

HARLAN COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS - REGULAR MEETING
MEDIA CENTER - HARLAN COMMUNITY HIGH SCHOOL

March 8, 2021

6:00 p.m.

Finance: Anderson and Piro

AGENDA

A. Call meeting to order and determination of a quorum

B. Public Forum

In accordance with Policy 213 - Public Participation in Board Meetings the board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board has set aside this specific time for public comment.

*Citizens wishing to address the board during public comment must notify the board secretary **no later than 2 hours** prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.*

Normally, speakers will be limited to five minutes per individual or such time limit to not exceed 45 minutes total public participation time. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

C. Approve the Agenda

D. Discussion Items

1. Certified Budget and Budget Hearing
2. Update on COVID Safety Measures including Spectator Guidelines
3. Frontline Central Human Resources Software
4. Administrator Report
 1. Bill Mueller – Middle School Principal
 2. Scott Frohlich – High School Principal

E. Action Items:

1. Approval of Superintendent Contract
2. Resignation of Personnel:
 1. Chad Swanson – MS Volleyball Coach

2. Carrie Schaben – MS Volleyball Coach
3. Janet Nelson – HS Special Education Associate
3. Employment of Personnel:
 1. Kenny White – HS Ag Teacher and FFA Sponsor
 2. Jenny Hamilton – HS Math Teacher
 3. Lindsey White – Elementary Special Education Associate
 4. Sandra Connely – MS Special Education Associate
 5. Dean Mosher – MS Boys Track Coach
4. Approval of Laptop Bids for MS/HS Student 1:1 Devices
5. Approval of Chromebook Bids for 2nd Grade 1:1 Devices
6. Approval of Chromebook 2-in-1 Bids for Kindergarten Devices
7. Approval of Laptop Bids for Staff Devices
8. Approval of Veterans Memorial Auditorium Use Agreement between the HCSD and the City of Harlan through the Veterans Memorial Auditorium Commission
9. Approval of Agreement Between the City of Harlan and HCSD for the Use and Upkeep of the JJ Jensen Park Facilities
10. Approval of Renewal of Maintenance Agreement with Trane
11. Approval of Course Changes and Additions
12. Consideration of Open Enrollment Requests

F. Consent Agenda

1. Minutes
 1. February 8, 2021 – Regular Meeting
 2. February 11, 2021 – Special Meeting
 3. February 14, 2021 – Special Meeting
2. Accounts Payable
 1. February and March Pre-Paid Warrants
 2. March General Fund (Operating Warrants)
 3. Student Activity Fund Warrants
 4. Trust Fund Warrants
 5. Agency Fund Warrants
 6. Physical Plant and Equipment Fund Warrants
3. Financial Reports
4. Non-personnel Contracts

G. Policy Review

1. Policy Review – First Reading

1. Policy 505.5 – Graduation Requirements
2. Policy 713 - Electronic Records and Signatures

H. Policy Review

1. Policy Review – Second/Final Reading

1. Policy 503.1 – Student Conduct
2. Policy 503.5 – Corporal Punishment, mechanical Restraint
and Prone Restraint
3. Policy 503.6 – Physical Restraint and Seclusion of Students

I. Adjournment

HARLAN COMMUNITY SCHOOL DISTRICT
BUDGETARY INFORMATION
FISCAL YEAR 2022

TAX RATES COMPARISON

	<u>FISCAL YEAR 2021</u>	<u>FISCAL YEAR 2022</u>	<u>CHANGE</u>
GENERAL FUND	\$ 10.69	\$ 10.45	\$ (0.24)
MANAGEMENT FUND	\$ 0.61	\$ 0.85	\$ 0.24
PPEL FUND	\$ 1.00	\$ 1.00	\$ -
	<u>\$ 12.30</u>	<u>\$ 12.30</u>	<u>\$ -</u>

OTHER CATEGORICAL
FUNDING COMPARISONS

	<u>FISCAL YEAR 2021</u>	<u>FISCAL YEAR 2022</u>	<u>CHANGE</u>
TEACHER SALARY SUPPLEMENT	\$ 840,794	\$ 840,320	\$ (474)
PROFESSIONAL DEVELOPMENT	\$ 98,655	\$ 98,446	\$ (209)
EARLY INTERVENTION	\$ 97,916	\$ 98,121	\$ 205
TLC FUNDING	\$ 473,153	\$ 472,885	\$ (268)
PRESCHOOL FUNDING	\$ 229,060	\$ 220,424	\$ (8,636)

OTHER INFORMATION

THE CASH RESERVE LEVY WILL BE FOR \$840,000 WHICH IS THE SAME AS THE PRIOR YEAR - THIS IS USED TO FUND OUR SPED DEFICIT AND OTHER SBRC REQUESTS AS WELL AS TO KEEP OUR CASH FLOWS IN A SOLID POSITION.

THE BUDGET GUARANTEE WHICH WE REQUEST AT THE SAME MEETING THAT WE APPROVE THE BUDGET WILL BE FOR \$77,397. THE BUDGET GUARANTEE HELPS WITH THE FUNDING DECREASE THAT COMES FROM LOSS OF ENROLLMENT.

ALL OF OUR BOND PAYMENTS (BOTH G.O. AND REVENUE BONDS) WILL BE PAID BY TRANSFERS FROM OUR S.A.V.E. (ALSO KNOWN AS PENNY) FUND. OUR G.O. BOND WILL BE PAID OFF IN FISCAL YEAR 2023 AND OUR REVENUE BOND WILL BE PAID OF IN FISCAL YEAR 2029.

WE INCREASED THE MANAGEMENT LEVY TO STRENGTHEN THE MANAGEMENT FUND BALANCE TO PREPARE FOR THE POTENTIAL OF OFFERING EARLY RETIREMENT PACKAGES IN THE FUTURE. OUR PROPERTY INSURANCE COSTS HAVE ALSO TAKEN AN INCREASE AND THIS ALLOWS US TO PREPARE FOR THAT.

Unspent Authorized Budget Worksheet

(Line 32 = Legal Limit on General Fund Spending)

Authority	Data Source		Estimated FY18	Estimated FY19	Estimated FY20	Estimated FY21	Estimated FY22
1 Formula	AidLevy 4.3/5.1	Regular Program District Cost	9,381,578	9,688,624	9,811,509	9,783,526	9,803,964
2 Formula	AidLevy 4.8/5.2	Regular Program Budget Adjustment	74,354	0	0	126,098	77,397
3 Formula	AidLevy 4.11/5.3	Supplementary Weighting District Cost	312,768	279,114	312,387	183,938	252,752
4 Formula	AidLevy 4.14/5.4	Special Ed District Cost	1,127,076	1,091,688	1,225,005	1,238,243	1,247,297
5 Formula	AidLevy 4.22/5.5	Teacher Salary Supplement District Cost	803,899	830,208	840,794	840,794	840,320
6 Formula	AidLevy 4.30/5.6	Professional Development Suppl District Cost	94,432	97,487	98,655	98,655	98,446
7 Formula	AidLevy 4.38/5.7	Early Intervention Supplement District Cost	93,452	96,571	97,916	97,916	98,121
8 Formula	AidLevy 4.46/5.8	Teacher Leadership Supplement District Cost	452,384	467,189	473,153	473,153	472,885
9 Formula	AidLevy 4.49/5.9	AEA Special Ed Support	459,205	471,079	482,300	481,711	483,036
10 Formula	AidLevy 4.54/5.10	AEA Special Ed Support Adjustment	847	0	0	589	0
11 Formula	AidLevy 4.60/5.11	AEA Media Services	80,977	84,052	84,442	84,080	83,918
12 Formula	AidLevy 4.63/5.12	AEA Educational Services	89,546	92,933	93,349	92,954	92,768
13 Formula	AidLevy 4.66/5.13	AEA Sharing District Cost	0	0	0	1,087	1,104
14 Formula	AidLevy 4.74/5.14	AEA Teacher Salary Suppl District Cost	47,237	48,369	49,529	49,529	49,599
15 Formula	AidLevy 4.82/5.15	AEA Professional Dev Suppl District Cost	5,033	5,174	5,303	5,303	5,329
16 Board/SBRC	AidLevy 5.17	SBRC Modified Suppl Amt Dropout Prev	463,971	479,638	480,707	478,241	478,751
17 Board/SBRC	SBRC	SBRC Modified Supplemental Amt Other #1	19,598	0	5,359	0	0
18 Board/SBRC	SBRC	SBRC Modified Supplemental Amt Other #2	217,076	46,608	61,315	50,610	50,000
19 SBRC	SBRC/DE	Special Ed Deficit Modified Suppl Amt	249,093	578,750	405,454	438,706	425,424
20 SBRC	SBRC/DE	Special Ed Positive Balance Reduction	0	0	0	0	0
21 Board/SBRC	SBRC/DE	AEA Special Ed Positive Balance	0	0	0	0	0
22 Board/SBRC	SBRC	Allowance for Construction Projects	0	0	0	0	0
23 SBRC	SBRC	Unspent Allowance for Construction	0	0	0	0	0
24 Auditor	AidLevy 5.18	Enrollment Audit Adjustment	0	0	3,006	(6,910)	0
25 Calculated	AidLevy 5.16	AEA Prorata Reduction	75,561	75,561	75,561	75,561	25,560
26 Calculated	Calculated	Maximum District Cost	13,896,965	14,281,923	14,454,622	14,442,662	14,535,551
27 Board/Vote	AidLevy 7.35	Total Preschool Foundation Aid	216,580	229,024	254,560	229,060	220,424
28 Board/Vote	AidLevy 10.27	Instructional Support Authority	731,133	738,854	743,712	761,059	795,029
29 Board	AidLevy 11.3	Ed Improvement Authority	0	0	0	0	0
30 Board	See Note 1	Other Miscellaneous Income	1,804,510	1,681,185	1,774,920	2,176,453	2,001,321
31 Calculated	Calculated	Unspent Auth Budget - Previous Year	6,045,775	6,294,014	6,426,030	6,665,776	6,621,994
32 Calculated	Calculated	Maximum Authorized Budget	22,694,963	23,225,000	23,653,844	24,275,010	24,174,319
33 Board	See Note 2	Expenditures	16,400,949	16,798,970	16,988,068	17,653,016	17,591,709
34 Calculated	Calculated	Unspent Authorized Budget (UAB)	6,294,014	6,426,030	6,665,776	6,621,994	6,582,610

Maximum spending without a decline in Unspent Authorized Budget

16,649,188

16,930,986

17,227,814

17,609,234

17,552,325

NOTICE OF PUBLIC HEARING
Proposed Harlan School Budget Summary
Fiscal Year 2021-2022

Location of Public Hearing:

Date of Hearing:

Time of Hearing:

Harlan Community School District High School

Library

3/22/2021

5:30 PM

2102 Durant Street

The Board of Directors will conduct a public hearing on the proposed 2021/22 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

		Budget 2022	Re-est. 2021	Actual 2020	Avg %20-22
Taxes Levied on Property	1	7,002,444	6,796,555	6,049,394	7.6%
Utility Replacement Excise Tax	2	88,625	97,491	97,519	-4.7%
Income Surtaxes	3	665,993	641,658	666,101	0.0%
Tuition/Transportation Received	4	960,000	960,000	1,107,131	
Earnings on Investments	5	10,025	13,130	38,927	
Nutrition Program Sales	6	300,000	61,000	280,189	
Student Activities and Sales	7	562,500	322,500	454,602	
Other Revenues from Local Sources	8	150,200	133,200	194,812	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	9,164,924	9,034,630	9,318,819	
Instructional Support State Aid	11	35,152	0	0	
Other State Sources	12	1,511,000	1,490,923	1,573,786	
Commercial & Industrial State Replacement	13	108,808	85,690	84,222	
Title I Grants	14	195,000	194,661	174,887	
IDEA and Other Federal Sources	15	1,070,821	1,502,592	721,343	
Total Revenues	16	21,825,492	21,334,030	20,761,732	
General Long-Term Debt Proceeds	17	0	0	0	
Transfers In	18	1,086,580	1,089,006	1,101,029	
Proceeds of Fixed Asset Dispositions	19	1,000	1,000	2,319	
Special Items/Upward Adjustments	20	0	0	0	
Total Revenues & Other Sources	21	22,913,072	22,424,036	21,865,080	
Beginning Fund Balance	22	4,705,934	4,673,412	4,342,396	
Total Resources	23	27,619,006	27,097,448	26,207,476	
*Instruction	24	12,932,004	12,779,292	12,377,389	2.2%
Student Support Services	25	504,272	501,670	440,337	
Instructional Staff Support Services	26	957,670	1,027,891	989,323	
General Administration	27	298,873	290,295	445,605	
School Administration	28	993,358	964,716	969,965	
Business & Central Administration	29	485,081	449,421	457,463	
Plant Operation and Maintenance	30	1,419,231	1,452,037	1,251,026	
Student Transportation	31	971,226	932,688	807,850	
This row is intentionally left blank	32	0	0	0	
*Total Support Services (lines 25-32)	32A	5,629,711	5,618,718	5,361,569	2.5%
*Noninstructional Programs	33	800,000	775,000	749,364	3.3%
Facilities Acquisition and Construction	34	392,000	402,000	217,632	
Debt Service (Principal, interest, fiscal charges)	35	1,086,580	1,087,806	1,087,719	
AEA Support - Direct to AEA	36	690,194	639,692	639,362	
*Total Other Expenditures (lines 34-36)	36A	2,168,774	2,129,498	1,944,713	5.6%
Total Expenditures	37	21,530,489	21,302,508	20,433,035	
Transfers Out	38	1,086,580	1,089,006	1,101,029	
Other Uses	39	0	0	0	
Total Expenditures, Transfers Out & Other Uses	40	22,617,069	22,391,514	21,534,064	
Ending Fund Balance	41	5,001,937	4,705,934	4,673,412	
Total Requirements	42	27,619,006	27,097,448	26,207,476	
Proposed Property Tax Rate (per \$1,000 taxable valuation)		12.30228			

Middle School Board Report

3/8/2021

Students of the Quarter: Each quarter of the school year teachers select a student as a "Student of the Quarter." Students are selected based on the quality of their work, attitude in class, and how they treat others in their classes. The following are those recognized for 3rd Quarter:

6th Grade

Communications – Blake Bruck, Ashley Tunender

Math – Ben Schmitz, Ethan Schmitz, Kelsie Russell

Social Studies – Jesse Vandervort

Science – Gavin Eck

LA – Alex Medina Ortiz, Octavian Ward, Kendra Schofield

Qt. 3 – 7th Grade

Science – Alexa Powers

Math – Harrison Kjergaard, Tiffany Cote, Bartolo Perez

LA – Elisa Castellanos, Kennedi Reisz

Social Studies – Andy Pederson

Qt. 3 – 8th Grade

History – Dixi Ordonez

LA – Gianna Sampson, Caden Bruck

Math – Abby Broeckelman, Hailey Springman, Brock Loudy

Science – Jacob Brouse

ISASP: The Middle School will begin the Iowa Statewide Assessment of Student Progress March 15. Testing will take place through March 23rd. Tests will be taken electronically out of their content area classroom.

Spring Activities: Vocal Concert - March 9th, Instrumental Music Concert - March 16th, MS Jazz Band competition at Lewis Central - March 19th. There are 95 students out for Middle School Track.

Student Scheduling: We will begin getting students scheduled for classes in April for the 2021-2022 school year.

High School Board Report

3/8/21

Hawkeye 10 Awards

To qualify to fill out an application for the Hawkeye 10 All-Academic team, students have to have a 29 or higher on their ACT score. We had 13 students that qualified to fill out an application with a score of 29 or higher on their ACT. There are 22 students selected to the Hawkeye 10 All-Academic team, with 5 being students from the Harlan Community School. The Hawkeye 10 All-Academic Team for 2021. Brecken Van Baale, Justine Buman, Jack Klitgaard, Hannah Bissen, Brooke Goshorn. The Harlan Community Hawkeye 10 Character Award winner is Olivia Andersen - Congratulations to all!

