

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, JUNE 6, 2016
BOARD MEETING – 5:30 P.M.
URBANDALE CITY HALL – 3600 86TH STREET
CHRIS GUNNARE, PRESIDENT**

***Our Mission:** teach all/reach all*

***Our Vision:** Urbandale will be a school district that brings learning to life for everyone.*

***UCSD School Board Mission:** To partner with stakeholders to teach all and reach all through governance of Board Policy and Operating Protocol.*

*Urbandale is a national leader in **CHARACTER COUNTS!**, endeavoring at all times to promote and model the principles of trustworthiness, respect, responsibility, fairness, caring and citizenship. In conducting tonight's meeting, we expect that all participants will act in a respectful manner consistent with these principles*

AGENDA

URBANDALE CITY HALL – 3600 86TH STREET

- I. **Call to Order and Roll Call**
- II. **Approval of Agenda**
- III. **Communication from the Public** – School Community Relations (1001)
- IV. **Report of the Superintendent of Schools**
 - A. Approval of Annual Improvement Goals for 2016-2017
 - B. Approval of English Graduation Requirements Change
 - C. Approval of DMACC Credit and Course Title Change
 - D. Building Repair Projects - Summer 2016
 - E. Legislative Update Report
 - F. Legislative Priorities and Resolutions Report for 2016-2017
- V. **Report of the President**
 - A. 2016-2017 Board Goals
 - B. Board Systems Check
 - C. Admin-Board Survey
 - D. Communications
 - E. Year in Review
- VI. **Consent Agenda Items** – Business Procedures (801)
 - A. Approval of April 25, 2016 Board Meeting Minutes
 - B. Approval of May 23, 2016 Board Meeting Minutes
 - C. Approval of Open Enrollment in and out of District
 - D. Approval of Personnel Changes

- E. Approval of Classified Staff Evaluation Form
- F. Approval of Job Descriptions
- G. Approval of Field Trips, Overnight, or Out of State Travel
- H. Approval of Contracts and Agreements
 - a. Property-Casualty Insurance for 2016-2017
 - b. Track Resurfacing Project Contract with Midwest Track and Tennis Co.
 - c. Anderson Erickson Milk Bid Contract Award for 2016-17
 - d. American Dairy Association - Dairy Barn Contract for Student Workers
 - e. Contemporary Services Corporation Contract for Event Management Services for 2016-2017
 - f. Drake University Head Start Agreement
- I. Acceptance of Financial Reports for May
- J. Authorization to Pay Bills

VII. **Discussion of Other Matters**

VIII. **Learning Together Activity - May 2016 Board & Administrator**

IX. **Meeting Evaluation Form**

IV. **Adjourn**

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AGENDA

URBANDALE CITY HALL – 3600 86TH STREET

I. Call to Order and Roll Call

Name	Present	Absent
Aaron Applegate	_____	_____
Aldrich Cabildo	_____	_____
Graham Giles	_____	_____
Chris Gunnare	_____	_____
Katherine Howsare	_____	_____
Cate Newberg	_____	_____
Tanya Ruden	_____	_____

II. Approval of Agenda

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board meeting being held on Monday, June 6, 2016.

Motion by: _____ Seconded by: _____

Board action:

III. Communication from the Public – School Community Relations (1001)

The Board of Directors encourages public input and will provide a time at the beginning of the regular monthly meeting for that purpose. Persons seeking to address the Board may contact the

office of the Superintendent of Schools to be placed on the agenda, or they may request the opportunity to address the Board at the regularly scheduled monthly meeting. If several persons seek to address the Board, the President of the Board of Directors will determine how much time will be available to each speaker.

IV. Report of the Superintendent of Schools

- A. Approval of the Annual Improvements Goals for 2016 - 2017 - *Special Report # 1*
Crista Carlile, Director of Teaching and Learning, will be presenting information regarding the Annual Improvement Goals for the upcoming 2016-2017 school year.

BE IT RESOLVED that the Board of Directors approve the Annual Improvement Goals for the 2016-2017 school year.

Motion by: _____ Seconded by: _____

Board action:

- B. Approval of the English Graduation Requirements Change - *Special Report # 2*
Crista Carlile, Director of Teaching and Learning, will present information on the change in English requirements for graduation.

BE IT RESOLVED that the Board of Directors approve the change in English graduation requirements.

Motion by: _____ Seconded by: _____

Board action:

- C. Approval of the DMACC Credit Course Title Change - *Special Report # 3*
Crista Carlile, Director of Teaching and Learning, will present information about the course title change from *Intro to Computer Science* to *Computer Science and Software Engineering*.

BE IT RESOLVED that the Board of Directors approve the change in credit course title from *Intro to Computer Science* to *Computer Science and Software Engineering*.

Motion by: _____ Seconded by: _____

Board action:

- D. Building Repairs Summer Projects: Facilities, Projects & Personnel- *Special Report # 4*
Steve Bass, Superintendent, will present a list of summer maintenance projects.
- E. Legislative Update Report - *Special Report # 5*
Steve Bass, Superintendent, will present information on the Legislative Update Report.
- F. Legislative Priorities and Resolutions Report for 2016-2017 - *Special Report # 6*
Steve Bass, Superintendent, will present the Legislative Priorities and resolutions report.

BE IT RESOLVED that the Board of Directors approve the Legislative Priorities and Resolutions for 2016-2017.

Motion by: _____ Seconded by: _____

Board action:

V. **Report of the President**

- A. 2016-2017 Board Goals - *Special Report # 7*
- B. Board Systems Check - *Special Report # 8*
- C. Admin-Board Survey - *Special Report # 9*
- D. Communications
- E. Year in Review

VI. **Consent Agenda Items – Business Procedures (801)**

Are there any consent agenda items that need to be extracted for separate consideration? If not, I will entertain a motion to approve consent agenda items A through J.

- A. Approval of April 25, 2016 Board Meeting Minutes - *Special Report # 10*
- B. Approval of May 23, 2016 Board Meeting Minutes - *Special Report # 11*
- C. Approval of Open Enrollment - *Special Report # 12*
- D. Approval of Personnel Changes - *Special Report # 13*
- E. Approval of Classified Staff Evaluation Form - *Special Report # 14*
- F. Approval of Job Descriptions - *Special Report # 15*
- G. Approval of Field Trips, Overnight Travel, or Out of State Travel
No trips or travel submitted for approval
- H. Approval of Contracts and Agreements
 - a. Property-Casualty Insurance for 2016-2017 - *Special Report will be provided at Board meeting on Monday night.*
 - b. Track Resurfacing Project Contract with Midwest Track and Tennis Co.
- *Special Report # 16*

Contract documents for the High School Track Resurfacing Project are submitted for Board approval. The form of contract was previously approved along with the plans and specifications before bid date, but is now finalized with Midwest Tennis and Track Company (MTT Company) as project Contractor. Also submitted for the Board's review is MTT Company's Performance Bond, Payment Bond, and Certificate of Insurance.

- c. Approval of Anderson Erickson Milk Bid Contract Award - *Special Report # 17*
- d. American Dairy Association - Dairy Barn Contract for Student Workers - *Special Report # 18*
- e. Contemporary Services Corporation for Events Management Services Contract for the 2016-2017 School Year - *Special Report # 19*
- f. Drake University Head Start Agreement - *Special Report # 20*
- I. Acceptance of Financials - *Special Report # 21*
- J. Authorization to Pay Bills - *Special Report # 22*

BE IT RESOLVED that the Board of Directors approve the consent agenda items A through J.

Motion by: _____ Seconded by: _____

Board action:

VII. Discussion of Other Matters

- VIII. **Learning Together Activity** - May 2016 *Board & Administrator* - *Special Report # 23*
Steve Bass, Superintendent, and the Board members will discuss the May issue of *Board and Administrator*.

IV. Meeting Evaluation Form

V. Adjourn

BE IT RESOLVED that the Board of Directors Adjourn.

Motion by: _____ Seconded by: _____

Board action:

Urbandale Community School District
Annual Improvement Goals
2016-17

In 2016-17, 87.6% of UCSD 3rd – 11th grade students will be proficient or advanced in reading as measured by Iowa Assessments.

In 2016-17, 87.8% of UCSD 3rd – 11th grade students will be proficient or advanced in mathematics as measured by Iowa Assessments.

In 2016-17, 89.5% of UCSD 3rd – 11th grade students will be proficient or advanced in science as measured by Iowa Assessments.

Urbandale Community School District
Long-Range Improvement Goals
2016-17

By 2019-20, 100% of UCSD 3rd – 11th grade students will be proficient or advanced in reading as measured by Iowa Assessments.

By 2019-20, 100% of UCSD 3rd – 11th grade students will be proficient or advanced in mathematics as measured by Iowa Assessments.

By 2019-20, 100% of UCSD 3rd – 11th grade students will be proficient or advanced in science as measured by Iowa Assessments.

School Improvement Advisory Committee-Approved
Harassment and Bullying Prevention Actions

- All building administrators will participate in an informational session to ensure common understanding of the definition of bullying and how to investigate and address bullying situations (annual).
- Each administrator will ensure bullying prevention strategies and proper investigation procedures are in place.
- Students, parents, and staff will know how to report bullying incidents.

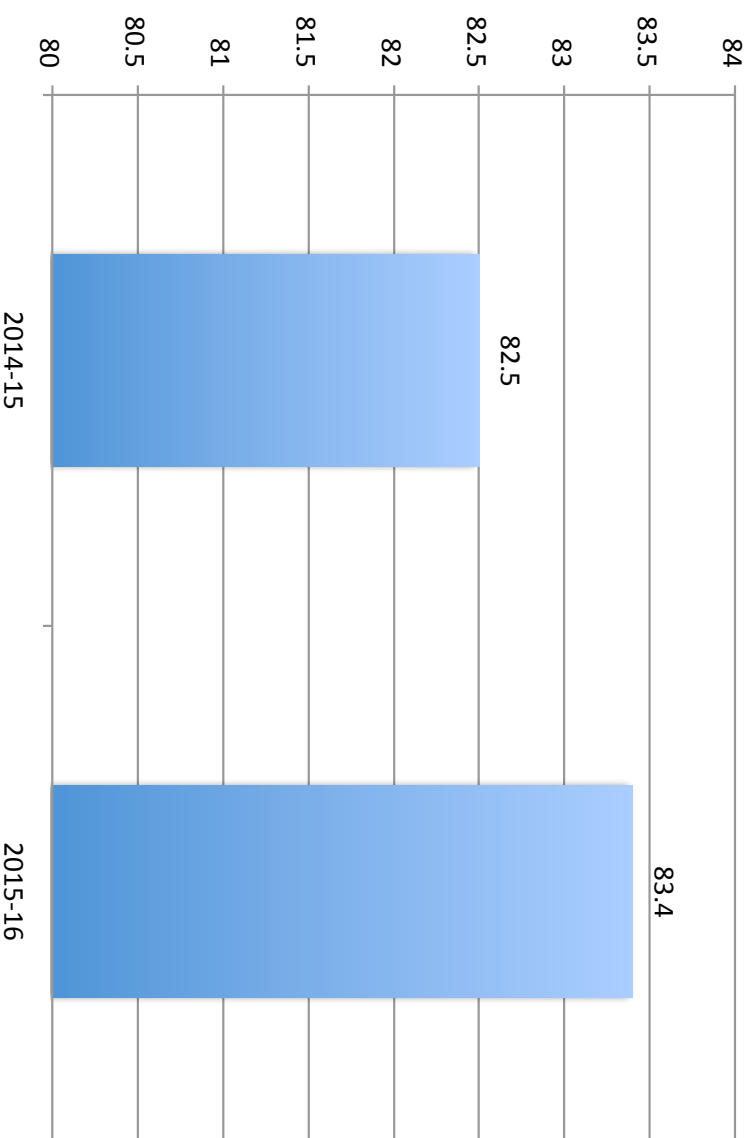
Urbandale Community Schools

Annual Improvement Goals



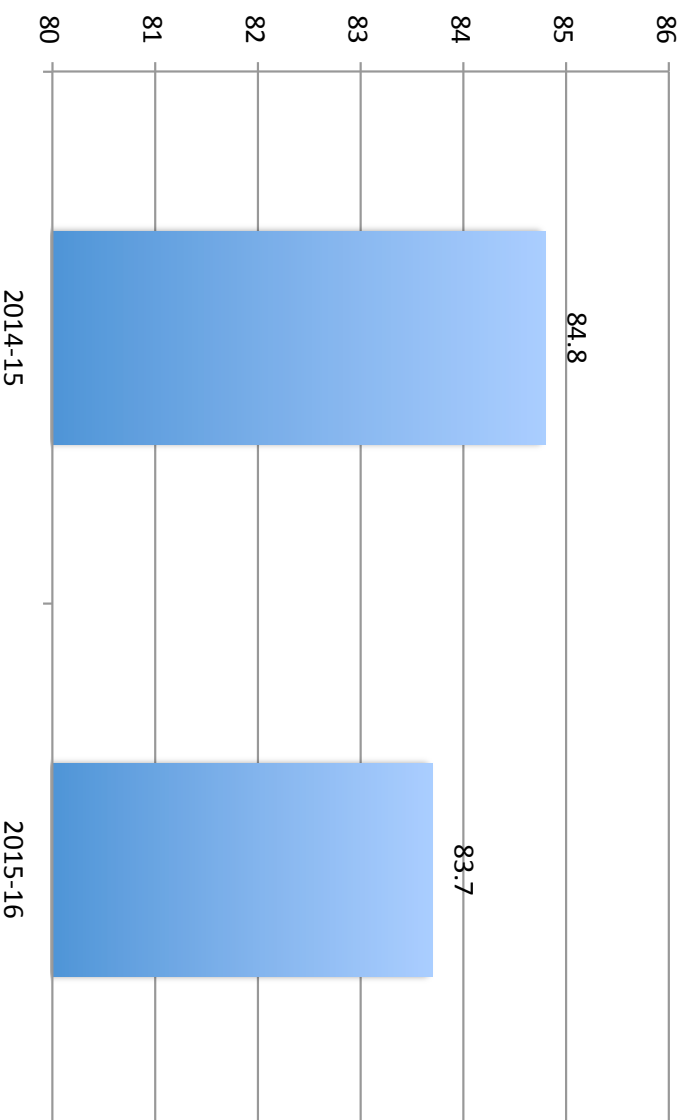
Improvement Goal: Reading 2015 - 16

In 2015-16, **86.0%** of UCSD 3rd – 11th grade students will be proficient or advanced in **reading** as measured by Iowa Assessments.



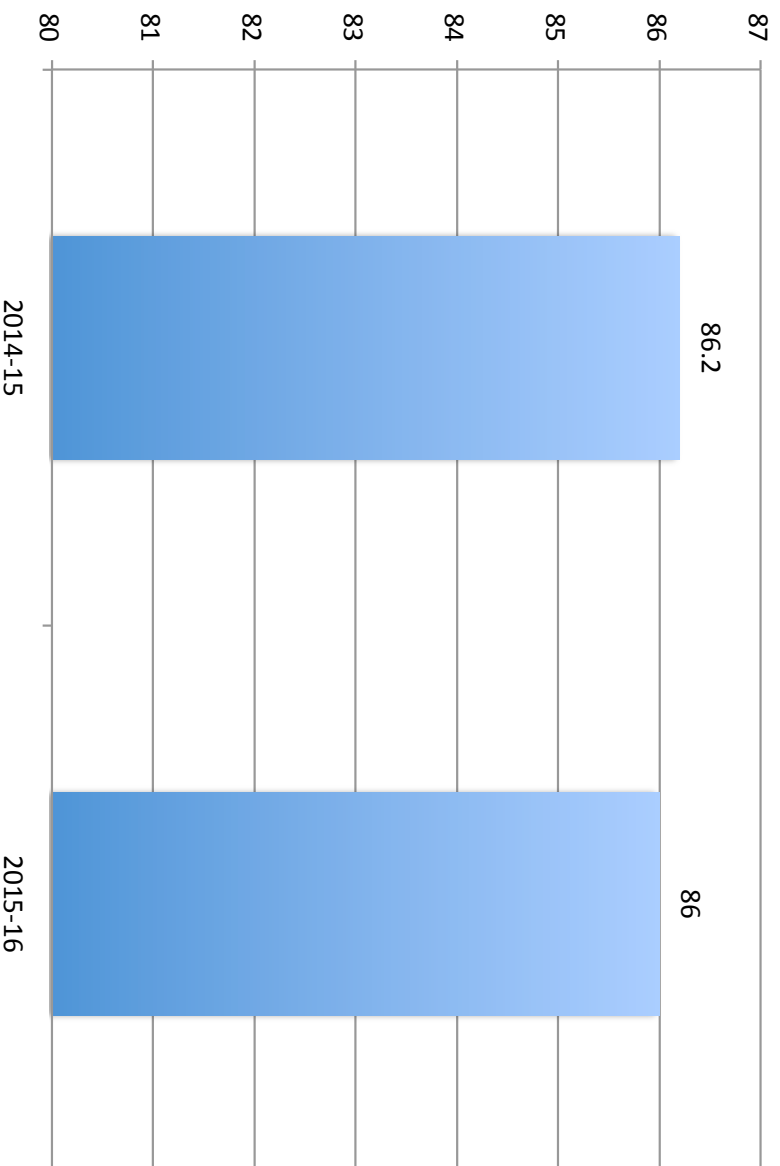
Improvement Goal: Mathematics 2015-16

In 2015-16, **87.9%** of UCSD 3rd – 11th grade students will be proficient or advanced in **mathematics** as measured by Iowa Assessments.

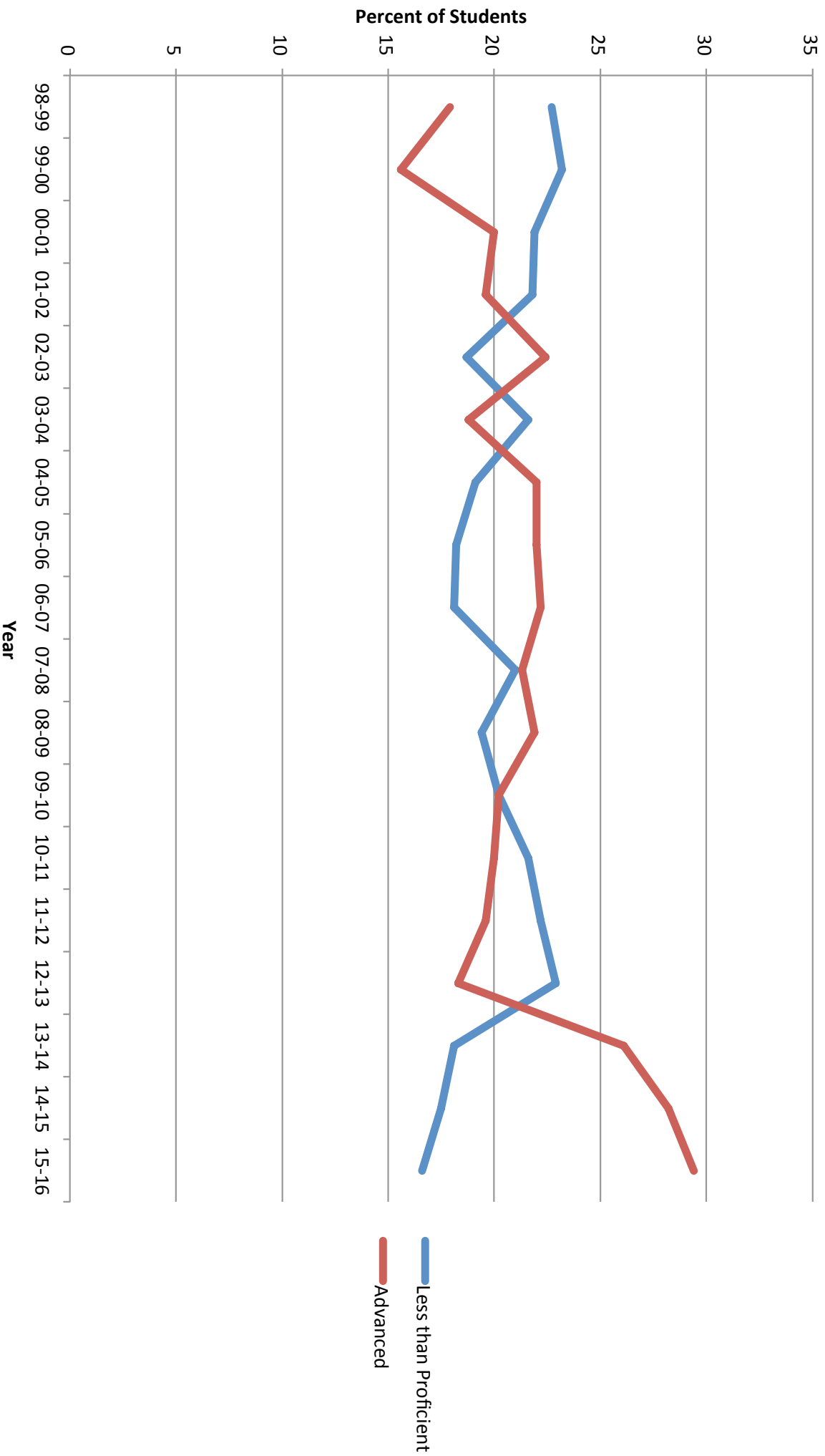


Improvement Goal: Science 2015 - 16

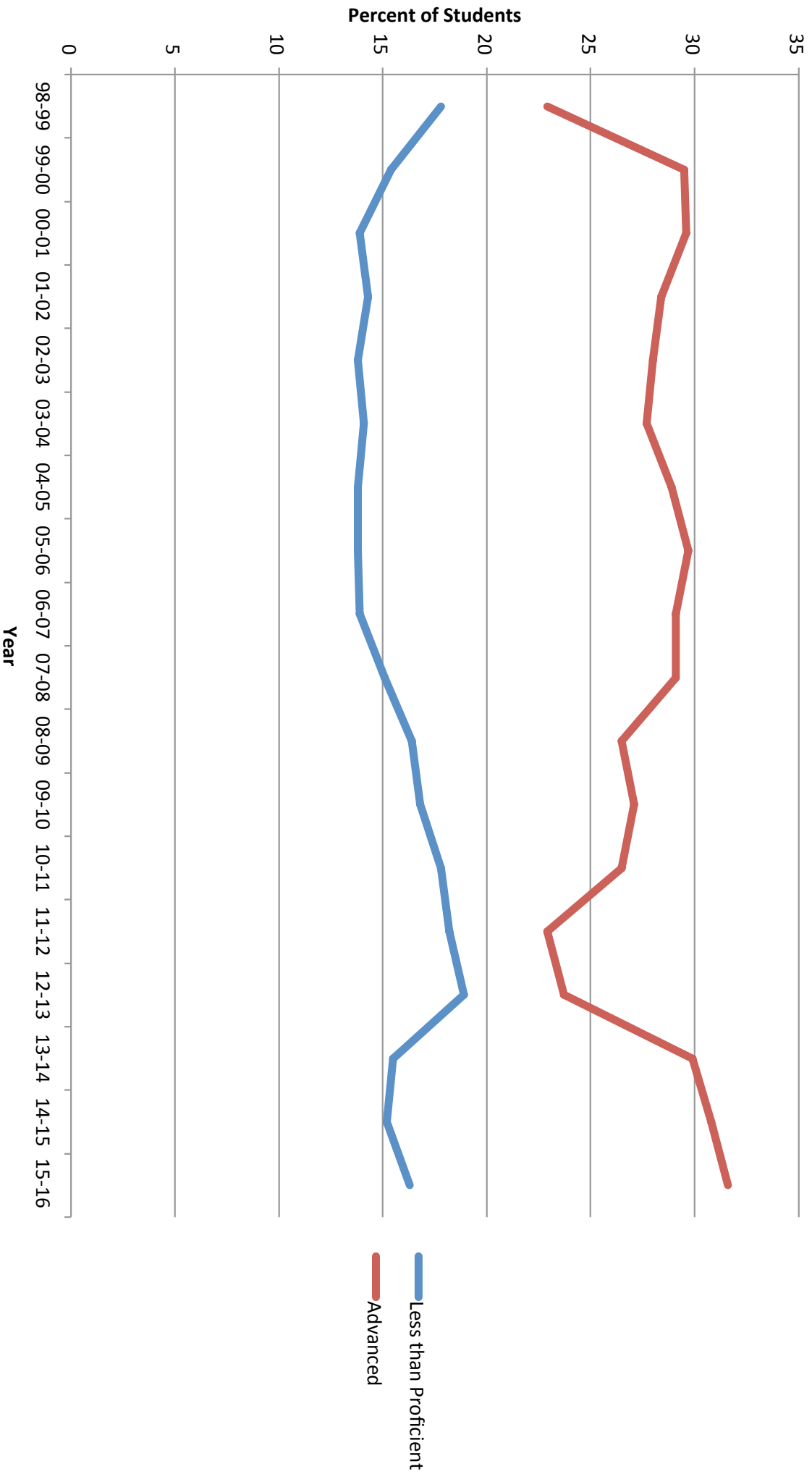
In 2015-16, **89.0%** of UCSD 3rd – 11th grade students will be proficient or advanced in **science** as measured by Iowa Assessments



