on the equipment, and are specialists in maintaining and troubleshooting your system.

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As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

Call availability – CMI Service is available to call 7 days a week 24 hours per day. After business hours an on-call technician is available for assistance.

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- ✓ Semi annual Backups

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Support and training

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service technician. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. This proposal includes:

- ✓ Not included.

Equipment List

An updated Controller Equipment List will be included with the plan.

- ✓ Included under each site tab.

Tasking Sheet

- ✓ Example tasking sheets will be attached to the end of the document. These sheets will be completed upon upgrades to the sites and upon completion of Backups.

Optional Upgrades

- ✓ Not included.

Additional Work

- ✓ Year 1 - Update graphic pages for High School building to allow mobile device control of setpoints and navigation.

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Support Plan Pricing Summary

Pricing for these features is based on a 1-year program, billed annually at the beginning of the contract year.

Year 1 (September 1, 2018 to August 31, 2019): \$3,919.00
 Year 2 (September 1, 2019 to August 31, 2020): \$1,629.46
 Year 3 (September 1, 2020 to August 31, 2021): \$1,678.34
 Year 4 (September 1, 2021 to August 31, 2022): \$1,728.69
 Year 5 (September 1, 2022 to August 31, 2023): \$1,780.55

Control Management, Inc. believes that this proposal includes the best interests of Shenandoah Public Schools and is based on your input. Please feel free to contact me if you have any changes. If accepted, sign and date below and return to **Control Management, Inc.** with purchase order information. The other copy is for your records.

Sincerely,

Nathan Haug
President



Control Management, Inc.
p.402.571.9454
c.402.943.6792
nathan@cmiomaha.com

ACCEPTED BY:
Signature <u></u>
Printed Name <u>Dennis Rogers</u>
Title <u>Buildings and Grounds Director</u>
Company Name <u>Shenandoah CSO</u>
Date <u>8/16/18</u>

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TERMS AND CONDITIONS

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Coverage Period:

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Legacy Software:

CMI does not own, use or possess non-CMI software. Solely as permitted by applicable law, CMI will provide service for software related issues if Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force. CMI cannot and will not upgrade or make enhancements to legacy system software. If Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force, CMI will use all commercially reasonable efforts to maintain the system's functionality. If Customer cannot provide evidence to CMI that necessary licenses are valid or in full force, please contact CMI for instructions.

Pre-Existing Defect:

If CMI finds that the Customer's system has a pre-existing defect prior to this Contract's start date, CMI reserves the right to terminate this Contract and shall have no obligation or liability to Customer for termination.

Special Exclusions:

This Contract does not cover damage due to external causes, including but not limited to: accident, abuse, misuse, natural causes, natural disasters, war, civil disturbances, acts of God, problems with electrical power, usage not in accordance with written product instructions, failure to perform required preventative maintenance, problems caused by use of software not provided by CMI, or parts and components not supplied by CMI. This Contract does not cover consumable items, such as but not limited to: software, bulbs, filters, lamps or any non-CMI added components.

Non-operational Components:

If at any time CMI determines a component is non-operational, CMI is not responsible for prior, pending or future loss of business or data; related actions; or downtime.

Disclaimer of Warranties:

TO THE FULLEST EXTENT, PERMITTED BY LAW, CMI DISCLAIMS ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND (EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT OF PROPRIETARY RIGHTS) AS TO THE SYSTEM AND CMI'S SERVICES AND ALL EQUIPMENT, INFORMATION, AND PRODUCTS PROVIDED BY CMI.

Liability Disclaimer:

To the maximum extent permitted by applicable law, in no event will CMI or its affiliates be liable to Customer (or any third party making claims through customer) for any damages whatsoever, including but not limited to any indirect, special, consequential, punitive or incidental damages, or damages for loss of use, profits, data or other intangibles, or the cost of procurement of substitute goods or services, arising out of or related to the use, inability to use, unauthorized use, performance or non-performance of the system or the services, even if CMI has been advised previously of the possibility of such damages and whether such damages arise in contract, negligence, tort, under statute, in equity, at law or otherwise.

Indemnification

The Customer agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's breach of any warranty made by the Customer pursuant to this Agreement. The Customer further agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's negligent or reckless acts or omissions arising out of this Agreement.

Additional Terms

- a) CMI reserves the right to cancel any and / or all serviced ordered and refund the customer's payment in whole or in part if a condition exists that impairs the rendering of services. This includes but is not limited to repairs which exceed the systems worth, wiring, overcoming physical or technical barriers, or any other requirements of a customer that is abnormal or outside the scope of work covered by this agreement as reasonably determined by a representative of CMI and / or any third party service providers.
- b) If CMI's ability to render service is impaired by you and / or circumstances outside of the control of CMI and / or any third party service providers, CMI may choose not to render service.
- c) In the event that the system(s) is(are) changed/ moved in any way without CMI's prior knowledge and consent, we reserve the right to terminate this agreement and refund the Customer's payment in whole or in part.
- d) CMI shall be free to start and stop all primary equipment and devices which are to be serviced.

- e) You may cancel your scheduled service call provided you give CMI at least four hours notice prior to the scheduled performance of service. Failure to do so could result in the assessment of a service charge, repeated failure could result in cancellation of service and a breach of this contract.
- f) All scheduled service calls are approximate times, and not a guarantee of appointment. Extenuating circumstances, including but not limited to: traffic and or hindrances to transportation, hazardous travel conditions, power outages, and /or any other unforeseen circumstance could result in delay or rescheduling of your appointment at the technician's discretion. All reasonable attempts will be made to perform your service at the mutually agreed upon date and time.
- g) By requesting this service plan you release and hold harmless CMI and / or its third party service providers any loss, liability, or damage, that you the owner or lessee may suffer, including but not limited to: any loss of any data, any component or element of your computer system or peripherals resulting from CMI, it's technicians, third party service providers and their agents, and or partners regardless of the warranties, disclaimers and waivers, or services.
- h) CMI reserves the right to replace devices, when necessary, with devices which have similar operating characteristics. All parts and replacement devices shall carry the manufacturer's standard written guarantee.
- i) You agree to pay, as an addition to the contract amount, the amount of present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with regard to the transfer, use, ownership or possession of the equipment to which this agreement relates.

Miscellaneous:

This Contract is the entire agreement between Customer and CMI with respect to the subject matter hereof. This Contract supersedes any and all prior or contemporaneous agreements between Customer and CMI with respect to the subject matter hereof. If any part of this Contract is determined to be invalid or unenforceable, it will not impact any other provision of this Contract, all of which will remain in full force and effect. This Contract is governed by and will be interpreted in accordance with the laws of the state of Nebraska, without regard to any choice of law provisions.

Questions:

Questions regarding this Contract can be directed to a CMI representative by phone at (402) 571-9454, or by email at inform@cmiomaha.com . Written correspondence can be mailed to:

Control Management Inc.
Attn: Service Department
PO Box 12038
8421 North 29th Street
Omaha, NE 68112

*The terms of this contract are subject to change without notice.



Control Management, Inc.

People you know, a Company you trust

**Shenandoah, IA Community
School District**

K8 Building
601 Dr. Creighton Circle
Shenandoah, IA 51601

Building Automation System

Technical Assistance
Support Program

9/1/2018

Start Date

8/31/2022

End Date

Your First Choice Partner for easy to operate, comfortable and efficient buildings.

Omaha HQ: 8421 N. 29th Street PO Box 12038 Omaha, NE 68112 p.402.571.9454 f.402.571.9466 -
Satellite Offices in Lincoln and Columbus NE



Service Support Program

Service Plan Objectives:

1. Online/Onsite Support for staff
2. Enhance performance of existing investments
3. Maintain up to date technologies
4. Leverage CMI's support relationship
5. Lock Pricing for labor and parts

Price Advantage

Service Labor Rates (after owner directed time)

	<u>Current*</u>	<u>Discount</u>	<u>Extended</u>
Regular Rate	\$120	10%	\$108.00
Overtime Rate	\$180	10%	\$162.00
Holiday Rate	\$240	10%	\$216.00
Mileage	\$0.75/mile		

Material Multipliers (off of published list prices)

Alerton	0.45
Vykon	0.8
Honeywell	0.65
Siemens	0.45

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CMI Service Plan Features

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives.

Your account manager is Nathan Haug.

Dedicated Service Team

Our Service Team knows these systems. All of our service technicians are factory trained on the equipment, and are specialists in maintaining and troubleshooting your system.

Priority Response Time

As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

Call availability – CMI Service is available to call 7 days a week 24 hours per day. After business hours an on-call technician is available for assistance.

Database Protection

The stored electronic information (programming, setpoints etc) in your system represents a large part of your investment. **Control Management, Inc.** will back up your entire database on a regular basis to ensure that it is always complete and up-to-date. We will maintain a site copy at your facility as well as keeping a protected copy in our office. This proposal includes:

- ✓ Semi annual Backups

Technology Upgrades

There are periodic releases software and chip updates that provide added features or speed to your system. **Control Management, Inc.** will provide these upgrades as they become available, always keeping your system current. This proposal includes:

- ✓ Annual global controller software and firmware upgrades
- ✓ Security patches as available

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Support and training

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service technician. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. This proposal includes:

- ✓ Not included.

Equipment List

An updated Controller Equipment List will be included with the plan.

- ✓ Included under each site tab.

Tasking Sheet

- ✓ Example tasking sheets will be attached to the end of the document. These sheets will be completed upon upgrades to the sites and upon completion of Backups.

Optional Upgrades

- ✓ Not included.

Additional Work

- ✓ Year 1 - Update graphic pages for K8 building to allow mobile device control of setpoints and navigation.

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Support Plan Pricing Summary

Pricing for these features is based on a 1-year program, billed annually at the beginning of the contract year.

Year 1 (September 1, 2018 to August 31, 2019): \$4,503.00
 Year 2 (September 1, 2019 to August 31, 2020): \$1,629.46
 Year 3 (September 1, 2020 to August 31, 2021): \$1,678.34
 Year 4 (September 1, 2021 to August 31, 2022): \$1,728.69
 Year 5 (September 1, 2022 to August 31, 2023): \$1,780.55

Control Management, Inc. believes that this proposal includes the best interests of Shenandoah Public Schools and is based on your input. Please feel free to contact me if you have any changes. If accepted, sign and date below and return to **Control Management, Inc.** with purchase order information. The other copy is for your records.

Sincerely,

Nathan Haug
President



Control Management, Inc.
p.402.571.9454
c.402.943.6792
nathan@cmiomaha.com

ACCEPTED BY:

Signature

Printed Name Dennis Rogers

Title Buildings and Grounds Director

Company Name Shenandoah CSO

Date 8/16/18

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Satellite Offices in Lincoln and Columbus NE



TERMS AND CONDITIONS

Parties:

These Terms and Conditions are a legally binding contract ("Contract") between customer ("Customer") and Control Management Inc. ("CMI").

Coverage Period:

The effective period of this Contract begins and ends on the dates specified in the service contract agreement.