State Girls Basketball

Congratulations to our 20-21 girls basketball team and coaches on their excellent performance at the girls state basketball tournament. We are proud of all that they have accomplished this year.

District Speech

The Harlan Community High School Individual Speech Team competed at a virtual Iowa High School Speech district competition held through Johnston High School in Johnston, Iowa. The students competed in various events via recordings. Although this year's formatting is different from past years, the students' performances were insightful and entertaining. The students who earned a division I rating will compete at the state level next weekend. The results are as follows:

Casey Kohl -interpretative prose - Division II
Sam Buman - spontaneous speaking - Division I
Sam Buman - expository address - Division I
Ian Shelton - expository address - Division I
Violet Lotenschtein - original oratory - Division I

Graduation May 16, 2021

We surveyed families to see what graduation ceremony plan works best for their families.

(87%) - Graduation will be Sunday, May 16 at 2:00 on Merrill field with unlimited seating. If rain is in the forecast, graduation will move to the gymnasium at 2:00 with four guests per/family.

(13%) - Graduation will be held in the high school gymnasium on May 16 at 2:00 with limited seating of four guests per family. (If IDPH guidelines change, we will reevaluate the gym capacity at that time)

Student Schedules

Students will begin scheduling in the next couple of weeks.

ISASP -(Iowa Statewide Assessment of Student Progress) The testing window at the high school is March 16, 17, 18, 19, 20, and 23.

HyVee Donation

HyVee customers were invited to shop select Hy-Vee brands in-store and online and use their Fuel Saver + Perks card at checkout for a chance to win prizes as part of Hy-Vee's Fuel Your School. A customer from the Harlan HyVee selected the Harlan Community High School to receive a \$1,000 donation. - Thank you to the customer and HyVee!

Boys State Tournament - Honor

Congratulations to Kylie Albertsen, Lily Albertsen, Rebekah Bruck, Emilee Rust, and Madison Schumacher on being selected to sing at the 2021 IHSAA Boy's State Basketball Tournament! They will perform before the Nation Anthem at the 10:00 AM session on Monday, March 8th.

Spring Sports numbers

Girls Soccer - 30

Boys Soccer - 38

Girls Tennis - 19

Boys Tennis - 13

Girls Track - 30

Boys Track - 29

Girls Golf - 6

Boys Golf - 18

HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH SUPERINTENDENT

This contract is entered into by and between Jennifer Barnett, an administrator as defined by Iowa Code Section 279.23, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa. This contract begins July 1, 2021 and shall be in effect for a two (2) year term. The superintendent shall be a probationary administrator throughout the term of this contract.

IN CONSIDERATION of a salary in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the first year and a salary to be fixed by the Board to be paid in the remaining year of this contract; provided, however, that the salary to be paid in the remaining year shall not be less than the salary paid in the first year; Such salary to be paid in equal installments on the 20th day of each calendar month for a period of 12 months, the first payment to be made on the 20th day of July 2021;

The administrator agrees to well and faithfully perform the duties of Superintendent and to perform such other duties connected with the District as may be assigned.

AND IT IS FURTHER AGREED:

1. The term of this contract includes 260 days of service. Pay for a day of service is equal to 1/260th the annualized amount and pay for a week equals five times the pay for a day of service. The days designated as holidays by the Board of Directors of the District shall be regarded as days of service and subject to the rules of payment of such days and the policies of the School District. Holidays include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve when it falls on a weekday and Christmas. In addition, shall receive one day as a "floating holiday" during the Christmas break.
2. That deductions for absence for which pay is not allowed shall be made in an amount equal to the pay for one day of service for each day of absence.
3. That, if the Superintendent is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the Superintendent shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the use to be made of the days in said term shall be assigned by the Board or its duly-authorized representative and may be stated in a school calendar adopted by the Board.
5. That the Superintendent shall present an administrator certificate and valid license to serve as Superintendent in the State of Iowa as required by law to the Secretary of the Board of Directors of the School District. If the Superintendent does not provide proof to the Board of appropriate licensure to act as Superintendent of Schools, this contract shall automatically be terminated.

6. Superintendent hereby agrees to devote full time, skill, labor, and attention to said employment during the term of this contract. Provided, however, that the Superintendent, with the prior approval of the Board may undertake paid consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

7. The Board shall provide the Superintendent with periodic opportunities to discuss Superintendent/Board relationships and to discuss the Superintendent's personnel records and performance at reasonable times set by the Superintendent and the Board president. The Superintendent shall be formally evaluated by the Board on an annual basis. The evaluation form and procedure shall be adopted by the Board following their review and discussion with the Superintendent.

8. That the Superintendent, if required to take military training, shall take such training during the times school is not in session whenever possible.

9. The Superintendent shall attend appropriate professional meetings at the local, state, and national levels, and shall be reimbursed for actual expenses in carrying out professional activities in accordance with the adopted line item budget and when an authorized statement is submitted and approved by the Board. Mileage will be reimbursed at the rate specified by the Board on an annual basis.

10. The District shall pay annual dues for the Superintendent's membership in any appropriate state and national professional organization with prior Board approval.

11. That the Superintendent shall receive the following insurance benefits: term life insurance policy covering her life with a death benefit of \$70,000, individual long-term disability insurance coverage and accidental death and dismemberment insurance.

12. The Board shall pay the premiums for District provided family health and dental insurance coverage.

13. The Superintendent shall be entitled to fifteen (15) days of paid sick leave.

14. The Superintendent shall be entitled to twenty (20) days of paid vacation per year. Vacation days shall be scheduled with or approved by the Board President, or as provided by Board policy. Unused vacation days shall be paid upon contract resignation or termination.

15. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

16. That this contract shall be invalid if the Superintendent is under contract with another school Board of Directors in the State of Iowa covering the same period of time.

17. It is understood and agreed that as an executive officer of the Board, the Superintendent shall perform such duties and have such powers as may be prescribed by the Board or by law; and

the Board, individually and collectively, will refer matters before the Board to the Superintendent for study and recommendation. However, this shall not prevent the Board from taking immediate action on matters before the Board if the Board desires.

18. On or before March 1 each year, the Board may elect to review this contract and by affirmative action extend the contract term for an additional one-year or multi-year period, with the term never exceeding three years; however, the failure of the Board to act shall result in no contract extension.

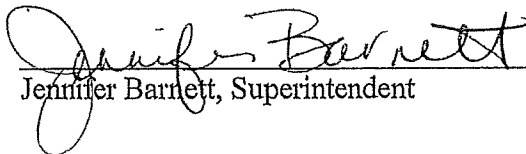
19. The benefits described above may be modified by mutual agreement of the parties at any time, provided such modification is in writing as an amendment to this agreement.

20. This contract shall be governed by and construed in accordance with Iowa law. If, during the term of this contract, it is found that a specific clause of the contract is unenforceable under federal or state law, then the remainder of the contract not affected by such a finding shall remain in full force and effect. The Board and the Superintendent may amend this contract in writing upon mutual agreement.

21. This contract shall be subject to the applicable provisions of Iowa Code Chapter 279. In the event this contract terminates prior to its termination date, the Superintendent shall receive pay for vacation days accumulated and unused on a pro rata basis for the final part of the year in which the contract terminates.

22. This contract is pending successful background check and shall be without force and effect unless it is in the hands of the Board bearing the signature of the Superintendent and the President of the Board on or before the 8th day of March, 2021.

2/15/2021
Date


Jennifer Barnett, Superintendent

Date

Amy Rueschenberg, Board President

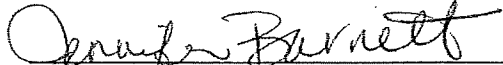
RELOCATION AGREEMENT BETWEEN
HARLAN COMMUNITY SCHOOL DISTRICT
AND
JENNIFER BARNETT

NOW, on this 15th day of February, 2021, the undersigned parties stipulate and agree as follows:

In conjunction with Jennifer Barnett signing the Contract for employment as Superintendent with the Harlan Community School District, effective July 1, 2021, the Harlan Community School District agrees it shall provide up to five thousand dollars (\$5,000.00) to reimburse the Superintendent for documented and actual moving expenses related to his relocation within the boundaries of the Harlan Community School District within six (6) months of July 1, 2021. Receipts shall be provided to the District prior to Board approval for reimbursement.

WHEREFORE, the parties agree as above stated and this document shall be effective upon the execution of the Superintendent Contract by both parties.

Amy Rueschenberg, Board President
Harlan Community School District



Jennifer Barnett
Superintendent

**HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH TEACHER**

This contract is entered into by and between **Kenny White**, a teacher, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa. This contract covers the 2021-2022 school year.

In consideration of an annual salary of **\$54,375.34**, the teacher agrees to well and faithfully perform his/her teaching duties, and such other duties as may be assigned by the board or its duly authorized representatives.

AND IT IS FURTHER AGREED:

1. That the contract term shall include 215 days of service for the entire school year as per the school calendar adopted by the Board of Directors.
2. That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.
3. That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
5. That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for coordinating the work of the teacher in the school program.
6. That the teacher shall present a certificate as required by law to the secretary of the Board of Directors of the School District, and that the teacher shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate is submitted.
7. That this contract shall be subject to the provisions of Iowa Code §§279.19 and 279.27 and may be terminated at the end of the contract term without cause.
8. That this contract shall be invalid if the teacher is under contract with another Board of Directors in the state of Iowa to teach covering the same period of time.

9. That this contract is subject to the provisions of the Master Contract between the District and the Harlan Education Association. The provisions of the Master Contract shall prevail where the provisions of this contract are inconsistent with those of the Master Contract.

10. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

11. Contract includes Sponsorship: FFA SPONSOR 11%

This contract shall be without force and effect unless it is in the hands of the Board bearing the signature of the teacher and the President of the Board on or before the 8th day of March, 2021.

March 2, 2021
Date

Kenny White
Teacher

March 8, 2021
Date

Board President

HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH TEACHER

This contract is entered into by and between **Jenny Hamilton**, a teacher, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa. This contract covers the 2021-2022 school year.

In consideration of an annual salary of **\$58,234.47**, the teacher agrees to well and faithfully perform his/her teaching duties, and such other duties as may be assigned by the board or its duly authorized representatives.

AND IT IS FURTHER AGREED:

1. That the contract term shall include 190 days of service for the entire school year as per the school calendar adopted by the Board of Directors.
2. That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.
3. That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
5. That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for coordinating the work of the teacher in the school program.
6. That the teacher shall present a certificate as required by law to the secretary of the Board of Directors of the School District, and that the teacher shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate is submitted.
7. That this contract shall be subject to the provisions of Iowa Code §§279.19 and 279.27 and may be terminated at the end of the contract term without cause.
8. That this contract shall be invalid if the teacher is under contract with another Board of Directors in the state of Iowa to teach covering the same period of time.

9. That this contract is subject to the provisions of the Master Contract between the District and the Harlan Education Association. The provisions of the Master Contract shall prevail where the provisions of this contract are inconsistent with those of the Master Contract.

10. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

This contract shall be without force and effect unless it is in the hands of the Board bearing the signature of the teacher and the President of the Board on or before the 8th day of March, 2021.

2/23/21
Date

Betsy Hamilton
Teacher

March 8, 2021
Date

Board President

Letter of Assignment

To: Lindsey White
From: Lynn Johnson, Superintendent
Re: 2020-2021 Work Assignment and Wage Rate
Date: 3/1/2021

Your work assignment for the next school year will be Special Education Associate at the Intermediate School. Your hourly wage will be \$12.74. Your work hours and specific responsibilities will be determined by your supervisor.

Employees in this assignment are employed at-will. The wages and benefits, as well as other terms and conditions of your employment are described in any applicable employee handbook and the policies and procedures of the District.

If you have any questions, or if you do not wish to accept this assignment, please call Kelli Klaassen, Board Secretary, at 712-755-2152.

Thank you for your service to the Harlan Community School District.

HARLAN COMMUNITY SCHOOL DISTRICT

Classified Staff Contract

THIS CONTRACT is entered into by and between **CONNELY, SANDRA**, hereinafter called the Employee, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, with Administrative Offices in Harlan, Shelby County, Iowa.

The Employee agrees to serve as **Associate** in the School District for the 2020-2021 school year, with service commencing and ending on the dates designated by the Board or its duly authorized representative. Daily usage of the computerized time clock system is required. Work days, hours and duties will be designated and assigned by the supervisor. Work time will be approved by the supervisor.

In consideration for the services under this contract, the District agrees to pay the amount of **\$12.74** per hour, payable on the 20th day of each month for a period of five consecutive months, the first payment to be made on March 20th. The estimated annual pay is **\$5,924.10**. The monthly payment amount will be adjusted for additional time worked and reduced for hours not worked due to unexcused absence or other unpaid leave. If service under this contract is less than the number of hours assigned, final settlement under this contract shall be made so that the total amount paid by the District for work performed under this contract shall be an amount equal to the product of the number of hours' service multiplied by the amount considered as pay for one hour of service.

Other than hourly compensation, the Employee shall not receive employment benefits except as provided in Board Policy or as additionally outlined below:

- 1) Employee shall work **7.5** hours per day.
- 2) Employee shall work 62 student attendance days.
- 3) If applicable, \$.50 per hour additional pay for acquiring the Paraeducator Certificate or Associate's Degree or higher is included in the annual pay identified above.
- 4) This contract is subject to immediate amendment or adjustment based upon the needs of the District.

Where applicable, or where required by the District, evidence shall be provided to the District that a certificate as required by law has been registered as required by law before accepting payment of any part of the consideration under this contract. Such other records or qualifications as may be required shall be likewise submitted.

The Employee agrees to conform to all rules and policies as established by the Board or its authorized representatives. The Employee shall be subject to background checks as required by law and District policy.

This contract may be terminated by either party for any reason and without cause, by giving thirty (30) days written notice; provided, however, this provision shall not in any way affect the right of the District, if it so elects, to terminate this contract immediately for cause.

THIS CONTRACT shall be without force and effect unless it is in the hands of the Board, bearing the signature of the Employee, on or before the 8th day of March, 2021.

Dated _____, 2021

Employee

Dated: March 8, 2021

President, Board of Directors
Harlan Community School District

HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH COACH

This contract is entered into by and between **Mosher, Dean**, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa.

In consideration of the salary listed below, the coach agrees to perform the duties of the position listed below, and such other duties as may be assigned by the Board or its duly authorized representatives:

Salary: **\$2,820.13**
Position: **MS Boys Track**

AND IT IS FURTHER AGREED:

1. That the coach shall perform coaching duties as assigned, complete other duties related to post-season tournaments, and perform other related duties. The work to be performed and the use of the contract days identified in this contract shall be determined by the Board, or its designee.
2. That the number of contract days for this position is 83, and an amount equal to the pay for one day of service shall be deducted from the salary of the coach for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.
3. That, if the coach is lawfully discharged or is released by mutual agreement before the completion of the term of this contract, final settlement shall be made so the total amount which the coach shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the coach shall attend, outside of regular school hours as established by the Board, such professional meetings as might be called by school authorities for coordinating the work of the coach in the school program.
5. That the coach shall present a certificate with coaching endorsement, or a coaching authorization, to the Business Manager of the School District, and that the coach shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate or authorization is submitted.
6. That this contract is for one school year only and that it may be terminated at any time for any lawful reason.
7. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

3-5-2021
Date

Coach

Board President

HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH COACH

This contract is entered into by and between **Mosher, Dean**, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa.

