

Shenandoah Community School District Board of Directors  
Shenandoah Administrative Board Room  
July 12, 2021 – 5:00 p.m.

Board Agenda

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

Andrew Lynes	K8 Counselor	MA+15/Step 4 - \$48,539.20
*plus 10 additional contract days		
Hannah Rodgers	Associate	\$12.19/hr probationary
Terri Henderson	Substitute Van Driver	\$14.72/hr
Timothy Akers	Night Custodian	\$13.95/hr probationary
Tyler Fulks	6-12 Social Studies Content Specialist	\$6,000

  
Resignations:

Loriann Ward	Night Custodian	effective July 20 <sup>th</sup>
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Transfers:

Kristin Moore	1.0 Remote Learning Coordinator to .5 FTE Remote Learning Coordinator and .5 FTE MS Social Studies*
	*pending proper licensure
  - d. Grant Requests
    - i. Tiffany Spiegel – Iowa Child Care Grant Application – funding to be used for startup for after school care
7. Action Items
  - a. Approve 2<sup>nd</sup> Reading of the 300 and 400 Sections of Board Policies
  - b. Approve Milk Bid for 2021-22 with Kemp's (DFA) - Low Bid
  - c. Approve Consortium Agreement with Council Bluffs CSD for students enrolled at Children's Square or Heartland Family Service
  - d. Approve PowerSchool Access Agreement
  - e. Approve Screencastify Student Data Privacy Addendum
  - f. Approve Agreement with ICN for Category One Data Transmission and/or Internet Access Service
8. Informational Items:

Special Meeting – July 22, 2021 at 5:00 p.m.  
Next Regular Meeting – August 9, 2021 at 5:00 p.m.
9. Adjournment

**Shenandoah Community School District**  
**Minutes of the Regular Meeting of the Board of Directors – June 14, 2021**  
**Administration Board Room**

**Call to Order:**

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

**Roll Call:**

Roll Call was answered by Directors Darrin Bouray, Jean Fichter, Jeff Hiser, Kathy Langley and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes.

**Mission Statement:**

The SCSD Mission Statement was read by Director Hiser.

**Welcome to Audience:**

President Fichter welcomed everyone to the meeting.

**Open Forum:**

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

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts and the payment of bills. Personnel Requests: Contracts: Troy Ersland, MS/HS Social Studies - MA/Step 5 - \$46,170 and HS Asst. Boys Basketball - \$3,576; Tyson Ratliff, HS Mentor Teacher - \$4,500. Summer Learning (\$25/hr): Stacy Resh. Resignations: Kelsey Potratz, 8<sup>th</sup> Grade Boys Basketball; Lou Saner, Bus Driver; Rebecca Efta, Elementary Associate. Modifications (2021-22): Kristy O'Rourke – Reduce contract to 172.5 days - \$42,274.55 - assigned to work 5 days prior to start of school year and 1 day in July, not scheduled during conferences, early outs or remaining PD days. Retirement Incentive (effective June 30, 2022): Kyan Kirkholm. Grant Requests: Tahrae Bonnes – Decat/Community Partnership for Protecting Children in Fremont, Page and Taylor Counties for after school care program items in the 2021-22 school year. Open Enrollment Request: CV – out to CAM/Iowa Connections Academy – deny due to late file and does not meet just cause. Motion to approve by Director Langley, second by Director Van Der Vliet. Ayes – Bouray, Langley, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 4-1.

**Action Items:**

***Approve First Reading of the 300 and 400 Sections of Board Policies:***

Motion to approve by Director Langley, second by Director Bouray. Motion carried unanimously.

***Accept Receipt of District Audit Report – FY20:***

Motion to accept by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

***Approve Corporate Wellness Agreement with Shenandoah Medical Center:***

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

***Approve High School Course Handbook:***

Motion to approve by Director Van Der Vliet, second by Director Bouray. Motion carried 4-0 with Director Langley abstaining.

***Approve IGNITE Handbook:***

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

***Approve Student/Parent Handbook:***

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

***Approve PK Handbook:***

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

***Approve Coaching Handbook:***

Motion to approve by Director Langley, second by Director Bouray. Motion carried unanimously.

**Approve Contract with Brightspark Travel for Washington DC/New York Trip:**

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

**Approve Bid for PK Flooring with Hineline for \$27,310.06 – ESSER Approved:**

Hineline was the only company that submitted a bid. Motion to approve by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

**Approve Camera & Licensing Purchase from Meraki for the JK-8 Building in the amount of \$39,360:**

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

**Approve Textbook Fee for \$20.00:**

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

**Approve Review of the 100 & 200 Section of Board Policies:**

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

**Discussion Items (possible action):**

**ESSER II and III Funds:**

The board discussed ideas for uses of ESSER funds. Director Hiser made a motion to move forward with ESSER Employee Plan as discussed which includes the possible hiring of an Afterschool/Summer Coordinator, 3-4 Afterschool/Summer Staff, a School Counselor, 2 Academic Interventionists at the K8 and Additional Paras at the elementary. The motion was seconded by Director Bouray. Motion carried unanimously.

**Informational Items:**

Next Regular Meeting – July 12, 2021 at 5:00 pm.

**Adjournment:**

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 5:39 pm. Motion carried unanimously.

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Board Secretary

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Board President

Following the meeting the board met in exempt session as authorized in section 21.9 to discuss “employment conditions” which includes wages, hours, vacations, insurance, holidays, leaves of absence, shift differentials, overtime compensation, supplemental pay, seniority, transfer procedures, job classifications, health and safety matters, evaluation procedures, procedures for staff reduction, in-service training, and grievance procedures.

**Shenandoah Community School District**  
**Minutes of the Regular Meeting of the Board of Directors – June 17, 2021**  
**Administration Board Room**

**Call to Order:**

Board President Jean Fichter called the meeting to order at 10:00 a.m.

**Roll Call:**

Roll Call was answered by Directors Darrin Bouray (via phone), Jean Fichter (via phone), Jeff Hiser (via phone) and Adam Van Der Vliet (via phone). Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes. Absent was Director Kathy Langley.

**Action Items:**

***Approve Pay Incentive for Support Staff:***

Director Hiser made a motion to pay an incentive to all hourly staff and anyone not considered an administrator, supervisor or teacher \$250 per semester, second by Director Van Der Vliet. Motion carried 4-0 with Director Langley absent.

**Informational Items:**

Next Regular Meeting – July 12, 2021 at 5:00 pm.

**Adjournment:**

Motion by Director Van Der Vliet, second by Director Bouray to adjourn the meeting at 10:04 a.m. Motion carried 4-0 with Director Langley absent.

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Board Secretary

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Board President

**Shenandoah Community School District**  
**Minutes of the Regular Meeting of the Board of Directors – June 28, 2021**  
**Administration Board Room**

**Call to Order:**

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

**Roll Call:**

Roll Call was answered by Directors Darrin Bouray, Jean Fichter, Jeff Hiser, Kathy Langley and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes.

**Consent Agenda:**

Approve the consent agenda. Personnel Requests: Contracts: Frances Hughes, .5 Student Council Advisor - \$564.50; Jason Guerin, 6-12 Science Content Specialist - \$6,000; Jennifer Chapa, 6-12 Language Arts Content Specialist - \$6,000; Jennifer Stephens, 6-12 Math Content Specialist - \$6,000; Julie Murren, Elementary Interventionist – BA/Step 9 - \$47,880; Lindsey Lundgren, .5 Student Council Advisor - \$564.50; Melissa Crawford, K8 Associate - \$12.19/hr probationary. Resignations: Tara Doyle, 8<sup>th</sup> Grade Volleyball. Motion to approve by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

**Action Items:**

***Accept Darrin Bouray's Resignation from the Board of Directors effective June 30, 2021:***

Motion to accept by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

***Discuss and Approve Process for Filling Board Vacancy:***

After much discussion, Director Langley made a motion to have applicants answer the interest survey questions that will be published in the newspaper and on the school website and submit them to the board secretary prior to the July 15<sup>th</sup> deadline, after which the board secretary will forward that information to the board for them to use as they interview all applicants at a future special board meeting, second by Director Van Der Vliet. Ayes – Langley, Van Der Vliet, Bouray, Fichter. Nays – Hiser. Motion carried 4-1.

**Informational Items:**

Next Regular Meeting – July 12, 2021 at 5:00 pm.

Special Meeting – July 22, 2021 at 5:00 pm.

**Adjournment:**

Motion by Director Bouray, second by Director Van Der Vliet to adjourn the meeting at 5:37 p.m. Motion carried unanimously.

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Board Secretary

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Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>General Fund (10)</b>						
Beg Balance Checking (FNBC)	\$1,243,866.25	\$466,578.18	\$852,317.45	\$824,301.20	\$231,088.23	\$80,716.89
Beg Balance Savings (FNBC)	\$2,724,672.11	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38	\$3,524,091.45
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues	\$56,745.67	\$151,061.98	\$1,334,814.17	\$2,012,906.49	1,055,643.39	\$1,135,926.64
Expenditures	-\$885,669.31	-\$1,155,049.85	-\$1,068,641.91	-\$1,136,957.50	-1,091,707.89	-\$1,084,758.37
End Balance Checking (FNBC)	\$466,578.18	\$852,317.45	\$824,301.20	\$231,088.23	80,716.89	\$39,626.15
End Balance Savings (FNBC)	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38	3,524,091.45	\$3,620,029.78
End Balance Checking (BI)						
End Balance Savings (BI)						
<b>Total General Fund</b>	<b>\$3,455,442.83</b>	<b>\$2,491,815.96</b>	<b>\$2,757,988.22</b>	<b>\$3,639,228.61</b>	<b>\$3,604,808.34</b>	<b>\$3,659,655.93</b>
<b>Management Fund (22)</b>						
Beg Balance Checking (FNBC)	\$52,351.80	\$28,509.35	\$41,251.61	\$2,071.15	\$328.10	\$20,266.95
Beg Balance Savings (FNBC)	\$1,107,944.62	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74	\$1,161,332.77
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$9,453.44	\$3,042.20	\$94,790.95	\$191,276.85	\$39,198.41	\$19,539.03
Expenditures Checking	-\$23,859.37	-\$237,269.80	-\$39,182.55	-\$6,743.30	-\$9,403.53	-\$34,121.45
End Balance Checking (FNBC)	\$28,509.35	\$41,251.61	\$2,071.15	\$328.10	\$20,266.95	\$6,147.79
End Balance Savings (FNBC)	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74	\$1,161,332.77	\$1,160,869.51
End Balance Checking (BI)						
End Balance Savings (BI)						
<b>Total Management Fund</b>	<b>\$1,145,890.49</b>	<b>\$911,662.89</b>	<b>\$967,271.29</b>	<b>\$1,151,804.84</b>	<b>\$1,181,599.72</b>	<b>\$1,167,017.30</b>
<b>SAVE Fund (33)</b>						
Beg Balance Checking (FNBC)	\$645,393.77	\$124,991.61	\$9,870.07	\$49,503.30	\$329,657.21	\$252,692.42
Beg Balance Savings (FNBC)	\$4,381,301.61	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18	\$1,210,928.93
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$92,558.67	\$88,730.37	\$88,431.48	\$88,348.11	121,794.93	\$89,815.38
Expenditures Checking	-\$1,590,492.43	-\$1,235,140.50	-\$780,394.53	-\$289,862.16	-147,047.97	-\$142,562.73
End Balance Checking (FNBC)	\$124,991.61	\$9,870.07	\$49,503.30	\$329,657.21	252,692.42	\$180,212.94
End Balance Savings (FNBC)	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18	1,210,928.93	\$1,230,661.06
End Balance Checking (BI)						
End Balance Savings (BI)						
<b>Total SAVE Fund</b>	<b>\$3,528,761.62</b>	<b>\$2,382,351.49</b>	<b>\$1,690,388.44</b>	<b>\$1,488,874.39</b>	<b>\$1,463,621.35</b>	<b>\$1,410,874.00</b>
<b>PPEL Fund (36)</b>						
Beg Balance Checking (FNBC)	\$252,708.95	\$181,353.93	\$1,250.77	\$13,312.48	\$11,272.58	\$45,879.74
Beg Balance Savings (FNBC)	\$400,663.93	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46	\$481,471.47
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$4,071.99	\$2,027.97	\$65,137.27	\$132,774.84	\$26,925.20	\$163,738.20
Expenditures Checking	-\$71,462.68	-\$185,103.51	-\$17,940.92	-\$17,046.80	-\$65,405.03	-\$12,166.71
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$181,353.93	\$1,250.77	\$13,312.48	\$11,272.58	\$45,879.74	\$33,725.60
End Balance Savings (FNBC)	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46	\$481,471.47	\$645,197.10
End Balance Checking (BI)						
End Balance Savings (BI)						
<b>Total PPEL Fund</b>	<b>\$585,982.19</b>	<b>\$402,906.65</b>	<b>\$450,103.00</b>	<b>\$565,831.04</b>	<b>\$527,351.21</b>	<b>\$678,922.70</b>









SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Activity Fund (21)</b>						
Beg Balance Checking (BI)	\$5,919.70	\$685.52	\$3.92	\$5,013.71	\$2,683.70	\$7,552.68
Beg Balance Savings (BI)	\$95,441.53	\$100,619.63	\$99,372.81	\$123,782.33	\$146,265.67	\$122,142.79
Beg Balance Checking (FNBC)						
Beg Balance Savings (FNBC)						
Revenues Savings	\$5,188.51	\$6,785.35	\$34,659.06	34371.42	\$16,436.84	\$18,501.12
Expenditures Checking	-\$5,244.59	-\$8,584.87	-\$5,239.75	-\$14,218.09	-\$35,690.74	-\$21,953.49
Expenditures Savings						
End Balance Checking (BI)	\$685.52	\$3.92	\$5,013.71	\$2,683.70	\$7,552.68	\$97.33
End Balance Savings (BI)	\$100,619.63	\$99,372.81	\$123,782.33	\$146,265.67	\$122,142.79	\$126,145.77
End Balance Checking (FNBC)						
End Balance Savings (FNBC)						
<b>Total Activity Fund</b>	<b>\$101,305.15</b>	<b>\$99,376.73</b>	<b>\$128,796.04</b>	<b>\$148,949.37</b>	<b>\$129,695.47</b>	<b>\$126,243.10</b>
<b>Scholarships (81)</b>						
Beg Balance Checking	\$0.00	\$0.00	\$0.00			
Beg Balance Savings BI	\$386,987.88	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10
Beg Balance Savings FNBC						
Revenues Savings	\$32.76	\$32.62	\$31.47	\$32.52	26.85	\$26.01
Expenditures Checking	-\$825.00	-\$2,325.00	\$0.00			-\$250.00
Expenditures Savings						
End Balance Checking (BI)		\$0.00	\$0.00			
End Balance Savings (BI)	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10	\$383,770.11
End Balance Savings (FNBC)						
<b>Total Scholarships</b>	<b>\$386,195.64</b>	<b>\$383,903.26</b>	<b>\$383,934.73</b>	<b>\$383,967.25</b>	<b>\$383,994.10</b>	<b>\$383,770.11</b>
<b>Agency Fund (91)</b>						
Beg Bal Checking	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78
Beg Bal Savings	\$1,104.97	\$1,104.97	\$2,104.97	\$2,104.97	\$2,104.97	\$2,104.97
Beg Balance Checking (FNBC)						
Beg Balance Savings (FNBC)						
Revenues Savings		\$1,000.00	\$0.00			
Expenditures Checking			\$0.00			
Expenditures Savings						
End Balance Checking	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78
End Balance Savings	\$1,104.97	\$2,104.97	\$2,104.97	\$2,104.97	\$2,104.97	\$2,104.97
End Balance Checking (FNBC)						
End Balance Savings (FNBC)						
<b>Total Agency Fund</b>	<b>\$1,279.75</b>	<b>\$2,279.75</b>	<b>\$2,279.75</b>	<b>\$2,279.75</b>	<b>\$2,279.75</b>	<b>\$2,279.75</b>
<b>Total Checking Acct 3</b>	<b>\$860.30</b>	<b>\$178.70</b>	<b>\$5,188.49</b>	<b>\$2,858.48</b>	<b>\$7,727.46</b>	<b>\$272.11</b>
<b>Total Savings Acct 12</b>	<b>\$487,920.24</b>	<b>\$485,381.04</b>	<b>\$509,822.03</b>	<b>\$532,337.89</b>	<b>\$508,241.86</b>	<b>\$512,020.85</b>
<b>Total Savings Acct 13</b>						
<b>Total Checking Acct 40</b>						
<b>Total Checking Acct 44</b>						
<b>Total Savings Acct 16</b>						
<b>Grand Total Activity Accounts</b>	<b>\$488,780.54</b>	<b>\$485,559.74</b>	<b>\$515,010.52</b>	<b>\$535,196.37</b>	<b>\$515,969.32</b>	<b>\$512,292.96</b>
<b>Reconciliation</b>						
Bank Statement Checking	\$5,177.57	\$3,988.54	\$7,886.72	\$5,923.71	\$22,290.35	\$16,163.16
Bank Statement Savings	\$101,724.60	\$101,477.78	\$125,887.30	\$148,370.64	\$124,247.76	\$128,250.74
Bank Statement Savings	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10	\$383,770.11
Bank Statement Checking FNBC						
Bank Statement Savings FNBC						
Bank Statement Savings FNBC						
Less Outstanding Checks	-\$4,317.27	-\$3,809.84	-\$2,698.23	-\$3,065.23	-\$14,562.89	-\$15,891.05
<b>Total Reconciliation</b>	<b>\$488,780.54</b>	<b>\$485,559.74</b>	<b>\$515,010.52</b>	<b>\$535,196.37</b>	<b>\$515,969.32</b>	<b>\$512,292.96</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>







**SHENANDOAH COMMUNITY SCHOOL DISTRICT  
EXPENDITURES TO CERTIFIED BUDGET COMPARISON  
JULY 1, 2020 - JUNE 30, 2021**

JUNE									
	FUNCTION	GENERAL	MGMNT	TRUST	PPEL	EMG LEVY/ DISASTER RELIEF	PERL	ACTIVITY	
	INSTRUCTION	1XXX	\$7,346,155.53	\$223,818.34	\$4,350.00			\$193,052.66	
	SUPPORT SERVICES	2XXX	\$4,325,664.92	\$273,754.37		\$489,772.75			
	NON-INSTRUCTIONAL	3XXX							
OTHER	FACILITIES ACQ & CONST	4XXX			\$126,689.70				
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$484,332.00						
	TRANSFERS								
		6900							
	<b>TOTAL</b>		\$12,156,152.45	\$497,572.71	\$4,350.00	\$616,462.45	\$0.00	\$0.00	\$193,052.66
	PUBLISHED BUDGET		\$13,797,336.00	\$544,000.00	\$0.00	\$710,000.00	\$0.00	\$0.00	\$235,000.00
	% USED		88.11%	91.47%	0.00%	86.83%	0.00%	0.00%	82.15%
	FUNCTION	CAPITAL PROJECTS	DEBT SERVICE	NUTRITION	OTHER AGENCY	TOTAL USED	PUB BUDGET	% OF BUDGET	
	INSTRUCTION	1XXX				\$7,767,376.53	\$9,500,000.00	81.76%	
	SUPPORT SERVICES	2XXX	\$7,799.26		\$387.59	\$288.23	\$5,097,667.12	\$5,700,000.00	89.43%
	NON-INSTRUCTION	3XXX			\$734,458.77		\$734,458.77	\$825,000.00	89.03%
	FACILITIES ACQ & CONST	4XXX	\$2,624,376.50				\$2,751,066.20	\$3,900,000.00	70.54%
	DEBT	5XXX	\$2,550.00	\$927,901.60			\$930,451.60	\$930,000.00	100.05%
	AEA FLOW THROUGH	6100					\$484,332.00	\$484,332.00	100.00%
	TRANSFER	62xx	\$833,176.77				\$833,176.77		
	<b>TOTAL</b>		\$3,467,902.53	\$927,901.60	\$734,846.36	\$288.23	\$18,598,528.99	\$21,339,332.00	87.16%
	PUBLISHED BUDGET		\$4,689,755.00	\$930,000.00	\$750,000.00	\$0.00			
	% USED		73.95%	99.77%	97.98%	0.00%		87.16%	

**SHENANDOAH COMMUNITY SCHOOL  
CALCULATION OF MISCELLANEOUS INCOME  
2020-2021**

	STATE AID/ SRCIPVR (CNI) Source Codes	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/ TRANSPORTATION Source Code	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code	AEA FLOWTHROUGH Source Code	PROPERTY TAX Source Codes	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes	EXCISE TAXES UTILITY REPL. Source Codes	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
	3801, 3803, 3111	3116, 3117, 3119 3204, 3216, 3376	3113	3214	1110-1119	1134	1170-1179			
JUL				\$80,722.00				\$201,437.73	\$282,159.73	\$56,424.76
AUG				\$40,361.00	\$17,375.68			\$25,217.15	\$82,953.83	\$135,923.00
SEP	\$543,215.00	\$143,641.00		\$40,361.00	\$590,276.63		\$38.08	\$17,282.46	\$1,334,814.17	\$1,276,172.26
OCT	\$543,215.00	\$143,641.00		\$40,361.00	\$1,191,943.21		\$2,159.16	\$91,587.12	\$2,012,906.49	\$2,058,639.45
NOV	\$568,520.94	\$143,641.00		\$40,361.00	\$181,717.44		\$36,798.94	\$84,604.07	\$1,055,643.39	\$934,962.32
DEC	\$580,078.40	\$143,641.00		\$40,361.00	\$84,311.35	\$150,234.37		\$137,300.52	\$1,135,926.64	\$1,002,951.38
JAN	\$548,241.11	\$143,641.00		\$40,361.00	\$66,224.93			\$33,012.61	\$831,480.65	\$986,711.76
FEB	\$538,788.00	\$143,641.00		\$40,361.00	\$41,042.13	\$56,676.80		\$242,489.62	\$1,062,998.55	\$1,001,794.03
MAR	\$538,788.00	\$143,641.00		\$40,361.00	\$140,031.93		\$564.43	\$36,381.95	\$899,768.31	\$971,305.33
APR	\$618,838.34	\$143,641.00		\$40,361.00	\$1,062,029.12		\$38,393.67	\$34,714.71	\$1,937,977.84	\$1,738,242.95
MAY	\$538,788.00	\$143,641.00		\$40,361.00	\$119,555.20			\$239,535.43	\$1,081,880.63	\$1,240,285.46
JUN	\$538,793.00	\$143,634.00	\$1,461.00	\$0.00	\$81,168.17			\$237,388.52	\$1,002,444.69	\$1,203,329.49
<b>TOTAL</b>	<b>\$5,557,265.79</b>	<b>\$1,436,403.00</b>	<b>\$1,461.00</b>	<b>\$484,332.00</b>	<b>\$3,575,675.79</b>	<b>\$206,911.17</b>	<b>\$77,954.28</b>	<b>\$1,380,951.89</b>	<b>\$12,720,954.92</b>	<b>\$12,606,742.19</b>

**SHENANDOAH COMMUNITY SCHOOL  
UNSPENT AUTHORIZED BUDGET CALCULATION  
2020-2021**

	REGULAR PROGRAM DISTRICT COST	\$7,459,603.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00	
+	SPECIAL ED DISTRICT COST	\$971,849.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00	
+	AEA SPECIAL ED SUPPORT	\$369,546.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$61,421.00	
+	AEA EDUCATIONAL SERVICES	\$67,903.00	
+	AEA SHARING DISTRICT COST	\$834.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00	
+	DROPOUT ALLOWABLE GROWTH	\$269,426.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$168,221.00	Increased Enrollment/ Open Enroll
+	SBRC ALLOWABLE GROWTH OTHER #2	\$50,000.00	LEP (Estimate)
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$250,000.00	(Determined when I did the SES at
-	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	\$0.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$10,982,437.00	
+	PRESCHOOL FOUNDATION AID	\$229,060.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$1,380,951.89	\$ 1,404,271.00 Estimate on Budge
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00	
=	MAXIMUM AUTHORIZED BUDGET	\$17,049,053.89	
-	EXPENDITURES	\$12,156,152.45	71.30%
=	UNSPENT AUTHORIZED BUDGET	\$4,892,901.44	

EXPENDITURES	FY 21	FY '20 Actuals
JULY	\$237,873.72	\$199,722.68
AUGUST	\$507,123.63	\$384,876.61
SEPTEMBER	\$1,053,480.60	\$1,011,518.98
OCTOBER	\$1,136,957.50	\$1,008,378.85
NOVEMBER	\$1,091,707.89	\$1,020,147.22
DECEMBER	\$1,084,758.37	\$995,838.21
JANUARY	\$1,051,604.51	\$1,011,435.69
FEBRUARY	\$1,040,102.26	\$1,052,786.73
MARCH	\$1,382,017.22	\$1,280,733.46
APRIL	\$1,047,831.04	\$951,086.89
MAY	\$1,167,556.08	\$993,718.57
JUNE	\$1,355,139.63	\$2,570,936.36
<b>TOTAL</b>	<b>\$12,156,152.45</b>	<b>\$12,481,180.25</b>