Payment Terms:

This contract must be paid in full within 30 days of the start date. If payment is not received within 30 days of the start date, Customer agrees that, CMI shall have the right to cancel this Contract, which shall be void and unenforceable from the start date. In addition, Customer agrees to pay CMI for any services provided under the Contract at CMI's current standard service rate. A current valid purchase order does not guarantee to Customer any rights set forth in this Contract.

Cancellation Terms:

Written notice of cancellation must be received at the address listed below no later than 90 days prior to the start date of the next billing period (e.g. 90 days before the start of the second year of a multi-year agreement). Refunds of any unused service will be determined by CMI. Any service performed by CMI after the notice of cancellation will be billed time and material at CMI's current standard service rates.

Service Contract:

As part of this Contract, CMI will provide ongoing internet, email and phone support, Monday through Friday 7AM – 4PM CST/CDT, to Customer. If a service request cannot be resolved by internet, email or phone support, at CMI's option, a CMI technician or authorized representative will make a scheduled service call to the Customer's facility, during normal business hours Monday through Friday 7AM-4PM. The CMI technician or authorized representative will use all commercially reasonable efforts to repair Customer's system. A service call does not guarantee that a non-operational system will become operational. CMI does not guarantee that any system component or parts are repairable or are available.

Preventative Maintenance:

With Critical and Enhanced service contracts CMI offers scheduled preventative maintenance ("PM") visits. During a PM visit a CMI service technician or authorized representative will check routine functions of the control system(s) described in the service contract agreement and review system performance. During a PM visit, the CMI service technician will not repair or fix any reported or un-reported problems. Equipment to be covered in the preventative maintenance agreement will be listed in a schedule attached to the Contract.

Legacy Software:

CMI does not own, use or possess non-CMI software. Solely as permitted by applicable law, CMI will provide service for software related issues if Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force. CMI cannot and will not upgrade or make enhancements to legacy system software. If Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force, CMI will use all commercially reasonable efforts to maintain the system's functionality. If Customer cannot provide evidence to CMI that necessary licenses are valid or in full force, please contact CMI for instructions.

Pre-Existing Defect:

If CMI finds that the Customer's system has a pre-existing defect prior to this Contract's start date, CMI reserves the right to terminate this Contract and shall have no obligation or liability to Customer for termination.

Special Exclusions:

This Contract does not cover damage due to external causes, including but not limited to: accident, abuse, misuse, natural causes, natural disasters, war, civil disturbances, acts of God, problems with electrical power, usage not in accordance with written product instructions, failure to perform required preventative maintenance, problems caused by use of software not provided by CMI, or parts and components not supplied by CMI. This Contract does not cover consumable items, such as but not limited to: software, bulbs, filters, lamps or any non-CMI added components.

Non-operational Components:

If at any time CMI determines a component is non-operational, CMI is not responsible for prior, pending or future loss of business or data; related actions; or downtime.

Disclaimer of Warranties:

TO THE FULLEST EXTENT PERMITTED BY LAW, CMI DISCLAIMS ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND (EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT OF PROPRIETARY RIGHTS) AS TO THE SYSTEM AND CMI'S SERVICES AND ALL EQUIPMENT, INFORMATION, AND PRODUCTS PROVIDED BY CMI.

Liability Disclaimer:

To the maximum extent permitted by applicable law, in no event will CMI or its affiliates be liable to Customer (or any third party making claims through customer) for any damages whatsoever, including but not limited to any indirect, special, consequential, punitive or incidental damages, or damages for loss of use, profits, data or other intangibles, or the cost of procurement of substitute goods or services, arising out of or related to the use, inability to use, unauthorized use, performance or non-performance of the system or the services, even if CMI has been advised previously of the possibility of such damages and whether such damages arise in contract, negligence, tort, under statute, in equity, at law or otherwise.

Indemnification

The Customer agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's breach of any warranty made by the Customer pursuant to this Agreement. The Customer further agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's negligent or reckless acts or omissions arising out of this Agreement.

Additional Terms

- a) CMI reserves the right to cancel any and / or all serviced ordered and refund the customer's payment in whole or in part if a condition exists that impairs the rendering of services. This includes but is not limited to repairs which exceed the systems worth, wiring, overcoming physical or technical barriers, or any other requirements of a customer that is abnormal or outside the scope of work covered by this agreement as reasonably determined by a representative of CMI and / or any third party service providers.
- b) If CMI's ability to render service is impaired by you and / or circumstances outside of the control of CMI and / or any third party service providers, CMI may choose not to render service.
- c) In the event that the system(s) is(are) changed/ moved in any way without CMI's prior knowledge and consent, we reserve the right to terminate this agreement and refund the Customer's payment in whole or in part.
- d) CMI shall be free to start and stop all primary equipment and devices which are to be serviced.

- e) You may cancel your scheduled service call provided you give CMI at least four hours notice prior to the scheduled performance of service. Failure to do so could result in the assessment of a service charge, repeated failure could result in cancellation of service and a breach of this contract.
- f) All scheduled service calls are approximate times, and not a guarantee of appointment. Extenuating circumstances, including but not limited to: traffic and or hindrances to transportation, hazardous travel conditions, power outages, and /or any other unforeseen circumstance could result in delay or rescheduling of your appointment at the technician's discretion. All reasonable attempts will be made to perform your service at the mutually agreed upon date and time.
- g) By requesting this service plan you release and hold harmless CMI and / or its third party service providers any loss, liability, or damage, that you the owner or lessee may suffer, including but not limited to: any loss of any data, any component or element of your computer system or peripherals resulting from CMI, it's technicians, third party service providers and their agents, and or partners regardless of the warranties, disclaimers and waivers, or services.
- h) CMI reserves the right to replace devices, when necessary, with devices which have similar operating characteristics. All parts and replacement devices shall carry the manufacturer's standard written guarantee.
- i) You agree to pay, as an addition to the contract amount, the amount of present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with regard to the transfer, use, ownership or possession of the equipment to which this agreement relates.

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**Proposal For Liebert Mini-Mate2
IT Room K8 Building
10-2018**

Liebert Mini-Mate2 / Model MMD18ENPHE01

\$ 7,600.00

Install Cost:

\$ 15, 450.00

Roof Rail and Penetration:

\$ 750.00

Fire / Smoke Damper Integrated into Fire Alarm System

\$ 1,100.00

Integrated to BMS (Building Management System)

\$ 1,500.00

Total Cost: 26,400



Liebert Products & Service

World Headquarters

United States

1050 Dearborn Drive, P.O. Box 29186

Columbus, Ohio 43229

Telephone: 614-888-0246

Budget price
\$ 7,600 -

Liebert Mini-Mate2

Job Name	<u>SEPTEMBER 2018-2853822</u>
Model	<u>MMD18ENPHE01</u>
Quantity	<u>1</u>
Date	<u>Sep 12, 2018</u>
Invoice #	<u></u>
Purchaser	<u></u>
P.O. #	<u></u>
Tag #	<u></u>
Submitted By	<u>Dave Muirhead</u>

**Liebert Mini-Mate2
Ceiling-Mounted Precision Cooling Units
1 & 1.5 Ton Air-Cooled Split Systems**

ENGINEERING SPECIFICATION SHEET

Project Name: SEPTEMBER 2018-2853822

Date: 9/12/2018

Model Number: MMD18ENPHE01 Qty: 1

Condensing Model Number: PFH020A-PLN Qty: 1

ELECTRICAL SUPPLY REQUIREMENTS

Module: 208/230 Volts, 1 Phase, 60 Hz, 25.0 Full Load Amps, 31.3 Wire Sizing Amps
35 OPD

Condensing Module: 208/230 Volts, 1 Phase, 60 Hz, 12.1 Full Load Amps, 14.8 Wire Sizing Amps
25 OPD

NET CAPACITY DATA

- 75 °F DB
- 45 % RH
- Total - High Speed: 18,500
- Sensible - High Speed: 16,500

EVAPORATOR FAN

- Fan Motor Horsepower: 0.2 (149 kW)
- Air Volume - High Speed: 750 CFM (1274 CMH)
- Air Volume - Low Speed: 600 CFM (1019 CMH)
- External Static Pressure: 0.3 Inches of Water (8 mm)

REHEAT SECTION

- Electric Reheat: 12.1 kBtuh (3.6 kW) Includes Fan Motor (one stage)

HUMIDIFIER SECTION

- Steam Generator – Capacity: 2.5 lbs/hr (1.14 kg/hr)
- 0.88 kW
- Compliance with ASME A112.1.2 section 2.4.2 (backsiphonage testing)

CONDENSING UNIT

- Outdoor Propeller Fan (Lee-Temp Head Pressure Control) Condensing Unit
- Hot Gas Bypass Capacity Control



PROPOSAL

CAMBLIN MECHANICAL INC.

714 West 7th street
PO Box 520
Atlantic, IA 50022

Phone: 712-243-1535 Fax: 712-243-1578
website: www.camblinmechanical.com



Date: 10/2/2018

Customer: Shenandoah Middle School
Attention: Dennis Rogers

Phone:
Fax:
Email:

We hereby submit specifications and estimates for: The install of a 1.5 ton Liebert Mini-mate 2 air conditioning system (for a back up system) serving the server room on the second floor.

1. Install hardware in hallway outside of room and hang indoor fan coil unit.
2. Cut out wall above ceiling and install two fire/smoke dampers for ductwork.
3. Install supply and return air ductwork from the indoor unit into the server room.
4. Run control wire into server room and install unit control.
5. Put outdoor section of system on the roof, and run refrigeration piping through roof penetration to indoor unit.
6. Leak test piping, and put into a deep vacuum to remove moisture from system.
7. Install condensate line.
8. Release refrigerant and do start up of system.
9. Test system operation, and put into service.

Electrical:

1. Add 2 Siemens breakers to electrical panel in IT room.
2. Install disconnect boxes at indoor unit, and outdoor unit.
3. Install conduit between breaker panel and each units disconnect box.
4. Run wire from breaker panel to disconnect boxes and then into units.
5. Test power for each unit.

Total: \$ 15,450.00

Exclusions: Roof rail and ACR penetration by somebody else.
Fire/Smoke damper integration into fire system to be done by somebody else.

CREDIT TERMS: If full payment is not received within 30 days from the date of invoice, a finance charge equal to a monthly percentage rate of 1.75% will be assessed on any unpaid or remaining balance.

If any portion of the contract price is not paid when due, Camblin Mechanical Inc. will have the statutory right to enforce and perfect a mechanic's lien on the building, land, or improvements made in connection with any work performed under this contract.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature


Greg Kline
greg@camblinmechanical.com

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specification, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Customer Signature

Date Accepted

Title I Comprehensive Schoolwide (§1114) Plan
2018-2019

§1114 SCHOOLWIDE PROGRAM REQUIREMENTS

A. COMPREHENSIVE NEEDS ASSESSMENT of the entire school §1114(b)(6)

Summarize the result of your comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency:

The comprehensive needs assessment that takes into account information on the academic achievement is analyzed quarterly by the school administrator and leadership teacher team on various measures. Data is analyzed specifically in literacy through benchmark screeners, interventions of support, and progress monitoring. The summative assessment of Iowa Assessments is another measure. This achievement data has shown that the school has a growth of 13% from year to year academic data achievement. The analysis indicates the levels of support through Title I funding has allowed interventions of support in addition to the universal instruction.