In consideration of the salary listed below, the coach agrees to perform the duties of the position listed below, and such other duties as may be assigned by the Board or its duly authorized representatives:


Salary: \$995.34
Position: 3 Sport Stipend

AND IT IS FURTHER AGREED:

1. That the coach shall perform coaching duties as assigned, complete other duties related to post-season tournaments, and perform other related duties. The work to be performed and the use of the contract days identified in this contract shall be determined by the Board, or its designee.
2. That the number of contract days for this position is 190, and an amount equal to the pay for one day of service shall be deducted from the salary of the coach for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.
3. That, if the coach is lawfully discharged or is released by mutual agreement before the completion of the term of this contract, final settlement shall be made so the total amount which the coach shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the coach shall attend, outside of regular school hours as established by the Board, such professional meetings as might be called by school authorities for coordinating the work of the coach in the school program.
5. That the coach shall present a certificate with coaching endorsement, or a coaching authorization, to the Business Manager of the School District, and that the coach shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate or authorization is submitted.
6. That this contract is for one school year only and that it may be terminated at any time for any lawful reason.
7. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

This contract shall be without force and effect unless it is in the hands of the Board bearing the signature of the coach and the President of the Board on or before the 8th day of March, 2021.

3-5-2021
Date


Coach

March 8, 2021
Date

Board President

Student Laptop Refresh Bids - 2021

Devices	Qty	ITSavvy HP - Ryzen5		Lightbox Systems HP - Ryzen5		Riverside Technologies (RTI) HP - Ryzen5		Thinkspace IT HP - Ryzen5	
		unit cost	total cost	unit cost	total cost	unit cost	total cost	unit cost	total cost
Requested specifications: Ryzen5 or equivalent Processor 8 GB memory 128GB Solid State hard drive ac 2x2 wireless with bluetooth 14.0" screen Built-in Webcam Windows 10/Windows 7 Professional 4-year extended ADP warranty	370	\$ 645.00	\$ 238,650.00	\$ 837.20	\$ 309,764.00	\$ 590.00	\$ 218,300.00	\$ 678.32	\$ 250,978.40
Warranty cost		\$ 150.00				\$ 79.00	\$ 29,230.00		
FULL PURCHASE COST			\$ 238,650.00		\$ 309,764.00		\$ 218,300.00		\$ 250,978.40

** 5% Local purchase allowance compared to low bid

42% Over low bid

Low Bid

15% Over low bid

ESTIMATED LEASE COST	
ESTIMATED annual lease payment	
48 month Lease - \$1 buyout	\$ 62,315.68

- based upon a 7% lease rate, which is approximately what we have seen in the past.

Bid Details:

This bid was submitted for 370 laptop computers which will be issued to the class of 2028 (incoming 6th grade), the class of 2025 (incoming 9th grade), and HCIS 5th grade classrooms. The purchase cycle that we are working to implement is to annually purchase/lease laptop devices for the incoming freshman class, with the intent that these will be the machines that this group of students will use throughout their 4-year high school career, and the incoming 6th grade class, with the intent that this group will use these machines for 3 years and then the machine will be allocated to the Intermediate building classrooms for the final year of the lease. This allows us to enter into a pattern where the elementary classrooms are updated every 3 years as well. The machines from the middle school will be allocated to the 4th grade classrooms this year. The purchase/lease of 370 laptops will cover the current class of 2028 student count of 104 students, the current class of 2025 student count of 123, 30 machines in each of the four 5th grade classrooms (120) and leave us with 23 machines to cover any new class of 2028 or 2025 students that move into the district over the course of the next four years.

For our refresh process this year, I requested pricing from four technology equipment vendors that HCSD routinely uses for the purchase of computing devices.

Purchase Recommendation for the laptop devices:

It is recommended that we accept the bid from Riverside Technologies Incorporated (RTI) for the lease of the 1:1 laptop computing devices for the Class of 2028, the class of 2025, and 5th grade classrooms (370 devices).

RTI is the lowest bid for this purchase/lease project. They also are able to provide us with the lowest 4-year ADP warranty on the laptop devices. We currently have a very strong working relationship with RTI and we have utilized RTI for our laptop purchase/lease projects in each of the last eight years. RTI provides us with our repair, asset tagging, and imaging services. Due to the strong partnership that we have with them, RTI has also provided us with a great deal of non-contracted support such as network consultation in the past, an effort that has resulted in significant cost savings for us in other areas. Given that we have such a strong relationship with RTI combined with the low cost of the device, it is recommended that we purchase the 370 devices from RTI.

In addition, we plan to lease this purchase over a 4-year term with a \$1 buyout at the end of the lease term. Once the purchase is approved, I will get lease bids from two leasing companies that we have used in the past. The ESTIMATED annual lease amount for this purchase is shown in the chart above. The estimated amount listed does fall within our annual 1:1 budget so no additional funds are being requested from other sources for this purchase/lease.



16 weeks

445 G8 Student Units

Quote #CA059140 v1

Prepared For:
Harlan Community Schools

Lisa Swanson
2102 Durant St

Harlan, IA 51537

P: (712) 755-2152
E: lswanson@harlan.k12.ia.us

Prepared by:
Riverside Technologies, Inc.

Courtney Albrecht
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388
E: courtneya@rti.com

Date Issued:

02.09.2021

Expires:

03.11.2021

Contract:

Hardware		Price	Qty	Ext. Price
RTI-2U741AV	445 G8	\$590.00	250	\$147,500.00
2U741AV	HP IDS UMA Ryzen 5 5600U 445 G8 Base NB PC		250	
4SS11AV#ABA	OS Localization US		250	
1Y632AV	Electronic Energy Star labeling (EStar)		250	
2U789AV	Windows 10 Pro 64 National Academic Standard		250	
2U798AV	Integrated HD 720p DualAryMic Webcam		250	
2U761AV	14 inch HD (1366x768) Anti-Glare LED SVA 250 for HD Webcam Narrow Bezel bent		250	
2U795AV	8GB (1x8GB) DDR4 3200		250	
2W818AV	128GB PCIe Three Layer Cell Solid State Drive		250	
2U754AV	Pike Silver Aluminum		250	
2U802AV	Realtek ac 2x2 +Bluetooth 5 WW		250	
2U797AV	Fingerprint Sensor		250	
1B3T6AV	3 Cell 45 WHr Long Life		250	
2U753AV	ACADPT 65 Watt Smart nPFC RA		250	
2W858AV#ABA	C5 1.0m Sticker Conventional Power Cord US		250	
2W822AV#ABA	Clickpad Backlit spill-resistant US		250	
2W864AV#ABA	1/1/0 Warranty US		250	
2U803AV#ABA	Country Localization US		250	
2U767AV	Standard Packaging		250	
3E758AV	Electronic TCO Certified labeling		250	
			Subtotal:	\$147,500.00

Services		Price	Qty	Ext. Price
RTI-WHS-T0008	RTI Services	\$29.00	250	\$7,250.00
RTWHS-T0001	Hard Drive Imaging		250	
RTWHS-T0003	Asset Tag		250	
RTWHS-T0002	Green Delivery		250	
RTWHS-T0013	Summer Refresh - 4 Year (price-per-unit)		250	
RTIWSADP4	RTI 4YR ADP Warranty	\$79.00	250	\$19,750.00



Services	Price	Qty	Ext. Price
Subtotal:			\$27,000.00

Quote Summary	Amount
Hardware	\$147,500.00
Services	\$27,000.00
Total:	\$174,500.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



QUOTE

Number AAAQ2169

Date Feb 11, 2021

t. (800) 344-7089 f.

Sold To

Harlan CSD

Ship To

Harlan CSD

Your Sales Rep

Josh Hansen

800.344.7089

josh.hansen@lightbox.systems

Phone
Fax

Phone
Fax

Terms

P.O. Number

Ship Via

Line	Qty	Description	Unit Price	Ext. Price
1	250	PROBOOK 445 G8 RYZEN5 5600U 2.3G 8GB 256GB 14IN W10P	\$837.20	\$209,300.00

SubTotal \$209,300.00

Tax \$0.00

Shipping \$0.00

Total **\$209,300.00**

Please contact me if I can be of further assistance.

Student

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS,



ITSavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITSavvy.com

Quote Details	
Quote #:	3458905
Date:	03/04/2021
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
ACCT #: 555493
Harlan Community Schools
2102 Durant Street
Harlan, IA 51537
United States

Ship To:
Harlan Community Schools
Lisa Swanson
2102 Durant St
Harlan, IA 51537-1221
United States
712-755-2152

Client Contact:
Lisa Swanson
(P) 712-235-6305
lswanson@hcsdyclones.com

Client Executive:
Brad Smith
(P) 312.676.5231
(F) 312.676.5232
bsmith@ITSavvy.com

Description: HP 445 G7 Laptop

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HP ProBook 445 G7 Ryzen 5 4500U / 2.3 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD NVMe - 14" IPS 1920 x 1080 (Full HD) - Radeon Graphics - 802.11ac, Bluetooth - pike silver aluminum - kbd: US Manufacturer Part #: 3H665UT#ABA	22377873	Y	250	\$645.00	\$161,250.00
2 Electronic HP Care Pack Pick-Up and Return Service with Accidental Damage Protection Extended service agreement - parts and labor - 4 years - pick-up and return - 9x5 - for Mobile Thin Client mt22; ProBook 430 G8, 440 G8, 44X G7, 450 G8, 45X G7; ProBook x360 Manufacturer Part #: UK723E	14074976	Y	250	\$150.00	\$37,500.00

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$65,727.22	\$42,457.57	\$68,950.75	\$42,206.95

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

Subtotal: \$198,750.00
Shipping: \$0.00
Tax: Exempt
TOTAL: \$198,750.00

ITSavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITSavvy's General Terms and Conditions of Sale, which can be found at www.ITSavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____

BILL TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

SHIP TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

Item #	Product Details	Quantity	List Price	Discount	Total
1.	HP ProBook 445 G7 R5-4500U 14 8GB/256 PC AMD R5-4500U, 14.0 FHD AG LED UWVA, UMA, Webcam, 8GB DDR4, 256GB SSD, AC+BT, 3C Batt, W10 Pro64, 1yr Wrtty	250	\$ 678.32	\$ 0.00	\$ 169,580.00

Statement of Work

Sub Total \$ 169,580.00
Tax \$ 0.00
Adjustment \$ 0.00
Grand Total \$ 169,580.00

Terms and Conditions

Quotes are valid for thirty (30) days from the issue date unless otherwise specified. Product specifications and availability are subject to change without notice. Unless otherwise stated, all quotes are in US Dollars (\$).

Invoicing | Parts will be billed upon receipt by Customer and labor will be billed upon completion of work requested unless otherwise specified in writing by management.

Chromebook Refresh Bids - 2019

Chromebook Refresh: Dec - 2016

Devices	Qty	ITSavvy		Lightbox Systems - 4GB		Sterling Computers		Thinkspace IT		ChromebookParts.com	
		unit cost	total cost	unit cost	total cost	unit cost	total cost	unit cost	total cost	unit cost	total cost
Requested specifications:											
Dell Chromebook 3100 Education	120	\$ 283.00	\$ 33,960.00	\$ 265.71	\$ 31,885.20	\$ 234.79	\$ 28,174.80	\$ 238.37	\$ 28,604.40	\$ 258.99	\$ 31,078.80
FULL PURCHASE COST			\$ 33,960.00		\$ 31,885.20		\$ 28,174.80		\$ 28,604.40		\$ 31,078.80

Low Bid

** 5% Local purchase allowance compared to low bid \$ 29,583.54

13% Over low bid

2% Over low bid

Bid Details:

This bid was submitted for 120 Chromebook devices which will replace the 4-year old Chromebooks used in four of the 2nd grade classrooms (30 per classroom for a total of 120). The fifth section of 2nd grade that was added two years has the same model of device but these were purchased when the section was added 2 years ago, and as a result do not need replaced at this time.

For our refresh process this year, I requested pricing from five technology equipment vendors that HCSD routinely uses for the purchase of computing devices.

Purchase Recommendation for the laptop devices:

It is recommended that we accept the bid from ThinkSpace IT for the purchase of the Chromebook devices for the four 2nd grade classrooms.

Although Sterling Computers was the low bid for the project with the Chromebooks, we are recommending that we purchase from ThinkSpace IT because they are a local vendor and the pricing provided falls within the 5% allowance awarded to local vendors.

The purchase of these Chromebook devices does fall within our annual 1:1 budget so no additional funds are being requested from other sources for this purchase.

BILL TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

SHIP TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

Item #	Product Details	Quantity	List Price	Discount	Total
1.	Dell Chromebook 11 3000 3100 11.6" HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) - 4 GB RAM - 16 GB Flash Memory - Chrome OS - Intel HD Graphics - English (US) Keyboard - 14 Hour Battery Run Time - IEEE 802.11ac Wireless LAN Standard	120	\$ 214.62	\$ 0.00	\$ 25,754.40
2.	CROSSWDISEDU Google Chrome OS MGT Lic+S EDU	120	\$ 23.75	\$ 0.00	\$ 2,850.00

Statement of Work

Sub Total \$ 28,604.40
Tax \$ 0.00
Adjustment \$ 0.00
Grand Total \$ 28,604.40

Terms and Conditions

Quotes are valid for thirty (30) days from the issue date unless otherwise specified. Product specifications and availability are subject to change without notice. Unless otherwise stated, all quotes are in US Dollars (\$).

Invoicing | Parts will be billed upon receipt by Customer and labor will be billed upon completion of work requested unless otherwise specified in writing by management.

BILL TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

SHIP TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

Item #	Product Details	Quantity	List Price	Discount	Total
1.	Dell Chromebook 11 3000 3100 11.6" HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) - 4 GB RAM - 32 GB Flash Memory - Chrome OS - Intel HD Graphics - English (US) Keyboard - 14 Hour Battery Run Time - IEEE 802.11ac Wireless LAN Standard	120	\$ 251.45	\$ 0.00	\$ 30,174.00
2.	CROSSWDISEDU Google Chrome OS MGT Lic+S EDU	120	\$ 23.75	\$ 0.00	\$ 2,850.00

Statement of Work

Sub Total \$ 33,024.00
Tax \$ 0.00
Adjustment \$ 0.00
Grand Total \$ 33,024.00

Terms and Conditions

Quotes are valid for thirty (30) days from the issue date unless otherwise specified. Product specifications and availability are subject to change without notice. Unless otherwise stated, all quotes are in US Dollars (\$).

Invoicing | Parts will be billed upon receipt by Customer and labor will be billed upon completion of work requested unless otherwise specified in writing by management.

	23	110	823-5385	Mail In Service after Remote Diagnosis, 1 Year	\$0.00	\$0.00
	24	110	823-5386	Dell Limited Hardware Warranty Initial Year	\$0.00	\$0.00
3100 CB	25	120	210-ARJL	Dell Chromebook 3100	\$211.08	\$25,329.60
	26	120	338-BUUI	Intel Celeron N4020 (Dual Core, up to 2.8GHz, 4M Cache, 6W)	\$0.00	\$0.00
	27	120	370-ADZI	4GB 2400MHz LPDDR4 Non-ECC	\$0.00	\$0.00
	28	120	400-AWCY	16GB eMMC Hard Drive	\$0.00	\$0.00
	29	120	391-BDXY	11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable	\$0.00	\$0.00
	30	120	580-AHRW	US English Keyboard, non-backlit	\$0.00	\$0.00
	31	120	555-BEVK	Intel(R) Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	\$0.00	\$0.00
	32	120	451-BCNK	Primary 3-Cell 42WHr Battery	\$0.00	\$0.00
	33	120	492-BCNV	65W AC Adapter 250V, 1M	\$0.00	\$0.00
	34	120	537-BBBL	US Power Cord	\$0.00	\$0.00
	35	120	340-CKUZ	Quick Start Guide	\$0.00	\$0.00
	36	120	460-BBEX	No Carrying Case	\$0.00	\$0.00
	37	120	340-AGIK	SERI Guide (ENG/FR/Multi)	\$0.00	\$0.00
	38	120	998-DYKJ	Fixed Hardware Configuration	\$0.00	\$0.00
	39	120	389-DPUD	Label 0X01	\$0.00	\$0.00
	40	120	340-CRSG	Min Config Packaging	\$0.00	\$0.00
	41	120	800-BBQM	BTS/BTP Smart Selection Shipment, Chromebook (VS)	\$0.00	\$0.00
	42	120	389-BKKL	EAN label	\$0.00	\$0.00
	43	120	389-BCGW	No UPC Label	\$0.00	\$0.00
	44	120	631-ABBH	Not Included	\$0.00	\$0.00
	45	120	320-BCTK	Non-Touch LCD Cover	\$0.00	\$0.00
	46	120	823-5167	Mail In Service after Remote Diagnosis, 1 Year	\$0.00	\$0.00
	47	120	823-5168	Dell Limited Hardware Warranty Initial Year	\$0.00	\$0.00
Google Lic.	48	230	CROSSWDISEDU	Google Chrome OS Management Console ^AFTER MARCH 9, 2021, USE PART NUMBER CROSSWDISEDUNEW AND THE NEW COST IS \$32/LICENSE**	\$23.71	\$5,453.30

TOTAL \$ 61,163.80

Quotation Comments

Ask your Sterling Account Manager about our Imaging and Asset Tagging Services.