MONTHLY BOARD VENDOR BILLS  
 JULY 2021 AP FOR BOARD MEETING

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
95% GROUP INC.	1,570.80	Shipping & Handling - 10% of printed pro
AGRIVISION	20.65	MAINTENANCE PARTS
AHLERS & COONEY PC	382.50	LAWYER/NEGOTIATIONS
ATLANTIC NEWS TELEGRAPH	180.00	Science & Social Studies Ad
BFG SUPPLY COMPANY	1,001.74	HS AGRICULTURE SUPPLIES
BMO MASTERCARD - TRANSPORTATION I	956.77	TRANSPORTATION SUPPLIES
BMO MASTERCARD	568.00	MS PRINCIPAL DUES
BMO MASTERCARD	2,903.33	ELEM AT RISK SUPPLIES
BMO MASTERCARD	4,516.24	HS GENERAL ED SUPPLIES
BMO MASTERCARD	100.76	HS FCS SUPPLIES
BMO MASTERCARD	7,822.30	HS GENERAL ED SUPPLIES
BMO MASTERCARD	393.65	HS BAND SUPPLIES
BMO MASTERCARD	568.00	ELEM PRINCIPAL DUES
BMO MASTERCARD	635.60	AD DUES
BMO MASTERCARD	641.94	SUPERINTENDENT SUPPLIES
BMO MASTERCARD	2,552.49	MS TITLE IV SUPPLIES
BMO MASTERCARD	281.15	MS FCS SUPPLIES
BMO MASTERCARD	252.24	MAINTENANCE SUPPLIES
BMO MASTERCARD	2,921.40	TECHNOLOGY COORDINATOR RELATED SOFTWARE
BMO MASTERCARD	2,612.98	ADVERTISING NEWSPAPER
BMO MASTERCARD	690.90	HS GENERAL ED SUPPLIES
BMO MASTERCARD	150.70	HS PD GENERAL SUPPLIES
BMO MASTERCARD	3,930.19	HS AT RISK SUPPLIES
BROWN'S REPAIR & AUTO PARTS, INC.	2,850.33	VEHICLE REPAIR SERVICES
CABINETS BY STAC	139.12	MAINTENANCE BUILDING SUPPLIES
CAPITAL SANITARY SUPPLY	1,370.83	supplies
CENEX FLEET FUELING	2,386.42	DRIVERS EDUCATION GASOLINE
CENTURYLINK	620.91	ELEM PRINCIPAL TELEPHONE
CHAT MOBILITY	57.01	BUSINESS MANAGER TELEPHONE
CITY OF SHENANDOAH	11,607.24	WATER-SEWER
CLARINDA CHAMBER	200.00	21/22 registration for Clarinda band Day
CLARINDA CSD	666.03	TUITION-OPEN ENROLLMENT
COLLEGE BOARD, THE	3,864.00	HS GENERAL ED SUPPLIES
CULLIGAN WATER	178.50	MAINTENANCE SUPPLIES
DEPT OF EDUCATION	1,400.00	BUS INSPECTION SERVICES
DINGES AUTO GLASS	50.00	VEHICLE REPAIR SERVICES
DLA FARMS LLC	1,937.50	MAINTENANCE SNOW REMOVAL-CONTRACTED
EGAN SUPPLY	1,263.80	HS EQUIPMENT REPAIR
ESSEX CSD	59,235.71	TUITION-OPEN ENROLLMENT
FREMONT MILLS CSD	6,866.83	TUITION-OPEN ENROLLMENT
GLENWOOD CSD	6,799.84	PURCHASE EDUCATIONAL/L3 IND COSTS
GREEN HILLS AEA	1,016.30	EQ PROF DEV STAFF WORKSHOP/CONF REG
HAMBURG COMMUNITY SCHOOL DISTRICT	3,606.62	TEACHER LEADERSHIP OPEN ENROLLMENT
HD PRO INSTITUTIONAL	1,259.30	CUSTODIAL SUPPLIES
IAMO COMMUNICATIONS	30.00	ESSER II TECHNOLOGY SUPPLIES
IOWA ASSOCIATION OF SCHOOL BOARD	4,677.00	BOARD DUES
IOWA COMMUNICATIONS NETWORK	625.13	HS PRINCIPAL TELEPHONE
IOWA DIVISION OF LABOR SERVICES	720.00	MAINTENANCE BUILDING REPAIR SERVICES
IOWA TESTING PROGRAMS	2,092.00	HS TESTING - 10TH SCIENCE
ISFIS	1,626.40	BOARD DUES
JON WEINRICH	133.00	HS PE SUPPLIES
KANSAS CITY AUDIO-VISUAL	3,903.19	Shipping and Handling
KENDALL HUNT PUBLISHING CO	16,102.72	Illustrative Mathematics Elementary
KENNETH THRASHER	50.00	BUS DRIVER PHYSICALS
MCNEILLY STEEL BUILDING	281.58	MAINTENANCE BUILDING REPAIR SERVICES
MEDICAL ENTERPRISES	42.00	IDATP QED (4)

**MONTHLY BOARD VENDOR BILLS**  
**JULY 2021 AP FOR BOARD MEETING**

Vendor Name	Invoice Detail	Invoice Detail	Description
	Amount		
MID-AMERICAN RESEARCH CHEMICAL	3,252.31	CUSTODIAL SUPPLIES	
MIDAMERICAN ENERGY	22,845.14	UTILITIES-ELECTRICITY	
MILLER BUILDING	248.37	HS IND ARTS SUPPLIES	
MITEL NET SOLUTIONS	586.90	HS PRINCIPAL TELEPHONE	
O'REILLY AUTO	239.82	TRANSPORTATION SUPPLIES	
OMAHA WORLD HERALD	1,502.72	BOARD NEWSPAPER ADVERTISING	
OMAHA'S HENRY DOORLY ZOO	200.00	FOUNDATION GRANTS SUPPLIES	
PETERSEN AUTO	1,401.95	VEHICLE REPAIR SERVICES	
PROJECT LEAD THE WAY	950.00	PLTW Launch Participation 2021-2022	
PROSIGN DESIGN	1,221.00	HS PRINCIPAL FUNDRAISER SUPPLIES	
QUILL CORPORATION	180.88	DISTRICT WIDE SUPPLIES	
REALITYWORKS	2,204.90	CARL PERKINS SUPPLIES	
RIEMAN MUSIC DES MOINES	9,297.00	Jupiter Fiberglass Sousa w/case	
ROGERS PEST CONTROL LLC	240.00	MAINTENANCE PEST CONTROL CONTRACTED	
ROTARY	104.00	Quarterly Member Weekly Dues - 13 Weeks	
SAPP BROS.	751.01	TRANSPORTATION SUPPLIES	
SCHOOL BUS SALES	24.92	TRANSPORTATION REPAIR PARTS	
SCHOOL HEALTH	491.83	SCHOOL NURSE SUPPLIES	
SCHOOL SPECIALTY, LLC	1,441.70	SHIPPING	
SHENANDOAH ACTIVITY FUND	2,043.82	MISC INCOME-MS PRINCIPAL	
SHENANDOAH ROTARY	104.00	MENTOR DUES & FEES	
SHENANDOAH SANITATION	477.34	MAINTENANCE GARBAGE COLLECTION	
SHERIDAN DECORATING	150.13	MAINTENANCE BUILDING SUPPLIES	
SIGNS & SHINES	40.00	MAINTENANCE BUILDING SUPPLIES	
STALKER SPORTS FLOORS	24,075.00	MAINTENANCE BUILDING REPAIR SERVICES	
SWIFT SERVICES LLC	1,574.90	ESSER II TECHNOLOGY SUPPLIES	
TIMBERLINE BILLING SERVICE LLC	376.52	MEDICAID BILLING SERVICES	
UPPER EDGE TECH	1,555.00	500e Hinge	
UPS	128.48	Shipping on HS projector to repair place	
US CELLULAR	1,774.08	ESSER II TECHNOLOGY SUPPLIES	
VALLEY PUBLICATIONS	951.76	BOARD NEWSPAPER ADVERTISING	
VETTER EQUIPMENT CO	238.67	EQUIPMENT REPAIR	
WALLIN PLUMBING & HEATING	1,966.51	MAINTENANCE BUILDING SUPPLIES	
WELLMARK BLUE CROSS BLUESHEILD	115,360.51	HEALTH INSURANCE PAYABLE CN	
Fund Number 10	<u>371,314.81</u>		
Checking Account ID 10	Fund Number 22	MANAGEMENT FUND	
IOWA LOCAL GOVERNMENT RISK POOL	39,493.00	NATURAL GAS INSURANCE	
STUDENT ASSURANCE SERVICES, INC.	1,818.40	STUDENT CATASTROPHIC INSURANCE	
SU INSURANCE COMPANY	31,861.25	BUILDING INSURANCE	
WELLMARK BLUE CROSS BLUESHEILD	4,160.24	EARLY RETIREES MEDICAL INSURANCE	
WILSON INSURANCE AGENCY	221,835.00	WORKER COMPENSATION	
Fund Number 22	<u>299,167.89</u>		
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
BLUPOINTE DRS	750.00	Maintenance, Support and Services:BDR MA	
CDW GOVERNMENT	38,635.04	Panduit MINI-COM Modular Faceplate Patch	
CLASSLINK, INC.	4,343.75	ClassLink Renewal License	
COUNSEL OFFICE & DOCUMENT	960.80	ELEMENTARY COPIER LEASE	
CULLIGAN WATER	253.47	Water softener	
FELD FIRE	270.00	security monitoring	
FRONTLINE TECHNOLOGIES GROUP LLC	18,329.65	TECH RELATED SOFTWARE	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	ELEMENTARY COPIER LEASE	
HEARTLAND BUSINESS SYSTEMS	915.20	CISCO MERAKI 3YR ENTERPRISE SVCS LICs AN	
KRIEGLER OFFICE	1,701.50	office furniture for HS	
POWERSCHOOL GROUP LLC	2,000.00	HS-PS-S-PSSL: PowerSchool SIS Hosting SS	
RIVERSIDE TECHNOLOGIES, INC.	1,368.00	Vertical Vault 11.6" has a scratch-free	
SCHOOL SPECIALTY, LLC	1,756.00	SHIPPING	
SCREENCASTIFY	1,000.00	Edit Unlimited School Subscription	

MONTHLY BOARD VENDOR BILLS  
JULY 2021 AP FOR BOARD MEETING

Vendor Name	Invoice Amount	Invoice Detail Description
SOFTWARE UNLIMITED	8,595.00	SERVICE FOR SOFTWARE SUPPORT
TRANE US INC	685.00	HVAC REPAIRS
VETTER EQUIPMENT CO	752.83	EQUIPMENT REPAIRS
Fund Number 36	<u>83,380.62</u>	
Checking Account ID 10	Fund Number 61	SCHOOL NUTRITION FUND
BMO MASTERCARD	535.22	SFP FOODSERVICE SUPPLIES
DFA DAIRY BRANDS CORPORATE, LLC	7,129.42	MILK - HS
MARTIN BROS DIST	13,964.99	SUPPLIES
Fund Number 61	<u>21,629.63</u>	
Checking Account ID 10	775,492.95	
Checking Account ID 40	Fund Number 21	ACTIVITY FUND
ANNA PETERSON	180.00	GENERAL ATHLETIC WORKERS
BMO MASTERCARD	28.93	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	66.30	BPA SUPPLIES
BMO MASTERCARD	386.30	SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	867.38	SUPPLIES/SHEN BOYS TRACK
BMO MASTERCARD	92.47	SUPPLIES/FCCLA
BMO MASTERCARD	373.29	SUPPLIES/FFA
BMO MASTERCARD	29.21	DRAMA SUPPLIES
BMO MASTERCARD	802.43	MUSTANG FIELD CONCESSION SUPPLIES
BMO MASTERCARD	137.01	MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	1,003.40	SUPPLIES/SHEN BOYS TRACK
BMO MASTERCARD	2,092.71	TRAVEL/GENERAL ATHLETICS
BRYAN BRAZEAL	120.00	GENERAL ATHLETICS OFFICIAL
CARTER JOHNSON	80.00	GENERAL ATHLETICS OFFICIAL
CASEY CONOVER	170.00	GENERAL ATHLETICS OFFICIAL
CHRISTOPHER JOHNSON	270.00	GENERAL ATHLETICS OFFICIAL
COUNTY LINE DESIGN	25.00	SUPPLIES/GENERAL ATHLETICS
CYNTHIA WHITEHILL	210.00	GENERAL ATHLETICS OFFICIAL
DEVIN MORELOCK	90.00	GENERAL ATHLETIC WORKERS
FREDERICK INTORRE	140.00	GENERAL ATHLETICS OFFICIAL
GARY WAX	265.00	GENERAL ATHLETICS OFFICIAL
GRAPHIC EDGE	29.31	state track t shirts
JIM DOYLE	420.00	GENERAL ATHLETICS OFFICIAL
JON WEINRICH	140.00	SUPPLIES/GENERAL ATHLETICS
JOSHUA PERKINS	170.00	GENERAL ATHLETICS OFFICIAL
JUSTIN WILLIAMS	310.00	GENERAL ATHLETICS OFFICIAL
KEITH WOHLERS	335.00	GENERAL ATHLETICS OFFICIAL
KEVIN MAR	150.00	GENERAL ATHLETICS OFFICIAL
LOGAN HUGHES	80.00	GENERAL ATHLETICS OFFICIAL
MATTHEW TITKEMEIER	125.00	GENERAL ATHLETICS OFFICIAL
MATTHEW WULK	135.00	GENERAL ATHLETICS OFFICIAL
MIKE MCDERMOTT	295.00	GENERAL ATHLETICS OFFICIAL
MIKE PETERSON	180.00	GENERAL ATHLETIC WORKERS
NASSP/NHS	480.00	21/22 National SC membership-9001446004
NATIONAL FFA ORGANIZATION	312.50	SUPPLIES/FFA
NICK MATHER	40.00	GENERAL ATHLETICS OFFICIAL
PAUL JORDAN	110.00	GENERAL ATHLETICS OFFICIAL
RAY WOOD	285.00	GENERAL ATHLETICS OFFICIAL
RICHARD K. WHITEHILL	155.00	GENERAL ATHLETICS OFFICIAL
RIDDELL/ALL AMERICAN SPORTS	1,305.43	MS Football supplies
ROBERT BURRIS	435.00	GENERAL ATHLETICS OFFICIAL
ROBERT TLUSTOS	250.00	GENERAL ATHLETICS OFFICIAL
RON HANSEN	126.00	GENERAL ATHLETIC WORKERS
RORY VOSS	135.00	GENERAL ATHLETICS OFFICIAL
ROSS NOREM	50.00	GENERAL ATHLETICS OFFICIAL