B. Coordination and Integration §1114(b)(5)

What are the federal, state and local services, resources and programs that will coordinate with or support this Schoolwide Plan (e.g. counseling, school-based mental health programs, specialized instructional support services, mentoring services, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, schools implementing comprehensive support and targeted support and improvement activities under 1111(d), and other strategies to improve students' skills outside the academic subject areas)

Services that will support and coordinate the Schoolwide Plan include early childhood services in our community partnership. This includes HeadStart and a private preschool community partnership. AtRisk coordination with our Home-to-School liaison of on and off site support with families and family evening sessions targeting specified needs of families. Specialized student support services include direct instruction through push-in and pull-out services for literacy diagnostic needs.

Integrating after school extended learning and summer school opportunities will provide an extension of learning to enhance the achievement levels in a targeted skill area.

C. Strategies-Opportunities for all Children §1114(b)(7)(i)

Describe the strategies that the school will be implementing to provide opportunities for all children, including each of the subgroups of students (as defined in section 1111 (c)(2)) to meet the challenging State academic standards

Opportunities for all students is provided daily through push-in intervention support. This opportunity gives all students the additional supplemental academic support. This is in partnership with literacy leaders and family nights throughout the school year where all families are invited.

D. Strategies – Method and Instructional Strategies §1114(b)(7)(ii)

Describe the methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education

Instructional practices are in place to enhance the core instruction to align to Iowa Standards. Such practices include strategies for universal alignment of curriculum, intensified interventions, diagnostic and implemented Tier II and III level multi-systems of supports, strategies for increased engagement and frequent data checks and instructional adjustments. Uninterrupted learning time is a scheduling strategy throughout the system.

E. Strategies- Students at risk §1114(b)(7)(iii)

Describe the strategies used to address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards, through activities which may include:

(Check the box and respond to all that apply)

- (I) counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas;

Specialized instructional supports, mentoring services, and extended learning are all additional strategies used to address students at-risk of not meeting the standards.

- ☒ (II) preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools);

At the secondary level, the following are provided: CTE courses, AP courses, I-Plans, and alternative schooling to name a few.

- ☒ (III) implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.);

Grade level teams, departmental teams, and school-wide teams have an MTSS and SAT process in place along with PLC work to address beginning stages of concerns to prevent further deficits. All members of the teaching staff participate in a PLC to address these needs and take preventative measures.

- ☒ (IV) professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects; and

TAP and Kagan strategies are utilized for professional development in conjunction with the Iowa Professional Development Model. This utilizes cluster meetings, analyzing data, instructional strategies, and focus on achievement and screener data.

- ☒ (V) strategies for assisting preschool children in the transition from early childhood education

Shenandoah offers 4 year old SWVPP. This entails literacy screening, progress monitoring, and aligned MTSS with K-4 strategies. AEA EC PD is also an opportunity for teachers.

F. Parent and Family Engagement §1114(b)(2) and §1116

Describe how the school will involve parents and family members in the development and evaluation of this plan; planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance; programs the reach parents and family members at home, in the community, and at school.

The PTO is a partner in our comprehensive school plan. This involves parents in school decisions, hosting family academic nights, planning for summer school activities, and sessions to reach under-resourced families.

G. Consolidated Programs 1114(b)(7)(B)

If the programs are consolidated, list the specific Federal, State and Local programs that will be consolidated in the schoolwide program. Examples might include programs such as nutrition programs, housing, Head Start, adult education, homeless education, etc.

N/A

H. Monitoring and Revisions §1114(b)(3)

This schoolwide plan and its implementation shall be regularly monitored and revised based on student needs to ensure that all students are provided opportunities to meet the challenging state academic standards. How do you plan to monitor and revise this plan?

Progress monitoring weekly is the basis for our monitoring of student needs. This weekly monitoring of data and interventions guides programs and instruction for all students. Universal screening is done 3 times a year that will ensure the pacing of the programs and interventions.

I. Required for Secondary programs §1114(b)(7)(A)(iii)(II)

Dual or Concurrent Enrollment programs for Secondary Schools (Address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards; training for teachers, and joint professional development for teachers in collaboration with Career and Technical educators and educators from institutions of higher learning; tuition and fees,

books, required instructional materials for such program, and innovative delivery methods; transportation to and from such program.)

Professional development and alternate programming is available for secondary teachers. CTE teachers collaborate on a post-secondary level and alternate planning programming. The implementation is with the home-to-school liaison to ensure family needs are met as a wrap-around service.



Shenandoah High School Course Handbook

2018-19

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SHENANDOAH HIGH SCHOOL GRADUATION REQUIREMENTS

Language Arts - 8 credits

Math - 6 credits (*must be taken every year*)

Science - 6 credits

Physical Education (*must be taken every year; waivers are available*)

(*including: 2 U.S. History, 2 American Government, 2 Social Science*)

Senior Portfolio - 1 credit

Social Studies - 6 credits

A total of 50 credits are required to graduate from Shenandoah HS, remainder to be completed with electives.

ADVANCED PLACEMENT (AP) COURSES

3423 AP AMERICAN GOVERNMENT

(1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: Social Science

MAXIMUM ENROLLMENT: 30 per section

This course is offered at Shenandoah High School and is modeled after the goals, topics, and outlines provided by the College Board Advanced Placement Program. Using their guidelines, the instructor will set the curriculum for this class as the equivalent of a rigorous political science college class. This course will focus on issues in government and politics in the United States. The course outline contains a detailed list of topics in sequential order. Students should expect to achieve mastery on meet the standards and benchmarks. Students should enhance reading and writing skills. Students will learn the demanding pace of college classes, how to thoroughly examine materials and topics, and the amount of out-of-class time it takes to complete a college-level course. No matter the score achieved on the AP Exam, students should take away skills and knowledge that will prepare them to be successful college students after graduation. This course addresses the same standards as American Government, but in a more in-depth and rigorous study. Students are required to take the AP Government Exam in May.

3230 AP BIOLOGY

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval & successful completion of HS Biology & HS Chemistry

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Biology is an introductory college-level biology course. Students cultivate their understanding of biology through inquiry-based investigations as they explore the following topics: evolution, cellular processes — energy and communication, genetics, information transfer, ecology, and interactions. Students are required to take the AP Biology Exam in May.

Laboratory requirement: This course requires that 25 percent of the instructional time will be spent in hands-on laboratory work, with an emphasis on inquiry-based investigations that provide students with opportunities to apply the science practices.

3132 AP CALCULUS AB

(1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: Teacher approval & students should complete four years of secondary mathematics designed for college-bound students: courses in which they study algebra, geometry, trigonometry, analytic geometry, and elementary functions. These functions include linear, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, and piecewise-defined functions. In particular, before studying calculus, students must be familiar with the properties of functions, the algebra of functions, and the graphs of functions. Students must also understand the language of functions (domain and range, odd and even, periodic, symmetry, zeros, intercepts, and so on) and know the values of the trigonometric functions at the numbers 0, $\pi/6$, $\pi/4$, $\pi/3$, $\pi/2$, and their multiples.

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. The AP course covers topics in these areas, including concepts and skills of limits, derivatives, definite integrals, and the Fundamental Theorem of Calculus. The course teaches students to approach calculus concepts and problems when they are represented graphically, numerically, analytically, and verbally, and to make connections amongst these representations.

Students learn how to use technology to help solve problems, experiment, interpret results, and support conclusions. Students are required to take the AP Calculus AB Exam in May.

3211 AP CHEMISTRY

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Chemistry**MAXIMUM ENROLLMENT: 24 per section*

This course is offered at Shenandoah High School. Chemistry is the study of the properties and structure of matter. The AP Chemistry course covers the same content covered in two semesters of general chemistry at a college level. Successful completion of high school chemistry is a prerequisite for AP Chemistry. In AP Chemistry, students will expand their knowledge on, among other topics, the structure of atoms, chemical bonding, chemical reactions, stoichiometry, gas laws, solution chemistry, thermochemistry, nuclear chemistry, reaction kinetics, electrochemistry, equilibrium, acids and bases, and more. The course is also designed to replicate the same experience as that of college chemistry laboratory course. Students will spend time doing in-depth experiments and write college level quality lab reports. Using the history of scientific theory, science textbooks, lab investigations, and research, students will become even more scientifically literate in chemistry. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning. The course is designed to improve the study skills that are necessary to be successful in rigorous college level courses. Students are required to take the AP Chemistry Exam in May.

3867 AP COMPUTER SCIENCE A

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Teacher approval & Algebra 1, Algebra 2 is recommended**MAXIMUM ENROLLMENT: 10 per section*

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). Students will learn to design and implement computer programs that solve problems relevant to today's society, including art, media, and engineering. AP Computer Science A teaches object-oriented programming using the Java language and is meant to be the equivalent of a first semester, college-level course in computer science. It will emphasize problem solving and algorithm development, and use hands-on experiences and examples so that students can apply programming tools and solve complex problems. Students are required to take the AP Computer Science Exam in May.

3883 AP ENGLISH LANGUAGE & COMPOSITION (1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Teacher approval & ability to read and comprehend college-level texts and apply the conventions of Standard Written English in their writing**MAXIMUM ENROLLMENT: 10 per online section, 24 per classroom section*

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Language and Composition course aligns to an introductory college-level rhetoric and writing curriculum, which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in non-fiction texts, including graphic images as forms of text, from many disciplines and historical periods. Students are required to take the AP English Language and Composition Exam in May.

3307 AP ENGLISH LITERATURE & COMPOSITION (1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Teacher approval & ability to read and comprehend college-level texts and apply the conventions of Standard Written English in their writing**MAXIMUM ENROLLMENT: 10 per online section, 15 per classroom section*

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of

the ways writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. Students are required to take the AP English Literature and Composition Exam in May.

3893 AP ENVIRONMENTAL SCIENCE (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval, 2 years of HS lab science classes (life science and physical science) and 1 year of Algebra

MAXIMUM ENROLLMENT: 10 per section

This online course is offered through Iowa Online Advanced Placement Academy and provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world. The course draws upon various disciplines, including geology, biology, environmental studies, environmental science, chemistry, and geography in order to explore a variety of environmental topics. Topics explored include natural systems on Earth; biogeochemical cycles; the nature of matter and energy; the flow of matter and energy through living systems; populations; communities; ecosystems; ecological pyramids; renewable and nonrenewable resources; land use; biodiversity; pollution; conservation; sustainability; and human impacts on the environment. Students perform hands-on labs and projects and engage in virtual lab activities. The equivalent of an introductory college-level science course, AP Environmental Science prepares students for the AP exam and for further study in science, health sciences, or engineering. Students are required to take the AP Environmental Science Exam in May.