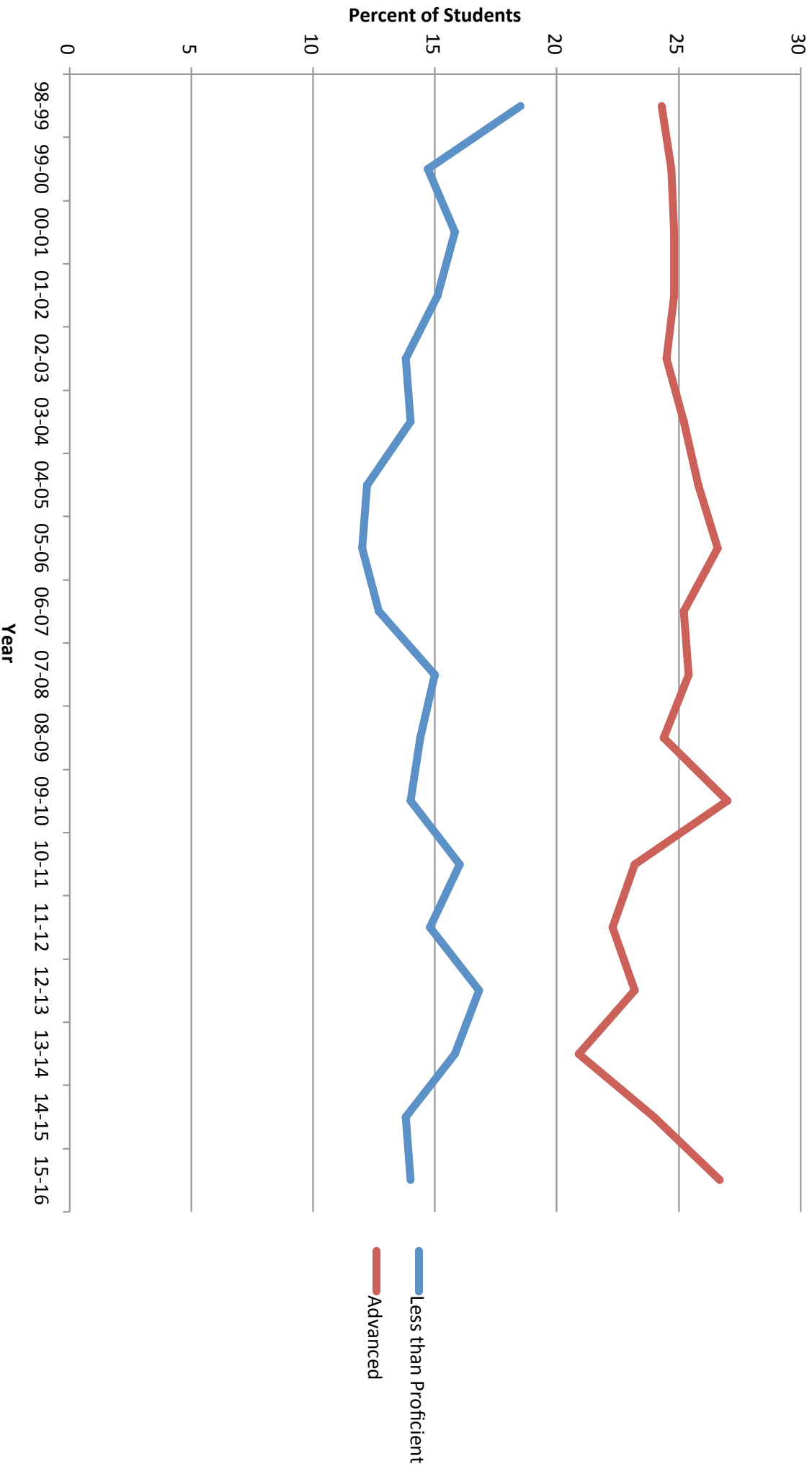
Reading Performance: Grades 3 - 11 1998 - 2016



Mathematics Performance: Grades 3 - 11 1998 - 2016



Science Performance: Grades 3 - 11 1998 - 2016



Looking forward...

- Analysis of UCSD trend data
- Calibration of trend lines and trajectories
- Annual improvement goals
- Planning for new assessments & baseline
- Strategic improvement plan

Annual Improvement Goals

2015-16

- In 2016-17, **87.6%** of UCSD 3rd – 11th grade students will be proficient or advanced in **reading** as measured by Iowa Assessments.
- In 2016-17, **87.8%** of UCSD 3rd – 11th grade students will be proficient or advanced in **mathematics** as measured by Iowa Assessments.
- In 2016-17, **89.5%** of UCSD 3rd – 11th grade students will be proficient or advanced in **science** as measured by Iowa Assessments.

Harassment and Bullying Prevention

- All building administrators will participate in an informational session to ensure common understanding of the definition of bullying and how to investigate and address bullying situations (annual).
- Each administrator will ensure bullying prevention strategies and proper investigation procedures are in place.
- Students, parents, and staff will know how to report bullying incidents.

Date: June 1, 2016
To: UCSD School Board
From: Crista Carlile
Re: Graduation Requirements

Background – English Graduation Requirements

Urbandale High School requires eight English/Language Arts credits to fulfill graduation requirements. Students fulfill these requirements by successfully completing a combination of required and elective classes (see table below).

Course Title	Credits
English	2
Language & Literature	1
Speech	1
Strand A: Persuasive/Nonfiction	1
Strand B: Narrative/Fiction	1
English Electives	2
Total Credits	8

Currently, most of the standards for speaking and listening are addressed in “Speech,” though some standards are spread out through other courses. The current model condenses many of these standards into one semester. A proposed model would spread out the speaking and listening standards throughout the year, allowing teachers more flexibility to teach and assess these standards throughout multiple units of instruction. Further, this model would enable UHS to further develop a model of differentiating instruction around reading strategies to help the most struggling learners. In this proposed model, graduation requirements for the class of 2019 (current freshmen) and beyond would change (see table below). Speaking and listening standards would be integrated throughout the “Language and Literature” class, as well as found in many other UHS language arts classes. Total credits required for graduation would remain the same.

UHS will continue to offer “Public Speaking” for DMACC credit, which counts as an English elective for graduation purposes.

Course Title	Credits
English	2
Language & Literature	2
Strand A: Persuasive/Nonfiction	1
Strand B: Narrative/Fiction	1
English Electives	2
Total Credits	8

Date: June 1, 2016
To: UCSD School Board
From: Crista Carlile
Re: DMACC Credit and Course Title Change

From School Board Packet (August, 2015): In spring, 2014, Intro to Computer Science was approved for Urbandale High School. Due to a lack of enrollment, the course was not taught in 2014-15. In summer, 2015, UHS received grant funding to send a teacher to training in order to teach the Project Lead the Way Computer Science and Software Engineering course. This course satisfies the core competencies in the UCSD board-approved Computer Science course as well as satisfying Advanced Placement Computer Science requirements. Further, DMACC credit is pending for this course and should be available for spring 2016 (per email received August 10, 2015 from Randy Gabriel). The pre-requisites remain the same as the UCSD board-approved Intro to Computer Science course.

Because of this, the UCSD School Board voted to change the course title from “Intro to Computer Science” to “Computer Science and Software Engineering”.

Background – Computer Science Principles

Project Lead the Way (PLTW) has revised the curriculum of the “Computer Science & Software Engineering” course. As part of that revision, a course title change is proposed to align with the PLTW recommendations. The title of the new course is “Computer Science Principles” (see table below). This updated standards of this course more closely align with the Advanced Placement “Computer Science Principles” course, enabling students to take the AP exam if they choose.

Link to PLTW Curriculum Information for Computer Science Principles:

<https://www.pltw.org/our-programs/pltw-computer-science/pltw-computer-science-curriculum>

Des Moines Area Community College has confirmed alignment between the Computer Science Principles course and CIS450, PLTW Computer Science & Software Engineering. Upon successful completion of both semesters of Computer Science Principles at UHS, students will receive three college credits from DMACC for CIS450.

Old Course Title	Proposed Course Title	DMACC Course Title/Credit
Computer Science & Software Engineering S1	Computer Science Principles S1	
Computer Science & Software Engineering S2	Computer Science Principles S2	CIS 450 PLTW – Computer Science & Software Engineering (3 credits)

School Board Meeting
June 6, 2016
Special Report # 4

Summer Projects - 2016

Building / Area	Project Description
HS	Concrete Repairs
HS	Gym Area Lighting
HS	Painting
HS	Door Hardware
MS	Re-HeatsX3
MS	Concrete Pumping
MS	6 Additional Cameras
Jensen	Parking Lot Overlay
Jensen	Hallway Painting
Olmsted	Handicap Restrooms
Olmsted	Piping/fixtures
Olmsted	Additional Door Buzzer
Olmsted	Concrete Work
Olmsted	Playground Surfacing ?
Karen Acres	Parking Lot Overlay
Karen Acres	Parking Lot Lighting
Rolling Green	Parking Lot Work
Valerius	Additional K Section
Webster	Floors in Storage Rooms
Webster	Ceilings in Storage Rooms
Athletics	Power Office BB
Athletics	Remove Vines BB
Athletics	Fence Repair BB
Athletics	Gate BB
Athletics	Concrete BB
Athletics	Demo Office BB
Athletics	Concesions Roof BB
Athletics	Track Resurface

Facility, Projects, and Personnel

Facility Projects or Purchases	Projected Cost	PEEL	Priority-Dr. Watson	Other Comments	Timeline
High School Track Resurfacing	\$80,000-\$240,000	X	1		2016
Baseball/Softball Drainage & Surface Repair		X	partially addressed		in-process
Baseball/Softball storage, restroom, concessions		X	partially addressed	Need Updated	in-process
UHS Football Turf Replacement	\$500,000	X	2	Put off as long as possible (1-2 yrs)	
UHS Fitness Center	\$1,500,000-\$1,900,000	X	3	w/ locker rooms	
PAC Sound Cloud	\$175,000	X	4		
Middle School Practice Track (4-6 lanes)	\$750,000-\$1,200,000	X	5	w/ storage, restrooms	
UHS Baseball Field Lighting	\$150,000	X	6		
UHS Gym lobby restrooms upgrade			7		
UHS Gym Improvements; incl. HVAC, doors/locks			7	locker rooms, floor resurfacing, lighting	
HS Media Center HVAC					
Lighting in Gym Hallway and Wrestling Room			7		
MS Field Irrigation	\$75,000		8		
Stadium Repair & Maintenance			8	wall pack lighting,	
UHS Stadium Technology Upgrades	\$75,000		9	sound system, timing system (track)	
PAC Technology Updates	\$75,000		9	HD camera, replace lighting system	
UHS North Gym Balcony Bleachers			10		
Parking for Band Equipment			11	Need secure parking space.	
Elementary Schools (new, renovations, additions)		X		Also possible demolition	
District Maintenance Shed		X			
Regional Cross Country Facility: (No support from Dr. Watson)		X		Partner w/ city and other districts	
District Administration Office				Better to own than to lease.	
Turf Baseball Field	\$1,000,000				
Playground Surface & Equipment: MATCHING \$	\$300,000 per elem bldg		Olmsted Request?	depends on surface and asphalt needs	
Technology Infrastructure and Equipment				See five-year Technology Plan	
District Phone System	\$300,000			See five year Technology Plan	
Updated Surveillance Cameras				all schools (additional units, updated)	

Facility, Projects, and Personnel

On-going Items on Cycle					
Textbook and Curriculum					
Professional Development (PD) Initiatives					
Lease of AO					
Vans and Other Maintenance Vehicles					
Transportation Costs (busses)				3-yr Agreement	2016-2019
Flooring Replacement					
Roof Replacements					
Asphalt Repairs & Resurfacing Parking Lots					
Boiler Replacement at HS Gym and Valerius					2017?
Parking Lot lighting to LED at all schools					
Personnel Positions to Consider in Future					
Guidance Counselors (1 per elem)					May-16
Teacher Librarians (1 per 2 Bldgs?)					May-16
Additional Nurse (vs aide)					May-16
Early Childhood Special Education Teacher					
Event Custodian at HS (floating hrs)					
Weight Training Teacher/Coach					
Asst. Principals at large elem schools (450+) ?					
Move Elementary Principals to 12 mo Contracts					May-16

Legislative Update on Educational Topics

State Supplemental Aid (SSA) for 2016-17: School Districts will receive a 2.25% increase to SSA. Unfortunately, this includes the dollars designated for the Teacher Leadership & Compensation (TLC) program. The 2.25% amounts to \$145 per pupil; taking the total per pupil amount to \$6,591. Total dollars directed to Iowa K-12 public school districts is approximately \$135 million. Total new revenue for the state is \$308.5 million so schools received approximately 44% of the new money. The relevant issue isn't simply about the portion of the pie we receive, it's that the pie itself has greatly been reduced by continued tax breaks to businesses. Of course, business growth and development is critical to our state but the tax breaks do greatly reduce school funding.

State Supplemental Aid (SSA) for 2017-18: The Senate proposed a 4% increase but the House chose not to address any level of funding for 2017-18; choosing to break their own law once again.

Early Literacy and 3rd Grade Retention: The legislation decided to delay this requirement. Several school districts in the state will move forward with a "pilot" program. It was further decided that more than just the FAST test must be used to decide if students are "persistently at risk in reading."

Teacher Leadership & Compensation Program (TLC): 38 more school districts have been added to the TLC system. The program will cost approximately \$150 million annually in fiscal year 2017 once all districts are participating. (Again, not as supplemental funds, as originally proposed, but as a portion of the SSA.)

Smarter-Balanced Assessment: The legislation chose to delay this for at one year but the Governor used his veto power and is asking the Iowa Dept. of Education to move forward and select a vendor for the new assessment. The assessment will begin in the 2017-18 school year. (hopefully funded)

Bullied and/or Harassed Athletes: Legislation was approved that if a student is forced to move out of their home district due to "founded" harassment and/or bullying, they can open enroll at any time and participate in varsity level athletics without sitting out the mandatory 90 days.

AEA Funding: Area Educational Agencies were hit once again with a reduction in funding; this time to a \$3.75 million. Loss of dollars in the AEA's means decreased services to public school districts.

Use of SAVE Dollars to Help Fund Quality Water: No decision was approved but the Governor still has ideas of coupling the funds and using a portion of the SAVE dollars to address the water concerns. Both issues are important so should be funded appropriately as stand-alone issues.

No Child Left Behind (NCLB): NCLB is being replaced by newly authorized "Every Student Succeeds Act" (ESSA). Iowa accountability plan for schools is going away from 5-year site visits to a process of "Differentiated Accountability." Most of the new accountability system will be done through a review of paperwork, with site visits done to school districts in most need.

Bills that failed and will see no additional funding in 2016-17:

- Equity Topics: 1) transportation, and 2) additional funding for high need schools (based upon EL and F & R)
- Athletic Trainer Mandate of having a licensed trainer at each home event. (concussion issue)
- Radon Testing Mandate

2016 IASB Legislative Priorities

Legislative priorities identify the most critical changes in state policy - and serve as a focal point for grassroots advocacy efforts of Iowa school boards and their association.

STANDARDS AND ACCOUNTABILITY

(RESOLUTION 2):

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, English language arts, social studies, and 21st Century skills in areas such as financial and technological literacy.
- Adopt high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed globally and locally.
- Support research based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers.
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but opposes expanding accountability, reporting and accreditation requirements in these areas.

SCHOOL FUNDING POLICY (RESOLUTION 20):

Supports a school foundation formula that:

- Provides adequate and timely funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Equalizes per pupil funding;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of property taxes and state aid

SUPPLEMENTAL STATE AID (RESOLUTION 21):

Supports setting supplemental state aid:

- For FY 2017, by January 29, 2016;
- For FY 2018 and future budget years, within 400 days (or 14 months) prior to the certification of the school's district budget; and
- at a rate that adequately supports local districts' efforts to plan, create and sustain world-class schools

STATE PENNY (RESOLUTION 28):

Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions. Supports repeal of the Dec. 31, 2029 sunset.

2016 IASB Legislative Resolutions

STUDENT ACHIEVEMENT AND ACCOUNTABILITY

1. RESEARCH-BASED INITIATIVES:

Supports implementation of initiatives in Iowa's K-12 education system that:

- Are research-based;
- Are focused on student achievement;
- And do not "re-purpose" existing education funds

2. STANDARDS AND ACCOUNTABILITY:

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, English language arts, social studies, and 21st Century skills in areas such as financial and technological literacy.
- Adopt high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed globally and locally.
- Support research based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers.
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but

opposes expanding accountability, reporting and accreditation requirements in these areas.

3. PRESCHOOL:

Supports an increase in funding to ensure all 4-year-olds have access to a high quality public school preschool program. Districts should be given maximum flexibility to assign costs to the program.

4. EARLY LITERACY:

- Supports the continued development of and funding for research on best practices for improving proficiency in early literacy strategies.
- Supports continued funding for professional development and classroom intervention strategies focused on implementing best practices for early literacy in grades PK-3.
- Supports the continuation of programs currently funded by the early intervention block grant program with flexibility to use those funds for other K-3 literacy programs if approved by the school board.

5. ELL:

Supports adequate and on-time funding for English-language learner (ELL) students until the students reach proficiency.

6. DROPOUT/AT RISK:

Supports the inclusion of drop-out prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Opposes changes to compulsory age of attendance requirements unless sufficient funds and research-based programs are provided.

7. FOREIGN LANGUAGE:

Supports adequate and on-time funding for a comprehensive foreign language curriculum to promote lifelong learners in a global community.

2016 IASB Legislative Resolutions

8. MENTAL HEALTH:

Supports increased statewide access to and funding for mental health services for children.

9. SPECIAL EDUCATION – STATE:

Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost including educational programming and health care costs.

10. SPECIAL EDUCATION – FEDERAL:

Supports the federal commitment to fund 40 percent of the cost of educating students receiving special education services and requests that the federal government fulfill that commitment by increasing funding a minimum of 8 percent per year until the 40 percent figure is achieved.

11. AREA EDUCATION AGENCIES:

Supports adequate financial support of the area education agencies to provide essential services in a cost effective manner to school districts including:

- special education;
- technology;
- professional development;
- curriculum assessment; and
- student assessment data analysis.

12. SCHOOL CALENDARS:

Supports the authority of locally-elected school boards to determine the school calendar to best meet student needs, including start dates, year round schools, and other innovations.

EDUCATOR QUALITY

13. TEACHER LEADERSHIP AND DEVELOPMENT:

Supports research-based programs and funding to develop strong instructional leadership including:

- teacher leadership and development
- beginning teacher mentoring programs
- quality professional development programs.

14. MARKET-COMPETITIVE WAGES:

Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa content standards.

15. BENEFITS:

Supports allowing school districts to voluntarily enroll their employees in the state's health, dental and life/long-term disability insurance pools.

16. ALTERNATIVE LICENSURE:

Supports the adoption of alternative teacher licensure upon completion of research-based teaching pedagogy training in addition to content knowledge in a curricular area.

17. STAFF REDUCTIONS:

Supports giving school districts and AEAs the option to waive the termination requirements in Iowa Code Section 279.13 to reduce staff in response to reductions in funding or to comply with an arbitrator's award.

18. ARBITRATIONS:

Supports a requirement that arbitrators, prior to the imposition of an award must first consider local conditions, ability to pay, and local settlement history. After the arbitrator determines the school district, AEA or community college has the ability to pay, the arbitrator should then consider comparability based upon similar size and geographic region.

19. LABOR/EMPLOYMENT LAWS:

Supports labor and employment laws that balance the rights of the employees with the rights of management and considers student achievement and student safety.

2016 IASB Legislative Resolutions

FISCAL RESPONSIBILITY AND STEWARDSHIP

20. SCHOOL FUNDING POLICY:

Supports a school foundation formula that:

- Provides adequate and timely funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Equalizes per pupil funding;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of property taxes and state aid

21. SUPPLEMENTAL STATE AID:

Supports setting supplemental state aid:

- For FY 2017, by January 29, 2016;
- For FY 2018 and future budget years, within 400 days (or 14 months) prior to the certification of the school's district budget; and
- at a rate that adequately supports local districts' efforts to plan, create and sustain world-class schools

22. PROPERTY TAXES:

- Supports holding school districts harmless in property tax restructuring.
- Supports efforts to minimize property tax disparities created by the additional levy rate.
- Supports improved transparency and limits on the use of Tax Increment Financing (TIF) including requirements:
 - To include all affected taxing bodies before creation of a TIF district;
 - to limit the duration of all TIF districts

23. SPECIAL LEVY FUNDS:

Supports flexibility in the use of special levy funds.