MONTHLY BOARD VENDOR BILLS  
 JULY 2021 AP FOR BOARD MEETING

Vendor Name	Invoice Amount	Invoice Detail	Description
RSCHOOLTODAY	562.50	2021/2022 R school	Renewal
SHANE WIEGEL	125.00	GENERAL ATHLETICS	OFFICIAL
SHENANDOAH SCHOOL LUNCH	120.00	MAY MENTORING ACTIVITY	SUPPLIES
SOUTHWEST DISTRICT FFA	70.00	REGISTRATION/FFA	
TROY NICKLAUS	140.00	GENERAL ATHLETICS	OFFICIAL
WILLIAM PATTERSON	150.00	GENERAL ATHLETICS	OFFICIAL
WILSON AQUATIC CENTER	150.00	Rental Fee for Pool Party for M.A.Y. in	
Fund Number 21	<u>14,800.17</u>		
Checking Account ID 40	Fund Number 81	TRUST FUNDS NON EXPENDABLE	
LAURYN WEBSTER/IWCC	250.00	SCHOLARSHIPS/I&C WILSON/ROLSCREEN	
TY ROGERS/NWMSU	500.00	INGRIM SCHOLARHIP TUITION	
ZAYNE ZWICKEL/IWCC	750.00	SCHOLARSHIPS/I&C WILSON	
Fund Number 81	<u>1,500.00</u>		
Checking Account ID 40	Fund Number 91	AGENCY FUND	
BMO MASTERCARD	64.00	MIX IT UP SUPPLIES	
Fund Number 91	<u>64.00</u>		
Checking Account ID 40	<u>16,364.17</u>		



# Application for Investing in Iowa Child Care



Funded by: Coronavirus Relief and Response Supplemental Appropriations Act of 2021

Name		Business Name (if applicable)		
Phone Number		Email		
Address		City	Zip	County
Type of Program <input type="checkbox"/> Licensed Center <input type="checkbox"/> Registered Child Development Home		Grant Applying For <input type="checkbox"/> Start-Up _____ # of new slots <input type="checkbox"/> Expansion _____ # of new slots <input type="checkbox"/> Urgent Regulatory		
Maximum Funding Request \$ 750,000.00	Licensed/Registration Capacity (from DHS)	Operational Capacity (Max capacity business chooses to operate)		
Did the program receive funding from the <i>Iowa Child Care Challenge?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		This proposed project, program or policy may have a _____ impact on minority persons (women, people with a disability, people of color): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> No known impact		

## Eligibility Requirements

- Start-Up Funding
  - New Licensed Centers must have permission to open on or after 1/1/2021.
  - New Registered Child Development Homes must have an approved pre-inspection on or after 1/1/2021.
- Expansion Funding
  - Existing Licensed Centers must be increasing their operational capacity on or after 1/1/2021.
  - Existing Registered Child Development Homes must be changing their category to increase capacity on or after 1/1/2021.
- Urgent Regulatory Funding
  - Existing Centers or Child Development Homes that have an expense that would prevent them from meeting regulatory guidelines and which they are unable to fund.

## Duties / Responsibilities

- I understand that I must meet *Investing in Iowa Child Care* eligibility requirements listed above.
- I understand that participation in *Investing in Iowa Child Care* requires a visit by a Child Care Resource & Referral (CCR&R) Child Care Consultant.
- I understand that once my application is received, CCR&R's Child Care Consultant will contact me to schedule a visit. I understand that during my visit, the consultant will be assessing my program by identifying my program goals. We will review identified issues and implementation of continuous improvement plans to support me in developing my budget documentation for *Investing in Iowa Child Care*.
- I understand that if approved to receive funds for *Investing in Iowa Child Care*, I will receive an approval letter/email with the award amount and my budget of approved items from Child Care Resource & Referral (CCR&R).
- I understand that I will be required to purchase approved items. Approved items may be purchased starting 1/1/2021.
- I understand that I will have up to six (6) months after receiving *Investing in Iowa Child Care* approval letter/email to submit up to two (2) claims for reimbursement of funds allocated to my program.
- I understand items submitted for reimbursement cannot be used for reimbursement for another grant program. I understand that I am not allowed to purchase approved items with federal dollars from another program (USDA) and then submit those receipts for *Investing in Iowa Child Care* funding. Mid-Sioux Opportunity, Inc. is not liable if I submit receipts paid by other federal funds. Additionally, I am not allowed to purchase approved items with this funding and submit the receipts to both this program and another funding program.
- I understand that I must work with my CCR&R Child Care Consultant to complete reimbursement documents before I will be reimbursed for expenses.
- I understand that payment will be in thirty (30) days of when I submit my completed documents CCR&R.
- I understand that if I no longer provide child care, I must contact CCR&R and I will no longer qualify to participate in this program.

I have read the Duties/Responsibilities section of this application. I understand that I may cancel my participation at any time during the process by submitting a written request. I also agree to submit documentation by the assigned deadline or forfeit the funding.

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



# Narrative Application for Investing in Iowa Child Care



1. Please provide a project summary including estimated cost and projected timeline.

2. For Start-Up funding and Expansion funding: Discuss the data or information you used to determine that additional child care slots were needed in your area.

3. For Urgent Regulatory funding: Describe how the items/repairs identified in your project summary would help meet regulatory requirements and why the expenses cannot be addressed with current program funds.

Return to your regional Child Care Resource & Referral office: <https://iowaccrr.org/staff>

# BID RECOMMENDATION

Item #	Unit	Description	Producer/Dairy	Quantity (Qty)- estimated annual usage	Unit Pricing	Extended Costs (Qty x Unit Pricing)
<b>MILK PRODUCTS</b> Skim = Fat Free (FF) and Low Fat = 1% Fluid Ounce = fl oz						
	1/2 pint (8 fl oz) in carton	Milk, skim, unflavored	KEMPS(DFA)	3675	0.1907	700.8225
	1/2 pint (8 fl oz) in carton	Milk, skim, chocolate	KEMPS(DFA)	100840	0.197	19865.48
	1/2 pint (8 fl oz) in carton	Milk, skim, strawberry	KEMPS(DFA)	17640	0.2042	3602.088
	1/2 pint (8 fl oz) in carton	Milk, 1%, unflavored	KEMPS(DFA)	7040	0.1946	1369.984
	1/2 pint (8 fl oz) in plastic	Milk, skim, unflavored				0
	1/2 pint (8 fl oz) in plastic	Milk, skim, chocolate				0
	1/2 pint (8 fl oz) in plastic	Milk, skim, strawberry				0
	1/2 pint (8 fl oz) in plastic	Milk, 1%, unflavored				0
	12 fl oz in plastic	Milk, skim, unflavored				0
	12 fl oz in plastic	Milk, skim, chocolate				0
	12 fl oz in plastic	Milk, skim, strawberry				0
	12 fl oz in plastic	Milk, 1%, unflavored				0
<b>Total</b>						<b>25538.3745</b>
<b>DAIRY PRODUCTS</b>						
	Five lb tub	Cottage cheese, 2%	KEMPS(DFA)	20	9.159	183.18
	Five lb tub	Sour cream	KEMPS(DFA)	10	8.1296	81.296
	Five lb tub	Yogurt, low fat, flavored				0
	4 oz containers	Yogurt, low fat, flavored				0
	6 oz containers	Yogurt, low fat, flavored				0
<b>Total</b>						<b>264.476</b>
<b>JUICES</b>						
	1/2 pint (4 fl oz)	Juice, 100%, orange				0
	8 FL OZ	Juice, 100%, orange	KEMPS(DFA)	17840	0.3311	5906.824
<b>Total</b>						<b>5906.824</b>
<b>Total Extended Cost (Bottom line):</b>						<b>31709.6745</b>

Item #	Unit	Description	Producer/Dairy	Quantity (Qty)- estimated annual usage	Unit Pricing	Extended Costs (Qty x Unit Pricing)
<b>MILK PRODUCTS</b> Skim = Fat Free (FF) and Low Fat = 1% Fluid Ounce = fl oz						
	1/2 pint (8 fl oz) in carton	Milk, skim, unflavored	A&E	3675	0.219	804.825
	1/2 pint (8 fl oz) in carton	Milk, skim, chocolate	A&E	100840	0.238	23999.92
	1/2 pint (8 fl oz) in carton	Milk, skim, strawberry	A&E	17640	0.238	4198.32
	1/2 pint (8 fl oz) in carton	Milk, 1%, unflavored	A&E	7040	0.25	1760
	1/2 pint (8 fl oz) in plastic	Milk, skim, unflavored				0
	1/2 pint (8 fl oz) in plastic	Milk, skim, chocolate				0
	1/2 pint (8 fl oz) in plastic	Milk, skim, strawberry				0
	1/2 pint (8 fl oz) in plastic	Milk, 1%, unflavored				0
	12 fl oz in plastic	Milk, skim, unflavored				0
	12 fl oz in plastic	Milk, skim, chocolate				0
	12 fl oz in plastic	Milk, skim, strawberry				0
	12 fl oz in plastic	Milk, 1%, unflavored				0
<b>Total</b>						<b>30763.065</b>
<b>DAIRY PRODUCTS</b>						
	Five lb tub	Cottage cheese, 2%	A&E	20	8.75	175
	Five lb tub	Sour cream	A&E	10	7	70
	Five lb tub	Yogurt, low fat, flavored				0
	4 oz containers	Yogurt, low fat, flavored				0
	6 oz containers	Yogurt, low fat, flavored				0
<b>Total</b>						<b>245</b>
<b>JUICES</b>						
	1/2 pint (4 fl oz)	Juice, 100%, orange				0
	8 FL OZ	Juice, 100%, orange	A&E	17840	0.33	5887.2
<b>Total</b>						<b>5887.2</b>
<b>Total Extended Cost (Bottom line):</b>						<b>36895.265</b>



**2021-2022 Consortium Agreement  
to Jointly Administer an Instructional Program  
at CHILDREN’S SQUARE (Learning Center) and HEARTLAND FAMILY SERVICE  
(Therapeutic School)  
Located within the boundaries of the COUNCIL BLUFFS Community School District**

This Agreement between the member school districts whose signatures appear at the end of this document (hereafter “members”), including the COUNCIL BLUFFS Community School District (hereafter “host”), is to establish a jointly administered program for the enrollment of students from the host and members’ school districts in the consortium day programs located at CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE pursuant to Iowa Code sections 28E.3 and 280.15(1) to provide quality education and activities for students enrolled from each member district, by the most efficient and economically responsible means; and

Whereas, each member wishes to enroll one or more of its students in (the K-12) consortium day programs that are offered and available at the CHILDREN’S SQUARE (Learning Center) and HEARTLAND FAMILY SERVICE (Therapeutic School) sites and that are not otherwise available at each member’s site, and

Whereas, the host is willing to jointly administer the programs and activities at the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE sites with the members with the costs determined as stated in this Agreement, and

Whereas, Iowa Code section 28E.3 provides, in part, that the boards of directors of two or more school districts may by agreement jointly administer any power, privilege or authority each member school district is capable of exercising individually, and

Whereas, Iowa Code section 280.15, subsection 1, provides, in part, that the boards of directors of two or more school districts may by agreement jointly share services of school personnel, acquire and share classrooms, facilities, and equipment,

Therefore, the member school districts agree to establish a jointly administered instructional program for each facility in the form of a Consortium as authorized by Iowa Code under the following terms and conditions:

**PURPOSE**

The COUNCIL BLUFFS Community School District, pursuant to Iowa Code section 274.1, has the exclusive authority and responsibility to provide the instructional programs on the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE campuses. Each member school district, pursuant to Iowa Code, has responsibility for the educational outcomes of its resident students when the districts are jointly administering an instructional program. Members

sending students to the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE site programs will become members of the COUNCIL BLUFFS CONSORTIUM. This Agreement describes the arrangement for the provision of instructional service for the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE Consortium day programs which are not part of the residential or placed PMIC day programs. This Agreement further describes certain terms and conditions to participate in the consortium day program located at the sites of CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE within a Consortium arrangement for the students of each member district, including the host district, and other students not residents of any member district. This Agreement provides a means by which the members may jointly and cooperatively provide greater educational opportunities for students through the offering of educational programs and the collective operation of facilities for student use by exercising powers, privileges and authority and proceeding to participate in and help administer the program, pursuant to the joint powers authorized by Iowa Code. Collective operation of facilities is limited to non-placed, non-residential, non-PMIC students.