3835 AP MACROECONOMICS (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval & ability to read a college-level textbook and should possess basic mathematics and graphing skills

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Macroeconomics is an introductory college-level course that focuses on the principles that apply to an economic system as a whole. The course places particular emphasis on the study of national income and price-level determination; it also develops students' familiarity with economic performance measures, the financial sector, stabilization policies, economic growth, and international economics. Students learn to use graphs, charts, and data to analyze, describe, and explain economic concepts. Students are required to take the AP Macroeconomics Exam in May.

3834 AP MICROECONOMICS (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval & ability to read a college-level textbook and should possess basic mathematics and graphing skills

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Microeconomics is an introductory college-level course that focuses on the principles of economics that apply to the functions of individual economic decision-makers. The course also develops students' familiarity with the operation of product and factor markets, distributions of income, market failure, and the role of government in promoting greater efficiency and equity in the economy. Students learn to use graphs, charts, and data to analyze, describe, and explain economic concepts. Students are required to take the AP Microeconomics Exam in May.

3414 AP PSYCHOLOGY (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval & ability to read a college-level textbook and write grammatically correct, complete sentences

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). The AP Psychology course introduces students to the systematic and scientific study of human behavior and mental processes. While considering the psychologists and studies that have shaped the field, students explore and apply psychological theories, key concepts, and phenomena associated with such topics as the biological bases of behavior, sensation and perception, learning and cognition, motivation, developmental psychology, testing and individual differences, treatment of abnormal behavior, and social psychology. Throughout the course, students employ psychological research methods, including ethical

considerations, as they use the scientific method, analyze bias, evaluate claims and evidence, and effectively communicate ideas. Students are required to take the AP Psychology Exam in May.

3848 **AP STATISTICS** (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval & students must have taken Algebra 2 before enrolling

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). The AP Statistics course is equivalent to a one-semester, introductory, non-calculus-based college course in statistics. The course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes in the AP Statistics course: exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Students use technology, investigations, problem solving, and writing as they build conceptual understanding. Students are required to take the AP Statistics Exam in May.

3847 **AP UNITED STATES HISTORY** (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher approval & ability to read a college-level textbook and write grammatically correct, complete sentences

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP United States History focuses on developing students' abilities to think conceptually about U.S. history from approximately 1491 to the present and apply historical thinking skills as they learn about the past. Seven themes of equal importance — identity; peopling; politics and power; work, exchange, and technology; America in the world; environment and geography; and ideas, beliefs, and culture — provide areas of historical inquiry for investigation throughout the course. These require students to reason historically about continuity and change over time and make comparisons among various historical developments in different times and places. Students are required to take the AP United States History Exam in May.

AGRICULTURAL SCIENCE

3753 **AGRICULTURE BUSINESS MANAGEMENT** (1 semester = 1 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1 & 2

MAXIMUM ENROLLMENT: 24 per section

Farm Business Management examines the business and economic principles applied to decision-making and problem-solving in the management of a farm business. Students learn about cash flow, partial, enterprise, and whole farm budgeting. Additional topics include: information systems for farm accounting, analysis, and control; obtaining and managing land, capital, and labor resources; and alternatives for farm business organizations. This is Iowa Western Community College's course #AGB 330. Participation in FFA is not required, but highly recommended. This course qualifies for FFA membership.

3787 **INTRO TO AGRICULTURE, FOOD, & NATURAL RESOURCES 1** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This introductory agriculture class gives students a taste of everything that agriculture has to offer. The class begins by explaining the importance of agriculture and its industry in our state, country, and world. Students are shown the variety of areas and career opportunities involved within the agricultural field. A unit over FFA is covered, explaining the history, guiding principles, and opportunities of the national organization. Students are also introduced to parliamentary procedure during this time, learning the proper ways to conduct business at meetings. The second half of the class focuses on basic animal science, covering the animal systems, common livestock breeds, and the importance of the animal industry and its many products. Participation in FFA is not required, but is strongly recommended. **This course is the first needed in order to take other agricultural classes offered & must be taken for FFA membership.*

3789 **INTRO TO AGRICULTURE, FOOD, & NATURAL RESOURCES 2** (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 20 per section

Agriculture 2's primary focus is plant science and natural resources. The first semester is spent looking into plant science in-depth and covering common crops grown in our area, as well as around the world. Second semester highlights wildlife and natural resources and their importance. Students learn about the wildlife industry, protecting it, and using it wisely. Recreational wildlife use is also covered, including fishing, hunting, and trapping. Participation in FFA is not required, but is strongly recommended. This course qualifies for FFA membership.

3754 **FALL HORTICULTURE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 15 per section

This class focuses on plant science and incorporates working in the greenhouse to apply students' learning hands-on. Fall Horticulture's main project is raising 300+ poinsettias in the greenhouse to sell the community. The semester long project includes experimenting with different varieties of poinsettias and growing medium. Students also learn about horticulture careers, plant propagation, greenhouse structures, and common plant pests. Participation in FFA is not required, but is strongly recommended. This course qualifies for FFA membership.

3793 **INTRO TO AG & CONSTRUCTION TECHNOLOGY** (1 year = 2 credits) GRADE 9 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

Basic Agricultural/Construction Mechanics is an introductory course that explores a wide variety of mechanical processes. Students will use scientific and mathematical applications through relevant mechanical topics. In addition, students will complete numerous lab-based and project-based activities that will give students the opportunity to develop an understanding of the scientific process and increase hand-eye coordination and motor skills. Areas of study in this course include careers in agriculture/construction mechanics, mechanical safety and hazards, hand and power tools. Topic clusters in this course include electricity, plumbing, masonry, welding and metal work, wood construction, and mechanical technology. Students will develop 21st century skills to increase employability. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration, and reinforcement of academic concepts.

3756 **LEADERSHIP & DEVELOPMENT** (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 20 per section

Leadership is for students striving to become better leaders through the development of personal and group skills. Students will look into the different personality traits, leadership styles, group dynamics, followership skills, team building, public speaking, and self-concept. The class will also complete a service project during the semester. This class is highly recommended for FFA officers, as well as any other student looking to improve their ability to lead and influence others. Participation in FFA is not required, but is strongly recommended. This course qualifies for FFA membership.

3757 **SMALL ANIMAL VET CARE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 20 per section

Small Animal Vet focuses on the pet industry. Topics covered include the U.S. pet industry, careers with small animals, animal rights and welfare, and animal safety. Students then learn more about the breeds, care, feeding, diseases, and

reproduction of common pet species, such as dogs, cats, rabbits, and many more. Participation in FFA is not required, but is strongly recommended. This course qualifies for FFA membership.

3755 SPRING HORTICULTURE (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 15 per section

This class focuses on plant science and incorporates working in the greenhouse to apply students' learning hands-on. Spring Horticulture's main project is starting 50+ varieties of annual flower and vegetable seeds to sell to the community. Students decide on the plants to grow, germinate them from seed, and transplant as needed until they are ready to sell. Over 100 hanging baskets are also made and cared for during this time. Other topics include horticulture careers, landscape design, floriculture, tree pruning, and plant propagation. Participation in FFA is not required, but is strongly recommended. This course qualifies for FFA membership.

3752 SURVEY OF THE ANIMAL INDUSTRY (1 semester = 1 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 24 per section

This class goes further into depth about animal science topics covered in Introduction to Agriculture, Food, & Natural Resources 1. Students learn more about the biotechnology side of the field, including genetics, artificial insemination, and embryo transfer. Food safety and security is also covered, including meat science. Participation in FFA is not required, but is strongly recommended. This course qualifies for FFA membership.

BUSINESS

3770 ACCOUNTING 1 (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This accounting course introduces and then expands upon the fundamental accounting procedures used in small businesses. The first year covers the full accounting cycle and incorporates topics such as payroll, taxes, debts, depreciation, ledger and journal techniques, and periodic adjustments. Students may learn how to apply standard auditing principles to the projects they work on and may prepare budgets and final reports. Calculators, electronic spreadsheets or other automated tools may be used. Completion of a practice set is included.

3771 ACCOUNTING 2 (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Teacher permission only

MAXIMUM ENROLLMENT: 18 per section

This accounting course expands upon the fundamental accounting procedures used in small businesses. The advanced course includes departmentalized accounting, branch accounting, several advanced accounting adjustments, cost accounting, corporate financing, and accounting for business decisions. The utilization of computerized accounting is introduced and expanded. Completion of an automated practice set is included.

3878 COMPUTER SCIENCE & CODING (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Algebra 1

MAXIMUM ENROLLMENT: 12 per section

The course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. The course is designed with the goal of creating leaders in computer science fields and attracting and engaging those who are traditionally underrepresented with essential computing tools and multidisciplinary opportunities.

3861 **DESKTOP PUBLISHING** (2 semesters = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: Teacher Approval

MAXIMUM ENROLLMENT: 8 per section

This is an introductory course that provides students with a basic understanding of the field of desktop publishing software and presentation software to create business publications and presentations for our school and local community. Additional topics may include design, word processing, and the use of extra equipment. Course work will include course demonstrations, laboratory exercises, and projects that are deadline-oriented.

3773 **INTRODUCTION TO BUSINESS** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Students develop skills relating to general business situations. The course concentrates on units dealing with the concepts and processes associated with successful entrepreneurship. Topics also include budgeting, banking, credit, insurance, taxes, and living on your own.

3775 **OFFICE 2016** (1 semester = 1 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

RECOMMENDED PREREQUISITE: keyboarding skills

MAXIMUM ENROLLMENT: 7 per section

Office 2016 consists of a hands-on introduction to microcomputer hardware, operating systems, and application software, and navigation of the Internet. Students will learn to manage system hardware and system software, as well as maintain a computer system. Students will also learn to navigate and publish content to the Web, as well as the dangers, and risks associated with sharing content to the Web. Students will enter, Modify, and manipulate data with word processing, spreadsheet, database, and presentation programs. Students should be familiar with the standard keyboard. This is lowa Western Community College's course #BCA 212.

3778 **RECORDKEEPING** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Students develop skills relating to general record keeping in business or personal life. Daily lessons include cashier records, petty cash, budgets, retail sales, purchases, payroll, checks, and bank statements. This program is designed to utilize realistic business problems so that students can acquire basic entry-level record keeping skills needed and office occupations. Students who have successfully completed Accounting I should not enroll in this course.

FAMILY & CONSUMER SCIENCE

3706 **CHILD DEVELOPMENT** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

In this class, we will study the principles of child growth and development from conception to adolescence. We will study the physical, intellectual, emotional, and social development of children. We will also examine the decision to parent and child guidance. You will also have the opportunity to observe and work with children outside of our classroom.

3707 **CLOTHING 1** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 12 per section

This class will cover clothing topics including the history and function of fashion, color, elements and principles of design, consumerism, and care of clothing. You will also learn about clothing construction and you will have the opportunity to create several projects of your very own.