CAGE: 06APO | DUNS: 938836541

TIN: 95-4634907 | F-23 12/09



ITSavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITSavvy.com

Quote Details	
Quote #:	3458249
Date:	03/01/2021
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
ACCT #: 555493
Harlan Community Schools
2102 Durant Street
Harlan, IA 51537
United States

Ship To:
Harlan Community Schools
Lisa Swanson
2102 Durant St
Harlan, IA 51537-1221
United States
712-755-2152

Client Contact:
Lisa Swanson
(P) 712-235-6305
lswanson@hcsdyclones.com

Client Executive:
Brad Smith
(P) 312.676.5231
(F) 312.676.5232
bsmith@ITSavvy.com

Description: Dell Chromebook 3100

Item Description	Part #	Tax	Qty	Unit Price	Total
1 Dell Chromebook 3100 Celeron N4020 / 1.1 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" TN 1366 x 768 (HD) @ 60 Hz - UHD Graphics 600 - Wi-Fi, Bluetooth - BTS - with 1 Year Dell Mail-In Service Manufacturer Part #: G4YY1	22459769	Y	120	\$259.00	\$31,080.00

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$10,278.25	\$6,639.40	\$11,040.95	\$6,851.68

Subtotal: \$31,080.00
Shipping: \$0.00
Tax: Exempt
TOTAL: \$31,080.00

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

ITSavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITSavvy's General Terms and Conditions of Sale, which can be found at www.ITSavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____



QUOTE

t. (800) 344-7089 f.

Number AAAQ2168

Date Feb 11, 2021

Sold To

Harlan CSD

Ship To

Harlan CSD

Your Sales Rep

Josh Hansen

800.344.7089

josh.hansen@lightbox.systems

Phone
Fax

Phone
Fax

Terms

P.O. Number

Ship Via

Line	Qty	Description	Unit Price	Ext. Price
1	120	Dell Chromebook 11 3000 3100 11.6" Chromebook - HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) - 4 GB RAM - 16 GB Flash Memory - Chrome OS - Intel HD Graphics - English (US) Keyboard - 14 Hour Battery Run Time - IEEE 802.11ac Wireless LAN Standard 16GB NON-TOUCH	\$241.71	\$29,005.20

SubTotal	\$29,005.20
Tax	\$0.00
Shipping	\$0.00
Total	\$29,005.20

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS,



ChromebookParts.com

Your Chromebook Life Cycle Partner

ChromebookParts.com

1000 Kristen Court Ste 2

St. Paul, MN 55110

Quote

Date	Quote #
03/03/2021	28574

Bill To
2102 Durant Harlan, IA 51537 US

Ship To
2102 Durant St Harlan, IA 51537-1221 US

P.O. No.

Product SKU	Product Description	Qty	Rate	Total
UNT-DL-11-3100-0JWC5-04/16-XXBI	Dell 11 3100 Chromebook (4GB RAM, 16GB storage) Unit - 0JWC5	120	234.99	28,198.80

- Estimate is valid for 30 days
- **Free Shipping** on all orders to contiguous US
- **120 Day Warranty** on all parts
- Please provide a Tax Exemption Certificate with PO if needed

Total	\$28,198.80
--------------	-------------

Phone #
651-998-9760

E-mail
CustomerSupport@Chromebookparts.com

TIPS Contract #

High School Board Report

3/8/21

Hawkeye 10 Awards

To qualify to fill out an application for the Hawkeye 10 All-Academic team, students have to have a 29 or higher on their ACT score. We had 13 students that qualified to fill out an application with a score of 29 or higher on their ACT. There are 22 students selected to the Hawkeye 10 All-Academic team, with 5 being students from the Harlan Community School. The Hawkeye 10 All-Academic Team for 2021. Brecken Van Baale, Justine Buman, Jack Klitgaard, Hannah Bissen, Brooke Goshorn. The Harlan Community Hawkeye 10 Character Award winner is Olivia Andersen - Congratulations to all!

District Speech

The Harlan Community High School Individual Speech Team competed at a virtual Iowa High School Speech district competition held through Johnston High School in Johnston, Iowa. The students competed in various events via recordings. Although this year's formatting is different from past years, the students' performances were insightful and entertaining. The students who earned a division I rating will compete at the state level next weekend. The results are as follows:

Casey Kohl -interpretative prose - Division II
Sam Buman - spontaneous speaking - Division I
Sam Buman - expository address - Division I
Ian Shelton - expository address - Division I
Violet Lotenschtein - original oratory - Division I

Graduation May 16, 2021

We surveyed families to see what graduation ceremony plan works best for their families.

(87%) - Graduation will be Sunday, May 16 at 2:00 on Merrill field with unlimited seating. If rain is in the forecast, graduation will move to the gymnasium at 2:00 with four guests per/family.

(13%) - Graduation will be held in the high school gymnasium on May 16 at 2:00 with limited seating of four guests per family. (If IDPH guidelines change, we will reevaluate the gym capacity at that time)

Student Schedules

Students will begin scheduling in the next couple of weeks.

ISASP -(Iowa Statewide Assessment of Student Progress) The testing window at the high school is March 16, 17, 18, 19, 20, and 23.

HyVee Donation

HyVee customers were invited to shop select Hy-Vee brands in-store and online and use their Fuel Saver + Perks card at checkout for a chance to win prizes as part of Hy-Vee's Fuel Your

2-in-1 Chromebook Refresh Bids - 2019

		ITSavvy		Lightbox Systems - 4GB		Sterling Computers		Thinkspace IT	
Devices	Qty	unit cost	total cost	unit cost	total cost	unit cost	total cost	unit cost	total cost
Requested specifications:									
Dell Chromebook 3100 2-in-1 Education	110	\$ 377.00	\$ 41,470.00	\$ 383.06	\$ 42,136.60	\$ 299.90	\$ 32,989.00	\$ 369.06	\$ 40,596.60
FULL PURCHASE COST			\$ 41,470.00		\$ 42,136.60		\$ 32,989.00		\$ 40,596.60

Low Bid

** 5% Local purchase allowance compared to low bid \$ 34,638.45 28% Over low bid 23% Over low bid

Bid Details:

This bid was submitted for 110 Chromebook devices. Currently, the kindergarten classrooms has 10 iPad devices that are 5 years old allocated to each classroom. With the advancement of technology in the classroom, a case has been made to move to a true 1:1 environment in these classrooms. We have had success with the 2-in-1 chromebook devices in the 1st grade classrooms over the past couple of years, and have found that the lower pricing on these devices will allow us to fully implement 1:1 in the kindergarten classrooms for just a little more than it would cost to replace the 10 iPad devices in each classroom, without losing functionality for the students.

For our refresh process this year, I requested pricing from four technology equipment vendors that HCSD routinely uses for the purchase of computing devices.

Purchase Recommendation for the laptop devices:

It is recommended that we accept the low bid from Sterling Computers for the purchase of the 2-in-1 Chromebook devices for the five Kindergarten classrooms. Although it is preferable to purchase local when the opportunity presents itself, Sterling Computers was significantly the low bid for the project with the 2-in-1 Chromebooks. So much so that we do not feel purchasing local would be in the best interest of the school district.

The purchase of these Chromebook devices does fall within our annual 1:1 budget so no additional funds are being requested from other sources for this purchase.

BILL TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

SHIP TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

Item #	Product Details	Quantity	List Price	Discount	Total
1.	Dell Chromebook 11 3000 3100 11.6" Touchscreen 2 In 1 HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) - 4 GB RAM - 32 GB Flash Memory - Chrome OS - Intel - In-plane Switching (IPS) Technology - English Keyboard - IEEE 802.11ac Wireless LAN Standard	110	\$ 345.31	\$ 0.00	\$ 37,984.10
2.	CROSSWDISEDU Google Chrome OS MGT Lic+S EDU	110	\$ 23.75	\$ 0.00	\$ 2,612.50

Statement of Work

Sub Total \$ 40,596.60
Tax \$ 0.00
Adjustment \$ 0.00
Grand Total \$ 40,596.60

Terms and Conditions

Quotes are valid for thirty (30) days from the issue date unless otherwise specified. Product specifications and availability are subject to change without notice. Unless otherwise stated, all quotes are in US Dollars (\$).

Invoicing | Parts will be billed upon receipt by Customer and labor will be billed upon completion of work requested unless otherwise specified in writing by management.

BILL TO:

SHIP TO:

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

ACCOUNT NAME Harlan Community School District
CONTACT NAME Lisa Swanson
ADDRESS 2102 Durant
Harlan, IA 51537
USA

Item #	Product Details	Quantity	List Price	Discount	Total
1.	Dell Chromebook 11 3000 3100 11.6" Touchscreen 2 in 1 HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) - 4 GB RAM - 64 GB Flash Memory - Chrome OS - English Keyboard - 13 Hour Battery Run Time - IEEE 802.11ac Wireless LAN Standard	110	\$ 384.36	\$ 0.00	\$ 42,279.60
2.	CROSSWDISEDU Google Chrome OS MGT Lic+S EDU	110	\$ 23.75	\$ 0.00	\$ 2,612.50

Statement of Work

Sub Total \$ 44,892.10
Tax \$ 0.00
Adjustment \$ 0.00
Grand Total \$ 44,892.10

Terms and Conditions

Quotes are valid for thirty (30) days from the issue date unless otherwise specified. Product specifications and availability are subject to change without notice. Unless otherwise stated, all quotes are in US Dollars (\$).

Invoicing | Parts will be billed upon receipt by Customer and labor will be billed upon completion of work requested unless otherwise specified in writing by management.



SALES QUOTATION

Quote No. Q-00373650
Ref. No. Halan - Dell 3100 Chromebooks

Date 2/9/2021
Exp. Date 3/11/2021

Sterling Account Manager

Angie Sexton
 303 Centennial Dr
 North Sioux City, SD 57049
 P: (605) 242-4037
 F: (605) 242-4001
 angie.sexton@sterling.com

Customer Information

Harlan Community School District
 Lisa Swanson
 2102 Durant
 Harlan, IA 51537
 P: (712) 755-3101
 lswanson@harlan.k12.ia.us

Terms	FOB	Contract	Lead Time
Net 30	Destination	Open Market	60 Days ARO

Group	Line No.	QTY	Part Number	Description	Unit Price	Extension
3100 2in1 CB	1	110	210-ARJM	Dell Chromebook 3100 2-in-1	\$276.19	\$30,380.90
	2	110	338-BUUE	Intel Celeron N4020 (Dual Core, up to 2.8GHz, 4M Cache, 6W)	\$0.00	\$0.00
	3	110	370-ADZI	4GB 2400MHz LPDDR4 Non-ECC	\$0.00	\$0.00
	4	110	400-AWCZ	32GB eMMC Hard Drive	\$0.00	\$0.00
	5	110	391-BDYD	11.6" HD 1366 x 768 WVA 16:9 Touch with Corning(R) Gorilla(R) Glass NBT, Camera & Microphone	\$0.00	\$0.00
	6	110	580-AHSS	Internal English Keyboard	\$0.00	\$0.00
	7	110	555-BEVK	Intel(R) Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	\$0.00	\$0.00
	8	110	451-BCNK	Primary 3-Cell 42WHr Battery	\$0.00	\$0.00
	9	110	492-BCNV	65W AC Adapter 250V, 1M	\$0.00	\$0.00
	10	110	537-BBBL	US Power Cord	\$0.00	\$0.00
	11	110	346-BEVJ	Palmrest without World Facing Camera	\$0.00	\$0.00
	12	110	340-CKWI	Quick Start Guide	\$0.00	\$0.00
	13	110	460-BBEX	No Carrying Case	\$0.00	\$0.00
	14	110	340-AGIK	SERI Guide (ENG/FR/Multi)	\$0.00	\$0.00
	15	110	998-DXYU	Fixed Hardware Configuration	\$0.00	\$0.00
	16	110	389-DPUE	Label 0X21	\$0.00	\$0.00
	17	110	340-CKYJ	System Shipment, Chromebook 3100 2-in-1	\$0.00	\$0.00
	18	110	800-BBQM	BTS/BTP Smart Selection Shipment, Chromebook (VS)	\$0.00	\$0.00
	19	110	389-BKKL	EAN label	\$0.00	\$0.00
	20	110	389-BCGW	No UPC Label	\$0.00	\$0.00
	21	110	631-ABBH	Not Included	\$0.00	\$0.00
	22	110	320-BCUB	Touch LCD Cover	\$0.00	\$0.00



LightBox
Systems

t. (800) 344-7089 f.

QUOTE

Number AAAQ2167

Date Feb 11, 2021

Sold To

Harlan CSD

Ship To

Harlan CSD

Your Sales Rep

Josh Hansen

800.344.7089

josh.hansen@lightbox.systems

Phone
Fax

Phone
Fax

Terms

P.O. Number

Ship Via

Line	Qty	Description	Unit Price	Ext. Price
1	110	Dell Chromebook 11 3000 3100 11.6" Touchscreen 2 in 1 Chromebook - HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) - 4 GB RAM - 32 GB Flash Memory - Chrome OS - Intel - In-plane Switching (IPS) Technology - English Keyboard - IEEE 802.11ac Wireless LAN Standard 32GB EMMC TOUCH	\$359.06	\$39,496.60

SubTotal	\$39,496.60
Tax	\$0.00
Shipping	\$0.00
Total	\$39,496.60

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS,



ITsavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITsavvy.com

Quote Details	
Quote #:	3458251
Date:	03/01/2021
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
ACCT #: 555493
Harlan Community Schools
2102 Durant Street
Harlan, IA 51537
United States

Ship To:
Harlan Community Schools
Lisa Swanson
2102 Durant St
Harlan, IA 51537-1221
United States
712-755-2152

Client Contact:
Lisa Swanson
(P) 712-235-6305
lswanson@hcsdcyclones.com

Client Executive:
Brad Smith
(P) 312.676.5231
(F) 312.676.5232
bsmith@ITsavvy.com

Description: Dell Chromebook 3100 2-in-1

Item Description	Part #	Tax	Qty	Unit Price	Total
1 Dell Chromebook 3100 2-in-1 Flip design - Celeron N4020 / 1.1 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" IPS touchscreen 1366 x 768 (HD) @ 60 Hz - UHD Graphics 600 - Wi-Fi, Bluetooth - BTS - with 1 Year Dell Mail-In Service Manufacturer Part #: 04FHP	22494062	Y	110	\$353.00	\$38,830.00

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$12,841.20	\$8,294.98	\$13,794.09	\$8,560.19

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

Subtotal: \$38,830.00
Shipping: \$0.00
Tax: Exempt
TOTAL: \$38,830.00

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____

Staff Laptop Refresh Bids - 2020

Devices	Qty	ITSavvy		Lightbox Systems		Thinkspace IT	
		unit cost	total cost	unit cost	total cost	unit cost	total cost
Requested specifications:							
Core i5 or equivalent Processor							
8 GB memory							
256GB Solid State hard drive							
DVD optical drive							
15.0" screen							
Built-in Webcam							
Windows 10/Windows 7 Professional	45	\$ 760.00	\$ 34,200.00	Quote was re	—	\$ 817.55	\$ 36,789.75
FULL PURCHASE COST			\$ 34,200.00		\$ -		\$ 36,789.75

Low Bid

** 5% Local purchase allowance compared to low bid \$ 35,910.00 -100% Over low bid 8% Over low bid

Bid Details:

This bid was submitted for the purchase of laptop computers which will be used to replace teacher/staff machines at the elementary, middle and high school buildings. Traditionally we have replaced staff machines after four years of use. With the amount of usage that teacher/staff machines receive, we have found that after 4 years, the cost to maintain these machines becomes higher than the cost to replace the device. The machines in this bid are almost identical in functionality to machines that the students utilize as part of the 1:1 initiative, except they are 1.6" larger in size and we do not typically purchase an extended warranty on staff machines. We feel that it is important to keep some consistency between the devices that the teachers and the students are receiving to facilitate the use in the classrooms.