#### PROGRAM DESCRIPTION:

##### Herbert J. Lavigne Learning Center (Children's Square)

The Lavigne Learning Center is an educational program providing individual support as directed by the Individual Education Plan (IEP) for students with behavioral and emotional needs. The school serves students in grades 1 - 12 who need a specialized program to meet their educational needs. The licensed special education teachers provide instruction in core academic areas as well as problem solving, social skills, life skills, and interpersonal communication.

##### Therapeutic School (Heartland Family Service)

The Therapeutic School is a program that provides a full day of academic and therapeutic programming for special education students. A full day of academic coursework is provided by special education teachers per the student's IEP. Referrals to the school are made through the student's local school district within the Green Hills Area Education Agency.

#### NAME/ORGANIZATION

To accomplish the purposes stated above and to carry out joint and cooperative activity associated with the program, there is hereby created the COUNCIL BLUFFS DISTRICT Consortium ("hereafter Consortium"). This Consortium shall consist of the original member districts and host district, and can include additional parties from time to time, but

said Consortium shall not be considered a separate legal entity for purposes of Iowa Code Chapter 28E.

“Host district” means the district of location.

“Member district” means each public school district whose board has agreed to participate in the Consortium program, including the host district.

“Administrators” mean the superintendents or superintendent designee of each public school district whose board has agreed to participate in the Consortium program, including the host district.

“Fiscal agent” means the district that is established within the terms of this Agreement to provide the administrative business services, including student, staff, and financial accounting/management on behalf of the Consortium.

#### FISCAL AGENT

The host district will serve as the fiscal agent for purposes of all administrative business services associated with participation in the Consortium pursuant to the terms of this Agreement. The fiscal agent shall receive funds, handle student, staff, and financial accounting, make timely payments, and provide timely itemized billings to member districts as well as to cover incidental administrative costs such as clerical and business services, postage, and telephone. The resident district agrees to enter into the Student Record Information System (SRI) students in programs offered through the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE programs, including residential programs and verifying SRI entries by consortium members of their resident students in the consortium programs.

A new fiscal agent may be designated by a majority vote of the administrators.

#### ADMINISTRATION

The Consortium shall be governed and administered by the superintendents or superintendent designee of each participating member school district (collectively, “The Administrators”). However, contracts must be approved and signed by the board president and board secretary of the governing boards of member districts rather than the administrators.

The administrators of the districts whom are members of the Consortium shall have all powers, privileges, and authority necessary and incidental to manage the affairs of the Consortium, to exercise any power common to the members, and to work with each other to manage this program. The administrators shall also carry out the intent and purpose of this Agreement not inconsistent with law or this Agreement.

These powers and responsibilities of the administrators shall include general administrative duties which may arise from time to time, including, but not limited to:

- A. Setting policy and directing administrative regulations for the Consortium.
- B. Evaluating and preparing required reports on the effectiveness of the Consortium and the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE programs.
- C. Assessing the education needs and interests of the students within their respective district.
- D. Participation numbers will be reviewed with the consortium annually.
- E. Meeting periodically, as needed, to discuss issues associated with the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE programs and the Consortium.
- F. Other reasonable and necessary administrative duties.

Votes and approvals by the administrators may be accomplished by a consensus, a vote at a meeting (either in person or virtually), or by written affirmation by letter or electronic mail.

However, if the fiscal agent is entering into a contract or agreement on behalf of the Consortium, the governing boards of the member districts shall first approve the contract or agreement. The participating member districts may at any time restrict the powers of the fiscal agent of the Consortium.

## JOINT MEETINGS

The administrators shall meet at least twice each school year, or more often if necessary, to discuss items of mutual concern.

## BOARD APPROVAL

Consortium membership shall be approved by the board of education of each member district. Failure of a board of education to approve the Consortium Agreement shall remove that school district from Consortium membership.

## JURISDICTION

The students attending the Consortium program shall be allowed to participate in the student activities in their districts of residence and will be subject to the eligibility rules of their resident districts. Students in the Consortium continue to be enrolled in their resident districts and are subject to the testing requirements, graduation requirements, and disciplinary procedures of their resident districts. The employer of the licensed teachers will administer required assessments and will forward the results of the individual assessments to each resident district. Permanent school records shall be maintained at the student's resident district.

The fiscal agent, through the Consortium, must be actively involved in the management, direction, supervision, and evaluation of the program; evaluation of the students; staff development of teachers; and monitoring adherence to all pertinent state and federal laws, including, but not limited to: testing requirements, IDEA provisions, omni-circular provisions, FERPA provisions, teacher licensure, curriculum development, professional development and expectations, and core curriculum implementation.

Member district students shall be under the jurisdiction of, and be the responsibility of, the host district while in attendance at CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE, except as set out in this Agreement. Member district students shall be subject to the same academic, disciplinary, and other additional requirements that apply to host district resident students.

### INDEPENDENCE RETAINED

It is expressly understood and agreed to by the member districts that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the member districts, it being specifically agreed that their relationship is and shall remain that of independent parties participating in a cooperative mutual relationship in the Consortium. In no event shall a school district be liable for the debts and obligation of another school district.

### NON-DELEGATION

Unless specifically provided in this Consortium Agreement, the Agreement shall not be construed as a delegation of the authority by the boards of education of any member school districts, or the powers or responsibilities conferred upon them by Iowa Code.

### DISPUTE RESOLUTION AND ARBITRATION

In the event member districts are unable to agree to the interpretation or operation of this Agreement, a committee made up of five volunteer members of the Consortium, one of which is a member of the host district, shall meet to recommend to the full consortium their recommendation.

In the event that the dispute remains unresolved, the dispute shall be referred to a "Conflict Resolution Committee" made up of the president of the board of directors of the host district, the president of a member district, and the chief administrator of the area education agency (AEA) in which the Consortium program is located, whose decision is final.

### SPECIAL EDUCATION

Each member district shall remain responsible for ensuring the special education instructional and support services offered to its students at the Consortium program provide a free and appropriate public education (FAPE) pursuant to federal and state law.

Each resident district is to maintain a file on each resident student attending the Consortium program. For special education students, this file should contain the student's current IEP and progress reports.

The resident district, working with the host district or agency employing the teacher is responsible for IEP development and review.

### STAFFING

Special educational instructional staff will be employees of CHILDREN'S SQUARE or HEARTLAND FAMILY SERVICE and not employees of any member district. The special education administrator at HEARTLAND FAMILY SERVICES and CHILDREN'S SQUARE will be a Council Bluffs District employee.

The fiscal agent may employ, on behalf of the Consortium, an appropriately licensed person or assign a portion of an appropriately licensed person's time (with time records to show time exclusively devoted to the Consortium) to perform the duties of special education administrator. Only the employing member district has the power to terminate the employment of the administrator.

If the time records support that a specific portion of the time of the special education administrator was exclusively devoted to special education, the fiscal agent shall provide such records to each member district. The member districts may use this information to request approval of the School Budget Review Committee (SBRC) to treat this cost as a special education cost. Otherwise, without SBRC approval, the cost cannot be expended from special education funding.

### TRANSPORTATION

Transportation of member students to and from the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE sites will be determined by the resident member district and will not be the responsibility of the host district. Other necessary transportation during the school day shall be provided by the host district and shall be charged to the resident member district for the student as an individualized cost.

The host member district agrees to allow vehicles from member districts to cross its boundaries for purposes of providing such transportation.

### PROPERTY

It is not contemplated the Consortium will acquire, hold or dispose of any real property as part of this undertaking. However, the fiscal agent in the Consortium may enter into leases or

sublease arrangements for a building to house the program, with approval of the member districts. That lease or sublease arrangements may be payable from the Physical Plant and Equipment Levy Fund or other legally authorized funds.

### NON-MEMBER DISTRICTS

Occasionally, a district which is not a member of the Consortium may want to send a student to the CHILDREN'S SQUARE or HEARTLAND FAMILY SERVICE programs. Districts who are not members are required to join the Consortium prior to sending students to either CHILDREN'S SQUARE or HEARTLAND FAMILY SERVICE unless the sending school district resides outside of the boundaries of the State of Iowa.

### FINANCIAL PROVISIONS

Members agree to pay Consortium costs to the fiscal agent for their students' enrollment in the consortium program located at the sites of CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE. The costs shall be computed by determining actual costs for providing educational services to each member's students with IEPs as defined in this Agreement. Billing will be done monthly.

A member district may be involuntarily terminated at the end of a school year by a majority vote of the administrators for failure to pay timely or otherwise not abiding by the terms of this Agreement.

If statutory changes or additions, i.e., state incentives for such sharing, mandate adjustments in the payments required pursuant to this Agreement, addenda shall be executed to bring the Agreement into compliance with statutory requirements.

The fiscal agent member shall provide itemized billings for the costs set out in this Agreement, within thirty (30) days of the end of each month. No billing shall be provided directly to resident districts from a third party contract. Each member shall promptly pay its amount at its next board meeting, but no later than thirty (30) days from receipt of the itemized bill. If any costs were estimated during the fiscal year, the final month's billing shall be adjusted to ensure that the costs are the actual costs for special education for the entire year and the correct share of costs pursuant to this Agreement. "Itemized" billing means a bill in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, determining performance of the IEP requirements for each of its students, reporting expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013, filing Medicaid claims or special education claims or determining that such



claims have been filed and billed costs reduced by that amount, etc.

Each resident district shall be billed for and pay the direct actual costs of the educational program for each of its resident students pursuant to the IEP. "Actual costs" is a term referring to the excess costs of providing instruction for children requiring special education, above the costs of instruction of pupils in a regular curriculum. "Actual costs" should not be confused with the common meaning of actual as 'all costs incurred' which might include non-instructional costs or costs of instruction that are substantially similar to the costs of instruction in regular curriculum. To the extent that the costs are directly related to the provision of special education services pursuant to the IEPs, these costs are special education costs in the member districts. In the case of a Consortium, the general purpose percentage [GPP] would not be billed as a part of the actual costs, because the non-IEP costs are being allocated to member districts otherwise; billing for GPP would result in duplicate billing.

Specialized costs above the costs of providing special education instruction for students may be billed to each resident district. Costs must be exclusively for identified students per their IEPs.

In the case where a lease agreement is approved by the administrators and their respective boards, and the facility being leased is not a school building owned by a member district, the annual cost of the lease may be billed to each member district in the proportion of each member's student enrolled or served days divided by total enrolled or served days for all districts. This must be agreed to by the majority of the administrators. The lease is paid from either Physical Plant and Equipment Levy (PPEL) or Secure an Advanced Vision for Education Fund (SAVE) and is not a special education cost. No costs related to debt, facility use charges, or new construction/remodeling may be charged. No costs related to the residential, placed, or PMIC programs may be charged.

Upon request food service will be provided by the host district in the same way that food service is provided to other students attending public school within the district boundaries.

The cost of supplies and equipment that are not included in actual costs of special education, may be billed to each member district in the proportion of enrolled or served days divided by total enrolled or served days for all districts. This must be agreed to by the majority of the administrators. These costs would be general fund, general purpose expenditures. Such inventory and equipment shall be jointly owned by the consortium members.