3708 **CLOTHING 2** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Clothing 1 & teacher approval

MAXIMUM ENROLLMENT: 4 per section

This class will expand upon the topics and skills covered in Clothing 1. This is primarily an independent study and project based class, so instructor approval is required.

3703 **CULINARY ARTS** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Foods 1 & Foods 2

MAXIMUM ENROLLMENT: 20 per section

This class will learn advanced culinary techniques. You will prepare advanced categories of foods, as well as investigate the culinary arts and food service industries. We will discuss restaurant management and customer service. This class will also have the opportunity to cook for others and be evaluated for your efforts by others.

3709 **FAMILY RELATIONS** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Family is the building block of society. This class will give you an in-depth look at families today. We will study the structure of family, the characteristics of a good family, the development of a family, and challenges they may face. You will work to develop the skills to become a positive family member and to build positive relationships for all aspects of life.

3701 **FOODS 1** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

This class will teach you the basics about food preparation, nutrition and the role that food plays in our lives. We will cover topics such as personal and food safety, kitchen basics, etiquette, nutrition, and much more. You will have the opportunity to practice your skills in the kitchen several times throughout the semester.

3702 **FOODS 2** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: Foods 1

MAXIMUM ENROLLMENT: 20 per section

This class will teach you to prepare different types of basic foods. We will cover units including breads, pies and pastries, cakes, cookies, and much more. We also look more into nutrition related to weight management and eating habits, as well as meal planning. You will have the opportunity to practice your skills in the kitchen several times throughout the semester.

3710 **HOUSING & INTERIORS** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

In this class, we will discuss housing basics and the role of housing in our lives. The topics we will cover include: influences on housing, types of housing, the history of housing, architectural elements, floor plans and room arrangements, design, renting and owning, and more. You will have many opportunities to express your creativity in this class.

3705 **INDEPENDENT LIVING** (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This class will teach you the skills you need to become an independent and successful adult. You will learn about values, goals, personal management, financial skills, decisions related to home and auto, balancing roles, self-care, and much more. Many projects and hands-on activities will be a part of this class in order to teach you how to live on your own.

3704 **WORLD FOODS** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Foods 1 & Foods 2

MAXIMUM ENROLLMENT: 20 per section

In this class, you will learn about the cultural influences on foods around the world. You will have the opportunity to research different countries and prepare foods from those countries.

FINE ARTS

3638 **3-D SCULPTURE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Intro to Ceramics

MAXIMUM ENROLLMENT: 14 per section

Using methods taught in Intro to Ceramics, students will create sculptures out of many types of media such as clay, paper mache, wire, and found objects.

3646 **AMERICAN MUSIC HISTORY** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

American Music History studies the history of music in the United States and influences on that music from other countries. Units include music from folk and classical, Broadway, jazz, rock, hip-hop and R&B.

3639 **ART PORTFOLIO** (1 semester = 1 credit) GRADE 12 ELECTIVE

PREREQUISITE: all offered art classes & teacher approval

MAXIMUM ENROLLMENT: none

Students must have taken all of the above listed classes. This may only be taken as a senior and teacher must sign student into the class. This is a self-directed class to build a college portfolio. Students will have a select number of pieces to show at contest.

3612 **BAND** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: 7/8 Band or summer lessons

MAXIMUM ENROLLMENT: none

Courses in Band are intended to develop technique for playing brass, woodwind, and percussion instruments, marching style and to cover appropriate band literature styles for marching and concert performances.

3611 **CHOIR** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 120

Choir is a large choral performing group available for all high school singers, regardless of previous experience. This ensemble focuses on part-reading and singing, music terminology, large group ensemble performance technique, tone, vocal technique, and vocal health. It offers a variety of vocal music literature and represents the school in public concerts, contests, and school performances. Choir meets daily. Students can be in both instrumental and vocal music.

3637 **DRAWING** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Intro to Drawing & Painting

MAXIMUM ENROLLMENT: 18 per section

Students will study the principles of design and create works of art in a variety of media. Human and animal forms will be studied.

3613 INDEPENDENT BAND (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: 7/8 Band

MAXIMUM ENROLLMENT: none

The independent band course is offered in the fall for students wishing to audition for all-state band. Students taking this course will have personal assistance from the teacher and additional time to practice.

3614 INDIVIDUAL VOCAL TECHNIQUE/CHAMBER CHOIR (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: enrollment in Choir, teacher placement/audition

MAXIMUM ENROLLMENT: 28

During the first quarter, the students involved in Individual Vocal Techniques will be concentrating their efforts on developing vocal techniques consistent with the following: Independent a capella singing in SATB quartets, development of musicianship, and high level thinking and performance skills. If students are auditioning for All-State, they must be in this class. Second quarter, as well as second semester, the students will continue working as a performance group (chamber choir). This auditioned choir will work on high level pieces of music.

3606 INTRO TO DRAWING & PAINTING (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

Students will learn the elements of design, and learn basic drawing and painting techniques through pencil, color pencil, charcoal, ink, watercolor and acrylic paints. The grid system will be taught so students can properly enlarge a photograph.

3607 INTRO TO CERAMICS (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

Students will learn four methods of building in ceramics: pinch pottery, coil pottery, slab and throwing on the potter's wheel. In addition, students will learn printmaking techniques such as mono printing, embossing, and linoleum print.

3642 JAZZ BAND (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: enrollment in Band

MAXIMUM ENROLLMENT: none

The Jazz Band course is intended to develop technique for playing instruments in the jazz style. Depending on enrollment, the course may concentrate on solo performance and improvisation or be a rehearsal time for the Jazz Band.

3643 MUSIC THEORY (1 semester = 1 credit) GRADES 9-12 ELECTIVE

RECOMMENDED PREREQUISITE: ability to read music

MAXIMUM ENROLLMENT: 15 per section

Music Theory is intended to present the basic concepts of music from notation to tonality with an emphasis on analyzing music.

3610 PAINTING (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Intro to Drawing & Painting

MAXIMUM ENROLLMENT: 15 per section

Painting students expand their use of the elements and principles of design studied in Intro to Drawing and Painting. Students will explore a variety of painting media as they work with more complex ideas, and depth of issues, form and concept.

FOREIGN LANGUAGE

Please note: Spanish is not required for graduation from Shenandoah High School. However, families need to be aware of the college admission and completion/graduation requirements; while 2 years often is enough for college admission, some students then would take additional language classes while in college.

3602 SPANISH 1 (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This Spanish class is for beginners. Through Comprehensible Input teaching strategies, students will experience a high volume of input in Spanish, both in listening and reading formats. Students are expected to attend class daily, pay attention actively, and participate in all class activities, as interpersonal communication (mostly with teacher) in Spanish is a considerable portion of the student's grade. A student is expected to speak Spanish as much as possible, especially when making simple requests such as to leave the room, use supplies, or ask for help. Expect to provide short, simple answers in spoken and written format on topics relating directly to the student. These could include describing people, family, clothing, and interests/activities. The midterm and final have multiple parts to assess the three standards, and a student must complete all parts of both in order to move to the next semester or level.

3603 SPANISH 2 (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: Spanish 1 with a C or higher; NOTE: Heritage Spanish speakers may elect to start at level 2 instead of 1

MAXIMUM ENROLLMENT: 24 per section

The goal for Spanish 2 is to strengthen the novice skills begun in Spanish 1. Through Comprehensible Input teaching strategies, students will continue experiencing a high volume of input in Spanish through listening and reading. Students read 10 minutes in Spanish every single day. A student is expected to speak Spanish as much as possible the entire class period, especially when making simple requests such as to leave the room, use supplies, or ask for help. Again, interpersonal communication in Spanish is a large portion of a student's grade. Expect to provide a little longer answers in spoken and written format on topics such as food, health, and weekly activities, although topics may change based on class interest. Excellent attendance, attention, and active class and small group participation are expected. The midterm and final have multiple parts to assess the three standards, and a student must complete all parts of both in order to move to the next semester or level.

3625/3627 SPANISH 3 & 4 (1 year each = 2 credits each) GRADES 11-12 ELECTIVE

SPANISH 3 PREREQUISITE: Spanish 1 & 2 with a C or higher

SPANISH 4 PREREQUISITE: Spanish 1, 2, & 3 with a grade of C or higher

MAXIMUM TOTAL ENROLLMENT: 24 per section

Spanish 3 and 4 is taught together, so content changes every other year. The goal at this level is to reach the Intermediate level of proficiency, and proficiency testing through the AAPPL Measure or STAMP Test is a possibility. Students read in Spanish at least 10 minutes every single day, and instruction takes place as much in Spanish as possible. Comprehensible Input also occurs through reading news pieces and listening to different recorded items, and through discussions as the class builds characters and then stories about those characters. Often, a section on cooking is done. Every year, a novel is

chosen for the class to read and discuss, with a graphic novel version of Don Quixote every other year. Spanish 4 students also may read Esperanza Renace or a different novel based on students' skill level. Good attendance, active attention and participation in class and small-group discussions, the ability to use the imperfect language acquired without over-using electronic translators, and the drive to use Spanish outside of the class time all are necessary skills for succeeding at this level. The midterm and final have multiple parts to assess the three standards, and a student must complete all parts of both in order to move to the next semester or level.

HEALTH SCIENCE

3813 **CERTIFIED NURSE ASSISTANT** (1 semester = 1.5 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

RECOMMENDED PREREQUISITE: Introduction to Healthcare Occupations & Medical Terminology

MAXIMUM ENROLLMENT: 10 per section, preference given to seniors

This course is designed to provide knowledge and skills to work in a nursing home, home health care agency, or group home and/or hospital. The course is held in a classroom/lab and a minimum 30 hours of clinical will be in a nursing home. You will give patient care under the supervision of you instructor. During the course, health care entry level skills and behaviors to see employment will be covered: communication, interaction, ethical/legal principles, safety measures, personal hygiene, special procedures, and CPR certification. Course requirements include out-of-pocket costs, criminal/abuse background check, immunizations, tuberculosis (TB) skin testing, and a flu vaccine. This is Iowa Western Community College's course #HSC-172. This course is intended to prepare students for the Direct Care Worker Registry written and skills exam. The exams are to obtain certification and be eligible for employment as required by State Legislation. *It is a recommended course and a starting point for anyone considering a healthcare career; it is typically a prerequisite for admission to nursing programs.

3885 **CPR & FIRST AID IN THE WORKPLACE** (1 semester = .5 HS & 1.0 IWCC credits) GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

CPR and First Aid in the Workplace prepares the bystander with lifesaving, hands-on instruction in many emergency situations. Emphasis centers on real life responses and what to do in the first five minutes of an emergency. This is Iowa Western Community College's course PEH 130.