24. TAX BASE:

Supports an independent, bi-annual cost-benefit analysis of all income, sales or property tax exemptions, credits or deductions. Creation of a new tax credit must undergo an independent cost benefit analysis. The legislature should have sole authority to make revisions to definitions that impact taxes, restrict future tax bases or provide additional tax breaks that decrease revenue to the state and either directly or indirectly impact tax revenue for schools.

25. FRANCHISE FEES:

Opposes the imposition of franchise fees on school corporations unless the board of directors agrees to such a fee.

26. CONSTITUTIONAL TAX LIMITATIONS:

Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.

27. UNFUNDED MANDATES:

Opposes any new mandate that does not provide sufficient and sustainable funding for successful implementation.

SCHOOL INFRASTRUCTURE

28. STATE PENNY:

Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions. Supports repeal of the Dec. 31, 2029 sunset.

2016 IASB Legislative Resolutions

29. BOND ISSUES:

Supports allowing school bond issues to be passed by a simple majority vote.

Supports the authority to levy a combination of property taxes and income surtaxes to pay the indebtedness.

GOVERNANCE

30. SCHOOL BOARD TERMS:

Supports returning to three-year school board member terms with less than a majority of the school board elected in any one year.

31. HOME RULE:

Supports legislation that provides school boards greater flexibility including adoption of Home Rule.

32. CHARTER AND ONLINE SCHOOL AUTHORIZING AND ACCOUNTABILITY:

Supports the existing Iowa law establishing local school boards as the sole authority to establish charter and on-line schools. All plans and waivers must be approved by the state Board of Education and subject to all state accountability and reporting standards. After approval of a charter or on-line school by a local school district, charter or on-line school plans and waivers must be approved by the State Board of Education and subject to all state accountability and reporting standards.

33. SHARING AND REORGANIZATION:

Supports continuation of sufficient incentives and assistance to encourage sharing or reorganization between school districts including the establishment of regional schools.

After you have reviewed and made not of any issues or edits that are of interest to your district, please discuss at your May, June or July board meeting. Designate one person to then go to the IASB Call for Legislative Priorities page on www.ia-sb.org, to submit your district's top four priorities, amended or new resolutions.

If you have questions about this process, please call Jessica Hulen, IASB Government Relations Assistant at (515) 247-7055 or email jhulen@ia-sb.org.

Thank you for your participation in this important grassroots process!

Urbandale Community School District Board Goals

UCSD Board Mission: To partner with stakeholders to teach all and reach all through governance of Board Policy and Operating Protocol.

Goal #1: Increase board effectiveness to support district administration in improving student learning

Goal Champion:

Goal Team: Cate Newberg, Aaron Applegate, and Tanya Ruden

Success Measures:

1. Board Meeting Attendance
2. Improve percent of "agree" and "strongly agree" on board survey items: 1, 2, 4, 5, 6, 7, 8, & 12

Key Strategies:

1. Valid work sessions
2. Communication with stakeholders
3. Teamwork
4. Data-driven decision making

Action Steps:

Action Step	Responsibility	Target Date	Evidence of Effectiveness
1. Strategic Plan for work sessions	President, Superintendent	1/month on average	Attendance, evaluations/accomplishments
2. Follow Chain of Command <ul style="list-style-type: none"> ▪ Training, educate board on history, policy, procedures ▪ Meet with officials ▪ Board communication in Urbandale Viewpoint ▪ PTO Meetings 	Everyone on board Everyone on board Everyone on board-rotate President (w/feedback) Everyone on board-rotate	Ongoing Each new school year Monthly Bi-annually to start-quarterly goal Each quarter	Overall understanding/ knowledge/ district staff knowledge Overall understanding/knowledge in community Documents created and analytics Attend one meeting/quarter
3. Teamwork (working well with others)	President, Superintendent, entire board, "chief fun officer"	1 per quarter	Team building events, social events to get to know each other better
4. Data Driven Decision Making	Admin/Board	Each quarter	Fits into and identified in strategic plan, understanding of goal for data

Goal #2: Establish and maintain key financial targets

Goal Champion: Aldrich Cabildo

Goal Team: Aldrich Cabildo, Katherine Howsare, and Graham Giles

Success Measures:

1. Solvency ratio
2. Spending Authority

Key Strategies:

Continue to familiarize with district finance and budget
Shared Knowledge

Action Steps:

Action Step	Responsibility	Target Date	Evidence of Effectiveness
May 9 Work Session	Steve, Shelley, Board	May 9, 2016	Feedback Questions
Comparison of monthly expenditures, revenues year to year. Pare financial reports to essence of data needed.	Shelley Board	Monthly Board Meetings Beginning August 2016	Board Packet Discussion if needed/review of trends
Continued focus on appropriate solvency ratio	Board, Steve, Shelley	Ongoing	Continued solvency ratio 7.5 or above
Re-establish Finance Committee Meetings	Shelley & Board Members	May 9, 2016	Discussion of advantages/disadvantages



Systems Check Level III

School Board



Directions:

- Look at the School Board as a system and answer honestly as to its current—not ideal—status.
- Place a check in the appropriate box in response to each indicator.
- Review each category for opportunities for improvement.
- Using what you've learned about the School Board, complete the Action Plan on the back of the **Systems Check**.

1.0 LEADERSHIP

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
1.1 Board Develops, Implements, and Refines a Mission Statement and Improvement Plan that Supports District Goals and Drives Board Decisions	The Board does not yet have a mission statement or aligned Board improvement plan. <input type="checkbox"/>	The Board has a mission statement and improvement goals that reflect district strategic goals but they are not yet used for the purpose of making Board decisions. The Board does not have specific action plans to achieve Board goals. <input type="checkbox"/>	The Board uses a clear statement of mission to ensure that Board improvement goals are aligned to district strategic goals and stakeholder priorities. Board goals are aligned to district goals and used to guide most, but not all Board decisions. <input type="checkbox"/>	The Board regularly reviews their statement of mission to ensure that Board improvement goals are aligned to district strategic goals and stakeholder priorities. All Board decisions are aligned to district and School Board improvement goals. <input type="checkbox"/>
1.2 Board Regularly Reviews Board and District Performance Measures and Monitors Progress Toward Achievement of Board Goals	The Board does not yet track progress on district or Board performance measures. <input type="checkbox"/>	The Board has identified performance measures to track district and Board performance, but does not yet have a standardized process to monitor and report progress. <input type="checkbox"/>	The Board has a process to monitor and report district and Board performance measures, but the process is not yet standardized, documented, and implemented. <input type="checkbox"/>	The Board has a documented system to monitor and report Board performance measures. Progress toward Board goal accomplishment is reviewed and reported at least quarterly. <input type="checkbox"/>
1.3 Board Models and Supports a Continuous Improvement Approach	The Board does not yet use or support a continuous improvement approach. <input type="checkbox"/>	The Board supports a continuous improvement approach but does not yet model or use the approach in Board operations. <input type="checkbox"/>	The Board supports a continuous improvement approach and is beginning to model the approach in Board operations. <input type="checkbox"/>	The Board supports and models a continuous improvement approach. <input type="checkbox"/>
1.4 Board Has a Documented Process to Evaluate and Improve its Performance as a Board	The Board does not yet evaluate the effectiveness of Board performance. <input type="checkbox"/>	The Board periodically evaluates the effectiveness of Board performance, but does not have a process to systematically evaluate and improve Board performance. <input type="checkbox"/>	The Board has a process to evaluate the effectiveness of Board leadership and Board performance, but it is not yet standardized, documented, and implemented. <input type="checkbox"/>	The Board has implemented a standardized, documented system to evaluate the effectiveness of Board leadership and Board performance. <input type="checkbox"/>

2.0 STRATEGIC PLANNING

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
2.1 Board Develops Improvement Goals Aligned to District, Stakeholder, and Community Requirements	The Board does not yet have a Board planning process to develop aligned Board improvement goals. <input type="checkbox"/>	The Board has a planning process to establish improvement goals aligned to district goals. The planning process is not yet standardized, documented, and implemented. <input type="checkbox"/>	The Board has a planning process to establish improvement goals aligned to district goals. There is not yet a process to report progress on a regular basis. <input type="checkbox"/>	The Board uses a systematic planning process to establish and monitor improvement goals. Board goals are aligned to district goals and include input from school community stakeholders. Progress on Board goal accomplishment is reported quarterly. <input type="checkbox"/>
2.2 Board Works with District Staff and Stakeholders to Develop Action Plans and Allocate Resources to Accomplish Board Goals	The Board has not yet developed Board action plans. <input type="checkbox"/>	The Board has developed some Board action plans, but has not clearly assigned responsibility or allocated resources to ensure plan accomplishment. <input type="checkbox"/>	The Board works with district staff to develop Board action plans. The plans have resources assigned to ensure that the goals are achieved, but there is not a regular review process to monitor progress. <input type="checkbox"/>	The Board works with district staff to develop action plans and assigns resources to ensure the accomplishment of all Board goals. The action plans are carried out through Board leaders with the assistance of district staff, and progress is monitored and reported. <input type="checkbox"/>
2.3 Board Members Align Individual Goals and Action Plans to Board Goals	Board members do not yet set individual goals. <input type="checkbox"/>	Some Board members have set individual goals. <input type="checkbox"/>	Some Board members have set individual goals aligned to the Board goals. <input type="checkbox"/>	Each Board member takes responsibility for contributing to the accomplishment of Board goals by aligning individual goals and action plans to Board priorities. <input type="checkbox"/>

3.0 CUSTOMER FOCUS

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
3.1 Board Works to Build Positive Relationships with District and Community Stakeholders	The Board does not yet have a systematic approach to build positive relationships with stakeholders. <input type="checkbox"/>	The Board occasionally works with various stakeholder groups, but has not developed formal processes to build positive stakeholder relationships. <input type="checkbox"/>	The Board develops positive relationships with many key stakeholder groups, but has not aligned the relationships to support district or Board goals. <input type="checkbox"/>	The Board develops positive relationships with all key stakeholder groups in order to build stakeholder support for accomplishing Board goals. Relationships are aligned to and support district or Board goals. <input type="checkbox"/>
3.2 Board Monitors Staff, Student, Parent, and Community Levels of Satisfaction With District and Board Performance	The Board does not yet monitor the levels of satisfaction with district or Board performance. <input type="checkbox"/>	The Board monitors levels of district and Board satisfaction among some but not all stakeholder groups. <input type="checkbox"/>	The Board monitors levels of satisfaction among staff, students, parents, and the community with district but not yet Board performance. <input type="checkbox"/>	The Board monitors levels of satisfaction among staff, students, parents, and the community with district and Board performance. Opportunities for improvement are addressed in the Board improvement plan. <input type="checkbox"/>

4.0 MEASUREMENT, ANALYSIS, AND KNOWLEDGE MANAGEMENT

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
4.1 Board Uses Data to Guide District and Board Decisions	The Board does not yet collect or analyze data for Board decisions. <input type="checkbox"/>	The Board gathers data for some Board decisions, but has not yet systematically aligned performance measures to Board decisions. <input type="checkbox"/>	The Board systematically gathers performance data for all Board decisions, but does not yet analyze results to guide decisions. <input type="checkbox"/>	The Board systematically gathers, analyzes, and reports results that reflect performance on goals. Board performance measures are aligned to Board goals and used to make fact-based decisions. <input type="checkbox"/>
4.2 Board Compares Board Performance to Other Boards in the State and Nation to Identify Best Practices and Benchmark for Improvement	The Board does not yet compare its performance against other Boards or benchmark for improvement. <input type="checkbox"/>	The Board has some comparison data, but does not have comparisons from similar Boards or benchmark for improvement. <input type="checkbox"/>	The Board compares performance against similar Boards, but does not yet benchmark to compare performance against high-performing Boards. <input type="checkbox"/>	The Board compares performance against similar Boards. The Board benchmarks to compare performance against high-performing Boards and uses the benchmarks for improvement. <input type="checkbox"/>

5.0 WORKFORCE FOCUS

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
5.1 Board Models and Reinforces Collaboration, Continuous Improvement, and Teamwork	The Board does not yet support a work environment that promotes teamwork or continuous improvement. <input type="checkbox"/>	The Board recognizes the value of using a continuous improvement and team approach, but does not yet model a team-focused approach. <input type="checkbox"/>	The Board supports a continuous improvement and team approach, but does not yet always model continuous improvement and collaboration. <input type="checkbox"/>	The Board models a team approach and encourages collaboration, to create a team-focused culture and support continuous improvement, in order to achieve Board goals. <input type="checkbox"/>
5.2 Board Educates and Trains Board Members to Use Continuous Quality Improvement Processes	The Board does not yet support training and education on continuous improvement. <input type="checkbox"/>	The Board supports training and education on the use of continuous quality improvement processes, but not all members have actively participated. <input type="checkbox"/>	The Board actively attends and supports training and education on the use of continuous improvement, but has not yet aligned all of its training with Board goals. <input type="checkbox"/>	The Board actively attends and supports training and education on the use of continuous quality improvement processes. The Board ensures that Board training is aligned with accomplishing Board goals. <input type="checkbox"/>
5.3 Board Requires the Superintendent to Use a Continuous Improvement Approach as the Basis for Employee Appraisal	The Board does not yet support the use of a performance management system aligned to continuous improvement. <input type="checkbox"/>	The Board supports evaluating district leaders using the criteria for high performance, but has not yet aligned the performance management system. <input type="checkbox"/>	The Board has established a requirement to align district leaders' performance evaluations to the high-performance criteria, but has not yet held district leaders accountable for achieving results. <input type="checkbox"/>	The Board requires district leaders to use a performance evaluation instrument aligned to the criteria for high performance. Leaders are accountable for implementing the high-performance criteria and for achieving results. <input type="checkbox"/>

6.0 OPERATIONS FOCUS

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
6.1 Board Uses a Continuous Improvement Approach Plan-Do-Study-Act (PDSA) to Make Decisions	The Board does not yet use a continuous improvement approach (PDSA) for district decisions. <input type="checkbox"/>	The Board uses a continuous improvement approach (PDSA) to make some district decisions. <input type="checkbox"/>	The Board uses a continuous improvement approach (PDSA) to make most district decisions. The Board is beginning to document and standardize its key district processes. <input type="checkbox"/>	The Board models a Plan-Do-Study-Act (PDSA) approach to making district decisions. The district's key processes have been documented and standardized to ensure that decisions are based on continuous improvement concepts. <input type="checkbox"/>
6.2 Board Uses a Continuous Improvement Approach (PDSA) and Quality Tools to Evaluate, Monitor, and Improve Board Operations	The Board does not have a systematic approach to evaluate Board work processes. <input type="checkbox"/>	The Board occasionally uses quality tools and a PDSA improvement cycle to review Board work processes, but does not consistently apply a continuous improvement approach to its work. <input type="checkbox"/>	The Board uses quality tools and a PDSA improvement cycle to evaluate its way of work, but has not yet built in a systemic way to review and improve all Board work processes. <input type="checkbox"/>	The Board regularly reviews and evaluates the effectiveness of their way of work using quality tools such as a plus/delta. The Board follows a PDSA improvement cycle to improve Board work processes and policies. <input type="checkbox"/>

7.0 RESULTS

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
7.1 Board Performance Results are Improving Compared to Past Performance	Board performance is not yet improving. <input type="checkbox"/>	Board performance results do not show consistent positive trends, but are improving in a few isolated areas. <input type="checkbox"/>	The Board is improving and Board goals are being met, but there is not yet a sustained positive trend in all performance results. <input type="checkbox"/>	The Board is consistently improving in all areas compared to its past performance. The Board is meeting all Board goals, and operational performance results are improving. <input type="checkbox"/>
7.2 Board Performance is Improving as Compared to Other Boards	The Board does not yet compare its performance to other Boards. <input type="checkbox"/>	The Board is improving in some areas compared to similar Boards, but does not have sustained improvements. <input type="checkbox"/>	Board performance is improving in most areas as compared to the performance of similar Boards. There is positive, but not consistent improvement. <input type="checkbox"/>	The Board is consistently improving in all areas as compared to the performance of similar Boards. The Board is meeting all Board goals and satisfaction measures, and operational performance results are improving. <input type="checkbox"/>

BOARD GENERAL INDICATORS		Not Yet	Progressing	Proficient	Advanced
1.	<i>The Board works with the Superintendent and staff in a climate of professionalism and mutual respect.</i>				
2.	<i>Board members communicate with district staff using the approved procedure.</i>				
3.	<i>The Board has adopted and practices the Board code of ethics.</i>				
4.	<i>The Board exhibits ethics, integrity, flexibility, and tact when working as a Board.</i>				
5.	<i>The Board supports the Superintendent and district in using a systems approach to continuous improvement to improve departments, schools, and classrooms.</i>				
6.	<i>The Board is accessible and responsive to the Superintendent, staff, and other stakeholders.</i>				
7.	<i>Board members use the district process and chain of command to resolve problems and complaints.</i>				
8.	<i>The Board works as a team in leading the district.</i>				
9.	<i>The Board makes decisions to support the district priorities and not individual Board member agendas.</i>				
10.	<i>The Board builds and maintains relationships with other governmental agencies.</i>				
11.	<i>The Board builds and maintains relationships with the community.</i>				
12.	<i>The Board incorporates core values (best practices) in Board operations.</i>				
13.	<i>The Board demonstrates fiscal responsibility in management of the budget.</i>				
14.	<i>The Board provides for adequate district facilities.</i>				

Action Plan

Upon analyzing the results of the **Systems Check**, the following key strengths and key opportunities for improvement have been identified:

+ Strengths	△ Opportunities for Improvement

These actions (utilizing the Six-Step improvement process) will be taken to improve the Board as a system:

School Board Meeting

June 6, 2016

Special Report # 9

We will reassess Board progress on _____ date.

For more information on the **Systems Check** series contact

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WO14189

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, APRIL 25, 2016 – 7:00 P.M.
URBANDALE CITY HALL – 3600 86TH STREET
CHRIS GUNNARE, PRESIDENT**

Call to Order and Roll Call

President Chris Gunnare called the board meeting to order at 7:00 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Aldrich Cabildo, Graham Giles, Chris Gunnare, Katherine Howsare, Cate Newberg and Tanya Ruden.

Approval of Agenda

Director Giles moved, and Director Howsare seconded the motion to approve the agenda as posted. Motion passed with all ayes 7-0.

Public Hearing - High School Track Resurfacing Project

President Gunnare announced the start of a Public Hearing for receiving comments from the community about the High School Track Resurfacing Project. Representatives from DLR Group reported the bid results and project options. Steve Bass, Superintendent, Dr. William Watson, Director of Activities and Community Education, and John Lees, Building and Grounds Supervisor, discussed the project options with the Board of Directors. No persons from the public came forward to comment, and the hearing was closed.

Approval of Plans, Specifications, Form of Contract and Estimated Costs for High School Track Resurfacing Project

Directors had reviewed documents associated with the HS Track Resurfacing Project at a previous meeting. Vice President Newberg moved and Director Giles seconded the motion to approve the Plans, Specifications, Form of Contract, and Estimated Costs for the High School Track Resurfacing Project. Motion passed with all ayes 7-0.

Approval of Contract Award for High School Track Resurfacing Project

Directors discussed the bid results, repair and replacement options, and estimated life of the repairs with District Administration and DLR consultants. President Gunnare moved, and Vice President Newberg seconded the motion to accept the bid from Midwest Tennis & Track, Denison, IA with a Lump-Sum Base Bid B, of \$139,992.00. Motion passed with all ayes 7-0.

Communication from the Public

John Hollebrands, 4217 86th Street, suggested that the Board of Directors review monthly updates on the Karen Acres Elementary Additions and Remodel Project currently underway.

Report of the Superintendent of Schools

Celebrations and Recognitions

Steve Bass, Superintendent, reported on the upcoming Urbandale Chamber of Commerce Educator Appreciation Reception on Wednesday, May 4th, and Urbandale Community School District's Volunteer and Substitute Appreciation Reception on May 18th.

Wellness Plan Proposal

Mark Lane, Director of Human Resources presented information about a Wellness Program with three options for program design. The Board of Directors discussed the options and which employee groups to include as participants. Director Howsare moved, and Vice President Newberg seconded the motion to implement a Wellness Program offered to all employees, along with health plan participating spouses. Motion passed with all ayes 7-0.

Learning Together Activity

Steve Bass, Superintendent, and Board Members discussed the March issue of *Board and Administrator*.

Discussion and Approval of Student Transportation Services

Steve Bass, Superintendent, and Shelly Clifford, Chief Financial Officer, reported information on a proposed contract addendum with Durham School Services for student transportation for the three fiscal years beginning July 1, 2016 through June 30, 2019. Durham General Manager Patricia Reed answered Board of Director questions regarding the bus fleet, costs, and fueling procedures. Vice President Newberg moved, and Director Applegate seconded the motion to approve the Durham Student Services Addendum #1 to the Original Contract as presented. Motion passed with all ayes 7-0.

Technology Purchase Proposal for Summer 2016.

Josh Whitver, Manager of Information Services, presented a proposal for Information Systems technology purchases for Summer of 2016. Total budget for computer upgrades, audio visual equipment installations, and network upgrades is \$791,653 and will be paid from PPEL and Sales Tax monies. Director Howsare moved, and Director Ruden seconded the motion to approve the Technology Purchases as presented. Motion passed with all ayes 7-0.

Board Communications

Shelly Clifford, Chief Financial Officer and Secretary to the Board, reminded Directors to refrain from group discussions over email with other Directors, even when an informational group message may be initiated by a parent or other community member. Board members discussed Iowa Code open meetings law and guidance from the Iowa Public Information Board.

Report of the President

President Gunnare led discussion about the process for a new board member appointment. Director Howsare will contact IASB for guidance.

Consent Agenda Items

- A. Approval of April 11, 2016 Board Meeting Minutes
- B. Approval of Open Enrollment into and out of the District
- C. Approval of Personnel Report as submitted
- D. Approval of DHS Court Liaison Contract Amendment for 2016-17
- E. Approval of High School’s Summer 2017 Japan Trip Itinerary, and Approval of KA 4th grade field trip to Omaha Zoo in May 2016
- F. Approval of High School’s ImPACT Program for the 2016-2017 School Year
- G. Approval of the High School’s Overnight Activities for the 2016-2017 School Year
- H. Approval of the High School’s Activities Charges for the 2016-2017 School Year
- I. Approval of the AEA Food Services Purchasing Agreement for the 2016-2017 School Year
- J. Approval of additional expense for Proxy Card Time Card System Purchase
- K. Approval of Engagement Letter with Piper Jaffray & Co. Financial Services
- L. Acceptance of Financial Reports for March 2016
- M. Authorization to pay the list of Bills

Director Applegate left the meeting at 10:08 P.M.