### CONTRACTED SERVICES

Billings from any purchased service provider must be "itemized" in sufficient detail that each

member district can meet its legal fiscal responsibilities, including but not limited to, the ability to:

- Determine performance of the IEP requirements for each of its students.
- Report expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013.
- Ensure costs are itemized for the purpose of submitting Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.
- Ensure costs are limited to actual costs of special education as defined by Iowa Code.
- Ensure each item is an item on the student's individual student's IEP so that re-billings are accurate.
- Ensure items such as services of a nurse are identified and are linked only to students with services of a nurse included on the individual student's IEP.
- Ensure each item is paid from the correct fund.
- Ensure each item is paid from the correct funding stream (special education weighted funding, IDEA Part B or Part C, LEP, Title 1, general purpose funding, etc.).
- Ensure any administrative costs are allowable and itemized for the purpose of requesting permission from the SBRC to pay those costs from special education weighted funding rather than general purpose funding.
- Ensure costs that are not included within the definition of actual costs of special education instructional programs are separately identified so that they are not paid from any special education funding streams. For this purpose, at a minimum, this would require costs itemized to the function level, and sometimes object level, that districts are required to enter on the CAR-COA. There cannot be a single special education cost when that cost includes non-instructional items. Therefore, there would be separate purchased services (even if in the same Agreement) for such things as instruction, support services, administration, operations & maintenance if applicable, etc.
- Ensure no costs were paid from grants or other funding resources the private provider received or was entitled to receive to address the potential for any cost to be paid by the district which was properly paid from a different source. The IDEA provides that education agencies are payors of last resort.
- Ensure any profit built in by a private for-profit service provider is reasonable. The district has a stewardship responsibility to look at those costs to evaluate the cost effectiveness of purchasing services versus providing the services directly as well as to have procedures in place to meet the coming requirements of the omni-circular related

to procurement.

- Ensure no costs are “per pupil rates.”
- Ensure no costs are related to purchasing spaces or other phantom student models.
- Ensure time records are maintained when personnel are paid from multiple funding streams and costs are proportionate to time.

### AMENDMENTS

The provisions of this Agreement may be added to, amended or modified by a majority vote of the administrators of all member districts and approved by their respective school boards. Votes must be cast at a duly called meeting by all administrators physically, or virtually, present.

All other Consortium business not pertaining to amending this Agreement shall be decided by a simple majority of the administrators of all member districts.

### DURATION

Subject to the rights of amendment, modification, or termination, this Agreement shall be in full force and in effect from the date of execution until June 30, 2022, and renew every July 1 for one-year periods if approved by the district’s board of education, unless participation is terminated by a member by providing written notice to all other members on or before January 1, or terminated by mutual agreement of all of the member districts.

### CROSS INDEMNIFICATION

If any claim for damage, injury or other loss (hereinafter “loss”) is made by or on behalf of a student, the district transporting or supervising the student at the time of the loss shall be responsible for any payment of claims, damages, or judgments arising out of the loss, and that transporting or supervising district shall indemnify, defend and hold harmless the non-transporting or non-supervising district if a claim is made against the non-transporting or non-supervising district for a loss which occurred while the student was under the supervision and control of the transporting or supervising district. Both member districts and the host district agree to carry liability insurance or otherwise contract for coverage of claims consistent with this Agreement.

Otherwise, to the extent permitted by law, each of the member districts shall protect, defend, hold harmless, and indemnify the other member districts from and against any and all claims, losses, costs, damages, and expenses including attorneys’ fees and expenses, which the other districts may incur by reason of the indemnifying party’s negligence, breach of this Agreement,

or violation of law or right of a third party, or that of the indemnifying party's officers, employees, or agents.

#### APPLICATION OF LAWS, RULES AND REGULATIONS

This Agreement and all policies, rules, and regulations adopted by the administrators to govern the operation of the program shall comply with the laws of the state of Iowa, with rules and regulations of the Iowa Department of Education, and with federal laws and regulations. Any provisions of this Agreement in conflict therewith shall be null and void and the remainder of the Agreement shall be binding upon all members.

All member districts shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

All member districts agree to cooperate as needed to assure that all required services and responsibilities are provided by the members and that the educational programs and activities are operated in compliance with all applicable laws.

#### BINDING EFFECT

This Agreement shall be binding upon, and inure to the benefit of, the member districts hereto and their successors and assigns.

#### EXECUTION IN COUNTERPARTS

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

#### SEVERABILITY

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by a court or state or federal agency, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not be contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to

be the agreement or obligation of the members, to the full extent permitted by law. Failure of a member to enter into this Agreement in accordance with Iowa law or inability of a member to be a party to this Agreement shall not affect the validity or enforceability of this Agreement as to all other members.

In commemoration of this Consortium Agreement, the presidents and secretaries of the respective boards of education sign this Agreement on the dates set below, the Agreement having been passed by a majority roll call vote of each board.

**For the Host and Fiscal Agent Member Council Bluffs Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member \_\_\_\_\_ :**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member A.H.S.T.W. Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Audubon Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Boyer Valley Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member CAM Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Charter Oak School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Clear Creek Amana School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Corning Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Creston Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Denison Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member East Mills Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Essex Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Glenwood Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Griswold Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Hamburg Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Harlan Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_



**Participating Member Highland Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Lewis Central Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Logan-Magnolia Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Maple Valley-Anthen Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Missouri Valley Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member MOC-Floyd Valley Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Red Oak Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Riverside Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Sheldon Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Shenandoah Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Sidney Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Sioux City Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Treynor Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Tri-Center Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Underwood Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Villisca Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member West Harrison Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member West Monona Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_

**Participating Member Woodbine Community School District:**

Board President \_\_\_\_\_ Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_ Dated \_\_\_\_\_



## **POWERSCHOOL ACCESS AGREEMENT**

This Agreement is entered into by and between Grant Wood Area Education Agency, (GWAEA) and the Licensee, ( Shenandoah CSD) as defined below in the signature block.

### **1. Definitions**

- 1.1. "District" means a school district.
- 1.2. "Licensee" means a District whose funds are used to pay the License Fee.
- 1.3. "License Fee" means the amount of money listed in Exhibit A and received by GWAEA for the License granted below.
- 1.4. "License Period" means the time period listed in Exhibit A for which the License Fee has been paid for the License granted below.
- 1.5. "PowerSchool Software" means the PowerSchool SIS software from Powerschool Group LLC as more fully described in Exhibit A.
- 1.6. "Use" means accessing and interacting with the PowerSchool Software.
- 1.7. "User" means an employee or contractor of the Licensee who uses the PowerSchool Software. See Exhibit A for the number of licensed Users.
- 1.8. "User Data" means information that is input by the Users, Licensee, or by GWAEA at the request of Licensee, while initializing, accessing, or using the PowerSchool Software.

### **2. Grant of License.**

- 2.1. GWAEA grants the Licensee a non-exclusive, limited right to use and access one instance of PowerSchool. Licensee acknowledges that GWAEA subcontracts for hosting of the PowerSchool software with the PowerSchool Hosting environment.
- 2.2. The license granted above is not sub-licensable.
- 2.3. All rights not specifically granted under this License are reserved by GWAEA.

### **3. Restrictions.**

- 3.1. Licensee agrees, except as expressly permitted in the License, the PowerSchool Software may not be accessed, used, copied, translated, redistributed, retransmitted, published, sold, leased, marketed, sublicensed, assigned, disposed of, encumbered, transferred, altered, modified or enhanced, whether in whole or in part. Licensee may not remove any proprietary notices, marks, or labels from the PowerSchool Software.
- 3.2. To the extent that Licensee has access to the source code of PowerSchool Software, Licensee acknowledges that the source code remains a confidential trade secret. Licensee agrees that it has no license whatsoever to the source code and shall not disclose the source code under any circumstances or to otherwise inspect, copy, distribute, publish, display or modify the source code, nor compile or assemble the source code into executable files.
- 3.3. Licensee agrees not to reverse-engineer, decompile or disassemble the PowerSchool Software, or make any attempt to discover the source code to the PowerSchool Software, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
- 3.4. Licensee agrees to not attempt to break or evade any access controls, copy-control protections, or encryption utilized in the PowerSchool Software.
- 3.5. Licensee agrees not to assist others in doing what the Licensee is prohibited from doing.
- 3.6. Licensee agrees that any sublicenses that it grants under the License shall have the same restrictions on the conduct of the sublicensee as are in place on the Licensee. Licensee agrees that GWAEA may terminate this Agreement without warning if Licensee breaches this clause. Licensee indemnifies GWAEA for any damages that GWAEA may suffer to due Licensee's breach of this clause.

### **4. Obligations of GWAEA.**

- 4.1. GWAEA shall be responsible for installation, providing hosting with PowerSchool and maintenance of the PowerSchool Software.
- 4.2. GWAEA shall provide Licensee with access to an instance of the PowerSchool Software that is dedicated to the exclusive use of the Licensee.
- 4.3. GWAEA shall provide Licensee with access to versions of the PowerSchool Software that are stable in the PowerSchool Hosting environment, but GWAEA shall not be required to provide access to the most recent version of the PowerSchool Software made available by PowerSchool Group LLC.
- 4.4. In general, the PowerSchool Software shall be available for use and access by Users 24 hours a day, 7 days a week, except for scheduled maintenance to take place at commercially reasonable times.

- 4.5. GWAEA will thoroughly investigate all problems reported by Licensee. GWAEA will make commercially reasonable efforts to correct the problem and GWAEA will provide: 1) a solution; 2) confirmation that the PowerSchool Software works per design specifications; or 3) confirmation that responsibility for a solution has been passed to Powerschool Group LLC. GWAEA will communicate regularly with the Licensee regarding the status of all problems and any solutions.
- 4.6. GWAEA shall provide support via telephone, and email during regular business hours (7:30 am - 4:00 pm Central Time) Monday through Friday except holidays and days the agency is closed or the support team notifies that support will not be available. GWAEA support staff may provide support for severe problems outside of regular business hours at its discretion or as otherwise agreed to by the Licensee. GWAEA shall not be required to provide in-person support.
- 4.7. GWAEA shall not provide support regarding computer or networking hardware installation, support, or maintenance.
- 4.8. GWAEA shall not be required to provide support regarding software other than the PowerSchool Software. If Licensee so requests, GWAEA may diagnose a software problem to the extent of its capability. Software support will be charged per call at the then-current GWAEA pricing schedule.
- 4.9. Support requests will be prioritized by severity of the problem and handled in the order of most severe to least severe, with Technical issues ahead of other problems and questions. Priority is assigned in descending severity: the PowerSchool Software unavailable; a portion of the PowerSchool Software is unavailable; operational questions that are holding up use; operational questions that do not interfere with normal use; enhancement suggestions/requests and requests for custom applications.
- 4.10. The PowerSchool Software shall be available for use and access by Users during back-up activities performed by Licensee or GWAEA or the PowerSchool Hosting environment.
- 4.11. GWAEA shall undertake commercially reasonable efforts to: 1) maintain the security of User Data; 2) not release User Data to any person or entity without the express written consent of the District, except pursuant to an agency or judicial order, provided that GWAEA shall notify the District of such order before releasing any User Data.
- 4.12. GWAEA shall not be responsible for performing back-ups of the PowerSchool Software or User Data, although daily back-ups of the PowerSchool Software and User Data are provided by the PowerSchool Hosting environment.
- 4.13. After the end of the License Period, Licensee may request that GWAEA assist Licensee in obtaining a copy of User Data from PowerSchool Hosting environment as that data existed upon the date of termination of this Agreement. Any such request by Licensee must be made within thirty (30) days of the date of termination of this Agreement. District acknowledges that GWAEA does not have the ability to extract User Data from the

PowerSchool Hosting environment.

4.14. GWAEA agrees to provide other services as listed in Exhibit A.

**5. Obligations of Licensee.**

5.1. Licensee agrees to pay GWAEA in the amounts and on the schedule listed in Exhibit A.

5.2. Licensee shall designate appropriate contacts with whom GWAEA is to work. When returning contract Licensee should provide these contacts in the provided form. The maximum number of contacts per district is five. Other Licensee personal contacting GWAEA support will be referred to the appropriate contact listed by the Licensee. Contacts should have sufficient technical skill and knowledge of Licensee's computers and the PowerSchool Software to be able to assist GWAEA in resolving any problems.

5.3. When reporting a technical issue, Licensee shall provide as accurate and complete description as possible including: 1) details of what menu item or module was being accessed, 2) what Licensee was attempting to do, 3) the exact error message text as well as any other pertinent details. Licensee shall assist in technical issue resolution by providing copies of reports and/or files deemed necessary by GWAEA, via email or uploading files to GWAEA. All materials provided by Licensee during resolution of technical issues shall be considered confidential by GWAEA.

5.4. Licensee agrees that it alone is responsible for: 1) use of User Data; and 2) the confidentiality of and use of all usernames, passwords, and accounts, by the Licensee, its Users, employees, agents, and third parties, whether authorized or unauthorized. Licensee agrees to indemnify GWAEA and hold GWAEA harmless for any loss or damage incurred by GWAEA or by any other person as a result of the use or misuse of User Data, usernames, passwords, and accounts that is outside the control of GWAEA.

5.5. Licensee agrees to immediately notify GWAEA when it becomes aware of any loss or theft or unauthorized use of any of its usernames, passwords, and/or accounts.

5.6. Licensee agrees to abide by acceptable computer and network usage policies published by GWAEA from time to time. Licensee agrees to require its Users to agree to abide by acceptable computer and network usage policies published by GWAEA from time to time. Failure of Licensee to abide by such policies, or to require its Users to abide by such policies, may result in immediate termination of this Agreement or immediate termination of Users access to the PowerSchool Software.