3877 **INTRODUCTION TO HEALTHCARE** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITIE: none

MAXIMUM ENROLLMENT: 20

The Introduction to Healthcare class provides an overview of the therapeutic, diagnostic, health informatics, support services, and biotechnology research and development systems of the health care industry. To pursue a career in the health science industry, students should learn to reason, think critically, make decisions, solve problems, and communicate effectively. Students should recognize that quality health care depends on the ability to work well with others. The health science industry is comprised of diagnostic, therapeutic, health informatics, support services, and biotechnology research and development systems that function individually and collaboratively to provide comprehensive health care. Students should identify the employment opportunities, technology, and safety requirements of each system. Students are expected to apply the knowledge and skills necessary to pursue a health science career through further education and employment. Professional integrity in the health science industry is dependent on acceptance of ethical and legal responsibilities. Students are expected to employ their ethical and legal responsibilities and limitations and understand the implications of their actions. **This course is recommended prior to enrolling in a health science course at IWCC (including Medical Terminology and Certified Nurse Assistant courses).

3815 **MEDICAL TERMINOLOGY** (1 semester = 1 HS & 2.0 IWCC credits) GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

Medical Terminology studies terms used in medicine. This course gives students a working knowledge of the roots, prefixes and suffixes of commonly used medical terms. Emphasis centers on the correct spelling and pronunciation of the vocabulary. Course requirements include out-of-pocket costs. This is Iowa Western Community College's course #HSC 113.

INDUSTRIAL TECHNOLOGY

3781 **CONSTRUCTION TECHNOLOGY** (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: Wood Manufacturing 1

MAXIMUM ENROLLMENT: 8 per section or teacher approval

The goal of this class is to provide students with a basic knowledge of carpentry and related skills used in the residential construction industry. Residential construction involves the building or remodeling of homes, apartments and similar structures. The program provides the opportunity to learn and apply themselves to all phase of the industry with an emphasis on carpentry and the related areas of HVAC, blueprint reading and mathematics. This class meets for two periods each semester.

3791 **DRAFTING** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 10 per section

This is an introductory course for students in the techniques of technical drawing. This course serves as a general education purpose to help students develop their capacity to analyze, organize and accurately express them graphically. Also serves as a preparatory class for students wishing to prepare themselves for gainful employment in drafting or plan to continue their education in engineering or a technical/trade school. We will have four weeks of board drafting followed by Solid Works and Chief Architect.

3727 **METALS 1** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 10 per section

These courses introduce students to the properties, uses and applications of various metals. Welding courses provide experience in various processes used to join and cut metal (such as oxyacetylene, shielded metal arc, metal inert gas and the proper use of technique. Courses often included instruction interpreting blueprints or other types of specifications.

3728 **METALS 2** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: Metals 1

MAXIMUM ENROLLMENT: 6 per section

These courses introduce students to the properties, uses and applications of various metals. Welding courses provide experience in various processes used to join and cut metal (such as oxyacetylene, shielded metal arc, metal inert gas and the proper use of technique and safety practices. Courses often included instruction interpreting blueprints or other types of specifications.

3721 **WOOD MANUFACTURING 1** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

To introduce students to various kinds of lumber used industry, and offer experience in using selected woodworking tools. Student's design and construct three separate required projects and prepare a bill of material for each. Accurate and safe use of tools, equipment and procedures are emphasized. Developing skills and becoming familiar with various types of wood finishing materials and their applications. As students advance within the class, a fourth project may be produced.

3722 WOOD MANUFACTURING 2 (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: Wood Manufacturing 1 or IACT

MAXIMUM ENROLLMENT: 15 per section

In this class, students will learn terminology of furniture or cabinetry parts with an understanding of the various construction methods used in industry. Students are allowed to construct a project of their choice. Students learn to layout their project while gaining maximum use of the material. Students learn the machining processes uses in cabinetry construction as well as the assembly and sanding techniques. Staining and finishing techniques are presented, and each student demonstrates his ability to apply a spray finish to their project.

3793 INTRO TO AG & CONSTRUCTION TECHNOLOGY (1 year = 2 credits) GRADE 9 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

Basic Agricultural/Construction Mechanics is an introductory course that explores a wide variety of mechanical processes. Students will use scientific and mathematical applications through relevant mechanical topics. In addition, students will complete numerous lab-based and project-based activities that will give students the opportunity to develop an understanding of the scientific process and increase hand-eye coordination and motor skills. Areas of study in this course include careers in agriculture/construction mechanics, mechanical safety and hazards, hand and power tools. Topic clusters in this course include electricity, plumbing, masonry, welding and metal work, wood construction, and mechanical technology. Students will develop 21st century skills to increase employability. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration, and reinforcement of academic concepts.

LANGUAGE ARTS

3323 ACADEMIC COMP & RESEARCH (1 semester = 1 credit) GRADE 12 REQUIREMENT

PREREQUISITE: Language Arts 11

MAXIMUM ENROLLMENT: 24 per section

This composition and research course is designed primarily for students whose future plans include post-secondary college/university education. It builds upon previously learned writing skills. Reinforcing the logic and critical thinking skills that accompany good writing, this course provides continued and advanced instruction in writing for a variety of purposes and audiences. Writings may include but are not limited to argumentation, comparison-contrast, description, and personal narration. Literary research is the main focus for the research component.

3883 AP LANGUAGE (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Language Arts 10, teacher approval

MAXIMUM ENROLLMENT: 24 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Language and Composition course aligns to an introductory college-level rhetoric and writing curriculum,

which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in non-fiction texts, including graphic images as forms of text, from many disciplines and historical periods. Students are required to take the AP English Language and Composition Exam in May.

3307 **AP LITERATURE** (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Language Arts 10, teacher approval

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. Students are required to take the AP English Literature and Composition Exam in May.

3303 **COMMUNICATIONS** (1 semester = 1 credit) GRADE 10-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

Communications offers students the opportunity to learn how to employ oral skills in formal and informal situations. Students will learn the proper presentation techniques and organization of a variety of types of speeches. Students will also learn effective verbal and nonverbal communication skills in interpersonal communication situations. Additional study will be based on effective organization techniques and strategies, gathering information from a variety of sources, and evaluating and crediting sources.

3300 **LANGUAGE ARTS 9** (1 year = 2 credits) GRADE 9 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Language Arts 9 builds upon the student's prior knowledge of grammar, vocabulary, word usage, reading strategies, and the mechanics of writing, and includes extensive reading and writing. Students study various literary genres and complete related writing and vocabulary exercises. A library unit emphasizing the access and evaluation of materials is also a part of the course.

3301 **LANGUAGE ARTS 10** (1 year = 2 credits) GRADE 10 REQUIREMENT

PREREQUISITE: Language Arts 9

MAXIMUM ENROLLMENT: 24 per section

Language Arts 10 builds on the student's prior knowledge of grammar, vocabulary, word usage, reading strategies, and the mechanics of writing through extensive reading and writing. Students study various literary genres and complete related writing and vocabulary work.

3302 **LANGUAGE ARTS 11** (1 year = 2 credits) GRADE 11 REQUIREMENT

PREREQUISITE: Language Arts 10

MAXIMUM ENROLLMENT: 24 per section

Language Arts 11 builds upon the student's prior knowledge of grammar, vocabulary, word usage, reading strategies, and mechanics of writing, and includes extensive reading and writing. Students study American informational and literary texts and complete related writing and vocabulary exercises to examine how authors and their works influence history. The research writing process is an additional focus of the course, with students working to write a research paper.

3321 **LANGUAGE ARTS DEVELOPMENT** (1 year = 2 credits) GRADES 9-12 ASSIGNED

PREREQUISITE: Can only be taken concurrently with another Language Arts course; teacher(s) approval required

MAXIMUM ENROLLMENT: 15 per section

Language Arts Development is designed for the teacher to select and teach only the appropriate standards corresponding to a student's grade level and/or instructional needs in relation to other Language Arts courses in which the student is enrolled. The curriculum of the course will vary for each enrolled student, but major areas of focus will include reading comprehension and strategies, grammar usage and conventions, vocabulary acquisition, study skills and strategies, and writing skills.

3322 **RESEARCH & TECHNICAL WRITING** (1 semester = 1 credit) GRADE 12 REQUIREMENT

PREREQUISITE: Language Arts 11

MAXIMUM ENROLLMENT: 24 per section

This writing course helps prepare students for writing they might encounter in the world of work, including writing based on the research process. They will learn about what types of writing constitute "technical" writing and will work to be proficient in the use of these types of writing to better prepare them for work-related tasks beyond the classroom.

MATHEMATICS

3112 **ACT PREP MATH** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Algebra 2

MAXIMUM ENROLLMENT: 25 per section

This course covers the front end of the high school math curriculum, including: Pre-Algebra, basic and intermediate algebra, plane and coordinate geometry, and basic trigonometry. In covering the material from Pre-Algebra to Algebra 2, this course provides an effective review for the ACT.

3102 **ALGEBRA 1** (1 year = 2 credits) GRADES 9-12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 25 per section

This course is designed to teach fundamental concepts of Algebra in depth, preparing students for future math and/or related courses. The course includes a study of numbers, expressions, functions, and statistics.

3104 **ALGEBRA 2** (1 year = 2 credits) GRADES 9-12 REQUIREMENT

PREREQUISITE: Geometry

MAXIMUM ENROLLMENT: 25 per section

This course introduces many new concepts and is geared for the college bound student. An understanding of the principles of algebra and problem solving skills is emphasized. Topics covered include logarithmic functions, rational and radical functions, functions/inverses, exponentials, trigonometry, and statistics.

3105 **BUSINESS MATH** (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

In this course, students will study mathematical concepts with real-world, practical applications. All of the concepts covered could be utilized by the 21st century consumer throughout their adult life. After completion of many of the topics of the course, a real-world project will summarize the concepts learned regarding the recently covered topic. Topics to be explored during the course include: money management including banking services, payroll, taxes and insurance, consumer purchasing, interest accumulation as it pertains to both savings and loans, and depreciation. All aspects of the course require a calculator for computation, thus students enrolling in the class are required to provide their own calculator.

3108 **CALCULUS** (1 semester = 1 credit) GRADE 12 ELECTIVE

PREREQUISITE: Trigonometry & Discrete Math

MAXIMUM ENROLLMENT: 15 per section

This Calculus course is intended for students who have attained pre-calculus objectives through prerequisite courses Trigonometry and Discrete Math. In this course the student will study limits, derivatives, and applications of calculus. The use of graphing calculators is a key component in this class. It is strongly encouraged to purchase your own graphing calculator for use in this course.

3106 **DISCRETE MATH** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Algebra 2

MAXIMUM ENROLLMENT: 20 per section

In this course, students will explore advanced mathematical concepts not introduced in other courses offered. Some of the topics to be covered include logic, set theory, matrices, and vectors.

3103 **GEOMETRY** (1 year = 2 credits) GRADES 9-12 REQUIREMENT

PREREQUISITE: Algebra 1

MAXIMUM ENROLLMENT: 25 per section

This course will emphasize an abstract and formal approach to Geometry. This will include topics such as properties of plane and solid figures; deductive methods of logic; geometry as an axiomatic system including the study of postulates, theorems, and form congruence, similarity, parallelism, and perpendicularity; and rules of angle measurement in trigonometry, coordinate geometry, and transformational geometry.