In an effort to try to manage fluctuations in cost each year, we put together a plan which balances out the staff machine replacements needed each year to around 35-40 machines per year. Given this plan, this year we are proposing that we refresh 45 teacher/staff machines that are 4 years old. This count includes any teacher/staff machines that need to be purchased for new positions or newly identified needs.

For our refresh process this year, I requested pricing from three technology equipment vendors that HCSD routinely uses for the purchase of computing devices

Purchase Recommendation for the laptop devices:

It is recommended that we accept the bid from ThinkSpace IT for the purchase of the laptop computing devices for the teachers/staff. The ThinkSpace IT was not the lowest bid submitted, and even though the pricing is outside of the 5% allowance for local vendors, we feel that doing business with a local vendor is the best option for this purchase.

The technology portion of our PPEL funding dollars each year are typically reserved for the teacher/staff computer refresh purchases. Fortunately, this year we have not incurred any unexpected expenses that required the use of the the technology portion of the PPEL funding, so the full amount allocated to technology is available and will cover the cost of this purchase.

Table with 2 main sections: BILL TO and SHIP TO. Each section contains account and contact information for Harlan Community School District.

Table with 5 columns: Item #, Product Details, Quantity, List Price, Discount, Total. It lists three items: HP ProBook 450 G8, HP ProBook 455 G7, and HP 470 G7, each with detailed specifications and pricing.

Statement of Work

Summary table showing Sub Total (\$97,032.80), Tax (\$0.00), Adjustment (\$0.00), and Grand Total (\$97,032.80).

Terms and Conditions

Quotes are valid for thirty (30) days from the issue date unless otherwise specified. Product specifications and availability are subject to change without notice. Unless otherwise stated, all quotes are in US Dollars (\$).

Invoicing | Parts will be billed upon receipt by Customer and labor will be billed upon completion of work requested unless otherwise specified in writing by management.



ITSavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITSavvy.com

Quote Details	
Quote #:	3458915
Date:	03/04/2021
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
ACCT #: 555493
Harlan Community Schools
2102 Durant Street
Harlan, IA 51537
United States

Ship To:
Harlan Community Schools
Lisa Swanson
2102 Durant St
Harlan, IA 51537-1221
United States
712-755-2152

Client Contact:
Lisa Swanson
(P) 712-235-6305
lswanson@hcsdcyclones.com

Client Executive:
Brad Smith
(P) 312.676.5231
(F) 312.676.5232
bsmith@ITSavvy.com

Description: HP teacher machines

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HP 470 G7 Core i5 10210U / 1.6 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD NVMe, HP Value - DVD-Writer - 17.3" IPS 1920 x 1080 (Full HD) - Radeon 530 / UHD Graphics 620 - 802.11ac, Bluetooth - ash silver - kbd: US Manufacturer Part #: 9NL37UT#ABA	22212521	Y	60	\$760.00	\$45,600.00

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$15,080.06	\$9,741.21	\$16,199.08	\$10,052.66

Subtotal: \$45,600.00
Shipping: \$0.00
Tax: Exempt
TOTAL: \$45,600.00

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

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We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITSavvy's General Terms and Conditions of Sale, which can be found at www.ITSavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____

Veterans Memorial Auditorium Use Agreement between the Harlan Community School District and the City of Harlan through the Veterans Memorial Auditorium Commission for Use of the Veterans Memorial Auditorium

This agreement made and entered into this 8th day of February, 2021, by and between the City of Harlan through the Veterans Memorial Auditorium Commission of Harlan, Iowa, hereinafter referred to as the Commission and the Harlan Community School District of Harlan, Iowa, hereinafter referred to as the School, to-wit:

1. The Commission agrees to rent to the School for the remainder of the school year 2020-2021 (through June 30, 2021) and for the school year 2021-2022 (July 1, 2021 through June 30, 2022) and shall extend year to year thereafter unless terminated by either party at the end of the year, by giving written notice before April 1 of the contract year, the Veterans Memorial Auditorium located in the city of Harlan, Iowa as set out below:
 - a. Football games
 - b. Volleyball practice for Middle School and High School
 - c. Boys' and girls' basketball practice for Middle School and High School
 - d. Any other sporting events and/or school use
2. For use of the premises for the period above described, the School agrees to pay the Commission as follows:
 - a. Football games - \$100.00 per game (the facility will be available for pre-game and halftime for the teams participating and will be available for pre-game, halftime, and post-game for the officiating crew – any deviation from this should be determined and agreed upon ahead of time between the school and auditorium manager)
 - b. All practices - \$25.00 for every practice
 - c. Any other sporting events and/or school use - \$75.00 per use (no city supervision is provided with the \$75.00 fee – if city supervision is needed for this type of event then School will pay the \$200.00 non-profit rate) (an example would be an all-day jazz band concert)

The School also agrees to pay the facilities manager or designee \$100.00 for supervision. Payment of each category will be payable at the end of that particular sport's season. The payment for supervision will occur on a weekly basis or as soon as an authorized payment request is submitted to the School's business office. The Veterans Memorial Auditorium manager and School Administration will communicate to agree on the calendar of events, for billing purposes.

3. The School will have **adult supervision** for all games and for all practices.

4. The Commission agrees to furnish all necessary light, heat and ordinary operating equipment as may be needed by the School and the School shall furnish all extraordinary equipment as shall be an integral part or peculiar to the use to be made of such space by the School and shall pay all extraordinary light, heat, or water necessary to operate said equipment.
5. The School agrees to conform to and comply with the ordinances of the City of Harlan and the rules and regulations of the Commission for the government and management of said building, together with all the rules and requirements of the Police, Fire and Health Departments of the City of Harlan and will not do nor suffer to be done, anything on said premises during the term of this lease in violation of any such rules, laws or ordinances.
6. Throughout the duration of this agreement, the Commission and the School shall each carry, at their own expense, liability protection from any liability arising out of any accident or other occurrence causing any injury and/or damage to any person or property upon the premises due directly or indirectly to the use or occupancy thereof by the insured. Each party shall be furnished with a certificate of insurance evidencing the required insurance upon request.
7. The School agrees that it will not in any way injure, damage, mar or deface the building beyond normal wear and tear and shall reimburse the Commission for any such damage or injury caused by it, its students, employees, agents, or other persons admitted to the premises by the School. **They will clean up after their use.**
8. All property brought into the premises by the School shall be at risk of the School and the Commission shall not be liable for any loss or damage thereto or for any injury to the school, its agents or employees.
9. To the extent permitted by law, the City and the District each agree to defend, indemnify, and hold harmless the other party, and the other party's directors, officers, employees, and agents, from and against any and all claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney fees, to the extent arising from acts or omissions of the indemnifying party under this Agreement.

This contract shall not be assignable except with written consent of the Commission, nor shall the School sub-let any portion of the premise except with written consent of the Commission.

In witness thereof, the Veterans Memorial Auditorium Commission has caused these present to be signed by its chairman and the School has signed the same in duplicate.

For the Commission Date

For the School Date

For the Commission Date

For the School Date

**JJ JENSEN PARK USE AGREEMENT
BETWEEN THE CITY OF HARLAN, IOWA, AND THE HARLAN COMMUNITY SCHOOL DISTRICT
FOR USE AND UPKEEP OF JJ JENSEN PARK FACILITIES**

THIS AGREEMENT is made and entered into this ____ day of _____, 2021, by and between the CITY OF HARLAN, IOWA (hereinafter the "City") and the HARLAN COMMUNITY SCHOOL DISTRICT (hereinafter the "District").

WHEREAS, the City owns real property locally known as JJ Jensen Park, on which rests a high school baseball/softball complex with press boxes, dugouts, concession, bathrooms, maintenance building, in addition to parking facilities; and

WHEREAS, these facilities and their maintenance have long been successfully shared between the City and the District, and it is the desire of both entities to enter in a formal agreement for future success;

WHEREAS, the District desires to continue utilizing areas at JJ Jensen and both parties desire to coordinate upkeep and maintenance of these facilities; and

WHEREAS, the District and the City find that such joint or cooperative action with respect to the use of JJ Jensen Park and its facilities will be to their mutual advantage and further believe a use agreement should be entered into for this purpose and is otherwise correct and proper.

NOW, THEREFORE, in recognition of the above, and in consideration of the mutual promises set forth below, the parties do hereby agree as follows:

Section 1. Description of the Premises. The real property owned by the City (parcel #833108000002), which contains that property commonly known as JJ Jensen Park, which includes the high school baseball/softball complex, adjoining facilities and parking located at **212 Cyclone Avenue**, in the City of Harlan, Shelby County, Iowa, and generally depicted on Exhibit A (see attached). Hereafter, the real property described in this section shall be referred to as the "Premises".

Section 2. Duties of the Parties.

- a. Building repair of the press boxes and concession/bathroom/maintenance building will be the responsibility of the City.
- b. Press box interior equipment, sound system, video/internet, signage, scoreboards and related equipment are the responsibility of the District. Cleaning and maintenance of the press box interior will be the responsibility of the District.
- c. Repair, maintenance, and cleaning of the dugouts for the high school baseball and softball fields will be the responsibility of the District.

- d. Repair and maintenance of the bleachers, fencing, backstop netting and backstop structure will be the responsibility of the City. Repair and maintenance (including installation & removal) of the windscreen on the fences is the responsibility of the District.
- e. Repair and maintenance of the batting cages for high school baseball and softball will be the responsibility of the District.
- f. Maintenance of the parking lot will be the sole responsibility of the City. The City will utilize the parking area for dumping of snow in the winter season.
- g. Ground repair, as it pertains to any land outside of existing high school baseball and softball field fences, (marked in red on Exhibit A), will be the responsibility of the City.
- h. Ground repair and turf management (e.g. mowing, spraying/weed control, topdressing/agri-lime, pitching mounds, batters boxes) for all areas inside of the fences (marked in red on Exhibit A) will be the responsibility and sole financial obligation of the District. Prior to May 1 and after the final high school game each season on each respective field the City will be responsible for mowing inside of the fences.
- i. The sprinkler system for the high school baseball and softball fields, and costs related for repair and maintenance of such, will be the responsibility of the City.
- j. The City will be responsible for refuse, refuse collection, and associated costs.
- k. The City will be responsible for water, wastewater and electrical costs.
- l. Bathroom maintenance, and janitorial concerns, will be the responsibility of the City.
- m. The District will be responsible for scheduling of the high school baseball and softball fields for high school practices and games. Communication of these schedules will be provided to the City in advance. Other groups use of high school baseball and softball fields will be upon the mutual agreement with the District and City. If the District wishes to use field #3 after 2 p.m. this is prohibited if the infield has been prepared for use or is in the process of being prepared for Little League game use (i.e. dragged and chalked).
- n. Preparation of the baseball and softball field (e.g. dragging, watering, marking of batter's box and field lines) prior to the first game scheduled is the responsibility of the City. Chalk will be used for field preparation. If marking paint is desired the cost of paint will be the responsibility of the District. Preparation of additional games on

a field on the same day is the responsibility of the District. If the District desires for the City to prepare a field for an additional game there will be a per field cost as outlined in Exhibit B.

- o. Locking up/securing of the press boxes and high school storage areas after the completion of use are the responsibility of the District.
- p. Future facility improvements and/or replacements and associated costs will be at the mutual consent and agreement of both parties.

Section 3. Duration. The duration of this Agreement shall begin following approval and execution by both governing bodies, and continue until terminated as provided in Section 4 of this Agreement.

Section 4. Termination. This Agreement may be terminated by mutual agreement of the parties. In the absence of mutual agreement, either the District or the City may terminate this Agreement by giving written notice of termination to the other party at least _____. Upon termination of this Agreement, each party shall have sole custody and use of its respective property.

Section 5. Notices. All notices given under this Agreement shall be sent by mail or e-mail to the following addresses, or such other addresses as may be designated by the parties in accordance with this section:

To the City: Attn: City Administrator
 City of Harlan
 711 Durant Street
 Harlan, IA 51537

To the District: Attn: Superintendent
 Harlan Community School District
 2102 Durant Street
 Harlan, IA 51537

Section 6. Governance. No separate legal or administrative entity or joint board shall be created by this Agreement.

Section 7. Property. It is not contemplated that any real or personal property will be acquired for the purpose of carrying out the terms of this Agreement.

Section 8. Liability Insurance. Throughout the duration of this Agreement, the City and the District shall each carry, at their own expense, liability insurance for protection from any liability arising out of any accident or other occurrence causing any injury and/or damage to any person or property upon the Premises due directly or indirectly to the use or occupancy

thereof by the insured. Each party shall be furnished with a certificate of insurance evidencing the required insurance upon request.

Section 9. Indemnification. To the extent permitted by law, the City and the District each agree to defend, indemnify, and hold harmless the other party, and the other party's directors, officers, employees, and agents, from and against any and all claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney fees, to the extent arising from acts or omissions of the indemnifying party under this Agreement.

Section 10. Parties' Relationship. The relationship between the parties is that of independent contract. Neither of the parties, nor their employees or agents, have the authority to act for or on the behalf of the other party unless specifically agreed to in writing.

Section 11. Compliance with Laws. Each party agrees to comply with all applicable federal, state, and local laws and regulations in connection with the performance of its obligations under this Agreement.

Section 12. Entire Agreement. This Agreement supersedes all agreements previously made between the parties relating to its subject matter. There is no other understandings or agreements between the parties relating to the subject matter addressed herein.,

Section 13. Amendments. This Agreement may be amended by the parties at any time by the adoption of a written amendment by the Board of Directors of the District, and by the City Council.

Section 14. Headings. The headings or captions in this Agreement are for convenience of reference only and shall not be used to interpret or construe its provisions.

Section 15. Non-Waiver. No delay or failure by either party to exercise any right or remedy under this Agreement shall constitute a waiver of that or any other right of remedy, unless otherwise expressly agreed to in writing.

Section 16. Governing Law and Forum. This Agreement shall be construed in accordance with and be governed by the laws of the State of Iowa, and the proper forum for any disputes shall be at the Shelby County District Court at Harlan, Iowa.

Section 17. Severability. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.

Section 18. Adoption. Each party represents and warrants that it has duly authorized the adoption of this Agreement in accordance with applicable law.

Section 19. Assignment. Neither party may assign this Agreement or subcontract any of the duties in whole or in part, without the written agreement of the other party.

Section 20. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

Section 21. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Instrument.

Section 22. Payment. The District agrees to pay the City an annual payment for use of the premises. This payment is outlined in Exhibit B.

IN WITNESS WHEREOF, the parties have caused this Instrument to be executed by their respective officers pursuant to full authority granted as of the date first written above.