5.7. Licensee agrees that it is solely responsible for ensuring the accuracy of User Data. Licensee acknowledges that the PowerSchool Software may provide incorrect information to Licensee; however, Licensee has numerous opportunities to detect the occurrence of such errors and control their effect. Licensee shall have the responsibility to establish and use appropriate measures in its operations to detect the occurrence of such error promptly and to minimize their effect on it. In addition, Licensee



shall promptly inform GWAEA of all errors it believes to exist and render all reasonable assistance in correcting said errors.

- 5.8. Licensee agrees that it is responsible for all obligations and liabilities arising out of use and ownership of User Data. This means, without limitation, that Licensee shall be responsible for all third-party requests for User Data, whether by subpoena or otherwise. If a third-party serves GWAEA with a request for User Data, GWAEA will, as soon as practicable, provide the request to Licensee. Licensee shall thereafter be responsible for appropriately responding to the request. Licensee shall indemnify and reimburse GWAEA for all reasonable expenses, including attorneys' fees, that GWAEA incurs arising out of the request. Licensee shall not direct third parties to make requests for the User Data to GWAEA, but shall instead direct that requests be made to Licensee. GWAEA will cooperate with Licensee in responding to the request by providing the requested User Data to Licensee or the third-party if so directed by Licensee.
- 5.9. Licensee is responsible for, including all associated costs, all maintenance and installation of: 1) any computers or virtual machines owned or controlled by Licensee, 2) any common carrier equipment, and 3) any communication equipment required for Licensee to access and use of the PowerSchool Software.
- 5.10. Prior to purchase of a third party add-on or tool for the PowerSchool Software, Licensee is responsible for notifying GWAEA of its intent to utilize such an add-on or tool so that GWAEA can determine whether the add-on is compatible with the Licensee's instance of PowerSchool. GWAEA is not responsible for making any add-on or tool function with PowerSchool. GWAEA may assist and additional fees may apply.

## **6. Ownership.**

- 6.1. Title, ownership rights and intellectual property rights in and to the PowerSchool Software shall remain with Powerschool Group LLC and are protected by US and international laws and treaties. Access and use of the PowerSchool Software is licensed, not sold. There is no transfer to Licensee of any title to or ownership of the PowerSchool Software or any software or hardware owned or controlled by GWAEA or the PowerSchool Hosting environment.
- 6.2. Title, ownership rights and intellectual property rights in User Data shall remain with Licensor.

## **7. Termination.**

- 7.1. This Agreement shall terminate at the end of the License Period or upon the occurrence of any of the following events:
  - 7.1.1. Failure of Licensee to pay GWAEA any sums or amounts due, where such delinquency is not fully corrected within sixty (60) days of GWAEA written demand; or
  - 7.1.2. Failure Licensee or GWAEA to observe, keep or perform any of the terms and conditions

of this Agreement where such nonperformance is not corrected by Licensee or GWAEA Within thirty (30) days after prior written notice by the other party.

- 7.2. Except as provided above, upon the expiration or other termination of this Agreement, all rights and obligations of the parties under this Agreement shall cease as of the termination date.

## 8. Miscellaneous.

- 8.1. No Warranties. GWAEA AND ITS SUPPLIERS DISCLAIM ALL WARRANTIES AND CONDITIONS, EITHER EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND THOSE ARISING OUT OF USAGE OF TRADE OR COURSE OF DEALING, CONCERNING THE SOFTWARE PRODUCT, AND THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY GWAEA, ITS AGENTS, DEALERS, DISTRIBUTORS OR EMPLOYEES SHALL INCREASE THE SCOPE OF THE ABOVE WARRANTIES OR CREATE ANY OTHER WARRANTIES.
- 8.2. No Liability for Damages. EXCEPT FOR THE EXPRESS REMEDIES AND INDEMNITIES PROVIDED TO THE COMPANY UNDER THIS AGREEMENT, REGARDLESS OF WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL GWAEA OR ITS SUPPLIERS (OR THEIR RESPECTIVE AGENTS, DIRECTORS, EMPLOYEES OR REPRESENTATIVES) BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION TO: CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, ECONOMIC, PUNITIVE OR SIMILAR DAMAGES, OR DAMAGES FOR LOSS OF BUSINESS PROFITS, LOSS OF GOODWILL, BUSINESS INTERRUPTION, COMPUTER FAILURE OR MALFUNCTION, LOSS OF BUSINESS INFORMATION OR ANY AND ALL OTHER COMMERCIAL OR PECUNIARY DAMAGES OR LOSSES) ARISING OUT OF THE USE OF OR INABILITY TO USE THE POWERSCHOOL SOFTWARE OR THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES, HOWEVER CAUSED AND ON ANY LEGAL THEORY OF LIABILITY (WHETHER IN TORT, CONTRACT OR OTHERWISE), EVEN IF GWAEA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY OTHER PARTY. LICENSEE ACKNOWLEDGES THAT THE LICENSE FEE REFLECTS THIS ALLOCATION OF RISK. In any event, if any statute implies warranties or conditions not stated in this Agreement, GWAEA's entire liability under any provision of this Agreement shall be limited to the greater of the amount actually paid by Licensee to license the PowerSchool Software and Five United States Dollars (US\$5.00). Because some jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitation may not apply to Licensee.
- 8.3. No Indemnity. GWAEA shall have no obligation to defend Licensee or to pay any resulting costs, damages, or attorneys' fees for any claims alleging direct or contributory infringement of the PowerSchool Software by: 1) GWAEA's provision of access to the PowerSchool Software; or 2) Licensee's access or use the PowerSchool Software.

- 8.4. Entire Agreement. This Agreement, and any exhibits, constitutes the entire agreement between GWAEA and Licensee with regard to the PowerSchool Software and supersedes any and all prior agreements on this topic. This Agreement shall not be modified except by a written agreement between authorized representatives of GWAEA and Licensee.
- 8.5. Severability. If a court of competent jurisdiction determines that a provision of this Agreement is unenforceable in any jurisdiction, then such provision shall be deemed modified to the minimum extent necessary to make it comply with the applicable law of such jurisdiction.
- 8.6. Governing Law. This Agreement is governed by the laws of the State of Iowa and applicable U.S. federal law and the state and federal courts located in Cedar Rapids, Iowa, USA shall have exclusive jurisdiction and venue over any claim arising from this License Agreement.

We the undersigned agree to the terms and conditions set forth in this Agreement and Exhibits.

GRANT WOOD AREA  
EDUCATION AGENCY

LICENSEE  
Shenandoah CSD

By:



By:

Name: Randy Bauer  
Position: GWAEA Board President  
Date:

Name:  
Position:  
Date:

#### EXHIBIT A

PowerSchool Software means:

The PowerSchool SIS software provided by Powerschool Group LLC, including all of the base functionality plus State Reporting.

K-12 Student Enrollment: 997.30  
Per Pupil cost: \$9.40  
Site Charge: \$550  
Whole Grade Sharing Charge: \$0.00  
Enrollment Express Tool Charge: \$2,054.44  
Enrollment Express Setup Charge: \$8,500.00  
ECollect Forms Tool Charge: \$2,313.74  
ECollect Forms Setup Charge: \$0.00  
UE Public Registration Tool Charge: \$0.00  
UE Public Registration Setup Charge \$0.00

Total Cost: \$22,792.79

License Period: July 1, 2021 - June 30, 2022  
Term of this Agreement: July 1, 2021 - June 30, 2022

#### Billing Schedule

Payment will be made no later than thirty days after invoice. Invoicing will be in September 2021.

SIXTH STREET FACILITY  
4401 Sixth Street SW  
Cedar Rapids, IA 52404  
800-332-8488 • Fax: 319-399-6457

33RD AVENUE FACILITY  
1120 33rd Avenue SW  
Cedar Rapids, IA 52404  
800-332-8488 • Fax: 319-399-6474

CORALVILLE FACILITY  
2301 Oakdale Boulevard  
Coralville, IA 52241  
800-854-0446 • Fax: 319-626-1101

To ensure success for all learners.  
[www.gwaea.org](http://www.gwaea.org)

## **SCREENCASTIFY STUDENT DATA PRIVACY ADDENDUM**

This Student Data Privacy Addendum (“DPA”) is effective as of the date of full execution or the date of the relevant Screencastify sales order form or other ordering document in which this DPA is incorporated (“Sales Order”) and is intended to supplement such Sales Order or other services agreement (“Primary Agreement”) between Screencastify, LLC (“Screencastify”) and the school district, individual school or other school district partner or agent identified in the Sales Order in which this DPA is incorporated or as identified on the signature line below (“Local Education Agency” or “LEA”).

**Whereas**, Screencastify and LEA recognize the need to protect Student Data (as defined herein) exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”), the Children’s Online Privacy Protection Act (“COPPA”) and other state laws that apply based on LEA’s jurisdiction (for example, New York State Education Law Section 2-d), and

**Whereas**, Screencastify and LEA desire to supplement the Primary Agreement with this DPA to establish their respective obligations and duties to comply with applicable laws and regulations.

**Therefore**, Screencastify and LEA agree as follows:

### **1. PURPOSE AND SCOPE**

a. **Purpose of DPA.** The purpose of this DPA is to describe each Party’s duties and responsibilities to protect Student Data. In performing the services as further described in the Primary Agreement (the “Services”), Screencastify will be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Screencastify is under the direct control and supervision of the LEA with respect to its use of Student Data.

b. **Description of Services.** As further described in the Primary Agreement, the Services Screencastify provides may include video recording, editing and submission software tools and services designed for use in classroom education settings. Students may be directed by their teachers to create and submit video and audio recordings as part of various classroom assignments, which may be hosted by Screencastify or the LEA’s classroom management platform (e.g., Google Classroom).

c. **Student Data to be Provided.** In order for Screencastify to provide its services, the Student Data LEA will provide to Screencastify in connection with the Services may include the following:

- i. Application technology Metadata (e.g., user IP Addresses);
- ii. Application use statistics (e.g., Metadata on user interaction with Screencastify’s application);
- iii. Student contact information (e.g., student email address may be collected depending on the selected admin options)
- iv. Student work (e.g., student generated content such as videos generated with the Screencastify application as part of classroom assignments).

d. **Defined Terms.** Defined terms in this DPA have the definitions in **Exhibit A** or as otherwise defined in this DPA. If there is a conflict, the definitions used in this DPA will prevail over definitions in the Primary Agreement.

### **2. DATA OWNERSHIP AND AUTHORIZED ACCESS**

a. **Student Data Property of LEA.** All Student Data transmitted to Screencastify pursuant to the Primary Agreement is the property of and under the control of LEA. Screencastify further acknowledges

and agrees that all copies of such Student Data transmitted to Screencastify, including any modifications or additions or any portion thereof, are subject to this DPA in the same manner as the original Student Data. The parties agree that as between them, all rights, including all intellectual property rights in and to the Student Data contemplated per the Primary Agreement, will remain the exclusive property of the LEA. Notwithstanding the above, for purposes of FERPA, Screencastify will be considered a School Official under the control and direction of the LEA as it pertains to the use of Student Data.

**b. Parent Access.** To the extent required by law, the LEA must establish reasonable procedures by which a parent, legal guardian or eligible student may review Education Records and/or Student Data, correct erroneous information or transfer student-generated content to a personal account consistent with the functionality of the Services. Screencastify must respond in a timely manner (no later than forty-five (45) days from the date of the request or pursuant to the time frame required under applicable state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by Screencastify to view or correct as necessary. If a parent of a student or other individual contacts Screencastify to review any of the Student Data accessed pursuant to the Services, Screencastify must refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.

**c. Law Enforcement Requests.** If a law enforcement or other government entity ("**Requesting Party**") contacts Screencastify with a request for Student Data held by Screencastify pursuant to the Services, Screencastify must notify LEA in advance of a compelled disclosure to the Requesting Party unless the Requesting Party lawfully directs Screencastify not to inform LEA of the request.

**d. Subprocessors.** Screencastify must ensure all Subprocessors performing functions for Screencastify that involve processing of Student Data protect Student Data consistent with this DPA.

### **3. LEA DUTIES**

**a. Provide Data in Compliance with Applicable Laws.** LEA must provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.

**b. Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA, LEA shall include a specification of criteria for determining who constitutes a School Official and what constitutes a legitimate educational interest in its annual notification of rights.

**c. Reasonable Precautions.** LEA must take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.

**d. Unauthorized Access Notification.** LEA must notify Screencastify promptly of any known unauthorized access to Student Data. LEA will assist Screencastify in its efforts to investigate and respond to any unauthorized access.

**e. Consent to Collect Student Data.** LEA represents and warrants that it has (i) the authority to consent to Screencastify's collection and use of personal information from its students; (ii) obtained any required parental consent for Screencastify's collection and use of personal information from its students, including if required verifiable parental consent under COPPA; and (iii) not received any revocation of parental consent. By enrolling a student or helping the student use the Services, LEA provides consent to Screencastify for the collection and use of its students' personal information solely in connection with the use of the Services for classroom educational purposes

### **4. SCREENCASITIFY DUTIES**

**a. Privacy Compliance.** Screencastify must comply with all applicable federal, state and local laws, rules and regulations pertaining to Student Data privacy and security.