3864 **MATH DEVELOPMENT** (1 semester = 1 credit) GRADES 9-12 ASSIGNED

PREREQUISITE: teacher approval

MAXIMUM ENROLLMENT: 15 per section

Math Development is designed for the teacher to select and teach only the appropriate standards corresponding to a student's grade level and/or instructional needs in relation to other Mathematics courses. The curriculum of the course will vary for each enrolled student, but major areas of focus usually include proportional relationships, linear relationships, solving equations and inequalities, basic geometry topics, probability, and statistics.

3115 **MATH MODELING** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Algebra 2

MAXIMUM ENROLLMENT: 20 per section

Students are introduced to the world of applied mathematics through the study of the process of mathematical modeling. This process which connects mathematics to the real world, involves four steps: 1) identification of a "real world" problem, 2) the reduction of the problem to an equation or mathematical model, 3) the performance of a mathematical solution, and finally, 4) the interpretation of the solution within the context of the problem. An appreciation for the power and beauty of

mathematics is pursued through the application of mathematical modeling to a variety of problems including, but not limited to, political science, economics, sports, ecology, biological and physical sciences.

3114 **STATISTICS**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: Algebra 2

MAXIMUM ENROLLMENT: 20 per section

In this course, students will be introduced to the major concepts of probability, interpretation of data, and statistical problem solving. Students will learn the course concepts through hands-on experimentation and investigation. They will analyze existing data as well as data collected through a survey, observational study or experiment. They will then display the data in different ways, analyze it, and draw conclusions based on the results. The four main components of the course are: exploring data, data collection, probability, and inference.

3113 **TRIGONOMETRY**

(1 semester = 1 credit)

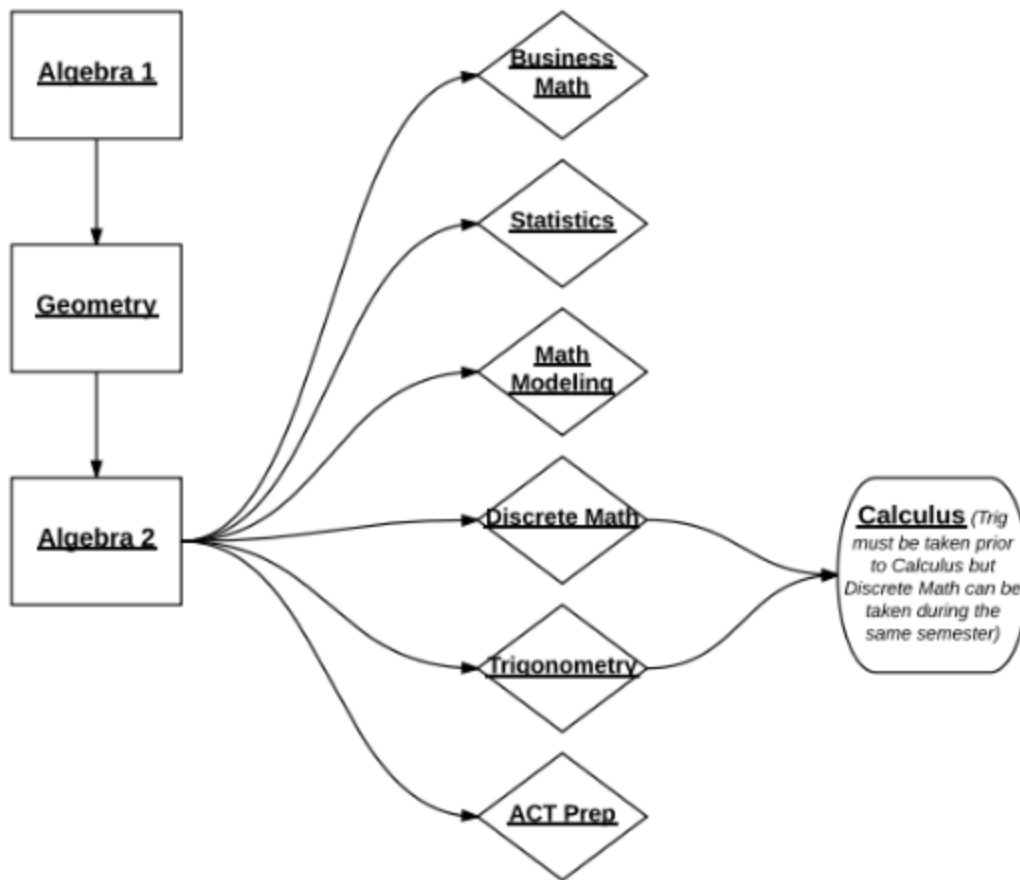
GRADES 10-12 ELECTIVE

PREREQUISITE: Algebra 2

MAXIMUM ENROLLMENT: 20 per section

Students first review the measures of angles, arc lengths and sectors of circles, and then are introduced to the definitions of sine, cosine, tangent, secant, cosecant, and cotangent. The definitions will be presented initially using right triangles and the unit circle, while using the unit circle the students will become more aware of the periodicity of the trig functions and how they can be graphed. After this initial setup, students will learn how to graph certain equations based on scale changes and translations, and develop equations from the graphs as well. Modeling using trig functions will also be developed in this course.

MATH COURSE FLOWCHART



MENTORING

3857 **MUSTANG MENTOR**

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: no office referrals, no violation of good conduct policy, good attendance (minimal absences & tardies), teacher/staff recommendation

MAXIMUM ENROLLMENT: determined each semester

This course will involve one-to-one or small group mentoring/tutoring within an elementary or 5/6th grade classroom. The high school Mustang Mentor will work with a student or students with guidance from the classroom teacher or supervisor. The focus of this class will be on assisting younger students with academic assistance behavior/emotional control and overall support. The goals of the course are to help younger students improve grades, improve learning attitudes, demonstrate better responsibility, develop self-motivation, work well with peers and staff, increase self-esteem and prepare for the next grade level. Skills needed to be successful in this class: patience, persistence, dependability, consistency, ability to communicate well, ability to role model positive learning skills and techniques. Specific expected outcomes: enhance ability to work with and relate to younger students, strengthen ability to communicate with others, learn techniques

to assist and motivate younger students. Career Pathways: education, social services, human services, juvenile justice, counseling, psychology, sociology.

A second route to this course will involve one-to-one mentoring within the secondary life skills special education program. The high school mentor will work with a life skills special education student with guidance from the special education teacher. The focus of this class will be on assisting a student with life skills, academic assistance, and overall support. The goal of this course is to help the mentor learn more about special education and disabilities. The special education teacher will interview students to figure out if they would fit one of the current life skills' student's needs. If the student chooses to become a mentor for a secondary life skills special education student, you are required to be with the student for the entire school year. Skills needed to be successful in this class: good attendance, patience, caring, persistence, dependability, consistency, ability to communicate well, ability to role model positive learning skills and techniques. Specific expected outcomes: strengthen ability to communicate with others, learn techniques to assist and special education students. Career Pathways: education, social services, occupational therapy, education associates.

MULTI-OCCUPATIONAL CAREERS

3736 **AUTO MECHANICS TECHNOLOGY 1** (1 year = 2 credits)

GRADES 10-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 10 per section

Automotive Mechanics/Technology 1 is a course of fundamentals that covered passenger car construction, principles of operation, and basic service procedures. This is the foundation on which a sound, thorough knowledge of auto mechanics is based. Once these fundamentals are learned, know how through experience will enable the student to diagnose trouble and perform needed repairs.

3738 **AUTO MECHANICS TECHNOLOGY 2** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Auto Mechanics 1

MAXIMUM ENROLLMENT: 10 per section

Automotive Mechanics/Technology 2 is a course that advances the knowledge gained in Automotive Mechanics/Technology 1 which covered passenger car construction, principles of operation and basic service procedures. Students will gain further know how through experience which will enable the student to diagnose trouble and perform needed repairs.

AUTO MECHANICS TECHNOLOGY 3 (1 year = 2 credits)

GRADES 12 ELECTIVE

PREREQUISITE: Auto Mechanics 1 & 2

MAXIMUM ENROLLMENT: 10 per section

Automotive Mechanics/Technology 3 is a course that advances the knowledge gained in Automotive Mechanics/Technology 2 which covered passenger car construction, principles of operation and basic service procedures. Students will gain further know how through experience which will enable the student to diagnose trouble and perform needed repairs.

3512 **EXPLORING TEACHING OPPORTUNITIES 1** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: none

The purpose of the course is to provide students with an opportunity to explore the teaching profession through online class discussions and assignments as well as field experience in a variety of preK-12 grade classrooms. The components of the class will include the following: the role of schools and educators in communities and society at large, the process of developing an

understanding of how students learn and combining that with strategies for meeting educational goals, the important role of communication, collaboration, and decision making within the teaching profession, & the use of technology in education.

3513 **EXPLORING TEACHING OPPORTUNITIES 2** (1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: Exploring Teaching Opportunities 1

MAXIMUM ENROLLMENT: none

The purpose of this course is to provide students with the opportunity to continue to explore the teaching profession through ongoing field experience with a cooperating teacher in the preK-12 Shenandoah school district. During this field experience the student will work one-on-one with a student or a small group. The student will develop activities/lessons or use one the cooperating teacher uses in the classroom. A reflective journal will be required to be kept on a daily/weekly basis about the time spent in the classroom, the things learned, and the applications for the future as a teacher.

PHYSICAL EDUCATION / HEALTH

3616 **HEALTH**

(1 year = 2 credits)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

Students in this course have an opportunity to develop skills related to their total wellness. Students will work on all levels of wellness: social, mental, and physical.

3618 **PHYSICAL EDUCATION**

(1 semester = 1 credit)

GRADES 9-12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 25 per section

Physical Education focuses on student participation in a wide variety of team and individual activities throughout the course. The students will meet daily and participate in units lasting from two to three weeks long. Each unit will start with a unit overview including the history, origin, and rules/etiquette of the activity. A written unit exam will be given at the end of specific units to assess the student's knowledge of the unit. In addition, there will be skills test given to assess the student's improvement throughout specific units. Physical fitness is the last area that the students will be assessed on. A physical fitness pre-test will be administered at the beginning of the course and a post-test to conclude the class. The tests will assess cardiovascular endurance, muscular strength and flexibility. They will be used to track student improvement. The students will also be introduced to the weight program Bigger Faster Stronger. The students will split time between physical education units and the weight room. A student in physical education will get the opportunity to lift weights approximately half the time they are in class.

3617 **WEIGHTS**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: active in at least one sport

MAXIMUM ENROLLMENT: 20 per section

Weight Training focuses on definitions and common terms used in the weight room, identifies major muscle groups, includes easy-to-follow instructions and safe lifting procedures and provides the program Bigger Faster Stronger to get students started. Clear explanations of weight training philosophies such as FITT (frequency, intensity, time, and type), gradual progressive overload, individuality and specificity, and adaptation are provided. Students will participate in a weight program that meets daily. The program will be broken down into four week cycles that are found on the BFS record card. At the conclusion of each quarter students will test out in our four core lifts; bench, squat, clean, and dead lift. Also, a physical fitness pre-test will be administered at the beginning of the course and a post-test to conclude the class. The tests will assess cardiovascular endurance, muscular strength and flexibility. They will be used to track student improvement.