Director Ruden moved, and Vice President Newberg seconded the motion to approve the consent agenda items A through M as submitted. Motion passed with all ayes 6-0.

Discussion of Other Matters

President Gunnare reported on his planned process for Superintendent evaluation, and distributed forms for gathering other Board Members’ feedback.

Adjourn

Director Howsare moved, and Vice President Newberg seconded the motion to adjourn the meeting at 10:55 P.M. Motion passed with all ayes 6-0.

Board President Date

ATTEST:

Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on May 9, 2016.

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, MAY 23, 2016 – 7:00 P.M.
URBANDALE CITY HALL – 3600 86TH STREET
CHRIS GUNNARE, PRESIDENT**

Call to Order and Roll Call

President Chris Gunnare called the board meeting to order at 7:05 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Aldrich Cabildo, Graham Giles, Chris Gunnare, Katherine Howsare, Cate Newberg and Tanya Ruden.

Approval of Agenda

Director Giles moved, and Director Cabildo seconded the motion to approve the agenda as posted. Motion passed with all ayes 7-0.

Recognition of Retirees

Superintendent Steve Bass conducted a brief program to congratulate the retirees and present gifts to them on behalf of the District. Retirees included: Esther Burgett, Teacher for 44 years; Linda Ennen, Teacher for 29 years; Cindy Craig, Teacher for 13 years; Mary Scieszinski, Nurse for 10 years; and Mark Tiby, Teacher for 24 years. A reception was held in their honor earlier that evening.

Communication from the Public

Webster Elementary Teacher Deana Quick-Romig, and Debra Franklin, Education Associate at Olmsted Elementary, spoke about the importance of education associates in classrooms and urged the Board of Directors to reconsider the proposal to reduce associate time in each Elementary Building. John Hollebrands, 4217 86th Street, shared his disappointment that a recent news story ranked student achievement in Urbandale lower than some other area districts, even though the District has put considerable resources toward raising student achievement.

Report of the Superintendent of Schools

Energy Education Update

Damon Staker, Energy Manager for UCSD, presented information about the District's Energy Education Program showing cost avoidance for utilities of \$2.7 million since the program start in 1999.

Endorsement of Central Iowa Opportunity Community Plan for Reducing Poverty

Director Howsare moved, and Director Applegate seconded the motion to endorse the Central Iowa Opportunity Community Plan for Reducing Poverty. Motion passed with all ayes 7-0.

Organizational Chart Updates

Steve Bass, Superintendent of Schools, presented an updated Organizational Chart for the Urbandale Community School District with changes according to proposed Administrative responsibilities for management and evaluation. Director Cabildo moved, and Vice President

Newberg seconded the motion to approve the updated Organizational Chart as presented. Motion passed 5-2, with Director Giles and Director Howsare voting no.

Staffing Changes and Administrative Contract approvals for 2016-17

Steve Bass, Superintendent of Schools, proposed adding the positions of two additional Elementary Counselors, one additional Teacher Librarian, and one Elementary Nurse. Estimated cost of the new positions is \$265,000 per year. The increased cost for these positions would be offset by reductions in the number of Regular Education Teacher Associate hours in elementary buildings, and discontinuing an Elementary Health Associate position, an Elementary Clerk Receptionist position, and the Energy Educator Position. Funding will also come from reimbursement by the Nutrition Services fund for lunchroom supervision performed by General Fund paid school employees. Mr. Bass also proposed an annual salary increase of 3%, for the Administrator employee group and additional increases to selected positions, ranging from \$2,500 to \$7,500 to match metro area averages and to increase five Elementary Principals' contracted days from 228 to 260 per year. After deliberation on the issue, Director Cabildo moved, and Vice President Newberg seconded the motion to approve the entire proposal, amended to limit the additional salary increases for selected positions to a range of \$2,500 to \$5,000. Motion passed 6-1 with Director Giles voting no.

Discussion on Tax Rate for 2016-17

Shelly Clifford, Chief Financial Officer, presented information on tax rates for 2016-17 and discussed options for the Board's consideration. After the Governor signed the school funding bill into law, the DOM applied the legislated 2.25% allowable growth to the District's Certified Budget, causing the General Fund tax rate to increase. Preliminary tax rate reporting from the Iowa Department of Management (DOM) for next fiscal year now shows the total tax rate to be \$17.74689. Ms. Clifford reported that the District has until June 1, 2016 to make any downward adjustments to tax rates. The Board discussed tax rate history and decided to take no action.

Report of the President

Consent Agenda Items

Approval of May 9, 2016 Board Meeting Minutes

Approval of May 16, 2016 Special Board Meeting Minutes

Approval of Open Enrollments In/Out of District

Approval of Personnel Changes including Addendum #1

Approval of Contracts and Agreements:

- a. United Way Summer Reading Program - Jensen
- b. United Way Summer Reading Program - Karen Acres
- c. Inter-District Transportation Agreements with surrounding school districts
- d. Drive Tek, Drivers Training Agreement for 2016-2017
- e. DMACC Selected Training Received in Vocational Education (STRIVE) 28-E Agreement
- f. Rotella's Italian Bakery - for Nutrition Program bread bid award

Acceptance of Financial Reports for April

Authorization to Pay the list of Bills as submitted

Vice President Newberg moved, and Director Applegate seconded the motion to approve all consent agenda items as submitted. Motion passed with all ayes 7-0.

Learning Together Activity

Steve Bass, Superintendent, shared with Board members the April issue of *Board and Administrator*.

Closed Session - Superintendent of Schools Performance Evaluation

Director Giles moved and Vice President Newberg seconded the motion to enter into closed session pursuant to Iowa Code section 21.5(1)(i) for the purpose of discussing the Superintendent's evaluation and contract for 2016-17.

Return to Open Session

Director Howsare moved and Director Giles seconded the motion to return to open session. Motion passed with all ayes 7-0.

Action on Superintendent contract.

Director Rudin moved and Director Howsare seconded the motion to approve a new two-year contract for Superintendent Steve Bass for July 1, 2016 through June 30, 2018, at a salary of \$185,000 per year. Motion passed with all ayes 7-0.

Adjourn

Director Newberg moved and Director Applegate seconded the motion to adjourn the meeting. Motion passed with all ayes 7-0.

Board President Date

ATTEST:

Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on June 6, 2016

Open Enrollment In
June 6, 2016

Urbandale Community School District
Submitted By Student Services

The following requests for open enrollment from another school district to attend the Urbandale Community School District in the 2015-2016 school year have been received:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Gustavo Lichtenberger, 8 th	Waukee	Transfer of Resident District
Isabella Lichtenberger, 7 th	Waukee	Transfer of Resident District
Shamar Turks, 9 th	Des Moines	Transfer of Resident District
Shamira Turks, 6 th	Des Moines	Transfer of Resident District
Jayden Quinn, 1 st	Dallas Center-Grimes	Transfer of Resident District

The following requests for open enrollment from another school district to attend the Urbandale Community School District in the 2016-2017 school year have been received:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Tatum Dudley, 1 st	Des Moines	Continuation
Abraham Lopez, K	West Des Moines	Applied on Time
Pathot Toang, 10 th	West Des Moines	Applied on Time
Shauna Wiest, 11 th	West Des Moines	Continuation

Open Enrollment Out
June 6, 2016

Urbandale Community School District
Submitted By Student Services

The following requests for open enrollment out from the Urbandale Community School District in the 2015-2016 school year have been received:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Jesus Morales Vasquez, 9 th	Des Moines	Continuation
Morgan Rundall, 9 th	Waukee	Continuation

The following requests for open enrollment out from the Urbandale Community School District in the 2016-2017 school year have been received:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Celenna Beall-Guzman, K	Des Moines	Applied on Time
Bryleigh Sziber, K	Johnston	Applied on Time
Jessica Vasquez, 10	Johnston	Good Cause

The following requests for open enrollment out from the Urbandale Community School District in the 2016-2017 school year have been denied:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Denial</u>
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URBANDALE COMMUNITY SCHOOL DISTRICT
PERSONNEL REPORT FOR BOARD APPROVAL

Board Meeting – June 6, 2016

1. CERTIFIED APPOINTMENTS

- PRESTON ADE, Olmsted Elementary School, Special Education Teacher, BA, Row U, \$46,779/year. Effective August 15, 2016. [Replacement]
- BASS CAMERON, District Wide, Teacher on Special Assignment, PowerSchool Administrator, .75 FTE, MA+30, Row A, \$62,478/year. [New]
- BRETT FINGER, Urbandale High School, Math Teacher, 1.0 FTE (changed from .50 FTE). Effective 2016-2017 school year. [Replacement]
- MEGAN NEGAARD, Karen Acres Elementary School, Kindergarten Teacher, BA, Row Y, \$45,158/year. Effective August 15, 2016. [Replacement]
- GABE PEASLEY, Urbandale Middle School, Special Education Teacher, BA, Row U, \$46,779/year. Effective August 15, 2016. [Replacement]
- BRITTANY WINSHIP, Webster Elementary School, ECSE Teacher, BA+15, Row U, \$46,779/year. Effective August 15, 2016. [New]

2. CERTIFIED RESIGNATIONS

- DAMON STAKER, Urbandale Middle School, Industrial Technology Teacher/Energy Educator, personal. Effective June 30, 2016.

4. CLASSIFIED APPOINTMENT

- MAGGIE HOLTON, District Office, Human Resources Manager, \$24.18/hr, obtained SHRM-CP certification. Effective July 1, 2016.

3. CLASSIFIED RESIGNATIONS

- DEBBIE BROWN, Webster Elementary School, Special Education Associate, personal. Effective May 27, 2016.
- CHASTITY BUTTS, Rolling Green Elementary School, Special Education Associate, personal. Effective June 15, 2016.
- MARIAH GOODSON, Urbandale High School, Special Education Associate, personal. Effective May 27, 2016.
- NICOLE GOODWIN, Rolling Green Elementary School, Special Education Associate, personal. Effective June 15, 2016.
- TREVOR HIXON, Rolling Green Elementary School, Special Education Associate, personal. Effective June 15, 2016.
- MATT HOTEK, Rolling Green Elementary School, Special Education Associate, personal. Effective June 15, 2016.
- KAITLYN JOHANSEN, Olmsted Elementary School, Special Education Associate, personal. Effective May 27, 2016.
- RACHEL MCKEEVER, Olmsted Elementary School, Special Education Associate, personal. Effective May 27, 2016.
- LEAH NOBLE, Olmsted Elementary School, Special Education Associate, personal. Effective May 27, 2016.
- HANNAH SHORT, Olmsted Elementary School, Special Education Associate, personal. Effective May 27, 2016.
- CHELSEA SMITH, Olmsted Elementary School, Special Education Associate, personal. Effective May 27, 2016.

4. CO-CURRICULAR RESIGNATION

- COREY BROWN, Urbandale Middle School, 7th Grade Track Coach, personal. Effective May 26, 2016.
- JOEL JACOBS, Urbandale Middle School, Assistant Track Coach, personal. Effective May 25, 2016.

5. EXTRA STIPENDS

- MICHELLE JOHNSON, Special Education Program Coach, \$2,500/year.

6. MOVING ON UP STIPENDS

- LISA MERFELD, Teacher, \$200
- CARRIE LAIZURE, Counselor, \$200
- ALISSA MORRISON, Teacher, \$200
- ANN ABBOTT LEWIS, Counselor, \$200
- ASHLEY DANNER, Counselor, \$200
- AMY STROUD, Nurse, \$400
- LINDSEY BAKKER, Teacher, \$400
- BRENDA GOODWIN, Teacher, \$400
- PATTY COPPESS, Teacher, \$400
- CHRIS CHRISTENSEN, Teacher, \$400
- CHRIS VIERLING, Teacher, \$400
- LINDSEY HERRERA, Teacher, \$400
- DEB PERRY, Teacher, \$600
- EMMALEE GROTE, Teacher, \$600
- MICHELLE JOHNSON, Teacher, \$600

7. EXTENDED YEAR SERVICES (Special Education)

- JAMES THACKER, Teacher MALLORY JOHNSON, Teacher
- CHARLA NORRIS, Teacher MADDY MANNING, Teacher

AMBER RUPPERT, Teacher
ALLYSON JONES, Teacher
AMY RODILOSSO, Teacher
EMMALEE GROTE, Teacher
WENDY IPSEN, Teacher

JORDYN KRACHT, Teacher
SARAH JACKSON, Associate
KALIE PALMER, Associate
JACKIE FITZPATRICK, Associate
CRYSTAL FAUX, Associate

School Board Meeting

June 6, 2016

Special Report # 14

To: UCSD Board of Directors

From: Mark Lane Director of Human Resources

Date: June 6, 2016

Re: Recommendation of Classified Evaluation Instruments

Over the past several months the district workforce committee has been working to develop updated classified evaluation instruments. The first set of those documents is a part of this board packet. Team members who developed these documents, and continue to update additional classified evaluation instruments, are Steve Bass, Mark Lane, Denise Wood, Maggie Holton, Mark Monroe, Cathy Conklin, Jen Silway, Elyse Brimeyer, and Kelley Harrison.

Board Policy 411- Formal Evaluation of Staff Personnel states in part, "Classified employees of the District shall be formally evaluated using the criteria specified in the evaluation form as approved by the Board of Directors." On behalf of the workforce committee, I recommend the board adopt the included classified evaluation forms and criteria. The final set of updated classified evaluation forms will be brought to you in July, and we will begin using the new forms for the 2016-2017 school year.

Urbandale Community School District Classified Summative Evaluation Form

Name:

Date:

Position:

Evaluator:

UCSD Common Classified Employee Performance Standards

Board Policy 411 Formal Evaluation of Staff Personnel- "The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions." Regardless of position, the following common classified employee standards detail district expectations for how staff members engage in daily work.

Performance Area One- District and Department Mission, Vision, and Values		
Performance Area One Descriptor- The employee consistently demonstrates an ability to support and enhance the district and department mission, vision, and values. Daily work supports high achievement for all students, a safe and caring environment for students and staff, and effective and efficient operations.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Performance Area Two- Attendance, Punctuality, and Dependability		
Performance Area Two Descriptor- The employee consistently arrives on time and works until the end of the workday, demonstrates reliable attendance with minimal absences, and appropriate communication and accounting of leave, and consistently applies district policy, procedures, and directives.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Performance Area Three- Work Demeanor, Attitude, and Professionalism		
Performance Area Three Descriptor- The employee consistently demonstrates positive personal/professional traits (i.e. patience, friendliness, empathy, positive attitude) when working with students, staff, and the public, uses sound judgment and contributes to a safe work environment, and completes work in a timely manner without requiring close supervision.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Performance Area Four- Commitment to Quality/Continual Improvement and Collaboration		
Performance Area Four Descriptor- The employee consistently performs high quality work both independently and interdependently, demonstrates a commitment to professional learning and personal growth, and seeks to continually improve personal and district practice.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

UCSD Common Classified Employee Performance Standards Feedback and Reflection

Evaluator Comments:	Employee Reflection:
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UCSD Job Specific Employee Performance Expectations

Educational Associate (for use with PK-12 general and special education associates, media and health associates, and EL associates)

NA= Not Applicable S= Satisfactory NI= Needs Improvement U= Unsatisfactory

Performance Responsibilities	NA	S	NI	U
Assists in maintaining a safe and orderly learning environment in a variety of school settings; i.e., classroom, lunchroom, hallways, playground, field trips, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists with material preparation and in creating a pleasant environment through room set up, room arrangement, bulletin boards, and visual displays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists with physical or behavioral needs of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works as a team player with supervising teacher(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses positive motivation and has developed a good rapport with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists teacher in following student's IEP, any related plans, and maintaining records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts effectively and appropriately with students, teachers, and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures the health and safety of the students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is knowledgeable about district, building, and program policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assumes duties and responsibilities as may be assigned by teacher or principal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality on sensitive information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can operate necessary school equipment; i.e., computer, copier, audio-visual, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains appropriate trainings and certifications as needed; i.e. CPI, CPR, med. manager, Bloodborne Pathogens, Mandatory Reporter, 103b, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriately accessible and responsive to parents/guardians, and maintains positive and productive relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively performs the duties and responsibilities of the associate position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UCSD Job Specific Employee Performance Expectations Feedback and Reflection

Evaluator Comments:	Employee Reflection:
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Opportunities for Improvement/Professional Growth:

Evaluator Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Signatures imply the content of this summative evaluation has been discussed.

A copy of this annual evaluation will be kept in the employees personnel file in the Office of Human Resources.

Urbandale Community School District Classified Summative Evaluation Form

Name:

Date:

Position:

Evaluator:

UCSD Common Classified Employee Performance Standards

Board Policy 411 Formal Evaluation of Staff Personnel- "The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions." Regardless of position, the following common classified employee standards detail district expectations for how staff members engage in daily work.

Performance Area One- District and Department Mission, Vision, and Values		
Performance Area One Descriptor- The employee consistently demonstrates an ability to support and enhance the district and department mission, vision, and values. Daily work supports high achievement for all students, a safe and caring environment for students and staff, and effective and efficient operations.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Performance Area Two- Attendance, Punctuality, and Dependability		
Performance Area Two Descriptor- The employee consistently arrives on time and works until the end of the workday, demonstrates reliable attendance with minimal absences, and appropriate communication and accounting of leave, and consistently applies district policy, procedures, and directives.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Performance Area Three- Work Demeanor, Attitude, and Professionalism		
Performance Area Three Descriptor- The employee consistently demonstrates positive personal/professional traits (i.e. patience, friendliness, empathy, positive attitude) when working with students, staff, and the public, uses sound judgment and contributes to a safe work environment, and completes work in a timely manner without requiring close supervision.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Performance Area Four- Commitment to Quality/Continual Improvement and Collaboration		
Performance Area Four Descriptor- The employee consistently performs high quality work both independently and interdependently, demonstrates a commitment to professional learning and personal growth, and seeks to continually improve personal and district practice.		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

UCSD Common Classified Employee Performance Standards Feedback and Reflection

Evaluator Comments:	Employee Reflection:
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UCSD Job Specific Employee Performance Expectations

Office Support Services (Administrative Assistant, Principal Secretary, Clerk/Receptionist, other)

NA= Not Applicable

S= Satisfactory

NI= Needs Improvement

U= Unsatisfactory

Performance Responsibilities	NA	S	NI	U
Assembles and maintains appropriate student and personnel records in both electronic and paper form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes and submits necessary building and district reports and work orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers phone calls, takes messages, and directs calls appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orders and maintains adequate supplies, instructional materials, office materials and items for the health office; creates purchase orders, checks in all materials received, sends POs and invoices to Administration and delivers supplies to appropriate departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces correspondence at the administrator's direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to make decisions during the administrator's absence from the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts in a positive manner with students, faculty, parents and other staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receives and deposits all money for the school's activity and agency accounts. Enters all deposits in the computer's P.O. accounting system. Maintains accurate budget sheets and activity, athletic, agency and instructional account balances. Checks budget sheets from Administration against school records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serves as receptionist; greets parents, faculty and students; directs visitors to appropriate locations; resolves problems personally or refers to administration or appropriate staff member; keeps accurate list of calls, messages, information requests, problems and solutions and meetings and appointments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively utilizes technology (website, email, calendars, etc.) as a means to streamline work processes, optimize time management, and communicate clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UCSD Job Specific Employee Performance Expectations Feedback and Reflection

Evaluator Comments: 	Employee Reflection:
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Opportunities for Improvement/Professional Growth:

Evaluator Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Signatures imply the content of this summative evaluation has been discussed.

This annual evaluation will be kept in the employees personnel file in the Office of Human Resources.

Urbandale Community School District Classified Summative Evaluation Form

Name:

Date:

Position:

Evaluator:

UCSD Common Classified Employee Performance Standards

Board Policy 411 Formal Evaluation of Staff Personnel- "The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions." Regardless of position, the following common classified employee standards detail district expectations for how staff members engage in daily work.

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Performance Area One Descriptor- The employee consistently demonstrates an ability to support and enhance the district and department mission, vision, and values. Daily work supports high achievement for all students, a safe and caring environment for students and staff, and effective and efficient operations.

Satisfactory

Needs Improvement

Unsatisfactory

Performance Area Two- Attendance, Punctuality, and Dependability

Performance Area Two Descriptor- The employee consistently arrives on time and works until the end of the workday, demonstrates reliable attendance with minimal absences, and appropriate communication and accounting of leave, and consistently applies district policy, procedures, and directives.

Satisfactory

Needs Improvement

Unsatisfactory

Performance Area Three- Work Demeanor, Attitude, and Professionalism

Performance Area Three Descriptor- The employee consistently demonstrates positive personal/professional traits (i.e. patience, friendliness, empathy, positive attitude) when working with students, staff, and the public, uses sound judgment and contributes to a safe work environment, and completes work in a timely manner without requiring close supervision.

Satisfactory

Needs Improvement

Unsatisfactory

Performance Area Four- Commitment to Quality/Continual Improvement and Collaboration

Performance Area Four Descriptor- The employee consistently performs high quality work both independently and interdependently, demonstrates a commitment to professional learning and personal growth, and seeks to continually improve personal and district practice.

Satisfactory

Needs Improvement

Unsatisfactory

UCSD Common Classified Employee Performance Standards Feedback and Reflection

Evaluator Comments:

Employee Reflection:

UCSD Job Specific Employee Performance Expectations

Nutrition Services

NA= Not Applicable S= Satisfactory NI= Needs Improvement U= Unsatisfactory

Performance Responsibilities	NA	S	NI	U
Displays knowledge in using all equipment in the kitchen effectively and with safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows and follows sanitation laws, food temperatures, and proper storing of foods and chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly sets up and stocks serving lines for service prior to and during serving time according to menu and supervisor's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serves menu items attractively at the correct temperature, and in the correct proportions according to portion guidelines and supervisor's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps accurate records of items used for the day and reports them to the manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilizes time effectively & wisely; is constant in completing assigned duties quickly, satisfactorily, and on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows rules and regulations without frequent reminders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains clean work area, cupboards, equipment and storage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects co-workers time and tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices clean and sanitary work habits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality on sensitive information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UCSD Job Specific Employee Performance Expectations Feedback and Reflection

Evaluators Comments:	Employee Reflection:
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Opportunities for Improvement/Professional Growth:

Evaluator Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Signatures imply the content of this summative evaluation has been discussed.