**b. Authorized Use.** Screencastify must not use Student Data shared pursuant to the Primary Agreement, including any persistent unique identifiers if applicable, for any purpose other than to provide the Services or as otherwise authorized in the Primary Agreement or this DPA. Screencastify must not sell or rent Student Data to any third party for any purpose.

**c. Screencastify Employee Obligations.** Screencastify must require its employees who have access to Student Data to comply with all applicable provisions of this DPA with respect to Student Data shared under the Primary Agreement. Screencastify agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data shared under the Primary Agreement. Screencastify will conduct appropriate training of its employees who will access and handle Student Data on legal obligations and best practices with respect to Student Data.

**d. No Disclosure.** Screencastify must not disclose any Student Data or any portion thereof, including user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or permitted by LEA, this DPA or the Primary Agreement. This non-disclosure obligation does not apply to (i) De-Identified information, (ii) Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or (iii) Subprocessors performing services on Screencastify's behalf pursuant to the Primary Agreement and subject to this DPA.

**e. De-Identified Data.** Screencastify agrees not to attempt to re-identify de-identified Student Data. Screencastify may use De-Identified Data for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Screencastify's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Screencastify's use of De-Identified Data will survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Screencastify agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, Screencastify shall obtain the LEA's written approval of the manner in which de-identified data is presented.

**f. Disposition of Data.** Upon written request from LEA, Screencastify must dispose of Student Data obtained under the Primary Agreement within sixty (60) days of the request. Screencastify's duty to dispose of Student Data does not apply to De-Identified Student Data.

**g. No Student Advertising.** Screencastify must not use, disclose or sell Student to (a) inform, influence or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Services to LEA. This section does not prohibit Screencastify from using Student Data for (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

## **5. DATA SECURITY**

**a. Data Security.** Screencastify agrees to employ reasonable administrative, physical and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use or modification. Screencastify must adhere to any applicable laws related to data security. Screencastify will endeavor to maintain a cybersecurity framework based on NIST Cybersecurity Framework Version 1.1 and will employ encryption methods to student data while in transit and at rest in accordance with applicable laws and education industry standards.

**b. Audits.** No more than once per year, or following a Student Data security breach, and upon written request from LEA with at least fifteen (15) business days' advance written notice and upon the execution of an appropriate non-disclosure agreement, Screencastify will allow LEA to audit the security and

privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of the Services to LEA.

c. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of LEA's Student Data maintained by Screencastify, Screencastify will provide notification to LEA within seven (7) days of confirmation that the incident impacted LEA's Student Data, unless such notification would disrupt investigation of the incident by law enforcement in which case Screencastify will notify LEA as soon as is reasonably practicable. Screencastify and LEA will adhere to the following process with respect to such notification:

- i. The security breach notification described above must include at least the following information if known by Screencastify and as it becomes available:
  1. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach;
  2. If possible to determine, either (1) the date of the breach, (2) the estimated date of the breach or (3) the date range within which the breach occurred;
  3. A general description of the breach incident if that information is possible to determine at the time notice is provided.
- ii. Screencastify must comply with all applicable federal and state requirements with respect to any data breach related to LEA's Student Data, including, as required, the responsibilities and procedures for notification and mitigation of any such data breach.
- iii. Screencastify must have a written incident response plan that reflects best practices and is consistent with industry standards among organizations similar to Screencastify and as required by federal and state law for responding to data breaches and privacy incidents.
- iv. LEA is responsible for providing notice and facts surrounding the breach to any affected students, parents or guardians as may be required by law or policy, provided however, that Screencastify must reimburse LEA for the full cost of such notification to the extent required as a result of the unauthorized release of Student Data by Screencastify or its Subprocessor.
- v. If the breach originates from LEA's use of the Services, Screencastify agrees to cooperate with LEA to the extent necessary to expeditiously secure LEA's Student Data.

## 6. **WARRANTIES AND LIABILITY**

a. **LIMITATION OF LIABILITY.** EXCEPT FOR SCREENCASTIFY'S OBLIGATIONS UNDER SECTION 5(C)(IV), UNDER NO CIRCUMSTANCES WILL EITHER PARTY BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES (EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) INCLUDING ANY LOSS OF REVENUE, PROFITS OR DATA ARISING OUT OF OR RELATED TO THIS DPA. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, EXCEPT FOR CLAIMS BASED ON SCREENCASTIFY'S WILLFUL MISCONDUCT, SCREENCASTIFY'S AGGREGATE LIABILITY ARISING OUT OF OR WITH RESPECT TO THIS DPA IS LIMITED TO THE TOTAL AMOUNTS PAID BY CUSTOMER UNDER, OR IN CONNECTION WITH THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE EVENT GIVING RISE TO SUCH CLAIM OR \$500, WHICHEVER IS LESS.

b. **Warranties.** Except as set forth in the Primary Agreement or this DPA, Screencastify makes no representations or warranties as to the quality or reliability of the Services and to the maximum extent permitted by applicable law, the Services are provided on an "as-is" basis and Screencastify disclaims all implied or statutory warranties (including claims about merchantability, title, non-infringement, accuracy, or



fitness for a particular purpose). Customer acknowledges Screencastify does not control and Screencastify is not responsible for any interruptions, delays, cancellations, delivery failures, data loss, content corruption, packet loss, or other damage arising from (i) Customer equipment or the transfer of data over communication networks, facilities, and devices (including the Internet); (ii) limitations, interruptions, delays, cancellations, and other problems inherent in the use of such communications networks, facilities, and devices not within Screencastify's control; and (iii) Customer's failure to properly install appropriate security updates and patches to software and programs on networks and devices within Customer's control.

**7. MISCELLANEOUS**

**a. Term/Termination.** The term of this DPA will run concurrently with the Primary Agreement and/or any other services agreement or subscription license between Screencastify and LEA. This DPA will terminate automatically upon expiration or termination of such Primary Agreement and/or any other services agreement or subscription license between Screencastify and LEA, provided however, that all provisions of this DPA that, by their nature must survive termination of this DPA, will survive termination and continue to apply to LEA's Student Data.

**b. Priority of Agreements.** Regarding Student Data, this DPA will control in the event of a conflict with the Primary Agreement or any other agreement between LEA and Screencastify.

**c. Governing Law: Venue and Jurisdiction.** This DPA will be governed by and construed in accordance with the laws of the state in which LEA is located, without regard to conflicts of law principles. Each party consents and submits to the sole and exclusive jurisdiction to the state and federal courts for the county in which LEA is located for any dispute arising out of or relating to this DPA.

**d. Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction will not invalidate or render unenforceable such provision in any other jurisdiction.

**e. Successors Bound.** This DPA will be binding upon the respective successors in interest to Screencastify in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business.

**f. Authority.** Each party represents it is authorized to bind to the terms of this DPA.

**g. Waiver.** No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

**ACCEPTED AND AGREED:**

<b>SCREENCASTIFY, LLC</b>	DocuSigned by:	<b>LEA:</b>
Signature:	<i>David Pruitt</i>	Signature:
Name: David Pruitt	42A42836A143400...	Name:
Title: General Counsel		Title
Date: 2/5/2021		Date:

## EXHIBIT A

### DEFINITIONS

**De-Identified Data and De-Identification:** Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

**Education Records:** Education Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

**Metadata:** means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

**School Official:** For the purposes of this DPA and pursuant to 34 CFR § 99.31 (b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33 (a) governing the use and re-disclosure of personally identifiable information from Education Records.

**Student Data:** Student Data includes any data, whether gathered by Screencastify or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in section 1(c) of this DPA is confirmed to be collected or processed by Screencastify pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Screencastify's Services.

**Subprocessor:** For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Screencastify, who Screencastify uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

**Targeted Advertising:** means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet website, online service or mobile application by such student or the retention of such student's online activities or request over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet website based on the content of the webpage or in response to a student's response or request for information or feedback.

**Agreement for "Category One - Data Transmission and/or Internet Access Service"**

21-053 ( )

THIS Agreement is made by and between the State of Iowa, Iowa Telecommunications and Technology Commission operating the Iowa Communications Network, (collectively the "ICN") and ("Customer") Shenandoah Community School District ICN and Customer may also be referred to as the "Parties" or "Party" as the context allows.

SECTION 1: PURPOSE. The ICN shall provide the Customer with Category One - Data Transmission and/or Internet Access Service, per this Agreement.

1.1 When applicable, the parties shall identify any related contract that this Agreement replaces: # 18-053(166)

SECTION 2: IDENTITY OF THE PARTIES.

2.1 The Iowa Telecommunications and Technology Commission operating the Iowa Communications Network is authorized by Iowa Code Chapter 8D to operate a communications network in the State of Iowa. The Iowa Communications Network's address is 400 East 14<sup>th</sup> Street, Grimes State Office Building, Des Moines, Iowa 50319.

2.2 The Customer is an authorized user of the ICN as allowed by Iowa Code Chapter 8D and in accordance with the relevant provisions of Iowa law. CUSTOMER's Administration Office location is: 304 W Nishna Road, Shenandoah, IA 51601.

SECTION 3: COMPENSATION. For the term of the Agreement, upon receipt of a Customer's order and where provisioning is available, the ICN agrees to provide the Customer with Category One - Data Transmission and/or Internet Access Service at the following rates:

<u>Bandwidth</u>	<u>Service Description</u>	<u>Installation/Onetime Charges</u>	<u>Recurring Monthly Charges</u>
50-Mb	Internet service circuit # 80275	\$ 100.00	\$ 153.60

Term: **36 months - (Two - 12-month contract extensions allowed)**

3.1 Payment Terms. As applicable, ICN shall identify services rendered and submit itemized invoices for amounts owed on a monthly basis. Customer will pay all approved invoices in arrears and in conformance with Iowa Code. Customer may vary the terms of this provision by paying the invoice in less than 60 days as provided in Iowa Code. However, an election to pay in less than 60 days shall not act as an implied waiver of Iowa Code. Any sums owed to ICN by Customer shall be itemized and added to Customer's invoice prior to submission. If Customer disputes the amount of any invoice, Customer will notify the ICN of the dispute within 30 days of receipt of the invoice. Failure to give such notice shall be deemed a waiver of any dispute as to the amount of that invoice.

SECTION 4: TERM. This Agreement shall be effective July 1, 2021 and shall continue for the Term selected in Section 3. This Agreement may be amended to allow a single - one-year contract extension at the Rate(s) listed above upon ICN receipt of Customer's written request prior to the end of the Term, or unless terminated, the service shall be provided on a month to month basis, at the current rate listed above.

SECTION 5: ADMINISTRATIVE ISSUES.

5.1 Upgrades. During the term of the Agreement the customer may upgrade the service listed in "SECTION 3: Compensation" as long as the revenue commitment is equal to or greater than the original commitment and the hardware does not need to be changed out to facilitate the upgrade. The Customer acknowledges that a service upgrade may require a network buildout, the possibility of one-time network buildout charges, and an Amendment. Bandwidth Upgrades, or changes in features, if requested, can affect the Category 1 Funding that was initially approved by USAC.

5.2 Termination Liability. Customer shall provide ICN 30 day written notification of their termination request.

5.2.1 Should Customer terminate service, all waived installation charges or any one-time fees, incurred by ICN, shall be invoiced to the Customer.

5.2.2 If the service is terminated, prior to the end of the agreed upon term, Customer shall be liable for 80% of the monthly reoccurring charges that remain to the end of the agreed upon term.

5.2.3 In all situations 100% of all third-party termination fees will be passed through to customer, without additional ICN markup.

5.2.4 Upon ICN acceptance of Customer termination notice, Customer shall receive a final invoice from ICN after the termination is completed.

SECTION 6: AMENDMENTS. This Agreement may be amended in writing by mutual consent of the Parties. All amendments to this Agreement, incorporated by reference herein, must be fully executed by the Parties.

SECTION 7: POINTS OF CONTACT. The Parties agree to provide points of contact for purposes of efficient management of this Agreement, in accordance with the following.

7.1 The ICN's primary point of contact for the Customer's service is the ICN Service Desk: Phone 1-800-572-3940 or E-mail: [ICNServicedesk@iowa.gov](mailto:ICNServicedesk@iowa.gov)

7.2. Customer Contact is: Richard Morgan Fine Email: [morganfiner@shenandoah.k12.ia.us](mailto:morganfiner@shenandoah.k12.ia.us) Phone 712-246-1581

SECTION 8: SERVICE LOCATION. (Endpoint:): 1000 Mustang Drive, Shenandoah, IA 5160.

SECTION 9: EXECUTION. IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties have entered into the above Agreement and have caused their duly authorized representatives to execute this Contract.

**IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION Operating as the IOWA COMMUNICATIONS NETWORK**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**SHENANDOAH COMMUNITY SCHOOL DISTRICT**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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