SCIENCE

3200 **9TH GRADE SCIENCE** (1 year = 2 credits) GRADES 9-12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Ninth Grade Science is an integrated science course. Students will learn among other topics: Earth Materials and Systems, Human Impacts, Global Climate Change, Natural Resources, Natural Hazards, Biogeology, The History of the Universe, Plate Tectonics, The Role of Water in Earth's Processes, Forces and Motion, and Energy.

3208 **ANATOMY & PHYSIOLOGY** (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: successful completion of Biology or concurrent enrollment in Biology w/permission of teacher

MAXIMUM ENROLLMENT: 18 per section

Essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. First semester of a two-semester sequence deals with the structure and function of the human body and mechanisms for maintaining homeostasis within it. The class includes the study of cells, tissues, and the integumentary system. Second semester is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The skeletal, muscular, nervous, cardiovascular, and urinary systems are included. Laboratory dissection will be used to relate structures to those of humans.

3211 **AP CHEMISTRY** (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Chemistry

MAXIMUM ENROLLMENT: 15 per section

Chemistry is the study of the properties and structure of matter. The AP Chemistry course covers the same content covered in two semesters of general chemistry at a college level. Successful completion of high school chemistry is a prerequisite for AP Chemistry. In AP Chemistry, students will expand their knowledge on, among other topics, the structure of atoms, chemical bonding, chemical reactions, stoichiometry, gas laws, solution chemistry, thermochemistry, nuclear chemistry, reaction kinetics, electrochemistry, equilibrium, acids and bases, and more. The course is also designed to replicate the same experience as that of college chemistry laboratory course. Students will spend time doing in-depth experiments and write college level quality lab reports. Using the history of scientific theory, science textbooks, lab investigations, and research, students will become even more scientifically literate in chemistry. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning. The course is designed to improve the study skills that are necessary to be successful in rigorous college level courses.

3201 **BIOLOGY** (1 year = 2 credits) GRADES 9-12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Biology is a two-term course offered to mainly sophomore students. Biology focuses on the study of life by examining the next generation science standards concepts: cellular biology, genetics, ecology, and evolution. The scientific process and laboratory skills are emphasized along with biology's connections to other scientific disciplines.

3202 **CHEMISTRY** (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: Physical Science & previous or concurrent enrollment in Algebra 1

MAXIMUM ENROLLMENT: 24 per section

Chemistry is the study of the properties and structure of matter. Students will understand the structure of atoms, the usefulness of the periodic table, chemical bonding, chemical reactions, the mole, stoichiometry, and the gas laws. Using the history of science, science textbooks, lab investigations, and research, students will become scientifically literate in chemistry. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided

practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning.

3205 PHYSICS

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Physical Science & previous or concurrent enrollment in Algebra 2

MAXIMUM ENROLLMENT: 24 per section

Physics involves the study of the forces of nature affecting matter: equilibrium, motion, momentum, and the relationship between matter and energy. Using the history of science, science textbooks, lab investigation, and research, students will become scientifically literate in physics. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning.

SENIOR REQUIREMENT

3508 SENIOR PORTFOLIO

(1 semester = 1 credit)

GRADE 12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This required course for all seniors allows students the opportunity to build their personal portfolio and learn a wide variety of job searching, job getting, and job keeping skills. Students are exposed to a variety of information on career and training options in pursuit of career decision making. Attention to life skills is also emphasized. Skills include CPR training, renting an apartment, buying a car, obtaining insurance, and understanding the use of financial services.

SOCIAL SCIENCES

3403 AMERICAN GOVERNMENT

(1 year = 2 credits)

GRADE 12 REQUIREMENT

PREREQUISITE: Social Science

MAXIMUM ENROLLMENT: 30 per section

In the next year, students will study the history, concepts, principles, and theories of government by examining the United States as well as the history, concepts, principles, and theories of economics domestically and internationally. We will examine the meaning of government at the local, state, and national level and how government is connected to all aspects of society. Students should expect to study a variety of topics and analyze how individuals and government affect those issues so they can understand the goal of citizenship and become aware of his/her rights and responsibilities as a member of society. Current events will be essential in guiding our study of government. This class will involve small and large group discussion, individual and group projects, and lectures with note-taking.

3404 AP AMERICAN GOVERNMENT

(1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: Social Science

MAXIMUM ENROLLMENT: 30 per section

This course is modeled after the goals, topics, and outlines provided by the College Board Advanced Placement Program. Using their guidelines, the instructor will set the curriculum for this class as the equivalent of a rigorous political science college class. This course will focus on issues in government and politics in the United States. The course outline contains a detailed list of topics in sequential order. Students should expect to achieve mastery on meet the standards and benchmarks. Students should enhance reading and writing skills. Students will learn the demanding pace of college classes, how to thoroughly examine materials and topics, and the amount of out-of-class time it takes to complete a college-level course. No matter the score achieved on the AP Exam, students should take away skills and knowledge that will prepare them to be successful college students after graduation. This course addresses the same standards as American Government, but in a more in-depth and rigorous study. Students are required to take the AP Government Exam in May.

3408 **CONTEMPORARY AFFAIRS** (1 semester = 1 credit) GRADES 10-12 ELECTIVE
Prerequisite: Social Science
Maximum Enrollment: 25 per section
This course is designed to accommodate students with a wide variety of information in various areas of social studies and current events. Each student will be provided with a text of current national and international issues. The course will incorporate sociology, geography, government, and history.

3431 **ECONOMICS** (1 semester = 1 credit) GRADE 12 REQUIREMENT
PREREQUISITE: Social Science
MAXIMUM ENROLLMENT: 25 per section
Economics is a semester long course designed to introduce students to the basic principles of both micro and macroeconomics. We will explore economic concepts and their application to problems of both private and public policy. We will look at issues such as inflation, unemployment, poverty rates, and their possible causes and cures, and how they affect both individuals and the economy as a whole. Additionally, we will analyze the role of the government and the Federal Reserve in the US and global economies.

SOCIAL SCIENCES (1 semester = 1 credit) GRADES 11-12 ELECTIVE
PREREQUISITE: None
MAXIMUM ENROLLMENT: 15 per section
This course provides an overview of the scientific study of anthropology, human behavior, human society, culture, and social interactions. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, socialization, research methods, diversity and inequality, cooperation and conflict, social change, and other relevant topics.

3400 **9TH GRADE HISTORY** (1 year = 2 credits) GRADE 9 REQUIREMENT
PREREQUISITE: None
MAXIMUM ENROLLMENT: 30 per section
9th Grade History is designed as an introductory social studies class to develop a stronger academic foundation for future classes. Specific areas or units of instruction include: world and local history, recognizing the interaction and influence between individuals and various groups, analyzing civic and political institutions, assessing the global economy and interconnections, analyzing human population, critiquing historical sources and evidence, comparing perspectives, and current events.

3406 **PSYCHOLOGY** (1 semester = 1 credit) GRADES 11-12 ELECTIVE
PREREQUISITE: Social Science
MAXIMUM ENROLLMENT: 15 per section
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics.

3405 **SOCIOLOGY** (1 semester = 1 credit) GRADES 11-12 ELECTIVE
PREREQUISITE: Social Science
MAXIMUM ENROLLMENT: 15 per section
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Throughout this course, students will learn by brainstorming, cooperative learning, guided practice, inquiry, memorization, research, and note-taking.

3402 **U.S. HISTORY** (1 year = 2 credits) GRADES 11-12 REQUIREMENT
PREREQUISITE: Social Science
MAXIMUM ENROLLMENT: 25 per section
This course will emphasize the history of the U.S. in the 20th century. Units that will be covered include the Progressive era, World War I and World War II, the Great Depression/New Deal, the Cold War, the 1960's and the Modern Times.

3401 **WORLD HISTORY** (1 year = 2 credits) GRADES 10-12 ELECTIVE
PREREQUISITE: Social Science
MAXIMUM ENROLLMENT: 25 per section
World History will employ a chronological approach to the history of western civilizations surveying humankind's social, economic, political, military, and cultural development from early civilization to the contemporary period. By Structure, students will develop a sense of the continuity of world history and an understanding of cause-and-effect relationships. The course is based on: role playing activities, puzzles, map exercises, creative writings, group activities, discussion, lectures, drawings, and films. The goal is for the student to gain an appreciation for some of the world's greatest people, places, and events.

SPECIAL EDUCATION

3505 **GUIDED STUDY** (1 credit/semester for each period) GRADES 9-12 ELECTIVE
PREREQUISITE: written in IEP
MAXIMUM ENROLLMENT: none
Offered each term to students as indicated on their Individual Education Plan (IEP). Multiple sections of this class may be taken. The primary goal of the class is to assist students in developing skills that will enable them to meet the demands of the regular curriculum and help them to generalize situations and settings outside the school. Study skills, goal-setting, peer interaction, problem-solving and developing self-esteem are areas that will be covered. Assistance will also be available for classroom assignments. Specially designed instruction will be provided as outlined in the student's IEP.

3501 **INDIVIDUAL WORK STUDY** (1 credit/semester for each period) GRADES 9-12 ELECTIVE
PREREQUISITE: written in IEP
MAXIMUM ENROLLMENT: none
This class is designed to give students exposure to various career opportunities according to their interests. Jobs are found by the special programs director for each student and the student receives credit upon completion of all requirements set by the employer and instructor.

3506 **LIFE SKILLS** (1 credit/semester for each period) GRADES 9-12 ELECTIVE
PREREQUISITE: written in IEP
MAXIMUM ENROLLMENT: none
This class develops the daily life skills that a student will need to be able to live and work independently. The focus will be on daily life skills that are in the areas of cooking, cleaning, laundry, vocational work skills, personal information, money, time, social interaction, personal care, and communication skills. This list is not inclusive and could be added to or taken away from depending on the individual's own needs as described in his/her IEP.

WORK OPPORTUNITIES

CTE INTERNSHIP

(1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: on track to graduate, internship established before August 15th for approval in the program, learning targets & deadlines met, work at least 4 hours a week at the business, no behavior referrals, GPA of 3.0 or higher, & school attendance of 90% or better during junior year

MAXIMUM ENROLLMENT: 5-10 seniors per year

Seniors in high school will actively have an internship with a local company in the immediate area. The goal will be for the students to work in a work-study format with a local business. The internship may be paid or not depending on the contract between the school and place of business. Students will work on a weekly journal to assess job performance and learning objectives. This is an application class the guidelines would have to meet to count as class credit.

3501 **WORK STUDY**

(up to 9 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: part-time job & Principal approval

MAXIMUM ENROLLMENT: none

Students have the opportunity to receive credit for working an outside of school job. Students will receive one credit for every 120 hours worked. Students must provide proof of hours worked and submit required paperwork each quarter in order to receive credit.