A copy of this annual evaluation will be kept in the employees personnel file in the Office of Human Resources.



DRAFT- Classified Employee Evaluation Process

Our Desired State

Implementation of a classified staff performance evaluation system that reinforces a focus on UCSD's work, mission, and vision. The process is intended to be manageable for leaders and meaningful for employees.

General Process Outline

Annual Classified Employee Evaluation Process

- Annual Notification Meeting
 - Supervisors will meet with each classified employee on or before October 15 to give notice of annual evaluation.
 - Supervisors will set expectations based on the criteria included on the evaluation instrument, and the job description.
 - The supervisor and the employee will collaboratively set goals and/or desired learning targets for the school year.
- Summative Evaluation and Conference
 - Supervisors will meet with and deliver a summative evaluation to each classified employee on or before June 1.
 - Supervisors will provide feedback related to criteria included on the evaluation instrument.
 - Supervisors will gather feedback from each employee related to their collaboratively developed goals and/or learning targets.
 - Supervisors will ask employees about their intent to return to their position in the next school year.
 - Supervisors will send a signed summative evaluation to the Human Resources Manager for inclusion in the personnel file on or before June 15.
- No Intent to Limit
 - The expectations communicated above are designed to set minimum expectations for classified performance evaluation. Supervisors are free to meet with classified staff more frequently in order to provide and gather feedback. Input from others may also be gathered and included in staff evaluations. Summative evaluations must be done using the board approved instrument.

**URBANDALE COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE:

Beginning Teacher Mentor

CLASSIFICATION:

Certified Staff

IMMEDIATE SUPERVISOR:

District Mentor Coordinator

FLSA:

EXEMPT

Purpose of Position:

To support beginning teachers by developing positive, professional relationships, focusing on research-based teaching and learning theories, and providing professional growth opportunities.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

- 3 years successful teaching experience
- Completion of the Urbandale Mentor Training Program
- Demonstrated mastery of the Iowa Teaching Standards
- Excellent communication skills with an emphasis on listening
- Trustworthiness
- Confidentiality
- Effective interpersonal skills; caring, kindness, understanding
- Knowledge of district policies, procedures, and routines

B. Education

1. Bachelor's Degree in Education

C. Certification/Licensure

1. Current State of Iowa BoEE teaching license

D. Equipment

1. Computer

SUPERVISION OF OTHERS

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Attend mentor training at AEA as required.
2. Meet weekly with beginning teacher "mentee"
3. Complete and submit monthly communication logs
4. Complete classroom observations/modeling and peer coaching sessions; submit accompanying documentation.

PHYSICAL REQUIREMENTS

1. Bending, carrying, climbing, driving, lifting, pushing, pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT

1. 1 Year, \$500/semester

Adopted Date

Revised Date

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

Urbandale Community School District is an Equal Opportunity/Affirmative Action Employer. The School District does not discriminate based on race, creed, color, religion, national origin, sex, age, or sexual orientation. In compliance with the Americans with Disabilities Act, the School District will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

**URBANDALE COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

<u>JOB TITLE</u>	Production Kitchen Manager
<u>CLASSIFICATION</u>	Classified
<u>IMMEDIATE SUPERVISOR</u>	Director of Nutrition Services
<u>FLSA</u>	Non-exempt

Purpose of Position

Lead role in administering an effective and efficient nutrition service program for the kitchen to which assigned.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Hazard Analysis Critical Control Points (HAACP) certification, highly desired
2. School Food Service Management Short Course training required (within 1 year of employment)
3. Must have extensive supervisory, leadership, management and evaluation skills
4. Superior organizational and time management skills
5. Knowledge of food service regulation and sanitary codes governing food service operations
6. Knowledge and implementation of work safety
7. Knowledge and implementation of security and emergency procedures
8. Knowledge and implementation of district operations
9. Manual dexterity in handling of all equipment
10. Ability to operate all equipment and general knowledge regarding maintenance
11. Physically fit with the ability to lift 50 pounds regularly without assistance
12. Ability to stand and walk 90% of the workday
13. Required mobility for supervising kitchen area
14. Flexibility to acclimate to drastic changes in environment (i.e., hot in kitchen, cold in freezer, etc.)
15. Ability to work in a kitchen atmosphere, sometimes noisy
16. Flexibility to handle peak rush periods
17. Ability to organize varied tasks to meet deadlines in a timely manner
18. Ability to see needs of the total operation and assist in critical areas
19. Ability to interpret a variety of instructions in written, oral, diagram or schedule forms.
20. Strong knowledge of record keeping and mathematical skills
21. Proficient computer skills of computers, to include Excel, Word and Google Documents
22. Ability to use copiers, printers, scanners and other office equipment
23. Strong customer service skills
24. Must be able to read, write and communicate in English
25. Ability to meet and work with people in a pleasant manner

B. Education

High school diploma or equivalent

C. Certification/Licensure

School Nutrition Association and ServSafe certification within the first year of employment and maintained throughout employment

D. Experience

Two years quantity food preparation preferred

- E. Equipment
 - 1. Office equipment, computer, copier, fax machine

SUPERVISION OF OTHERS

Nutrition Services Personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Knowledge of USDA Meal Pattern Requirements and Nutrition Standards.
2. Knowledge and ability to perform all nutrition positions within the kitchen or work site to which assigned
3. Maintain compliance with state and local health regulations.
4. Professionally interact with all personnel, students, building patrons, federal/state inspectors, vendors and delivery drivers.
5. Supervise, lead and assist in the preparation of food and ensure correct quantities are prepared and served.
6. Display and organize food in an attractive manner
7. Inventory and order food, supplies, materials, and equipment per established procedures and maintains an accurate inventory.
8. Works with other managers to utilize products in stock at all facilities to minimize food waste.
9. Oversee and maintain neatness, organization and rotation of stock, supervising storekeeper if applicable.
10. Assists with checking in all delivered food and/or equipment, when needed.
11. Ensures quality food products are received and produced.
12. Ensures equipment issues are addressed.
13. Maintains equipment inventory and works with all managers to compile year end inventory
14. Manages employee leaves and arranges appropriate substitutes for Nutrition Services personnel, where applicable.
15. Assists with service of both breakfast and lunch.
16. Plans in and handles left-over food appropriately and in accordance with food safety guidelines
17. Supervises and assists when needed in clean-up of kitchen and serving area, includes but not limited to dishes, sweeping, mopping
18. Help develop new menu ideas and recipes
19. Assists with interviewing, hiring and training of staff
20. Effectively supervise employees in assigned kitchen.
21. Reports immediately to the health facilitator any accident occurring in kitchen to which assigned
22. Reviews and approves nutrition services personnel time sheets for payroll.
23. Perform yearly performance reviews of employees to which assigned, and recommend actions regarding personnel
24. Maintain daily production records and all applicable required forms for the department.
25. Responsible for the security of revenue until it has been turned over to the proper authorities.
26. Report to the Director of Nutrition Services all relevant matters.
27. Valid driver's license and able to drive a car or provide transportation suitable to accommodate responsibilities
28. Work cooperatively with parents, clubs, and organizations in providing catering needs.
29. Supervise caterings where assigned
30. Assist with administering conditions of employment per board policies.
31. Work cooperatively with the Management team members and the Director in effectively managing the budget.
32. Prepare and maintain reports as requested by the Director of Nutrition Services
33. Attend meetings and/or serve on committees as assigned.
34. Maintain professional growth through workshops, professional organizations, in-service programs and/or professional materials.
35. Conduct all responsibilities with a high level of motivation, team orientation and professionalism
36. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS

1. Satisfactory health as certified by a competent medical authority.
2. Ability to work while standing, moving and/or walking.
3. Drug, tobacco, and alcohol free while working.
4. Must be able to see and hear within normal limits with our without corrective lenses or hearing aids.

WORKING CONDITIONS

1. Majority of work is performed in a school kitchen and/or school setting
2. Occasional exposure to body fluids, fumes, noise, and hazardous materials and emergency situations

TERMS OF EMPLOYMENT

1. At-will employee
2. Work days as assigned-approximately 219 days per year
3. Hours per day determined by Director of Nutrition Services per board policies and supervisory guidelines.

Adopted Date

Revised Date

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

Urbandale Community School District is an Equal Opportunity/Affirmative Action Employer. The School District does not discriminate based on race, creed, color, religion, national origin, sex, age, or sexual orientation. In compliance with the Americans with Disabilities Act, the School District will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

**URBANDALE COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Teacher on Special Assignment - PowerSchool Administrator

CLASSIFICATION: Certified

IMMEDIATE SUPERVISOR: Coordinator of Student Services

FLSA: Exempt

Purpose of Position:

Oversight, maintenance, and staff training related to PowerSchool, and associated state reporting.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

- A. Skills, Knowledge and Abilities
 - 1. Student management systems; specifically, PowerSchool
 - 2. Experience with SQL
 - 3. Experience with state data uploads
 - 4. Experience in a school setting
- B. Education
 - 1. BA / BS required: additional training/education preferred
- C. Certification/Licensure
 - 1. BOEE licensure
- D. Equipment
 - 1. Macintosh and PC computers/servers
 - 2. Office equipment such as cell phone, multi-line phone system, fax machine, and copiers

SUPERVISION OF OTHERS

No direct supervision of others. However, supervision of processes and training of others required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- 1. Manage / Oversee / Update PowerSchool (Admin and Teacher platforms)
- 2. Ensure accuracy of student data
- 3. Responsible for state / federal reporting
- 4. Support scheduling procedures at buildings
- 5. Support staff in use and mining of PowerSchool data
- 6. Report card / transcript maintenance
- 7. Support exports / integrations between PowerSchool and other district technology tools
- 8. Provide ongoing staff training across the district
- 9. Attend trainings as required to keep current with Powerschool
- 10. Communicate clearly with users regarding updates and use
- 11. Other duties as assigned

PHYSICAL REQUIREMENTS

- 1. Satisfactory health as certified by a competent medical authority
- 2. Ability to organize and think clearly while communicating, organizing, and evaluating
- 3. Repetitious bending, lifting, stooping, kneeling, hand movement, and lifting up to 50 lbs.
- 4. Drug, tobacco, and alcohol free while working
- 5. Must be able to see and hear within normal limits with or without corrective lenses or hearing aids
- 6. Ability to operate a motor vehicle used to travel between sites

WORKING CONDITIONS

- 1. Majority of work is performed in an office or school setting
- 2. Occasional exposure to body fluids, fumes, noise, and hazardous materials and emergency situations

TERMS OF EMPLOYMENT

- 1. 141 days throughout the year
- 2. Performance evaluated annually

Adopted Date

Revised Date

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:**

Signature of Employee: _____ **Date:**

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**URBANDALE COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

<u>JOB TITLE</u>	Associate Superintendent of Human Resources and Operations
<u>CLASSIFICATION</u>	Certified - Administrative
<u>IMMEDIATE SUPERVISOR</u>	Superintendent
<u>FLSA</u>	Exempt

Purpose of Position

To administer effective and efficient human resource functions and support services operations for the district by creating and maintaining effective relationships, systems, and procedures that enhance the performance of district staff members, and the continuous improvement of support services operations.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Meet administrative and evaluative certification requirements of the Department of Education, State of Iowa. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
2. Skill in effective oral and written communication.
3. Ability to relate successfully with personnel, citizens and various business contacts.
4. Knowledge of/willingness to learn and embrace Deming's system of profound knowledge and "quality" principles and practices
5. Ability to organize and think clearly while communicating, organizing and evaluating.
6. Knowledge of the principles of energy conservation.
7. General knowledge of facility planning, design, construction and maintenance.
8. General knowledge of food service operations and related laws.
9. Knowledge of district organizational structure and function, as well as laws, rules and regulations pertaining thereto.
10. Knowledge of sound business practices which have application for school operations.
11. Ability to organize varied tasks and meet deadlines in a timely manner.
12. Ability to handle adversity in an objective manner.
13. Knowledge of school safety requirements related to fire and tornadoes, and other emergencies.
14. Ability to communicate within the structure of the organization as well as the community. Clearly articulate goals and expectations to adults and students.

B. Education

Masters degree in educational leadership; doctorate preferred

C. Certification/Licensure

Iowa Superintendent Certification and Evaluator Approval License

D. Experience

Experience as a school administrator required; central office experience preferred.

E. Equipment

1. Office equipment, computer, copier, fax machine

SUPERVISION OF OTHERS

Director of Nutrition Services
Buildings and Maintenance Supervisor
Human Resources Manager
Information Technology Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Supports and promotes quality/continual improvement practices in the district.
2. Supervises the recruitment, selection, and induction for all staff.
3. Leads, manages, and standardizes the performance evaluation process for all staff
4. Leads and supports improvement processes for all staff.
5. Oversees the peer review process
6. Addresses personnel issues
7. Develops, recommends, and maintains current policies and administrative guidelines related to areas of responsibility.
8. Attends meetings of the Board to serve as a resource person to the Superintendent and Board as requested.
9. Provides administrative leadership and supervises the following district-wide functions: Nutrition Services, Development and Maintenance of buildings and grounds, District compliance to safety regulation, Energy conservation.
10. Works cooperatively with personnel and the Board in developing long-range facility and site plans; coordinates design and construction with architects and contractors.
11. Provides leadership in developing and implementing inservice programs for division and support service.
12. Reports to the superintendent on all matters of relevance.
13. Administers conditions of employment per collective bargaining agreements, board policies and administrative guidelines.
14. Administers the contracts between the district and the Urbandale Education Association and the United Electrical Workers Union Local 893.
15. Coordinates completion of required district surveys including the Basic Educational Data Survey and EEOC report.
16. Coordinates staff transfers.
17. Coordinates practicum and student teacher placement in the district.
18. Consults with the Superintendent on matters of personnel management.
19. Consults with administrators on personnel matters when requested by them to do so.
20. Maintains personnel files and related records.
21. Serves on the Board of Education negotiating teams.
22. Provides leadership for classifying jobs, writing job descriptions, analyzing jobs, and determining level of function needed on each position.
23. Leads and provides oversight in the planning/administration of the state Teacher Leadership and Compensation plan.
24. Provides leadership and oversight in the development of district learning opportunities for certified staff, for the purpose of recertification and graduate credit
25. Works and develops professional relationships with colleges and universities.
26. Directs the staff development activities of classified staff to provide professional growth opportunities.
27. Oversees the development and organization of Administrative Council meetings
28. Consults with the superintendent to oversee the development and organization of Administrative professional development
29. Develops and recommends staffing plans to the superintendent based on enrollment.
30. Works closely with the Chief Financial Officer regarding staffing recommendations
31. Process pre and post-approval of staff development and graduate credit courses.
32. Determines staffing needs in cooperation with the principals and administrative staff.
33. Coordinates the recognition of retirees and years of service awards.
34. Coordinates district-sanctioned charitable opportunities for staff (United Way, Iowa Shares, etc.)
35. Represents the district in collaborative efforts with other district, involving personnel.

36. Speaks at public meetings on issues of specific pertinence to member district schools and programs at the request of the Superintendent.
37. Keeps current of educational developments and research and participates in state and national professional societies devoted to the advancement of human resources and public information.
38. Initiates and maintains effective liaison with other school districts in order to keep abreast of new educational developments and possible areas of mutual concern.
39. Maintains liaisons with social, professional, civic, volunteer, media and other community agencies having an interest in the schools.
40. Attends Board meetings, reports to the Board as assigned by the Superintendent.
41. Serves as a member of the Administrative Council and the Superintendent's Cabinet.
42. Performs other duties as may from time to time be assigned by the Superintendent.
43. Assumes superintendent responsibilities during superintendent's absence.
44. Maintain a reliable attendance record.
45. Perform other duties as assigned.
46. Serves as equity coordinator for all areas of employment.

PHYSICAL REQUIREMENTS

1. Satisfactory health as certified by a competent medical authority.
2. Ability to work while standing, moving and/or walking.
3. Drug, tobacco, and alcohol free while working.
4. Must be able to see and hear within normal limits with our without corrective lenses or hearing aids.

WORKING CONDITIONS

1. Majority of work is performed in an office or school setting
2. Occasional exposure to body fluids, fumes, noise, and hazardous materials and emergency situations

TERMS OF EMPLOYMENT

1. At-will employee
2. 12 Month position.
3. Per Board Policies and administrative guidelines.
4. Performance evaluated annually.

Adopted Date _____

Revised Date _____

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

Urbandale Community School District is an Equal Opportunity/Affirmative Action Employer. The School District does not discriminate based on race, creed, color, religion, national origin, sex, age, or sexual orientation. In compliance with the Americans with Disabilities Act, the School District will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.



Document A101™ – 2007

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Twenty-fifth day of April in the year Two Thousand Sixteen.

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322
Phone: 515-457-5000
Fax: 515-457-5018

and the Contractor:

(Name, legal status, address and other information)

Midwest Tennis & Track Co.
22 South Main Street
PO Box 161
Denison, IA 51442-0161
Phone: 712-263-3554

for the following Project:

(Name, location and detailed description)

Urbandale High School Track Resurfacing
Urbandale Community School District

DLR Group Project No. 11-16102-00

The Architect:

(Name, legal status, address and other information)

DLR Group, Inc., (an Iowa corporation)
1430 Locust Street
Suite 200
Des Moines, Iowa 50309
Phone: 515-276-8097

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS
10	INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date when all required paperwork, Bonds and Insurance Certificates are in place, and all Contracts have been signed by all parties.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement. § 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than () days from the date of commencement, or as follows: On or before July 17, 2016. If Final Completion is not achieved by timelines defined in Section 9.8.6, Architect's Additional Services compensation required after these dates to be deducted from Contractor's Final Retainage per Section 9.8.6 of the General and Supplementary Conditions.

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

In accordance with Paragraph 1.4 Construction Completion Schedule, Section 011000 Summary.

Portion of Work

Substantial Completion Date

, subject to adjustments of this Contract Time as provided in the Contract Documents.
(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Hundred Thirty-Nine Thousand, Nine Hundred and Ninety-two Dollars and Zero Cents(\$ 139,992.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

§ 4.3 Unit prices, if any:

(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit (\$0.00)
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§ 4.4 Allowances included in the Contract Sum, if any:

(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
------	-------

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the last day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the last day of the next month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than forty-five (45) days after the Architect receives the Application for Payment. *(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of five percent (5 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™–2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of five percent (5 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work, unsettled claims, or as otherwise required under Iowa Code Chapters 26 and 573.
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)

Retainage to be reduced in accordance with Section 9.8.7 of the AIA A201-2007 General Conditions, as amended, and the laws of the State of Iowa, as applicable.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

The Owner’s Final Payment to the Contractor shall be made no earlier than thirty-one (31) days following approval and final acceptance of the Project by the Urbandale Community School District upon receipt and review of the Architect’s Final Certificate and Recommendation for Final Payment. Final Payment may be contingent upon receipt of all lien waivers, Chapter 573 Claim Releases and other closeout documents required in the Contract documents and shall be subject to the conditions of and shall be paid in accordance with the provisions of Iowa Code Chapters 26 and 573.

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

- Arbitration pursuant to Section 15.4 of AIA Document A201–2007
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate equal to the rate specified by rule pursuant to Iowa Code Section 74A.2 or Iowa Code Section 573.14, whichever is less.

§ 8.3 The Owner's representative:
(Name, address and other information)

John Lees
Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322
Phone: 515-457-5000
Fax: 515-457-5018

§ 8.4 The Contractor's representative:
(Name, address and other information)

Brian Launderville, President or
Paul Launderville, Vice President
Midwest Tennis & Track Co.
22 South Main Street
PO Box 161
Denison, IA 51442-0161
Phone: 712-263-3554

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

The Contractor shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement by Contractor. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

§ 8.7 The Contractor (Company) shall not be owned, operated, or managed by a registered sex offender who has been convicted of a sex offense against a minor in accordance with Iowa Code 692A.113. In addition, the Contractor shall not permit an employee, Subcontractor (Company) owned, operated, or managed by, or Subcontractor employee who is a registered sex offender convicted of a sex offense against a minor on real property of the schools of the Owner in accordance with Iowa Code 692A.113. The Contractor shall further acknowledge and certify services provided under this Contract comply with Iowa Code 692A.113 and shall fully execute an Acknowledgement and Certification Form as requested by the Owner.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101–2007, Standard Form of Agreement Between Owner and Contractor as amended and included in Section 007300.

§ 9.1.2 The General Conditions are AIA Document A201–2007, General Conditions of the Contract for Construction as amended.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
General & Supplementary Conditions of Contract for Construction		March 29, 2016	GSC-1; GSC-14

§ 9.1.4 The Specifications:
(Either list the Specifications here or refer to an exhibit attached to this Agreement.)
 SEE EXHIBIT 'A'

Section	Title	Date	Pages
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§ 9.1.5 The Drawings:
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)
 SEE EXHIBIT 'A'

Number	Title	Date
--------	-------	------

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
CC-1	April 14, 2016	1

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- .1 AIA Document C106-2007, Digital Data Licensing Agreement, if completed by the parties.
- .2 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)

Advertisement to Bid, Instructions to Bidders, Bid Form and Combined Construction Contract dated March 29, 2016, Bid Bond dated April 19, 2016, Standard Form of Agreement Between Owner and Contractor, AIA Document A101-2007 Edition dated April 25, 2016, General Conditions of the Contract for Construction, AIA A201-2007 Edition, as amended.

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007, as amended.
(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201-2007.)

With Non-Waiver of Governmental Immunity Endorsement per attached certificate.

Type of insurance or bond	Limit of liability or bond amount (\$0.00)
Payment Bond	100% of the contract amount

Performance Bond

100% of the contract amount

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Christopher Gunnare, School Board President
Urbandale Community School District
(Printed name and title)



CONTRACTOR (Signature)

Midwest Tennis & Track, Co..
(Printed name and title)

Init.



Performance Bond 100% of the contract amount

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

CONTRACTOR (Signature)

Christopher Gunnare, School Board President
Urbandale Community School District
(Printed name and title)

Paul Launderville, Vice President
Midwest Tennis & Track, Co.
(Printed name and title)

Init.

MERCHANTS BONDING COMPANY™

MERCHANTS BONDING COMPANY (MUTUAL) P.O. Box 14498, DES MOINES, IOWA 50306-3498
PHONE: (800) 678-8171 FAX: (515) 243-3854

Performance Bond

Bond No. IAC 67357

CONTRACTOR:

(Name, legal status and address)

MTT Company
P.O. Box 160
Denison, IA 51442

OWNER:

(Name, legal status and address)

Urbandale Community School District
11132 Aurora Avenue
Urbandale, IA 50322

CONSTRUCTION CONTRACT

Date: April 25, 2016

Amount: \$139,992.00

Description:

(Name and location)

Urbandale High School Track Resurfacing Urbandale Community School District

BOND

Date: 05/06/2016

(Not earlier than Construction Contract Date)

Amount: \$139,992.00

Modifications to this Bond: None See Section 16

CONTRACTOR AS PRINCIPAL

Company: _____ (Corporate Seal)

Signature: _____

Name MTT Company
and Title: Paul Launderville, Vice President

(Any additional signatures appear on the last page of this Performance Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

SURETY

Company: _____ (Corporate Seal)

Merchants Bonding Company (Mutual)

Signature: _____

Name Kurt M Miller
and Title: Attorney-In-Fact

OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

This document combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

Printed in cooperation with American Institute of Architects (AIA). The language in this document conforms exactly to the language used in AIA Document A312-Performance Bond-2010 edition.