FOR THE CITY OF HARLAN

FOR THE HARLAN COMMUNITY
SCHOOL DISTRICT

Dated this ____ Day of _____, 2021

Dated this ____ Day of _____, 2021

By: _____
Michael Kolbe, Mayor

By: _____
[Name] School Board President

EXHIBIT A

JJ Jensen Complex

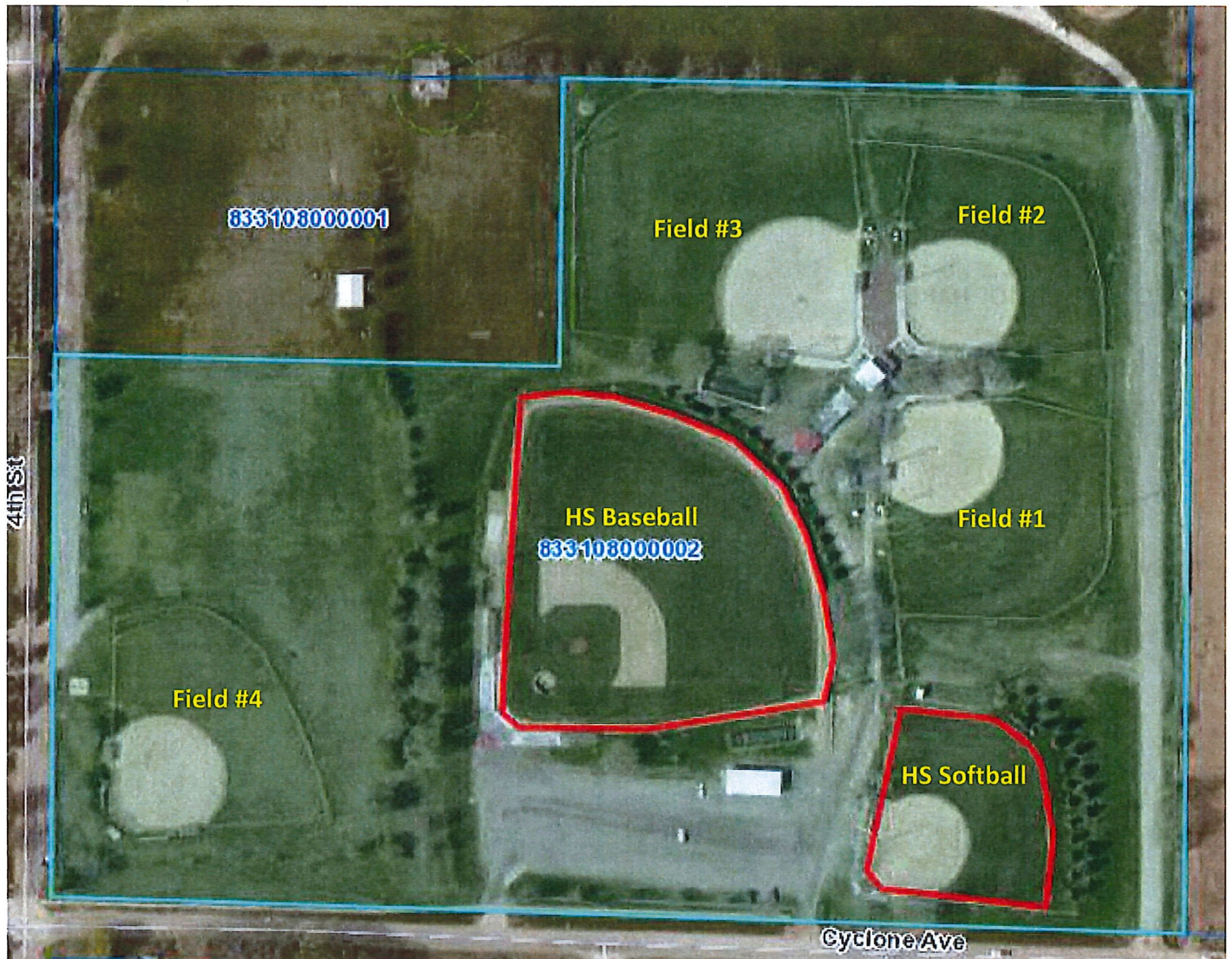


EXHIBIT B

As mutually agreed upon these costs may change over time. Only upon written consent of both parties.

ANNUAL PAYMENT:

\$4,000

(due to the City by May 1)

FIELD PREPARATION:

\$25

(above per game fee will be invoiced to the District no later than September 1)



Trane U.S. Inc.
11937 Portal Road
La Vista, NE 68128
Phone: (402) 596-8000, Fax:
Service Contact: (402) 596-2052

February 9th 2021

Harlan Community School District
2102 Durant Street
HARLAN, IA 51537

SUBJECT: Continuation of Service Agreement

Your Trane Service Agreement is scheduled for renewal on 04-01-2021. To assure that there will be no interruption of service and benefits to Harlan Community School District your Service Agreement will be extended through 03-31-2022. The adjusted Service Fees for all sites is set forth in the following table:

Contract Year	Annual Amount - All Sites USD	Payment USD	Payment Term
Year 1	10,387.00	2,596.75	Quarter

The Annual Amount and Payment information set forth above DO NOT include applicable sales tax. Applicable sales taxes will be included upon generation of the invoice for the renewed Service Agreement. Payment of applicable sales tax is the responsibility of the Customer.

If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing 30 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

☐ Service Fee Discount. A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 311.61 USD if this option is selected. Tax will be calculated based upon the pre-discounted price. This Service Fee discount is for advance payment only under the terms stated in this section and is not applicable to credit card transactions. Please check the box to select this discount option.

SCOPE OF SERVICE

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

TERMS & CONDITIONS

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

CLARIFICATIONS

If Harlan Community School District accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane no less than 30 days prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Ashley Leonardo-Homan
Account Manager
Trane

COVID-19 NATIONAL EMERGENCY CLAUSE

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date

Trane's License Number:

SITE COVERAGE

The following Sites are included:

Harlan Community Elementary School	2108 Durant Street, HARLAN, IA 51537, United States
Harlan Community School	2201 Durant St, HARLAN, IA 51537, United States

Changes to the 2021-2022 HCHS Course Guide

After looking into a variety of community colleges and universities and discussing with Lori Stitz, who works with the Western Iowa Regents Resource Center and is also the Center Director at the Shelby County Iowa Western Community College Center, we came up with a list of concurrent enrollment courses that transfer well into a variety of different programs at different schools, including trade schools, community colleges, private universities and our 3 state Regent Universities (UNI, ISU, and University of Iowa). We wanted to be able to offer a broad range of electives and pre-requisite courses no matter what area or type of school you are interested in. These courses allow them to experience a broad range of subject areas. We also looked at some of the courses that we have offered in the past and the popularity of those courses and decided to remove them from our course guidebook. Those courses were initially added to our course book when our students went down to the IWCC center in Harlan. We do not have a large number of students enrolling in those courses each year, if any.

Concurrent Enrollment Course Additions:

Online Courses through IWCC (found on p. 46-53 in course guide)

College Art Appreciation
College Business Law I
College General Biology I
College General Biology II
College General Physics I /Lab
College Intro to Philosophy
College Music Appreciation
College Survey of World Religions
College Workplace Empowerment

Automotive Technology Program at IWCC (found on p. 55-56 in course guide)

College Intro to Automotive Technology
College Technical Math (also taken with Ind Tech Program)
College Auto Suspension and Steering
College Equipment Safety and Operation (also taken with Ind Tech Program)

We would also like to include the phrase at the bottom of the online offerings: In special circumstances, additional concurrent enrollment courses may be approved by administration. You will need to file a request with your building principal for additional course approvals.

New Concurrent Enrollment Courses Offered by HCHS Teachers:

LIT 101- Intro to Literature- taught by Mrs. Peterson for Honors English 11 2nd semester

Concurrent Enrollment Course Removals:

College Intro to Human Services
College Intro to Criminal Justice
College Intro to Corrections
College Police and Society
College Exceptional Learner
College American Literature to Mid-1800s- no longer offered by IWCC
College American Literature since Mid-1800s- no longer offered by IWCC
College CPR/First Aid in the Workplace- no one certified to teach this course
College Intro to Engineering Design- no longer offered by IWCC
College Principles of Engineering- no longer offered by IWCC
College Engineering Design and Development- no longer offered by IWCC
College Civil Engineering and Architecture- no longer offered by IWCC

High School Course Additions:

Reading 1 and Reading 2 (splitting the reading course into two different classes)- p. 15 in course guide. Same curriculum and format, but different explanations on what takes place each semester.

Honors English 11- p. 18 in course guide: This course was formerly LIT 110 College American Literature To Mid 1800s and LIT 111 College American Literature Since Mid 1800s. IWCC is no longer offering these courses. Honors English 11 will be a high school course during fall semester, as explained on p. 18 in the course guide) and LIT 101 College Introduction to Literature through IWCC for second semester.

High School Course Changes:

Changed Plant Science/Ag 2 to be called Agronomy/Ag 2 per request by Agriculture Department

**HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 3-8-2021)**

FEBRUARY 8, 2021

The Board met for a regular meeting at 6:00 p.m. on Monday, February 8, 2021, held in the Media Center at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, and Joe Herzberg. Joni Larsen was present via telephone. Seth Piro and Monte Schechinger were absent.

Administrators Present: Lynn Johnson, Scott Frohlich, and Jeff Moser

Media: Bob Bjoin

APPROVAL OF AGENDA: Hazelton moved, seconded by Herzberg, to approve the agenda. Motion carried 5-0.

DISCUSSION ITEMS: The board discussed adding a March 22nd meeting to hold a public hearing for the budget. The board also discussed the superintendent interview schedule for Thursday and a legislative update. Mr. Moser shared an administrator report.

ACTION ITEMS:

RESIGNATION OF PERSONNEL: Herzberg moved, seconded by Hazelton to approve the resignation of Diane Mumm as Elementary Food Service; Shirley Ryan as High School Food Service; Niccole Rhiner as Middle School Special Education Associate; and Sarah Ritchie as Elementary Special Education Associate. Motion carried 5-0.

EMPLOYMENT OF PERSONNEL: Anderson moved, seconded by Larsen to approve the employment of Laura Monahan as Elementary Food Service and Lisa Farr as Elementary Food Service. Motion carried 5-0.

APPROVAL OF IOWA WESTERN COMMUNITY COLLEGE ACADEMY PROGRAM

AGREEMENTS ADDENDUM: Hazelton moved, seconded by Anderson to approve the IWCC academy program agreements addendum as presented. Motion carried 5-0.

APPROVAL OF CONSENT AGENDA: Hazelton moved, seconded by Larsen to approve the consent agenda as presented. This included the minutes from the previous board meetings, accounts payable for January and February, February General Fund (Operating Warrants), Trust Fund Warrants, Agency Fund Warrants, Physical Plant and Equipment Fund Warrants, Financial Reports, and Non-Personnel contracts. The approved warrants are as follows:

OPERATING FUND

AHLERS & COONEY, P.C.

AHSTW COMMUNITY SCHOOL DISTRICT

LEGAL SERVICES

OPEN ENROLLMENT/SPED BILLING

1,307.50

16,581.91

AMAZON SYNCHRONY BANK	SCCS ESSER FUND PURCHASES	903.06
BAXTER LUMBER AND HARDWARE	SUPPLIES	79.71
BONINE GARAGE DOORS	REPAIRS	795.00
BONSALL TV & APPLIANCE, INC.	EQUIPMENT REPAIRS	217.70
CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT TUITION	10,143.87
CAPITAL SANITARY SUPPLY	SUPPLIES	1,652.60
CARQUEST	PARTS	282.18
CDW GOVERNMENT INC.	SCCS ESSER/GEER FUND PURCHASES	6,000.86
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	1,273.00
CINTAS	LAUNDRY	111.80
CJ STORK PROPERTIES, LLC	COVID FACILITY RENTAL	750.00
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT TUITION	7,213.23
COMPLETE AUTOMOTIVE	REPAIRS	20.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	2,805.22
DELTA DENTAL	EMPLOYEE INSURANCE	9,728.88
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	1,584.00
FARM SERVICE COOP	FUEL	10,238.89
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,795.38
FATHER FLANAGAN'S BOY'S HOME	WELL MANAGED SCHOOLS TRAINING	4,873.08
FOLLETT LIBRARY RESOURCES	SUPPLIES	475.27
GREAT PRAIRIE AEA	SUPPLIES	60.00
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	36,396.76
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	385.70
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	7,227.57
HOME PRO VACUUM CENTERS	EQUIPMENT AND REPAIRS	1,783.08
IKM MANNING COMMUNITY SCHOOL DISTRICT	SPED BILLING/CONCURRENT ENROLL.	25,399.31
INSTRUMENTALIST CO.	AWARDS	242.25
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	BACKGROUND CHECKS	84.00
IOWA WESTERN COMMUNITY COLLEGE	CONCURRENT ENROLLMENT CLASSES	99,741.00
J.W. PEPPER & SON, INC.	MATERIALS	21.50
KENDALL/HUNT PUBLISHING COMPANY	MATH MATERIALS	8,820.14
LEARNER LAB LLC	SCCS TITLE IIA PURCHASES	119.02
LEARNING A-Z	SUPPLIES	1,728.00
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	8,258.00
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,693.73
MATHESON TRI-GAS INC	MATERIALS	567.07
NAPA	SUPPLIES	60.66
NEWCOMB, MATTHEW	PHONE REIMBURSEMENT	120.00
O'REILLY AUTOMOTIVE INC.	PARTS	169.20
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	31.50
POWERSCHOOL	SOFTWARE RENEWAL	9,475.29
ROGERS PEST CONTROL LLC	PEST CONTROL	212.00
RSM US LLP	EQUIPMENT AND SOFTWARE	5,773.25
SOLUTION TREE, LLC	SCCS TITLE IIA PURCHASES	207.93
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
STA-BILT CONSTRUCTION COMPANY	SNOW REMOVAL	12,695.00
STILL WATER YOGA LLC	SWIA MHDS GRANT EXPENDITURES	2,000.00
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	45.78

TRICENTER COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,338.56
TRUCK CENTER COMPANIES	PARTS	15.37
U.S. CELLULAR	COVID PURCHASED SERVICES	425.30
VERIZON WIRELESS	TELEPHONE SERVICE	530.75
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	3,097.88
W.W. GRAINGER, INC.	SUPPLIES	2,220.98
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	129,692.54
WILLIAM H. SADLIER, INC	SUPPLIES	86.52
WOODBINE COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT TUITION	3,606.62

STUDENT ACTIVITY FUND

ARKFELD, MARK	OFFICIATING	75.00
ATLANTIC BOTTLING CO.	SUPPLIES	7.63
ATLANTIC COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
BFG SUPPLY COMPANY	SUPPLIES	421.40
BIG DADDY TEE'S AND VINYL	SUPPLIES	1,233.00
BISHOP HEELAN CATHOLIC HIGH SCHOOL	ENTRY FEES	150.00
BLUM, TIM	OFFICIATING	75.00
BSN SPORTS	SUPPLIES	79.00
BURT, J. ZACH	OFFICIATING	75.00
BUSINESS PROFESSIONALS OF AMERICA-IOWA	REGISTRATION	3,715.00
CARRUTHERS, BRYCE	OFFICIATING	175.00
DINKLA, GARY	OFFICIATING	125.00
EHLERS, CHRIS	OFFICIATING	125.00
ETHEN, CHRIS	OFFICIATING	125.00
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	52.00
FREESE, RYAN	OFFICIATING	185.00
GLENWOOD COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	2,055.16
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	36.00
IOWA HIGH SCHOOL SOCCER COACHES ASSN.	MEMBERSHIP	30.00
ISU EXTENSION OFFICE - SHELBY COUNTY	REGISTRATION	46.50
JOHNSON, CHRIS	OFFICIATING	125.00
JOSTENS INC.	SUPPLIES	1,213.14
LANGUAGE TESTING INTERNATIONAL	REGISTRATION	135.00
MADSEN, MATT	OFFICIATING	75.00
MORGAN, BOB	OFFICIATING	75.00
MT. AYR COMMUNITY SCHOOL DISTRICT	ENTRY FEES	135.00
MUSIC THEATRE INTERNATIONAL	MATERIALS	1,450.00
NAHNSEN, JOHN	OFFICIATING	75.00
PETERSEN, SHAWN	OFFICIATING	125.00
PLOEGER, LANCE	OFFICIATING	185.00
POWELL, RICK	OFFICIATING	225.00
REISS, TYLER	OFFICIATING	210.00
ROSMANN FAMILY FARMS	SUPPLIES	19.46
ROYER, MARK	OFFICIATING	250.00
SCHABEN, BRYCE	OFFICIATING	550.00
SCHMIDT, JOHN	OFFICIATING	185.00
SCHMITT MUSIC CENTERS	MATERIALS	437.28

SPOMER, KURT	OFFICIATING	185.00
STRUCK, SHAWN	OFFICIATING	75.00
VAUGHN, JEROME	OFFICIATING	85.00
WARTBURG COLLEGE	ENTRY FEES	120.00
WEST MUSIC COMPANY	MATERIALS	90.20
WRIGHT, CHARLES	OFFICIATING	125.00
WULK, MATTHEW	OFFICIATING	200.00
YORK, JOSH	OFFICIATING	310.00
ZANDER INK	SUPPLIES	1,196.50
MANAGEMENT FUND		
EMC INSURANCE CASUALTY COMPANY	INSURANCE DEDUCTABLE	335.91
CAPITAL FUNDS PROJECT		
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	177.18
PHYSICAL PLANT & EQUIPMENT		
CENTRAL IOWA DISTRIBUTING INC.	PURCHASED SERVICES	6,210.00
COMBUSTION CONTROL CO.	PURCHASED SERVICES	2,364.85
CONTROL SERVICES INC.	PURCHASED SERVICES	868.00
RIVERSIDE TECHNOLOGIES, INC.	REPAIRS	103.00
SCHMITT MUSIC CENTERS	REPAIRS	30.45
DEBT SERVICE FUND		
UMB BANK, NA	LOAN PROCESSING FEES	300.00
SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	44.40
BERNARD FOOD INDUSTRIES, INC.	SUPPLIES	385.56
CORE-MARK MIDCONTINENT, INC.	SUPPLIES	728.46
EARTHGRAINS COMPANY	SUPPLIES	723.20
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	31.13
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	119.16
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	78.10
HILAND DAIRY	SUPPLIES	4,303.14
HOBART	REPAIRS	390.03
KRUSE REFRIGERATION & ELECTRIC	REPAIRS	322.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	41,718.37
RAPIDS	SUPPLIES	31.85

POLICY REVIEW– FIRST READING: Hazelton moved, seconded by Anderson to approve the first reading of policies as presented. Policy 409.2E1 – Emergency Paid Sick Leave Request Form Under the FFCRA – RESCINDED; Policy 409.2E2 – Expanded Family and Medical Leave Request Form Under the FFCRA – RESCINDED will be rescinded immediately. Policy 503.1 – Student Conduct; Policy 503.5 – Corporal Punishment, Mechanical Restraint and Prone Restraint; and Policy 503.6 – Physical

Restraint and Seclusion of Students will be adopted after the second reading. The following policies were reviewed but were not adopted as the district is evaluating AEA resources in place of these sample regulation/exhibits: Policy 503.6R1 – Use of Physical Restraint and Seclusion with Students; Policy 503.6E1 – Use of Physical Restraint and/or Seclusion Documentation Form; Policy 503.6E2 – Debriefing Letter to Guardian of Student Involved in an Occurrence Where Physical Restraint and/or Seclusion was Used; and Policy 503.6E3 – Debriefing Meeting Documentation. Motion carried 5-0.

ADJOURNMENT: Herzberg moved, seconded by Larsen to adjourn. Motion carried 5-0 and the meeting was adjourned at 6:55 p.m.

Next Meeting: – February 11, 2021, at 2:00 p.m. – Special Meeting

Board President

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 3-8-2021)

FEBRUARY 11, 2021

The Board met for a special meeting at 2:00 p.m. on Thursday, February 11, 2021, held in the Media Center at Harlan Community Middle School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Joni Larsen, Monte Schechinger, Seth Piro, and Joe Herzberg. Trent Grundmeyer and Kevin Fiene of Grundmeyer Leader Services were also present.

Administrators Present: None

Media: None

APPROVAL OF AGENDA: Schechinger moved, seconded by Larsen, to approve the agenda. Motion carried 7-0.

CLOSED SESSION TO INTERVIEW SUPERINTENDENT CANDIDATE #1: Anderson moved, seconded by Herzberg that the board go into closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code 21.5(1)(i). Roll call votes were: Ayes: Rueschenberg, Anderson, Larsen, Schechinger, Hazelton, Herzberg, and Piro. Nays: None. The board entered into closed session at 2:00 p.m.

The board returned to open session at 2:56 p.m.

The board took at recess.

CLOSED SESSION TO INTERVIEW SUPERINTENDENT CANDIDATE #2: Anderson moved, seconded by Herzberg that the board go into closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code 21.5(1)(i). Roll call votes were: Ayes: Rueschenberg, Anderson, Larsen, Schechinger, Hazelton, Herzberg, and Piro. Nays: None. The board entered into closed session at 4:28 p.m.

The board returned to open session at 5:39 p.m.

The board took a recess.

CLOSED SESSION TO INTERVIEW SUPERINTENDENT CANDIDATE #3: Anderson moved, seconded by Herzberg that the board go into closed session to evaluate the

professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code 21.5(1)(i). Roll call votes were: Ayes: Rueschenberg, Anderson, Larsen, Schechinger, Hazelton, Herzberg, and Piro. Nays: None. The board entered into closed session at 5:49 p.m.

The board returned to open session at 6:58 p.m.

The board took a recess.

CLOSED SESSION TO EVALUATE SUPERINTENDENT CANDIDATES: Anderson moved, seconded by Herzberg that the board go into closed session to review or discuss records which are required or authorized by state or federal law to be kept confidential pursuant to Iowa Code section 21.5 (1)(a) and to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code 21.5 (1)(i). Roll call votes were: Ayes: Rueschenberg, Anderson, Larsen, Schechinger, Hazelton, Herzberg, and Piro. Nays: None. The board entered into closed session at 7:43 p.m.

The board returned to open session at 10:39 p.m.

ADJOURNMENT: Anderson moved, seconded by Piro to adjourn. Motion carried 7-0 and the meeting was adjourned at 10:39 p.m.

Next Meeting: – March 8, 2021, at 6:00 p.m. – Regular Meeting

Board President

Board Secretary

**HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 3-8-2021)**

FEBRUARY 14, 2021

The Board met for a special meeting at 7:19 p.m. on Sunday, February 14, 2021, held in the Media Center at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Monte Schechinger, Seth Piro, and Joe Herzberg. Joni Larsen was present via telephone. Trent Grundmeyer and Kevin Fiene of Grundmeyer Leader Services were also present.

Administrators Present: None

Media: None

APPROVAL OF AGENDA: Schechinger moved, seconded by Hazelton, to approve the agenda. Motion carried 7-0.

CLOSED SESSION: Anderson moved, seconded by Herzberg that the board go into closed session to review or discuss records which are required or authorized by state or federal law to be kept confidential pursuant to Iowa Code section 21.5 (1)(a) and to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code 21.5 (1)(i). Roll call votes were: Ayes: Rueschenberg, Anderson, Hazelton, Herzberg, Schechinger, Piro, and Larsen. Nays: None. The board entered into closed session at 7:19 p.m.

Larsen left the meeting at 9:37 p.m.

The board returned to open session at 9:49 p.m.

ADJOURNMENT: Anderson moved, seconded by Herzberg to adjourn. Motion carried 6-0 and the meeting was adjourned at 9:49 p.m.

Next Meeting: – March 8, 2021, at 6:00 p.m. – Regular Meeting

Board President

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
MARCH 8, 2021

OPERATING FUND

AMAZON SYNCHRONY BANK	SCCS ESSER FUND PURCHASES	1,506.86
ARKFELD WATER SERVICES	REPAIRS	100.00
BELIN-BLANK CENTER	MATERIALS	695.00
BOMGAARS	SUPPLIES	31.94
BOONE COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,261.68
BOYER VALLEY COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,778.90
BR BLEACHERS	INSPECTIONS	750.00
CAPITAL SANITARY SUPPLY	SUPPLIES	1,321.40
CARLSON CAPITOL MFG.	SUPPLIES	411.19
CARQUEST	PARTS	799.48
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	1,156.00
CINTAS	LAUNDRY	55.90
CJ STORK PROPERTIES, LLC	COVID FACILITY RENTAL	750.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	3,520.90
CUMMINS SALES AND SERVICE	REPAIRS	3,628.80
DELTA DENTAL	EMPLOYEE INSURANCE	9,552.94
DICKMAN, DANNY	BUS LICENSE	64.00
DRUMMOND PRESS, INC.	COVID SUPPLIES	539.76
DUNHAM HARDWOODS	RESALE MATERIALS	1,645.00
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	3,344.00
FARM SERVICE COOP	FUEL	10,187.86
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,824.33
FROHLICH, SCOTT	TRAVEL	78.78
GOLDEN, MELISSA	IPERS REFUND	214.91
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
GREEN HILLS AEA	DUES	200.00
GRUNDMEYER, TRENT	PURCHASED SERVICES	12,070.72
HARLAN COMMUNITY SCHOOL NUTRITION FUND	SUPPLIES	121.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	76,485.86
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	282.11
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	12,396.45
HOUGHTON MIFFLIN COMPANY	SUPPLIES	138.57
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	REGISTRATION/BACKGROUND CHECKS	322.00
IOWA TESTING PROGRAMS	TESTING MATERIALS	3,992.00
IOWA WESTERN COMMUNITY COLLEGE	BUS CLASSES	130.00
JOHNSON, LYNN	SUPPLIES	58.26
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	1,920.00
LAWSON PRODUCTS, INC.	SUPPLIES	262.96
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	10,013.00
LIVINGSTON, NICK	LIBRARY REFUND	8.00
MACKIN EDUCATIONAL RESOURCES	SUPPLIES	1,178.50
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	3,405.63
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	114.72
MASON CITY COMMUNITY SCHOOL DISTRICT	SPED BILLING	422.45
MONTGOMERY COUNTY MEMORIAL HOSPITAL	PURCHASED SERVICES	195.00
NAPA	SUPPLIES	80.67
O'REILLY AUTOMOTIVE INC.	PARTS	923.99
OMAHA DOOR & WINDOW CO.	REPAIRS	790.21
PAPER CORPORATION	SUPPLIES	1,017.24
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	302.40
PETERSEN MOTORS LLC	REPAIRS	378.99
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	95.00

**HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
MARCH 8, 2021**

RAYNER & RINN-SCOTT	RESALE SUPPLIES	1,021.12
RIHNER, NICCOLE	IPERS REFUND	612.86
RITCHIE, SARAH	IPERS REFUND	338.50
ROGERS PEST CONTROL LLC	PEST CONTROL	212.00
SAVVAS	SUPPLIES	137.46
SCHMITT MUSIC CENTERS	REPAIRS	35.96
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
STA-BILT CONSTRUCTION COMPANY	SNOW REMOVAL	14,386.25
STORM LAKE COMMUNITY SCHOOL DISTRICT	SPED BILLING	20,036.20
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	221.95
TIMBERLINE BILLING SERVICES LLC	MEDICAID BILLING SERVICES	935.44
TRUCK CENTER COMPANIES	PARTS	386.96
U.S. CELLULAR	COVID PURCHASED SERVICES	422.40
VERIZON WIRELESS	TELEPHONE SERVICE	530.75
VETTER EQUIPMENT CO.	REPAIRS	390.57
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,757.65
W.W. GRAINGER, INC.	SUPPLIES	5,171.20
WARDS SCIENCE	SUPPLIES	818.85
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	128,457.06
WINGERT, BILL	BUS LICENSE	24.00
 STUDENT ACTIVITY FUND		
ARKFELD, MARK	OFFICIATING	125.00
ATLANTIC BOTTLING CO.	SUPPLIES	296.33
BAXTER, RANDY	OFFICIATING	370.00
BFG SUPPLY COMPANY	SUPPLIES	323.54
CARRUTHERS, BRYCE	OFFICIATING	80.00
DENISON COMMUNITY SCHOOL DISTRICT	TICKET SALES	2,004.00
FAIRFIELD INN AND SUITES	TRAVEL	1,774.08
FARLEY, SHANE	OFFICIATING	75.00
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	156.00
GIRRES, CHRIS	OFFICIATING	400.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	2,953.04
HOLLOWAY, JUSTINE	SUPPLIES	63.34
HONNOLD, SARA	OFFICIATING	325.00
HOSA - FUTURE HEALTH PROFESSIONALS	REGISTRATION	744.00
HUNTER, JOE	OFFICIATING	125.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	TICKET SALES	1,692.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	SUPPLIES	50.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	637.00
IOWA HIGH SCHOOL SPEECH ASSOCIATION	REGISTRATION	67.00
KINTNER, LARRY	PURCHASED SERVICES	200.00
LUTZ, DAVID	OFFICIATING	370.00
MANN, QUIN	OFFICIATING	80.00
MIDSTATES BANK	TRAVEL	750.00
MURTAUGH, MARY ANN	PURCHASED SERVICES	100.00
PHILLIPS, ALEX	OFFICIATING	185.00
PIZZA RANCH	SUPPLIES	2,007.96
ROSMANN FAMILY FARMS	SUPPLIES	48.65
SCHABEN, BRYCE	OFFICIATING	275.00
SCHIEFFER, HARLEY	OFFICIATING	450.00
SHAFFER, MELINDA	SUPPLIES	102.00
SPOMER, KURT	OFFICIATING	185.00

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
MARCH 8, 2021

SWEET 16 LANES	PURCHASED SERVICES	60.00
TURNER, TIM	OFFICIATING	75.00
ZANDER INK	SUPPLIES	2,444.00
 MANAGEMENT FUND		
TRANE U.S. INC	REPAIRS	5,000.60
 CAPITAL FUNDS PROJECT		
CBP REPAIR	REPAIRS	672.44
 PHYSICAL PLANT & EQUIPMENT		
CARROLL CONTROL SYSTEMS INC.	PURCHASED SERVICES	360.00
COMBUSTION CONTROL CO.	PURCHASED SERVICES	2,708.55
CONTROL SERVICES INC.	PURCHASED SERVICES	397.85
ELEVATE ROOFING	PURCHASED SERVICES	386.19
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	6,706.00
RIEMANN MUSIC, INC.	REPAIRS	64.99
RIVERSIDE TECHNOLOGIES, INC.	REPAIRS	148.00
SCHMITT MUSIC CENTERS	REPAIRS	50.00
TRANE U.S. INC	REPAIRS	19,831.50
 SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	62.16
BERNARD FOOD INDUSTRIES, INC.	SUPPLIES	458.92
COUNTRY VIEW DAIRY	SUPPLIES	560.00
EARTHGRAINS COMPANY	SUPPLIES	501.64
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	31.13
GREER, NANCY	IPERS REFUND	381.98
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	1,205.74
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	83.60
HILAND DAIRY	SUPPLIES	4,567.06
HOBART	REPAIRS	358.03
KRUSE REFRIGERATION & ELECTRIC	PURCHASED SERVICES	85.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	33,514.59
MUMM, DIANE	IPERS REFUND	168.55
PRUDENT PRODUCE	SUPPLIES	162.00
SHERER, ALEXIS	IPERS REFUND	108.02
 AGENCY FUND		
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	90.00