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

- .1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;
- .2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
- .3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract:

§ 5.2 Undertake to perform and complete the Construction Contract itself through its agents or independent contractors:

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4 and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 7 If the Surety elects to act under Section 5.1, 5.2, or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- 1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- 2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- 3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 Balance of the Contract Price. The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 Contractor Default. Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____
(Corporate Seal)

Company: _____
(Corporate Seal)

Signature: _____

Signature: _____

Name and Title:

Name and Title:

Address:

Address:

MERCHANTS BONDING COMPANY™

MERCHANTS BONDING COMPANY (MUTUAL) P.O. BOX 14498, DES MOINES, IOWA 50306-3498
PHONE: (800) 678-8171 FAX: (515) 243-3854

Payment Bond

Bond No. IAC 67357

CONTRACTOR:

(Name, legal status and address)

MTT Company
P.O. Box 160
Denison, IA 51442

OWNER:

(Name, legal status and address)

Urbandale Community School District
11152 Aurora Avenue
Urbandale, IA 50322

CONSTRUCTION CONTRACT

Date: April 25, 2016

Amount: \$139,992.00

Description:
(Name and location)

Urbandale High School Track Resurfacing Urbandale Community School District

BOND

Date: 05/06/2016

(Not earlier than Construction Contract Date)

Amount: \$139,992.00

Modifications to this Bond: None See Section 18

CONTRACTOR AS PRINCIPAL

Company: _____ (Corporate Seal)

Signature: 

Name MTT Company
and Title: Paul Launderville, Vice President

(Any additional signatures appear on the last page of this Payment Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

SURETY:

(Name, legal status and principal place
of business)

Merchants Bonding Company (Mutual)
6700 Westown Parkway, West Des Moines, Iowa 50266

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

This document combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

SURETY

Company: _____ (Corporate Seal)
Merchants Bonding Company (Mutual)

Signature: 

Name Kurt M Miller
and Title: Attorney-In-Fact

OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

Printed in cooperation with American Institute of Architects (AIA). The language in this document conforms exactly to the language used in AIA Document A312-Payment Bond-2010 edition.

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials, and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

§ 2 If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies, and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

§ 4 When the Owner has satisfied the conditions in Section 3., the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

§ 5 The Surety's obligations to a Claimant under this Bond shall arise after the following:

§ 5.1 Claimants, who do not have a direct contract with the Contractor,

- .1 have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
- .2 have sent a Claim to the Surety (at the address described in Section 13).

§ 5.2 Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

§ 6 If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

§ 7 When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

§ 7.1 Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

§ 7.2 Pay or arrange for payment of any undisputed amounts.

§ 7.3 The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

§ 8 The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 9 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

§ 10 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2. or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

§ 14 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 16 Definitions

§ 16.1 **Claim.** A written statement by the Claimant including at a minimum:

- .1 the name of the Claimant;
- .2 the name of the person for whom the labor was done, or materials or equipment furnished;
- .3 a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- .4 a brief description of the labor, materials or equipment furnished;
- .5 the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- .6 the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- .7 the total amount of previous payments received by the Claimant; and
- .8 the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 **Claimant.** An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 16.3 **Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

§ 16.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 16.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 17 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 18 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____
(Corporate Seal)

Company: _____
(Corporate Seal)

Signature: _____

Signature: _____

Name and Title:

Name and Title:

Address:

Address:

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Bond #: IAC 67357

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Kurt M Miller

their true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver on behalf of the Companies, as Surety, bonds, undertakings and other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

ONE MILLION FIVE HUNDRED THOUSAND (\$1,500,000.00) DOLLARS

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

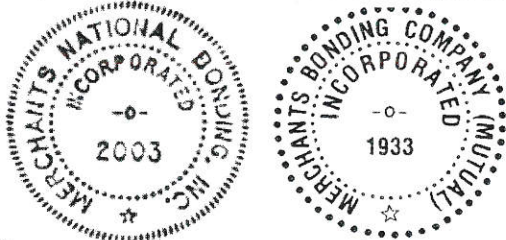
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 15th day of August, 2015.

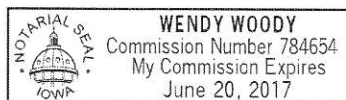


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 15th day of August, 2015, before me appeared Larry Taylor, to me personally known, who being by me sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

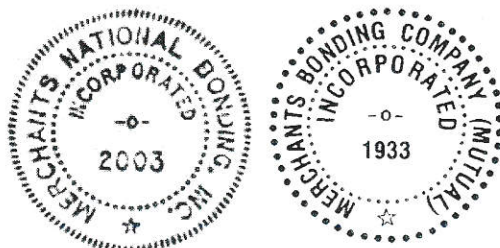


Wendy Woody
Notary Public, Polk County, Iowa

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 6th day of May, 2016.



William Warner Jr.
Secretary

SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE
05/09/2016

NAME OF INSURED: MTT Co dba Midwest Tennis and Track Co.

Midwest Tennis and Track & Midwest Sports Builders Inc

Named Insureds

Ins. No. Name

1 MTT Co. dba Midwest Tennis and Track Co.

2 Resilo Flex Inc. dba Midwest FieldTurf Co.

MEMORANDUM

TO: Board Members

FROM: Cathy Conklin, Director of Food Services
Shelly Clifford, Chief Financial Officer

DATE: June 1, 2016

SUBJECT: Milk and Dairy Bid – Contract Award

Dear Board Members,

Two milk and dairy bids were received in accordance with the bid due date and time:

Anderson Erickson Dairy, Des Moines, Iowa
Dean Foods, LeMars, Iowa

One milk and dairy bid was received after the bid due date and time but was accepted:

Hiland Dairy Foods, Grimes, Iowa



The Nutrition Services Department evaluated all the bids received, and the contract award for bread bids was approved at a previous meeting. However, because dairy product samples were requested for further evaluation before a recommendation could be made, contract award for Dairy Bids was postponed until the Board meeting on June 6, 2016.

The Urbandale Community School District administration recommends the following Nutrition Services Vendor Contract Awards for the 2016-17 school year:

Milk and Dairy – Anderson Erickson Dairy, Des Moines, Iowa

Breads – Rotella's Italian Bakery – (already approved at previous meeting)

(Anderson Erickson and Rotella's were the successful bidders for the previous school year.)

CONTRACTOR AGREEMENT

THIS CONTRACTOR AGREEMENT ("Agreement") is made and entered into as of the 6th day of June, 2016, by and between the American Dairy Association of the Midwest, a Minnesota nonprofit corporation ("ADA"), and the Urbandale Community School District, a public school corporation located in Polk County, Iowa ("Contractor").

WHEREAS, the ADA desires to retain Contractor to render Contractor services for the ADA on the terms and conditions set forth in this Agreement, and Contractor desires to be retained by the ADA on such terms and conditions,

NOW THEREFORE, in consideration of the premises, the respective covenants and commitments of the ADA and Contractor set forth in this Agreement, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the ADA and Contractor hereby agree as follows:

1. Retention of Contractor; Services to be Performed. The ADA hereby retains Contractor for the term of this Agreement to perform the Contractor services described in the statement of work attached to this Agreement as **Exhibit A**, which Exhibit A shall be incorporated into this Agreement by reference herein. The statement of work includes the type of payment or Contractor's rate of payment for such work, the types of any expenses incurred by Contractor to be reimbursed by the ADA in connection with such work, the maximum price the ADA shall be obligated to pay under this Agreement, the specific facility or facilities (if any) of the ADA which will be made accessible to Contractor, the time required to complete the work, and such other terms and conditions as shall be deemed appropriate or necessary for the performance of the work under this Agreement.

ADA hereby retains Contractor to provide personnel, including students, to staff ADA's Dairy Bar at the 2016 Iowa State Fair (the "Operations") during the period August 11 to August 21, 2016, inclusive, in such minimum number as the parties may agree to from time to time. ADA further agrees to provide a training session for those categories of personnel that ADA determines, in ADA's sole discretion, as needing training, at the site of the Operations each morning before opening the Dairy Bar (the "Training Session"). The Training Session shall cover areas of responsibility, which the parties shall mutually agree upon. ADA shall purchase entrance tickets and parking passes to the State Fair for each employee to be provided hereunder. ADA shall provide each of Contractor's employees provided hereunder with appropriate hats if they do not have their own.

ADA shall provide all facilities, equipment and supplies necessary for Contractor to perform services under this agreement.

ADA and Contractor hereby acknowledge that the Iowa Department of Health and/or the Iowa Department of Agriculture will conduct tests to assure that the Operations are conducted in a sanitary manner, according to state health standards ("Health Inspections"). Although it shall be ADA's responsibility to train and supervise the employees which Contractor provides so as to receive acceptable Health Inspections, as much as it is reasonably within Contractor's powers, Contractor shall impress upon the personnel it provides hereunder the importance of sanitary conditions at the Operations site.

2. Improvements and Inventions.

a. Notification and Disclosure. Contractor shall promptly notify the ADA in writing of the existence and nature of, and shall promptly and fully disclose to the Company, any and all ideas, designs, practices, processes, apparatus, improvements and inventions, whether or not they are believed to be

patentable ("Inventions"), which Contractor has conceived or first actually reduced to practice and/or may conceive or first actually reduce to practice during the period of Contractor's Contractor arrangement with the ADA or which Contractor may conceive or reduce to practice within six (6) months after termination of this Agreement, if such Inventions relate to a product or process upon which Contractor worked during the term of this Contractor arrangement with the Company.

b. Ownership and Patenting of Inventions. All such Inventions shall be the sole and exclusive property of the ADA or its nominee and, during the term of this Agreement and thereafter, whenever requested to do so by the Company, Contractor shall execute and assign any and all applications, assignments and other instruments that the ADA shall deem necessary or convenient in order to apply for and obtain Letters Patent of the United States and/or of any foreign countries for such Inventions and in order to assign and convey to the ADA or its nominee the sole and exclusive right, title and interest in and to such Inventions. Contractor will render aid and assistance to the ADA in any interference or litigation pertaining to such Inventions, and all expenses reasonably incurred by Contractor at the request of the ADA shall be borne by the Company. In this connection, if any such aid or assistance requires any expenditure of Contractor's time after termination of this Agreement, Contractor shall be entitled to compensation for the time requested by the ADA at an hourly rate equal to the pro rata hourly rate at which Contractor was being paid for a normal pay period immediately prior to the end of the term of this Agreement.

b. Copyrightable Material. All right, title, and interest in all copyrightable material which Contractor shall conceive or originate, either individually or jointly with others, and which arise out of the performance of this Agreement, will be the property of the ADA and are by this Agreement assigned to the ADA along with ownership of any and all copyrights in the copyrightable material. Contractor agrees to execute all papers and perform all other acts necessary to assist the ADA to obtain and register copyrights on such materials in any and all countries. Where applicable, works of authorship created by Contractor for the ADA in performing his responsibilities under this Agreement shall be considered "works made for hire" as defined in the U.S. Copyright Act.

c. Know-How and Trade Secrets. All know-how and trade secret information conceived or originated by Contractor which arises out of the performance of his obligations or responsibilities under this Agreement or any related material or information shall be the property of the Company, and all rights therein are by this Agreement assigned to the Company.

d. No Additional Remuneration. The payments contemplated by Section 1 above shall encompass adequate consideration for the transfer of any rights under this Section and no further payment shall be made to the Contractor.

e. Limitation. The provisions of this Section 2 shall not apply to any Invention meeting all of the following conditions:

- (1) such Invention was developed entirely on Contractor's own time;
- (2) such Invention was made without the use of any of the equipment, supplies, facility or trade secret information of the Company;
- (3) such Invention does not relate (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development;
and

- (4) such Invention does not result from any work performed by Contractor for the Company.

Contractor shall retain ownership rights in Inventions meeting the foregoing conditions ("Contractor Technology"). Contractor grants to the ADA the right to use any such Vendor Technology in connection with its use of any work product related to the services provided under this Agreement.

3. Non-Disclosure of Confidential Information. Contractor acknowledges that under this Agreement, Contractor will receive confidential, non-public information about the ADA and/or the Company's programs ("Confidential Information"). To protect the Company's Confidential Information, Contractor agrees as follows:

a. Non-disclosure. Except as permitted in writing by the Company, during the term of this Agreement or at any time thereafter, Contractor shall not divulge, furnish or make accessible to anyone or use in any way (other than in the ordinary course of providing services to the Company) any confidential or secret knowledge or information of the ADA which Contractor has acquired or become acquainted with or will acquire or become acquainted with prior to the termination of the period of his engagement by the ADA (including engagement by the ADA or any affiliated companies prior to the date of this Agreement), whether developed by Contractor or by others, concerning any trade secrets, confidential or secret designs, processes, formulae, plans, devices or material (whether or not patented or patentable) directly or indirectly useful in any aspect of the business of the Company, any customer or supplier lists of the Company, any confidential or secret development or research work of the Company, or any other confidential information or secret aspects of the business of the Company.

b. Exclusions. Confidential Information does not include any information, as evidenced by written records, (i) that has become part of the public domain by means other than breach of this Agreement; (ii) disclosed to Contractor by a third party with legal right to make such a disclosure; or (iii) developed by Contractor independently. The foregoing non-disclosure commitment shall not restrict Contractor from making a disclosure of any Confidential Information to the extent that Contractor is required to do so by applicable law or a governmental agency having jurisdiction over Contractor, provided that Contractor shall notify the ADA in advance of any such disclosure, if feasible, to offer the ADA a reasonable opportunity to obtain a protective order or other assurance of confidential treatment.

4. Representations and Warranties. Contractor hereby represents and warrants to the ADA that:

a. Contractor has disclosed to the ADA any and all other known obligations, arrangements, agreements or interests of Contractor that may constitute or give rise to a conflict of interest on the part of Contractor given the nature and terms of this Agreement;

b. Contractor is not now, and will not be at any time during the term of this Agreement, under any known obligation of a contractual or other nature to any person, firm, corporation or other entity which is inconsistent or in conflict with this Agreement, or which would prevent, limit or impair the execution of this Agreement or the performance by Contractor of Contractor's obligations hereunder;

c. Contractor will render services to the ADA hereunder in a lawful, businesslike and professional manner in accordance with generally accepted standards for the nature of the work performed and will act in a manner reasonably calculated to protect the good name and business reputation of the ADA;

d. Contractor has or will obtain any necessary permits or licenses to perform the services contemplated hereunder;

e. All of the Inventions, material, or work product made, created, conceived, written, invented or provided by Contractor pursuant to the provisions of this Agreement shall be free and clear of all liens, claims, encumbrances or demands of third parties, including any claims by any such third parties of any right, title or interest in or to such Inventions, material or work product arising out of any trade secret, copyright or patent; and

5. Compliance with Laws. Both Contractor and ADA will comply with all applicable laws and/or regulations in the performance of their responsibilities under this Agreement.

6. **Record Keeping.** Contractor shall keep accurate and complete records, as outlined and requested by the ADA, relating to its obligations under this Agreement and provide the ADA access to its applicable records and files in order to enable the ADA to confirm that services performed and charges invoiced are in compliance with this Agreement.

7. **Safety Precautions; Use of the Company's Equipment.**

a. **Safety.** Contractor shall take reasonable precautions to prevent injury to any persons (including employees of the ADA) or damage to the ADA's property during the term of this Agreement.

b. **Equipment.** ADA take reasonable steps to ensure all equipment, tools or facilities on the ADA property is in safe and proper working order. In the event the ADA permits Contractor to use any of the Company's equipment, tools or facilities during the term of this Agreement, such permission will be gratuitous and Contractor shall indemnify and hold harmless the ADA and its officers, directors, agents and employees from and against any claim, loss, expense or judgment related to injury to person or property (including death) arising out of the use of any such equipment, tools or facilities, except to the extent such claim, loss, expense or judgments is related to the negligent or intentional misconduct or omission of the ADA related to its provided equipment, tools or facilities, including the negligent maintenance of same.

8. **Term.** Unless terminated as provided herein, this Agreement shall commence as of the date first written above and shall continue until the later of the completion of the services set forth in the Statements of Work attached as Schedule A. In the event of expiration of this Agreement, any execution of a new Statement of Work shall constitute renewal of this Agreement.

9. **Termination.** Either party may terminate this Agreement earlier than its normal expiration date under the following circumstances:

a. **Mutual Agreement of the Parties.** The parties may mutually agree to terminate this Agreement at any time and under any circumstances that they have mutually agreed upon.

b. **Termination for Breach.** Either party may terminate this Agreement at anytime upon 24 hours prior advance notice if the other party breaches its duties as described in this Agreement.

10. **Non-Disparagement.** Contractor agrees that, in exchange for the consideration set forth in this Agreement, Contractor will not, either during the term of this Agreement or thereafter, make any oral or written statements that denigrate, ridicule or criticize the ADA or its agents, officers,

business practices, services or products and will refrain from any disparagement, defamation, libel, or slander of the same.

11. Miscellaneous.

a. Assignment. This Agreement and the rights and obligations of the parties hereunder shall not be assignable, in whole or in part, by Contractor without the prior written consent of the ADA. The ADA may assign its rights and obligations hereunder to any of the ADA's affiliated companies or to any successors or assigns, upon prior notice to Contractor.

b. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the state of Iowa without regard to the state's conflicts laws. The parties agree to make every reasonable attempt to resolve in an amicable manner all disputes concerning the interpretation of this Agreement. In the event that the parties are unable to reach such amicable resolution independently, the parties hereby agree that any dispute relating to this Agreement or arising out of services performed by Contractor shall be venued in the State of Iowa, United States of America, and the parties agree that they shall be subject to the jurisdiction of the courts within the State of Iowa.

c. Entire Agreement/Amendment. This Agreement, including Exhibit A, evidences the entire understanding and agreement of the parties hereto relative to the Contractor arrangement between Contractor and the ADA and the other matters discussed herein. This Agreement supersedes any and all other agreements and understandings, whether written or oral, relative to the matters discussed herein. This Agreement may only be amended by a written document signed by both Contractor and the ADA.

d. Injunctive Relief. Contractor acknowledges that the ADA would be irreparably harmed as a result of any breach by Contractor of the provisions of Sections 2, 3 and/or 6 of this Agreement. Accordingly, in the event of any actual or threatened breach of such provisions, the ADA shall (in addition to any other remedies that it may have, whether at law or in equity) be entitled to temporary and/or permanent injunctive relief to enforce such provisions, and such relief may be granted without the necessity of proving actual damages or posting bond. Contractor further agrees not to interpose as a defense to any claim of such a breach (whether actual or threatened), that the ADA has an adequate remedy at law.

e. Indemnification. Contractor agrees to indemnify and hold the ADA harmless from all claims, losses, expenses, fees (including attorneys fees), costs and judgments that may be asserted against the ADA that result from the acts or omissions of Contractor in the performance of its services under this Agreement. Such right of indemnification shall remain in full force and effect after termination of this Agreement. Contractor further agrees that Contractor is fully responsible, at Contractor's own expense, to discharge all applicable obligations imposed by federal and state law related to the services provided under this Agreement and shall hold the ADA harmless on account of Contractor's failure to do so. Contractor acknowledges that Contractor is solely responsible for filing all necessary federal, state, and local taxes, including timely payment of estimated income taxes and self-employment taxes.

ADA agrees to indemnify and hold the Contractor, its directors, employees, agents and representatives, harmless from all claims, losses, expenses, fees (including attorneys fees), costs and judgments that may be asserted against the Contractor that result from the acts or omissions of ADA under the terms of this Agreement. Such right of indemnification shall remain in full force and effect after termination of this Agreement. ADA further agrees that ADA is fully responsible, at ADA's own expense, to discharge all applicable obligations imposed by federal and state law and shall hold the Contractor harmless on account of ADA's failure to do so.

f. **Severability.** To the extent any provision of this Agreement shall be determined to be invalid or unenforceable, such provision shall be deleted from this Agreement, and the validity and enforceability of the remainder of such provision and of this Agreement shall be unaffected.

g. **Status of Contractor.** In rendering services pursuant to this Agreement, Contractor shall be acting as an independent contractor and not as an employee or agent of the ADA. As an independent contractor, Contractor is, at all times, free to exercise Contractor's own initiative, judgment, and discretion as to how best to proceed in providing services as set forth in this Agreement and the exhibits attached hereto. Contractor shall have absolute discretion over working methods, hours, and means of operation. The ADA is interested solely in the results to be obtained through Contractor's services; the ADA shall have no right to direct or control Contractor's activities or the manner in which Contractor achieves desired results. Provided, however, Contractor shall follow ADA cash collection methods outlined in Exhibit A and ADA shall be responsible to insure Contractor's employees are trained and supervised in accordance with health standards subject to Health Inspections as described in Section 1. As an independent contractor, Contractor shall have no authority, express or implied, to commit or obligate the ADA in any manner whatsoever, except as specifically authorized from time to time in writing by an authorized representative of the ADA, which authorization may be general or specific. Nothing contained in this Agreement shall be construed or applied to create a partnership. Contractor shall be responsible for the payment of all federal, state or local taxes payable with respect to all amounts paid to Contractor under this Agreement; provided, however, that if the ADA is determined to be liable for collection and/or remittance of any such taxes, Contractor shall immediately reimburse the ADA for all such payments made by the ADA. Contractor acknowledges and agrees that Contractor shall not be treated as an ADA employee for purposes of any federal, state, or other laws, including, without limitation, those related to employment tax withholding, unemployment insurance, or workers' compensation insurance. Contractor understands and agrees that as an independent contractor, Contractor does not qualify for any employment benefits that the ADA provides, including, without limitation, insurance, paid-time-off, and 401(k) benefits. Contractor agrees to maintain in force during the entire period that Contractor takes any actions or conducts any activities hereunder, the following insurance coverages:

- (a) **General Liability Insurance.** Comprehensive general liability insurance insuring against personal injury or property damage in an amount at least equal to \$1,000,000.00 per occurrence;
- (b) **Employer's Liability Insurance.** Employer's liability and Workers' Compensation insurance in accordance with the laws of the State of Iowa.
- (c) **Evidence of Insurance.** Contractor shall name ADA as an additional insured on the general liability insurance policy. Contractor and ADA shall provide the other party with evidence that the required insurance is in effect prior to the commencement of services hereunder.

h. **Notices.** All notices required or permitted by any provision of this Agreement shall be in writing and shall be deemed given when personally delivered to an officer of the addressee, or when deposited in the certified United States mail, return receipt requested, postage paid, properly addressed as follows:

To the Company: American Dairy Association of the Midwest
 Attn: Mitch Schulte
 101 NE Trilein
 Ankeny, IA 50021

To Contractor: Urbandale Community School District
 Attn: Chief Financial Officer
 11152 Aurora Avenue
 Urbandale, IA 50322
 515.457.5003

or to such other address within the United States of America as either party hereto may hereafter specify by notice in writing to the other at least ten (10) business days prior to the effective date of said change of address.

i. Duty to Return Documents and Tangible Property to ADA. Upon termination of this Agreement, Contractor shall deliver to the ADA any and all ADA property, including, but not limited to, all correspondence, specifications, papers, records, notes, data, memoranda, models and equipment, and any copies of the same, including any such information in electronic form, that are in Contractor's possession and that are the ADA's property or relate to the ADA's business.

j. Waiver. No waiver of any provision of this Agreement shall be valid unless it is in writing and signed by the waiving party. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or a limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

k. Permission to Use Likeness. The Contractor hereby grants the ADA the irrevocable and unrestricted right to take and use and license others to take and use its or its employees' names, pictures, likenesses, photographs, films, videotapes, and/or verbal statements in all forms, all media and all manners for any editorial, informational, promotional, fundraising, internet (web site) and/or publicity purposes of the ADA. The Contractor understands that its employees may be identified by name, age and/or occupation in connection with the public, private and/or internal use of this material. Contractor grants this consent as a voluntary contribution to ADA and waives any rights it may have in connection with any use of the material, including any right to inspect or approve the finished use and any written copy that may be created in connection with such use. The Contractor releases ADA, its licensees, agents, successors, and assigns from all liability for claims and demands arising from such use.
Yes No

l. Inability to Perform. In the event ADA is unable to make the facilities available for the Operations as a result of fire, explosion, interruption of power, flood, action of the elements, or any other cause beyond the control of the ADA, ADA may suspend performance under this Agreement for such period as ADA is unable to make the necessary facilities available.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date of the last party to sign below.