HARLAN COMMUNITY SCHOOL DISTRICT
P-CARD FOR BOARD APPROVAL
MARCH 8, 2021

ACCUCUT - SUPPLIES	54.00
AMAZON - SUPPLIES	3,767.41
BOMGAARS - SUPPLIES	20.97
BOYS TOWN PRESS - SUPPLIES	20.75
BULBAMERICA - SUPPLIES	158.89
BUSINESS PROFESSIONALS OF AMERICA - DUES	1,501.74
CASEYS - SUPPLIES	22.68
DEEPS SPACE SPARKLE - SUPPLIES	34.00
DEMCO - SUPPLIES	55.44
DO IT BEST - SUPPLIES	14.04
DOLLAR GENERAL - SUPPLIES	25.80
DRIAVID TECHNOLOGY - SUBSCRIPTION	21.19
EXCELLENCE INDUSTRIES - SUPPLIES	720.00
FAREWAY - SUPPLIES	496.03
FMCSA CLEARING HOUSE - SUPPLIES	62.50
HYVEE - SUPPLIES	440.68
IOWA ASSN. OF SCHOOL BUSINESS OFFICIALS - REGISTRATION	125.00
IXL - SUBSCRIPTION	249.00
JIM COLEMAN - SUPPLIES	16.49
JW PEPPER - SUPPLIES	152.99
LAPTOPSCREENS.COM - SUPPLIES	90.49
NATIONAL FFA - SUPPLIES	167.00
POSTIVE PROMOTIONS - SUPPLIES	110.95
SAMS CLUB - SUPPLIES	64.14
SANDWICH BOWL - SUPPLIES	77.89
SCHOOL HEALTH - SUPPLIES	171.39
SCHOOL SPECIALTY - SUPPLIES	994.77
SONICWALL - SUBSCRIPTION	5,806.00
TEACHERS PAY TEACHERS - SUPPLIES	12.78
TECHSMITH CORPORATION - SUBSCRIPTION	49.00
TEXTHELP INC - SUBSCRIPTION	145.00
US POST OFFICE - POSTAGE	782.85
WALMART - SUPPLIES	207.38
WASABI.COM - SUPPLIES	5.99
	<u>16,645.23</u>

Harlan Community School District
January 2021 Treasurer Report By Fund

	General Fund	Student Activity Fund	Management Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Debt Service Fund	Enterprise Funds	Trust Funds
Beginning Balance - January 1, 2021	\$ 3,664,555.28	\$ 310,200.95	\$ 366,982.88	\$ 1,397,958.60	\$ 589,189.22	\$ 8,927.34	\$ 146,532.73	\$ 153,101.33
Revenues and Other Financing Sources	1,408,519.56	8,897.87	4,548.24	117,282.96	7,647.13	0.34	97,354.45	1,349.49
Total Sources Available	\$ 5,073,074.84	\$ 319,098.82	\$ 371,531.12	\$ 1,515,241.56	\$ 596,836.35	\$ 8,927.68	\$ 243,887.18	\$ 154,450.82
Expenditures and Other Financing Uses	1,430,230.67	40,579.64	1,871.27	177.18	-7,473.50	300.00	48,630.63	7,100.00
Ending Balance - January 31, 2021	\$ 3,642,844.17	\$ 278,519.18	\$ 369,659.85	\$ 1,515,064.38	\$ 604,309.85	\$ 8,627.68	\$ 195,256.55	\$ 147,350.82
Comments	Revenues slightly lower than expenses for this month.	Low month for revenues and expenses from a fundraiser paid this month.	Minimal activity this month.	Normal revenues for the month and expenses minimal this month.	Revenues are normal for month of January. Expenses show a credit for this month because chiller insurance claim funds were received but expenses not paid for yet.	Expense is bond processing fees paid.	Receipts exceeded program costs for this month.	Scholarship funding payments received this month and scholarship payments paid out this month.

Harlan Community School District
January 2021 Treasurer Report By Depository

	General Fund	Student Activity Fund	Management Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Debt Service Fund	Enterprise Funds	Trust Funds
Midstates Bank, N.A.	\$ 3,394,055.70	\$ 278,519.18	\$ 359,322.58	\$ 1,514,196.61	\$ 604,309.85	\$ 8,627.68	\$ 397,917.57	\$ 147,350.82
Iowa Schools Joint Investment Trust	\$ 104.60	\$ -	\$ -	\$ 867.77	\$ -	\$ -	\$ -	\$ -
Town and Country Credit Union	\$ 102.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 3,394,262.62	\$ 278,519.18	\$ 359,322.58	\$ 1,515,064.38	\$ 604,309.85	\$ 8,627.68	\$ 397,917.57	\$ 147,350.82

Harlan Community School District
Revenue Summary Report
As of January 31, 2021

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	7,752,721.00	566,100.70	4,472,547.04	57.69%
REVENUE FROM STATE SOURCES	9,263,194.00	846,965.00	4,920,860.75	53.12%
REVENUE FROM FEDERAL SOURCES	352,500.00	(4,546.14)	134,617.18	38.19%
OTHER SOURCES	10,800.00	0.00	107.10	0.99%
Fund Total:	17,379,215.00	1,408,519.56	9,528,132.07	54.82%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	562,000.00	8,897.87	235,480.43	41.90%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	562,000.00	8,897.87	235,480.43	41.90%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	349,000.00	4,548.24	196,163.64	56.21%
REVENUE FROM STATE SOURCES	4,609.00	0.00	2,231.29	48.41%
Fund Total:	353,609.00	4,548.24	198,394.93	56.11%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	12,000.00	102.62	815.63	6.80%
REVENUE FROM STATE SOURCES	1,467,040.00	117,180.34	740,224.94	50.46%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	1,479,040.00	117,282.96	741,040.57	50.10%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	576,380.00	7,647.13	308,744.90	53.57%
REVENUE FROM STATE SOURCES	7,777.00	0.00	3,805.71	48.94%
REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	0.00	0.00	95.80	0.00%
Fund Total:	584,157.00	7,647.13	312,646.41	53.52%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	30.00	0.34	2.70	9.00%
REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	1,089,006.00	0.00	379,276.50	34.83%
Fund Total:	1,089,036.00	0.34	379,279.20	34.83%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	383,000.00	5,046.18	45,890.32	11.98%
REVENUE FROM STATE SOURCES	5,500.00	0.00	0.00	0.00%
REVENUE FROM FEDERAL SOURCES	380,000.00	92,308.27	402,736.71	105.98%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	768,500.00	97,354.45	448,627.03	58.38%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	0.00	1,349.49	4,424.93	0.00%
Fund Total:	0.00	1,349.49	4,424.93	0.00%

Harlan Community School District
Expenditure Summary Report
As of January 31, 2021

OPERATING FUND

	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	11,751,957.00	1,055,412.76	4,692,185.36	39.93%
TOTAL SUPPORT SERVICES	4,985,037.00	374,817.91	2,569,480.89	51.54%
OTHER EXPENDITURES	639,692.00	0.00	639,692.00	100.00%
Fund Total:	17,376,686.00	1,430,230.67	7,901,358.25	45.47%

STUDENT ACTIVITY FUND

	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	560,000.00	40,579.64	193,725.71	34.59%
Fund Total:	560,000.00	40,579.64	193,725.71	34.59%

MANAGEMENT FUND

	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	144,667.00	1,871.27	23,892.54	16.52%
TOTAL SUPPORT SERVICES	263,000.00	0.00	268,115.86	101.95%
Fund Total:	407,667.00	1,871.27	292,008.40	71.63%

CAPITAL FUNDS PROJECT

	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	280,000.00	177.18	96,749.25	34.55%
TOTAL SUPPORT SERVICES	20,000.00	0.00	0.00	0.00%
OTHER EXPENDITURES	1,089,006.00	0.00	379,276.50	34.83%
Fund Total:	1,389,006.00	177.18	476,025.75	34.27%

PHYSICAL PLANT & EQUIPMENT

	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	105,000.00	118.75	3,958.52	3.77%
TOTAL SUPPORT SERVICES	185,000.00	0.00	154,264.34	83.39%
OTHER EXPENDITURES	302,000.00	(7,592.25)	87,917.11	29.11%
Fund Total:	592,000.00	(7,473.50)	246,139.97	41.58%

DEBT SERVICE FUND

	Budget	Current Month	Year To Date	% of Budget
TOTAL SUPPORT SERVICES	1,200.00	300.00	900.00	75.00%
OTHER EXPENDITURES	1,087,806.00	0.00	379,276.50	34.87%
Fund Total:	1,089,006.00	300.00	380,176.50	34.91%

SCHOOL NUTRITION FUND

	Budget	Current Month	Year To Date	% of Budget
NON INSTRUCTIONAL PROGRAMS	772,052.00	48,630.63	413,295.57	53.53%
Fund Total:	772,052.00	48,630.63	413,295.57	53.53%

PRIVATE-PURPOSE TRUST FUNDS

	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	9,750.00	7,100.00	7,200.03	73.85%
Fund Total:	9,750.00	7,100.00	7,200.03	73.85%

GRADUATION REQUIREMENTS

Students must complete the required courses of study prior to graduation as determined by the State Department of Education and the Board of Directors.

Classes 2024 and Before: Forty-four (44) credits (including Physical Education unless waived) must be earned in grades nine through twelve in order to be eligible to graduate from Harlan Community High School. ~~Forty (40) of those graduation credits must be in academic courses. Academic courses are defined as Language Art, Social Studies, Mathematics, Science, Business, Art, Family and Consumer Science, Industrial Technology, Foreign Language, and Vocational Agriculture. The remaining 4 credits may be activity or supplemental credits. Activity or supplemental credits are defined as Band, Chorus, Physical Education, Athletics and Activities. Eighth grade electives~~ **core classes** which are the equivalent of high school courses will count toward graduation requirements.

Beginning with the Class 2025: Forty-four (44) credits (including Physical Education unless waived) must be earned in grades nine through twelve in order to be eligible to graduate from Harlan Community High School. Eighth grade **core classes** which are the equivalent of high school courses will count toward graduation requirements.

The following specific requirements shall be required for graduation from high school:

- | | | |
|----|-------------------------------------|---------------------|
| a. | Language Arts | 8 credits/4.0 years |
| b. | Social Studies | 6 credits/3.0 years |
| c. | Mathematics | 6 credits/3.0 years |
| d. | Science | 6 credits/3.0 years |
| e. | Personal Finance/Financial Literacy | 1 credit/.5 year |
| f. | Physical Education | 4 credit/2.0 years |
| | (one credit per year unless waived) | |
| g. | Completion of a CPR Course | |
| h. | Elective group requirement | 3 credits/1.5 years |

To be selected from at least two of the following areas:

Business Education, Fine Arts (Art, Band, Chorus), **Human Services**, Family Consumer Science, Industrial Technology, Foreign Language, Vocational Agriculture, Health Science, **Information Technology, Project Lead the Way, and other vocational related elective courses.**

~~i. Partial credits — A fraction of a credit (activity or supplemental) will be granted for annual participation in the classes, athletics, and activities as listed:~~

~~Band* 1; Baseball ¼; Basketball ¼; Best Buddies ¼; Bowling ¼; Business Professionals of America 1/8; Cheerleader ¼; Chorus* 1; Cross Country ¼; Cyber Patriot 1/8; Football 1/4; Future Farmers of America 1/8; Golf ¼; Individual Speech 1/4; Jazz Band 1/2; Key Club 1/8; Large Group Speech 1/4; Learning Center 1; Mentoring ½; Musical/Drama/School Play ¼; Physical Education* 1; Pom Pon ¼; Show Choir ½; Soccer ¼; Softball ¼; Student Council ¼; Tennis ¼; Track ¼; Volleyball ¼; Wrestling 1/4~~

~~*Marked courses taken for 1 semester worth ½ of the credit.~~

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies, and three years of science.

Graduation requirements for any student who transfers into Harlan Community High School during his/her high school years shall be determined by the superintendent, high school principal, and high school counselors. The graduation requirements of the school of origin as well as the requirements of Harlan Community High School shall be taken into consideration.

No outside agency shall have the authority to grant credits applicable to graduation requirements for Harlan Community High School.

Legal Reference:

Iowa Code §§256.7, 11, .11A, .41; 279.8; 280.3, .14
281 Iowa Admin. Code 12.2, .5;12.3(5)

Cross Reference:

505 Student Scholastic Achievement

603.3 Special Education

ELECTRONIC RECORDS AND SIGNATURES

In order to efficiently conduct the business of the School District, the Board of Directors authorizes the sending and acceptance of electronic records to and from other persons or entities the same as original records. The Board further authorizes the use and acceptance of electronic signatures on records the same as originally signed records.

The Board authorizes the creation, storage, and use of electronic records and records bearing electronic signatures for the following records and contract documents or as otherwise authorized by the Board from time to time, to the extent permitted by law:

Employment & Personnel Forms

Certified Personnel Contracts

Classified Personnel Contracts

Agency Contracts & Agreements

28E Agreements

Independent Contractor Agreements

Procurement contracts for equipment, supplies, and services

The Board President, or the Superintendent as may be permitted for certain contracts under Iowa law, is authorized to create and affix an electronic signature for the execution of authorized electronic records and contracts on behalf of the School District. The signature shall be an electronic sound, symbol or process attached to or logically associated with the record and executed or adopted with the intent to sign. The signature shall be attributable to the Board President or the Superintendent through authentication by the Board Secretary, as the case may be, if it was the act of such person as shown in any manner. This electronic signature shall satisfy the legal requirements in the law where a signature is required.

Legal Reference:

Iowa Code § 279.8; Iowa Code § 279.13; Iowa Code § 279.20; Iowa Code § 279.23;
Iowa Code § 4.1(39); Iowa Code Chapter 554D.

STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, October 10, 2002.

Legal Reference:

Goss v. Lopez, 419 U.S. 565 (1975) *Brands v. Sheldon Community School District*, 671 F. Supp. 627 (N.D. Iowa 1987). *Sims v. Colfax Comm. School Dist.*, 307 F. Supp. 485 (Iowa 1970). *Bunger v. Iowa High School Athletic Assn.*, 197 N.W.2d 555 (Iowa 1972). *Board of Directors of Ind. School Dist. of Waterloo v. Green*, 259 Iowa 1260, 147 N.W.2d 854 (1967). Iowa Code §§ 279.8; 282.3, 282.4, 282.5; 708.1.281 I.A.C. 12.3(6)

Cross Reference:

- 501 Student Attendance
- 502 Student Rights and Responsibilities
- 503.6 Physical Restraint and Seclusion of Student
- 504 Student Activities
- 603.3 Special Education
- 903.5 Distribution of Materials

CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object(s) within a student/pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - To remove a disruptive student/pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;

2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any; including mental and psychological injury;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

NOTE: A corporal punishment policy is no longer mandated. A policy addressing physical restraint of a student, however, is still mandated. This policy outlines when it may be appropriate for an employee to physically restrain a student. The policy does not need to be amended to reflect the new DE rules on physical restraint unless the board wants to go beyond the rules minimum requirements. For more detailed discussion of this issue, see IASB's Policy Primer, Dec. 4, 2008

Legal Reference:

Ingraham v. Wright, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Koe, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
Iowa Code §§ 279.8; 280.21.
281 I.A.C. 12.3(6); 103.

Cross Reference:

402.3 Abuse of Students by School District Employees
502 Student Rights and Responsibilities
503 Student Discipline
503.6 Physical Restraint and Seclusion

PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the superintendent or the superintendent's designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

NOTE: This policy is not mandatory. However, there are specific requirements for school districts to fulfill before and after using physical restraint and seclusion with students. Administrators should thoroughly read and understand the requirements listed in Chapter 103 of the Iowa Administrative Code.

Legal Reference:

Iowa Code §§ 279.8; 280.21.

281 I.A.C. 103.

Cross Reference:

402.3 Abuse of Students by School District Employees

502 Student Rights and Responsibilities

503 Student Discipline

503.5 Corporal Punishment