CONTRACTOR

**AMERICAN DAIRY ASSOCIATION
OF THE MIDWEST**

By: _____

By: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Exhibit A

Services to Be Performed:

Contractor shall perform the following services:

Contractor's personnel shall collect the cash charged for sale of products in accordance with policies and procedures established by ADA and explained to Contractor's personnel at the Training Session. Although it shall be ADA's responsibility to train and supervise the employees which Contractor provides so as to receive acceptable Health Inspections, as much as it is reasonably within Contractor's powers, Contractor shall impress upon the personnel it provides hereunder the importance of sanitary conditions and Safety at the Operations site.

Contractor will complete the work permit process for the child labor law in the state of Iowa, the following compliance activities will be the Contractor's role in order to successfully execute the staffing needs:

1. Read, understand and comply with the state of Iowa Code Chapter 92 (Iowa Child Labor Law)
2. Complete the Iowa Child Labor Application/Work Permit utilizing the completion guide for compliance requirements.
 - a. The information required to complete the Business/Employer's section will be provided to the Contractor from ADA .
 - b. Per the Iowa Workforce Center, a Contractor representative may review and sign the work permit on ADA 's behalf
 - c. Completed work permits will be submitted to the Iowa Workforce Center by the following date August 1rd, 2016.
 - d. In case of an audit, the work permit, documentation and proof of submission must be located onsite.

Deliverables:

In connection with such services, Contractor shall provide to the ADA the following deliverables:

Contractor has agreed to provide a minimum number of workers as determined by the ADA to be 25 workers per shift, with a minimum of eight adults per shift. If Contractor does not fulfill the minimum staffing needs, ADA can hire supplemental staff, and deduct the cost from the Contractor final payment. ADA shall retain the right to request additional staffing, with compensation equaling \$33.64 per person, per shift. If Contractor declines the opportunity to fulfill the additional staff needs over the minimum agreed to, the ADA may hire additional staff at the ADA 's expense.

Compensation:

ADA shall pay the Contractor's designee the sum of \$18,500.

Contractor's Designee:	Urbandale Performing Arts Booster Club c/o William Watson, Ph.D., CAA, Activities Director Urbandale High School 7111 Aurora Avenue Urbandale, IA 50322
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Contractor has agreed to provide a minimum number of workers as determined by the ADA to be 25 workers per shift, with a minimum of eight adults per shift. If Contractor does not fulfill the minimum staffing needs, ADA can hire supplemental staff, and deduct the cost from the Contractor final payment. ADA shall retain the right to request additional staffing, with compensation equaling \$33.64 per person, per shift. If Contractor declines the opportunity to fulfill the additional staff needs over the minimum agreed to, the ADA may hire additional staff at the ADA's expense.

Timing of payment(s):

Within ten days following the satisfactory completion of the duties herein.

Types of expenses of Contractor to be reimbursed by the Company:

Contractor shall pay and bear expenses or costs, if any, which Contractor incurs to perform its services under this Agreement, without any reimbursement from ADA .

Commencement and Completion of Services:

The services described in Section 1 of the Agreement shall commence on August 11, 2016, and be completed by August 21, 2016.

Maximum amount the ADA is required to pay to Contractor under this Agreement (including, without limitation, payments and expense reimbursements identified above) for completion of all work required hereunder:

\$18,500.

Facility or facilities where work is to be performed:

ADA 's Dairy Bars at the 2016 Iowa State Fair

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

School Board Meeting

June 6, 2016

Special Report # 19

**TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS**

**FROM: WILLIAM R. WATSON
DIRECTOR OF ACTIVITIES AND COMMUNITY EDUCATION**

DATE: JUNE 6, 2016

Please accept this memorandum in recommendation that the Board of Directors approve the attached contract with Contemporary Services Corporation for Event Management Services during the 2016-2017 school year.

The rate increase for this coming school year is 3% which is consistent with other schools in the area.

**AGREEMENT FOR CROWD MANAGEMENT SERVICES
FOR THE URBANDALE COMMUNITY SCHOOL DISTRICT**

This Agreement is made and entered into by and between the URBANDALE COMMUNITY SCHOOL DISTRICT (“MANAGER”), and CONTEMPORARY SERVICES CORPORATION, (“CONTRACTOR”).

MANAGER has determined that it is reasonably necessary and appropriate to engage the services of a firm to provide certain crowd management services (“Services”) required at various sports and entertainment events (“Events”) at various Urbandale Community School District locations as requested by MANAGER (each individual location a “Job Site”). In rendering these services, CONTRACTOR shall exercise the ordinary standard of care expected in the crowd management services industry.

NOW, THEREFORE, MANAGER and CONTRACTOR mutually agree as follows:

1. CONTRACTOR’S SERVICES

CONTRACTOR shall have the sole and exclusive right to provide the crowd management services, as determined necessary by MANAGER, for Events at the Job Site(s) and such other locations as may from time to time be designated in writing. This agreement shall in no way interfere, interrupt or disturb actions conducted within the Job Site by state, federal or local police agencies. Nothing in this Agreement shall prevent the MANAGER from hiring law enforcement agencies for provision of crowd control at Events at the Job Sites in addition to the use of CONTRACTOR or for hiring law enforcement exclusively for Events as MANAGER deems advisable.

2. STAFF LEVELS

A. At least one (1) week prior to the first day of an Event for which Services will be necessary, MANAGER shall provide to CONTRACTOR a written job order that includes the number and classifications of personnel requested and the time periods for which they will be needed. If MANAGER does not provide such timely notice, CONTRACTOR shall make best efforts to provide the requested personnel for the Event; however, CONTRACTOR's inability to do so shall not be a breach of this Agreement.

B. Staffing levels and specific posts will be determined by MANAGER following consultation with CONTRACTOR. MANAGER shall have the final decision as to the number of CONTRACTOR's personnel to be used and the deployment (i.e., placement at the Job Site). MANAGER agrees that for all requests for CONTRACTOR personnel at least one Supervisor shall be ordered and such Supervisor shall act as the Event Coordinator where the personnel request is for less than ten (10) personnel. Supervisors shall not supervise a group of personnel in excess of ten (10) CONTRACTOR personnel, so for Events where more than ten (10) CONTRACTOR personnel will be required, additional supervisors shall be ordered to ensure that no Supervisor will be required to supervise more than Ten (10) Contractor personnel. The Supervisors shall not be assigned or included in the fixed postposition order.

3. SUPERVISION AND AUTHORITY

A. In order for CONTRACTOR to be effective in the delivery of Services, CONTRACTOR must manage and supervise its employees. Therefore, CONTRACTOR shall be accountable for the direct supervision of its employees. MANAGER shall make all requests regarding deployment, positioning, post assignments and conduct through CONTRACTOR's Lead Supervisor at the Event in question. The Lead Supervisor for each Event will be accountable for the satisfaction of such requests to the extent that such requests are consistent with Job Site policies, this Agreement and local, state and federal laws.

B. If at any time MANAGER feels that any employee of CONTRACTOR is not satisfactory, MANAGER shall notify CONTRACTOR of the reasons for its dissatisfaction with such employee verbally and in writing. CONTRACTOR shall attempt to promptly correct the employee’s conduct to the satisfaction of MANAGER. If the employee continues to be unsatisfactory to MANAGER, or if the initial conduct was so egregious as to warrant dismissal, MANAGER may demand that CONTRACTOR cease using said employee at all Job Sites. CONTRACTOR shall promptly comply with such request. MANAGER agrees that any requests pursuant to this paragraph shall not be based upon unlawful discrimination in regards to an employee's race, religion, national origin, age, gender, sexual orientation, gender identity or disability.

4. EVENT STAFF RESPONSIBILITIES

CONTRACTOR's personnel shall be responsible for the carrying out of the written Job Site rules, regulations and policies applicable to CONTRACTOR and issued by MANAGER to CONTRACTOR. CONTRACTOR's personnel shall work with and assist the proper local authorities when necessary and appear in court and other proceedings as becomes necessary. MANAGER shall pay the hourly rate of any such CONTRACTOR personnel that attend such proceedings on behalf of or at the request of MANAGER or the proper local authorities, but only if such attendance is required in connection with an Event at the Job Site and if such proceeding does not involve CONTRACTOR liability.

5. EVENT REPORTING TIMES

CONTRACTOR requires time prior to an Event for the briefing and distribution of employees at the Job Site. The following reporting time requirements shall be used:

- a. Where the number of employees ordered is ten (10) or fewer, the reporting time shall be fifteen minutes prior to the time designated by MANAGER for services to begin.
- b. Where the number of employees ordered is more than ten (10) but less than fifty-one (51), the reporting time shall be thirty (30) minutes prior to the time designated by MANAGER for services to begin.
- c. Where the number of employees order is fifty-one (51) or more, the reporting time shall be forty-five (45) minutes prior to the time designated by MANAGER for services to begin.

6. PAYMENTS AND TERMS

A. Payment for any Services rendered by CONTRACTOR to MANAGER under this Agreement shall be due and payable no later than thirty-five (35) days from the date that an Invoice for Services is received by MANAGER. An invoice shall be mailed to MANAGER within seven (7) working days after the Services were provided at an Event covered under this Agreement. In no event shall the failure of CONTRACTOR to present a written invoice within seven (7) days of any given Event negate the responsibility of MANAGER to make payment for the Services within the thirty-five (35) day period.

B. All payments made by MANAGER to CONTRACTOR should be remitted as follows:

If by mail to: Contemporary Services Corporation
PO Box 511282
Los Angeles, CA 90051-7837

If Via overnight/Fed Ex to: US Bank c/o lockbox 511282
Attn: Wholesale Lockbox
16420 Valley View Avenue
La Mirada, CA 90638

C. If payment is not timely made as provided for above, MANAGER shall pay all collection expenses, including reasonable costs and attorney's fees, regardless of whether or not suit is filed. If payment is not received within thirty-five (35) days of the receipt of an invoice, MANAGER shall pay one and one-half percent (1½%) per month interest as a finance charge on any and all late payments, with such finance charges being added to each subsequent statement.

D. If Services or personnel requested of CONTRACTOR by MANAGER are cancelled, any and all payments to be made to CONTRACTOR pursuant to Paragraph 7 (G) of this Agreement shall be made pursuant to the above Paragraphs 6 (A) and (B) as if such personnel worked on the date of such Event. If the Event was cancelled, such Services shall be subject to payment by MANAGER as set forth in Paragraphs 6 (A) and (B) above as if the Event was in fact held on the scheduled date.

7. COMPENSATION

A. MANAGER shall pay at the following rates, plus any applicable sales taxes on such services, per employee-hour, with a minimum of four (4) hours per employee (if an employee works in excess of four (4) hours, MANAGER shall pay in fifteen (15) minute increments):

Event Staff	\$18.04
Supervisors	\$22.28
Event Manager	\$27.81

Any applicable sales taxes on such services shall be added to the above rates as applicable and shall be set forth in the invoice presented by the CONTRACTOR to the MANAGER.

B. If State, Federal, local city or county Minimum Wage Standards, applicable Living Wages, governmentally mandated health benefits payments or related levies or taxes or the like are increased or levied, as the case may be, against CONTRACTOR during this Agreement, the rates paid to CONTRACTOR by MANAGER shall be adjusted by any such increase, levy, payments or taxes, times 1.4 to reflect the increase in minimum wages and/or related benefits payments, levies or taxes.

C. If MANAGER requests a specific CONTRACTOR employee or specifies certain acceptable employees who may work an Event or position, MANAGER shall pay the base rate by classification for such employee (e.g., a Supervisor being positioned at a non-Supervisor spot).

D. MANAGER shall pay one and one-half (1-1/2) times the rates for all services provided on the following holidays (except as noted, holidays shall be celebrated on the day observed by the Federal Government):

New Year’s Day (January 1)	Labor Day
Martin Luther King’s Birthday	Thanksgiving Day
Easter Sunday	Christmas Eve
Memorial Day	Christmas Day (December 25)
Independence Day (July 4)	New Year’s Eve

E. If a CONTRACTOR employee works more than forty (40) hours per week for Events covered by this Agreement, the overtime hours shall be paid by MANAGER at one and one half (1 1/2) times the rates or as otherwise required by applicable law.

F. If MANAGER provides CONTRACTOR with less than seventy-two (72) hours notice of personnel requests, MANAGER shall pay one and one-half (1 1/2) times the rates for such requests. If MANAGER provides CONTRACTOR with less than twenty-four (24) hours notice of personnel requests, MANAGER shall pay two (2) times the rates for such requests.

G. If MANAGER cancels any or all of its personnel requests less than twenty four (24) hours prior to Event reporting time, CONTRACTOR will use its best efforts to cancel such requests, but in the event that CONTRACTOR is unable to reach all personnel requested, MANAGER shall pay, in addition to sums due for services actually provided, at the regular rate for each canceled employee who cannot be reached by CONTRACTOR as if such employee had worked four (4) hours.

8. UNIFORMS AND EQUIPMENT

A. CONTRACTOR’S normal uniform for personnel shall be black slacks and a yellow windbreaker, nylon jacket or golf shirt with the words “Event Staff” printed on the back and the CONTRACTOR’s logo and an identifying number on the front. Supervisors’ normal attire shall be a shirt or jacket of a different color than other personnel and shall have the word “Supervisor” on the front.

B. If MANAGER requests that CONTRACTOR utilize metal detection wands, MANAGER agrees that the effectiveness of metal detecting wand procedures is that of a visual deterrent in attempting to screen out prohibited metal objects from being brought into the Job Site. CONTRACTOR agrees to implement the requested

services so as to maximize the effectiveness as intended. However, CONTRACTOR does not represent that the use of the metal detection wands shall be completely effective against any and all contraband. If CONTRACTOR provides metal detecting wand devices for an Event, there shall be a rental charge of Twenty-Five and 00/100 dollars (\$25.00) per device per Event day. If CONTRACTOR provides two-way radios for an Event, there shall be a rental charge of Fifteen and 00/100 dollars (\$15.00) per radio device per Event day. Any other equipment or supplies MANAGER desires shall be provided by MANAGER or may be purchased or rented by CONTRACTOR with MANAGER providing reimbursement for the cost of the supplies and any related labor cost.

C. MANAGER shall supply CONTRACTOR with a suitable check-in area for employee roll call, and locked storage area for the exclusive use of CONTRACTOR and its employees.

D. CONTRACTOR's personnel shall be provided parking at the Job Site, or off-Job Site parking with a shuttle service to the Job Site, at no cost to CONTRACTOR or its personnel.

9. EMPLOYMENT OFFERINGS

MANAGER understands the time and expense CONTRACTOR incurs to recruit and train employees and MANAGER, therefore, agrees not to solicit, offer to hire, or hire, CONTRACTOR's employees (defined as anyone employed by CONTRACTOR during this Agreement or within one (1) year prior to such solicitation, offering or hiring, whichever is longer) either during the term of this Agreement or for a period of one (1) year thereafter, without first obtaining the written consent of CONTRACTOR. The parties agree that it would be difficult and impractical to calculate the damage sustained by CONTRACTOR and its operations as a result of violation of this paragraph. Therefore, should MANAGER violate this paragraph, MANAGER agrees to pay twenty (20) percent of the employee's expected first year's gross earnings from MANAGER or five thousand dollars (\$5000.00), whichever is greater, and the reasonable costs and attorney's fees to collect those liquidated damages regardless of whether or not suit is filed.

10. BUSINESS OFFERINGS

MANAGER fully understands the time and expense CONTRACTOR incurs to recruit and train personnel and MANAGER, therefore, agrees not to assist or encourage any of CONTRACTOR's employees (as defined in section 9 above) to start up a business which would provide similar services to MANAGER or to retain or hire any such businesses during the term of this Agreement or for a period of one (1) year thereafter.

11. PERMITS

CONTRACTOR and its officers, agents and employees shall obtain and maintain all permits and licenses necessary for CONTRACTOR's performance hereunder at CONTRACTOR's cost.

12. INSURANCE

A. General Conditions

During this Agreement, without limiting or broadening CONTRACTOR's indemnification obligations, CONTRACTOR shall provide and maintain, at its expense, insurance coverage as follows:

i. Worker's Compensation Insurance as required by applicable federal and state law, including Employer's Liability insurance with a limit of One Million Dollars (\$1,000,000.00).

ii. Comprehensive General Liability insurance with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate. The policy shall include coverage of bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), and blanket contractual and products coverage.

iii. Comprehensive Automobile Liability insurance with a limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00) per occurrence with respect to CONTRACTOR's owned, hired or non-owned vehicles.

B. Additional CONTRACTOR Conditions

i. CONTRACTOR shall utilize forms and insurers reasonably acceptable to MANAGER, which approval shall not be unreasonably withheld.

ii. Authorized Brokers and Carriers

All required policies of insurance shall be written with carriers authorized to conduct business in the state where services are performed.

iii. Evidence of Insurance

CONTRACTOR shall submit to MANAGER a certificate of insurance upon execution of this Agreement by both parties hereto as evidence that all required insurance policies, conditions and limits are in full force and effect and that MANAGER shall be notified if any changes of consequence to the required coverage occur.

iv. Aggregate Limits/Blanket Coverage

If any of the required insurance coverage contains aggregate limits that apply to other operations of CONTRACTOR not related to this Agreement, CONTRACTOR shall take steps to notify MANAGER of the exhaustion of such aggregate limits.

C. Indemnification

i. CONTRACTOR shall indemnify, defend and hold harmless MANAGER, and its affiliates, agents, directors, officers and employees (collectively the "Indemnified Parties") from and against any liability, cost or expense, including reasonable attorney's fees, arising out of or associated with any claim for damages and/or personal injury, including death therefrom, to any person, or property damage or loss (collectively "Claims"), arising out of the negligent conduct or willful misconduct of CONTRACTOR or its employees in the course of CONTRACTOR's performance under this Agreement. CONTRACTOR shall not indemnify, defend or hold harmless the Indemnified Parties from and against any liability, cost or expense arising out of the negligence or willful misconduct of the Indemnified Parties or the independent acts of third parties not affiliated with CONTRACTOR. Nor shall the foregoing duty of CONTRACTOR to indemnify apply to the following: the physical condition of any premises; the sale of food and/or beverages; the maintenance, service, or inspection of mechanical equipment of any nature, except for equipment provided by CONTRACTOR; any response or lack of response by agencies contacted by the Indemnified Parties or CONTRACTOR; first aid treatment; incidents occurring outside CONTRACTOR's designated area of coverage; the number or placement of CONTRACTOR'S personnel; the actions of Indemnified Parties' personnel or other subcontractors; any emergency plan or order for the carrying out of same. Nothing in this paragraph shall be interpreted to relieve the CONTRACTOR of its obligations to a third party or to indemnify MANAGER in the event that a court finds both parties liable for injuries to a third party and assigns a percentage of "fault" to CONTRACTOR.

ii. MANAGER shall indemnify, defend and hold harmless CONTRACTOR, its affiliates, agents, directors, officers and employees from and against any liability, cost or expense, including reasonable attorney's fees, arising out of or associated with any claim for damages and/or personal injury, including death there from, to any person, or property damage or loss, arising out of: the negligent conduct or willful misconduct of MANAGER or its partners, officers, employees, affiliates and agents in the course of performance of this Agreement; MANAGER's exercising of its discretion as to the number of CONTRACTOR's personnel; the physical condition of any premises; the sale of food and/or beverages; and, the maintenance, service, or inspection of mechanical equipment of any nature, except for equipment provided by CONTRACTOR. MANAGER shall not indemnify, defend or hold harmless CONTRACTOR, its agents, officers or employees from and against any liability, cost or expense arising out of the negligence or willful misconduct of CONTRACTOR, its agents, officers or employees. Nothing in this paragraph shall be interpreted to relieve the MANAGER of its obligations to a third party or to indemnify CONTRACTOR in the event that a court finds both parties liable for injuries to a third party and assigns a percentage of "fault" to MANAGER.

13. CLAIMS FOR LABOR AND MATERIALS

CONTRACTOR shall promptly pay when due all amounts payable for labor and materials furnished in the performance of this Agreement so as to prevent any lien or other claim under any provision of law from arising against any of MANAGER’s property and against CONTRACTOR’s rights to payments hereunder. CONTRACTOR shall pay all amounts due under the applicable Unemployment Insurance Act with respect to such labor. CONTRACTOR shall immediately perform all necessary steps to pay and discharge any lien against any of the aforementioned property.

14. INDEPENDENT CONTRACTOR STATUS

This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association as between MANAGER and CONTRACTOR. All CONTRACTOR personnel furnishing services pursuant to this Agreement are for all purposes, including Worker’s Compensation liability, employees solely of CONTRACTOR and not of MANAGER.

15. PROHIBITION AGAINST ASSIGNMENT OR DELEGATION

This Agreement shall bind and benefit the parties and their respective heirs, representatives, successors and assigns. However, this Agreement shall not be assigned or otherwise transferred by either party hereunder without the prior written consent of the other party, whose consent may not be unreasonably withheld.

16. NOTICES

Any notice or other communication given hereunder or in connection herewith shall be sufficiently given if in writing and (a) sent by certified mail or overnight courier, postage or delivery costs prepaid and return receipt requested, (b) sent by facsimile transmission, or (c) delivered personally, to the parties hereto at the following addresses or to such addresses as the parties may from time to time provide in accordance herewith:

MANAGER: Urbandale Community School District
7111 Aurora Avenue
Urbandale, IA 50322
Attn: William R. Watson

CONTRACTOR: Contemporary Services Corporation
17101 Superior Street
Northridge, California 91325
Attn: Legal Department

Such notice shall be deemed given on the date on which personally served or, if by mail, on the third (3rd) day after being posted or on the date of actual receipt, whichever is earlier, or if by facsimile transaction with confirmation of receipt, one (1) business day after sent or the time of actual receipt, whichever is earlier.

17. TERM AND TERMINATION

A. The term of this Agreement shall commence at the beginning of the day on July 1, 2016 and terminate at the end of the day on June 30, 2017. Upon written notification thirty (30) days prior to the expiration of the initial term or any renewal term hereafter, MANAGER may exercise an option to extend this Agreement for a total of two (2), one-year periods with all conditions of this Agreement remaining the same except that MANAGER and CONTRACTOR shall mutually agree upon the compensation for the upcoming term prior to the commencement thereof.

B. Should either party be in material default under the terms of this Agreement, the non-defaulting party shall provide written notice of the default except in the case of default by the MANAGER resulting from a failure to make payment to the CONTRACTOR for Services pursuant to Paragraph 6 above. The defaulting party shall have thirty (30) days to cure or take reasonable steps to begin to cure, depending on the circumstances, the default. However, where such default is a result of a failure of the MANAGER to remit payment for Services under Paragraph 6 herein, no cure period shall be granted, the MANAGER shall be considered in default under this Agreement, and payment for such Service shall remain due and immediately payable. Should the defaulting party

fail to meet the foregoing requirements, the non-defaulting party may terminate this Agreement upon delivery of written notice of termination to the other party.

18. INTEGRATED AGREEMENT

A. This Agreement sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous agreements or understandings, whether written or oral, relating thereto. This Agreement may be amended only in writing, signed by persons authorized to bind the parties thereto.

B. For the convenience of the parties, this Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same Agreement.

19. BREACH

Except for excusable delays, if any party fails to perform, in whole or in part, any promise, covenant or agreement set forth herein, or should any representation made by either party be untrue, any aggrieved party may avail itself of all rights and remedies, in law or equity, in the courts of law. Said rights and remedies are cumulative of those provided for herein except that in no event shall any party recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

20. APPLICABLE LAW, INTERPRETATION AND SEVERABILITY

A. Each party's performance hereunder shall comply with all applicable federal, state and local laws. This Agreement shall be enforced and interpreted under the laws of the state in which the services are performed. Should any part, term or provision of this Agreement be held void, illegal, unenforceable or in conflict with any law of a federal, state or local government having jurisdiction over this Agreement, the validity of the remaining parts or provisions of this Agreement shall not be affected thereby.

B. Section headings contained herein are solely for the purpose of aiding in the speedy location of subject matter and are not in any sense to be given weight in the construction of this Agreement. Accordingly, in case of any question with respect to the construction of this Agreement, it is to be construed as if such section headings had been omitted.

C. This Agreement has been negotiated at arm's length between the parties hereto, both of which are sophisticated and knowledgeable in the matters dealt with in this Agreement. Accordingly, any rule of law or legal decision that would require any ambiguities in this Agreement to be interpreted against the party that drafted it, is not applicable and is hereby waived. The provisions of this Agreement shall be interpreted in a reasonable manner to give effect to the purpose and intent of the parties.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

21. ATTORNEY'S FEES

Should either party commence any legal action or proceeding in order to enforce or interpret any term or provision of this Agreement, the prevailing party shall recover its reasonable costs and attorney's fees.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed by their authorized representative.

MANAGER: URBANDALE COMMUNITY SCHOOL DISTRICT

Date: _____

By: _____

Print Name: _____

Title: _____

CONTRACTOR: CONTEMPORARY SERVICES CORPORATION

Date: _____

By: _____

Print Name: _____

Title: _____

**Agreement Between Drake University Head Start and
the Urbandale Community School District**

**School Board Meeting
June 6, 2016
Special Report # 20**

This Agreement is made and entered into as of this 1st day of July, 2016, by and between the Urbandale Community School District, 11152 Aurora Avenue, Urbandale, Iowa 50322 ("School District") and Drake University Head Start (an entity of Drake University), 3206 University Avenue, Des Moines, Iowa 50311 ("Drake"):

1. Premises.

School District agrees to provide a mobile classroom located at Karen Acres Elementary School at 3500 74th Street, Urbandale, Iowa 50322 (the "classroom") to Drake for purposes as set forth in this Agreement. School District will not assess any charges on the use of the classroom. The School District shall also allow Drake a nonexclusive right to use the Karen Acres Elementary School playground, parking lot, adjoining sidewalks, roads, and means of ingress and egress to and from the classroom. Drake shall also have the non-exclusive right to use the kitchen and gym as well as to use, as reasonably necessary, the restrooms, hallways, stairs, and ramps at Karen Acres Elementary School. Scheduling the use of the playground, kitchen, gym or other areas within the Karen Acres Elementary School, other than the classroom, will be arranged in advance through the principal's office at Karen Acres Elementary School and shall not interfere with regular programming or activities of Karen Acres Elementary School. Likewise, during the time that Head Start is not in session, Drake agrees to make available to the School District the use of the classroom. Usage of the classroom will be scheduled in advance through the Head Start staff and will not interfere with regular programming of Head Start.

2. Term and Termination.

Although the availability of Federal funds restricts the term of this Agreement to one year, it is the intent of Drake and School District to continue this relationship on an ongoing basis, provided Drake continues to receive Federal Head Start funds and both parties continue to meet expectations set forth in this Agreement. The primary term of this Agreement shall commence as of July 1, 2016 and terminate on the 30th day of June, 2017, unless sooner terminated or extended as provided in this Agreement.

Either party may terminate this Agreement upon written notice to the other party if the other party fails to comply with any of the provisions of this Agreement, provided written notice of the breach shall be given to the breaching party and the breaching party shall have at least ten (10) days to cure the breach. Either party may terminate this Agreement prior to the expiration of the term, with or without cause, and without penalty, upon ninety (90) days' prior written notice to the other party.

3. **Utilities, Custodial Care and Maintenance.**

School District will provide utilities, including heat and air conditioning of the classroom, to reasonably comfortable levels during hours of operations of the Head Start Program. School District will provide custodial services on a daily basis in the classrooms and shared facilities to a standard of cleanliness appropriate for a child development program such as Head Start. Snow removal from sidewalks, stairs, and playgrounds used by Head Start will be provided by School District. Drake University Head Start shall comply with Federal Head Start Performance Standards and State of Iowa child care licensing requirements. (45 CFR Chapter XIII, Part 1301.1 to 1311.5, Head Start Act of 2007, Dept. of Human Services Childcare licensing & Preschool standards, Chapter 109)

School District will provide an environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. School District will ensure that no Head Start child is present during the spraying of pesticides or herbicides and will ensure that children will not return to the affected area until it is safe to do so.

Drake shall prohibit the use of all alcoholic beverages, tobacco products, and illegal substances on the Karen Acres Elementary School premises and in the classroom. Drake shall not allow the use of any toxins on the premises or in the classroom and shall notify School District of any presence of substances that are covered by the Right to Know law. Drake will cooperate with the School District's recycling and environmental conservation procedures and policies.

School District will maintain the premises and all structural and mechanical aspects of the buildings to satisfy all applicable City Code requirements. However, Drake shall be

responsible for insuring that all improvements it makes to the classroom satisfy all applicable City Code and other requirements. School District will complete an annual inspection of the heating system and the smoke detectors for the Head Start classroom and shall supply proof of inspection to Drake Head Start if requested. The School District will provide telephone and internet service.

4. Use.

Drake will use the classroom and Karen Acres Elementary School premises for Head Start purposes only. Drake employees shall be required to abide by reasonable rules and regulations of the School District relating to use of the School District's property and premises, including the wearing of identification badges as provided by the School District.

Drake agrees not to illegally discriminate on the basis of race, color, creed, sex, religion, marital status, parental status, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information in the hiring or employment of personnel in connection with this Agreement. Drake also agrees to make its Head Start program available without illegal discrimination on the basis of race, color, creed, sex, religion, marital status, parental status, sexual orientation, gender identity, national origin, ethnic background, age, disability, or socio-economic background. Drake will abide by and/or comply with District policy regarding bullying and harassment.

5. Communication.

School District will communicate immediately any concerns that impact the Head Start classroom or may impact the continuation of this Agreement. All communication shall be directed to the Program Coordinator and/or Director.

Drake will communicate immediately any concerns that impact the Head Start classroom or may impact the continuation of this Agreement. All communication shall be directed to the Principal of Karen Acres and to the Superintendent of School District.

6. Indemnification and Insurance.

Drake University will hold harmless and indemnify the School District, its employees, directors, officers, and agents from all expenses, costs, harm and damages of whatever

kind, including reasonable attorney's fees and expenses, which might arise directly or indirectly from any act or omission in connection with this Agreement, on the part of Drake's employees, agents, employees, or designees which are not under the control of the School District. The School District will hold harmless and indemnify Drake University, its employees, trustees, officers, and agents from all expenses, costs, harm and damages of whatever kind, including reasonable attorney's fees and expenses which might arise directly or indirectly from any act or omission in connection with this Agreement, on the part of the School District's employees, agents or designees which are not under the control of Drake University.

Each party will maintain Commercial Liability Insurance in amounts not less than \$1,000,000 each occurrence, \$2,000,000 annual aggregate. Coverage shall include Bodily Injury, Personal Injury, Property, and Contractual Liability. Each party will maintain Workers Compensation Coverage: Part A-Statutory State of Iowa Benefits, and Part B- Employers Liability Coverage \$500,000 each accident, each employee. Drake will be added as additional insured with regard to operations of the insured. All required insurance shall be obtained from issuers of recognized responsibility licensed to do business in the State of Iowa. Each party shall be furnished with a certificate of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least thirty (30) calendar days' prior written notice to the other party to this Agreement.

It is specifically agreed that the types and amounts of insurance specified above shall not limit or otherwise affect any party's obligation to indemnify and hold the other party harmless as provided by the indemnification provisions of this Agreement. The failure of any party to maintain the insurance coverage and limits required by this Agreement shall be considered a material breach of this Agreement. However, the failure of any party to declare another party to be in material breach shall not be deemed a waiver by the party of the right to claim a material breach for a subsequent failure to maintain the required coverage or limits.

7. **Alterations.**

Drake shall submit plans for all improvements and alterations to the classroom or to the Karen Acres Elementary School premises to the Superintendent of School District.

Drake shall not proceed with any improvements or alterations until approval is received in writing from the Superintendent. Drake shall insure that all improvements and alterations constructed by Drake satisfy all State and City laws, codes, rules and permits. Drake shall be responsible for and shall hold harmless and indemnify the School District, its employees, officers, directors, visitors, students, or agents from all damages and harm resulting from the construction of the improvements and or alterations due to the negligent acts or omissions of Drake or those contracted by Drake to perform the construction of the improvements and/or alterations. Drake shall coordinate the construction of the improvements and or alterations with the School District so as to minimize the disruption to the School District and shall direct all contractors to abide by rules set forth for ingress, egress, storage of materials and like matters. Upon termination of this Agreement, Drake shall be entitled within thirty (30) calendar days of termination to remove any improvements and or alterations that do not materially damage the classroom or premises and to return the classroom and premises to their condition at the time of commencement of this Agreement.

Drake has installed a fenced playground with playground equipment and storage shed in the outdoor area designated as the playground. On termination of this Agreement, Drake may retain the shed and all portable playground equipment, as desired by Drake. All other improvements constructed by Drake shall become the property of the School District.

8. Property, Equipment and Supplies.

Drake shall furnish and have exclusive use of all equipment, property, and supplies in the classroom, unless scheduled for use through the Head Start staff.

The School District in its sole discretion may agree to provide equipment, property and supplies for use by Drake in the classroom. Each party shall be responsible for maintaining and replacing its own equipment, property and supplies used in the classroom as it sees fit. Any property, equipment or supplies that are damaged or destroyed through neglect or lack of care by one of the parties shall be replaced by that party at its expense.

9. Accounts, Audits, Reports and Records.

If the School District expends \$750,000 or more in Federal awards from all sources during its fiscal year, then the School District will forward to the Drake University Funded Programs Accountant one copy of its most recent A-133 audit, if requested. The Grants/Sponsored Programs office at Drake will retain its records for a minimum of three years after the final term of the project period.

10. Mechanics' Lien.

Neither Drake, nor anyone claiming by, through or under Drake, shall have the right to file any mechanic's lien against the classroom or the Karen Acres Elementary School or School District premises.

11. Notices.

All notices shall be given to the parties at the addresses designated unless either party notifies the other, in writing, of a different address. Such notice shall be considered given under the terms of this Agreement when it is personally delivered or deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested, and postage prepaid.

Notices to the School District shall be delivered to:

Superintendent of Schools
Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322

Notices to Drake University Head Start shall be delivered to:

Director
Drake University Head Start
3206 University Avenue
Des Moines, Iowa 50311

12. Provisions Binding.

Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successor, heirs, administrators, executors and assigns of the parties. However, neither party may assign this Agreement without consent of the other party.

13. Applicable Law.

This Agreement shall be governed by the laws of the State of Iowa.

14. Severability.

In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.

15. 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.

School District

By: _____
Title: Board President
Date: _____

By: _____
Title: Board Secretary
Date: _____

Drake University

By: _____
Title: Director
Date: _____

By: _____
Title: Director of Sponsored Programs
Date: _____

Urbandale Community School District
*Statement of Current Assets***
For the period May 1 through May 31, 2016

Fund #	Fund Name	Beginning Current Assets Balance	Revenues and other increases	Expenditures and other decreases	Ending Current Assets Balance
<u>Governmental Funds:</u>					
10	General	\$ 9,268,025.48	\$ 2,991,201.09	\$ 2,589,300.76	\$ 9,669,925.81
<u>Special Revenue Funds:</u>					
21	Activity	252,658.29	39,494.85	74,094.05	218,059.09
22	Management	766,321.06	104,773.45	8,710.46	862,384.05
24	PERL	116,373.50	10,162.83	9,477.00	117,059.33
33	Sales Tax - projects	4,115,773.35	-	425,637.79	3,690,135.56
33	Sales Tax - restricted *	2,112,172.50	-	-	2,112,172.50
36	PPEL	1,125,141.76	68,019.05	3,117.86	1,190,042.95
40	Debt Service	3,151,411.74	295,076.95	800.00	3,445,688.69
<u>Proprietary Funds:</u>					
<u>Enterprise Funds:</u>					
61	Food Service	1,302,229.67	202,561.50	161,130.74	1,343,660.43
62	Adventuretime	285,732.38	197,757.18	50,205.18	433,284.38
64	Bldg Trades	-	-	-	-
65	Community Educ	39,458.11	14,172.95	11,157.06	42,474.00
<u>Internal Service Funds:</u>					
<u>Self-Insurance Funds:</u>					
71	Health Insurance	2,450,592.61	297,813.03	2,366.50	2,746,039.14
<u>Agency Funds:</u>					
91	Agency	225,044.87	16,563.51	13,362.40	228,245.98
	TOTAL	<u>\$ 25,210,935.32</u>	<u>\$ 4,237,596.39</u>	<u>\$ 3,349,359.80</u>	<u>\$ 26,099,171.91</u>

Total all Funds: Ending balances May 31, 2016:

Cash accounts	\$ 19,612,561.02
Investment accounts	4,340,726.15
* Cash in escrow for rev bond reserve	2,112,172.50
Inventory accounts	33,712.24
TOTAL CURRENT ASSETS:	<u>\$ 26,099,171.91</u>

**This report does not include deferred outflows for pension liabilities.

**This report does not include Nutrition Fund machinery and equipment.

Urbandale Community School District

For 05/01/16 - 05/31/16

Revenue Summary Report

FJRES01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
10 GENERAL					
1110 REG PROPERTY TAXES	11,602,555.00	528,568.61	11,199,887.94	402,667.06	96.53
1114 INSTR. SUPPORT TAXES	1,539,704.00	77,655.92	1,519,121.17	20,582.83	98.66
1116 HOMESTEAD CREDIT	191,410.00	.00	385,652.35	-194,242.35	201.48
1171 UTILITY REPLACEMENT	711,972.00	350,424.84	700,857.61	11,114.39	98.44
1321 REG TUITION - NOT OE	778,131.00	61,342.50	564,599.54	213,531.46	72.56
1323 OE REG ED TUITION	4,183,128.00	216,213.75	3,195,782.29	987,345.71	76.40
1324 SPE ED-OPEN ENROLL	1,694,538.00	.00	363,266.92	1,331,271.08	21.44
1361 REG TUITION SUM SCHL	5,300.00	.00	.00	5,300.00	.00
1411 TRANSP-REG ED PS	61,564.00	.00	64,725.04	-3,161.04	105.13
1510 INVESTMENT INTEREST	893.00	.00	602.77	290.23	67.50
1790 OTHER ACT INCOME	9,262.00	4,329.00	4,985.50	4,276.50	53.83
1910 RENTALS	82,655.00	7,550.00	98,696.09	-16,041.09	119.41
1920 CONTRIB & DONATIONS	73,588.00	16,132.55	79,881.82	-6,293.82	108.55
1922 TARGET PE GRANT	700.00	.00	.00	700.00	.00
1924 CONNECTING KID GRANT	6,216.00	.00	6,016.50	199.50	96.79
1941 TXTBK SALES PS	207,269.00	1,530.05	208,465.02	-1,196.02	100.58
1945 ID CARDS	1,315.00	.00	788.94	526.06	60.00
1991 SALE OF MATERIALS	25,444.00	13,225.00	14,456.04	10,987.96	56.82
1999 MISC REVENUE	82,455.00	-48,481.18	106,158.26	-23,703.26	128.75
2211 POLK CO GAMING GRANT	47,159.00	.00	46,783.35	375.65	99.20
2230 CITY OF URBANDALE	.00	.00	3,500.00	-3,500.00	.00
3111 STATE FOUNDATION AID	14,574,580.00	1,450,381.00	13,111,733.00	1,462,847.00	89.96
3113 SPEC ED DEFIC ST AID	23,936.00	.00	.00	23,936.00	.00
3117 4 YR OLD PRESCHL AID	560,802.00	55,792.00	502,128.00	58,674.00	89.54
3121 FOSTER CARE	17,273.00	.00	.00	17,273.00	.00
3202 BT MENTOR/INDUCTION	22,140.00	23,991.24	46,131.54	-23,991.54	208.36
3204 SALARY IMPRVMT PROG	1,887,134.00	188,713.00	1,698,417.00	188,717.00	90.00
3214 AEA FLOW THROUGH	1,384,477.00	.00	1,384,477.00	.00	100.00
3216 IOWA EARLY INTERVENT	213,207.00	21,321.00	191,889.00	21,318.00	90.00
3221 TRANSP NON-PUBLIC	116,728.00	.00	.00	116,728.00	.00
3222 TXTBK AID NON-PUBLIC	44,714.00	.00	14,521.93	30,192.07	32.48
3261 VOCATIONAL AID	4,427.00	.00	.00	4,427.00	.00
3342 Early Literacy	39,778.00	.00	39,778.00	.00	100.00
3373 THR QLY PFDEV CORE	66,496.00	6,650.00	59,850.00	6,646.00	90.01
3376 TEACH QUAL PROF DEVE	156,460.00	15,646.00	140,814.00	15,646.00	90.00
3387 TLC Grant	1,047,541.00	.00	1,047,540.54	.46	100.00
3801 MILITARY CREDIT	4,487.00	.00	4,338.09	148.91	96.68
3803 COMMER & INDUST REPL.	120,940.00	.00	502,288.07	-381,348.07	415.32
4501 TITLE I	275,836.00	.00	217,703.00	58,133.00	78.92
4531 PERKINS TITLE II-C	47,478.00	.00	32,970.80	14,507.20	69.44
4542 JUVENILE CRT LIASON	28,392.00	.00	.00	28,392.00	.00
4621 GRANT CDPD	.00	.00	100.00	-100.00	.00

Urbandale Community School District

For 05/01/16 - 05/31/16

Revenue Summary Report

FJRES01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
10 GENERAL					
4634 MEDICAID ASSISTANCE	608,742.00	.00	219,261.11	389,480.89	36.02
4643 TL IIA FED TCHR QUAL	52,797.00	.00	.00	52,797.00	.00
4648 TITLE VI-A ASSESSMNT	15,552.00	.00	15,552.00	.00	100.00
4720 FED GRANT THRU AEA	167,419.00	.00	167,419.00	.00	100.00
5311 COMPENSATION LOSS	11,152.00	215.81	8,593.81	2,558.19	77.06
5864 Residual Tranfer	.00	.00	140,521.87	-140,521.87	.00
5900 UPWARD ADJ-BEG BAL	90.00	.00	.00	90.00	.00
10 GENERAL	42,797,836.00	2,991,201.09	38,110,254.91	4,687,581.09	89.05
21 STUDENT ACTIVITY					
1510 INVESTMENT INTEREST	60.00	.00	50.27	9.73	83.78
1710 ADMISSION FEES	231,581.00	15,878.00	199,159.59	32,421.41	86.00
1748 CONTEST FEES CHARGED	26,800.00	2,415.00	26,340.00	460.00	98.28
1790 OTHER ACT INCOME	406,050.00	17,526.79	229,058.52	176,991.48	56.41
1791 FUND RAISERS	92,980.00	3,675.06	80,607.75	12,372.25	86.69
21 STUDENT ACTIVITY	757,471.00	39,494.85	535,216.13	222,254.87	70.66
22 MANAGEMENT LEVY					
1110 REG PROPERTY TAXES	704,510.00	32,095.15	680,071.48	24,438.52	96.53
1116 HOMESTEAD CREDIT	10,929.00	.00	20,775.36	-9,846.36	190.09
1171 UTILITY REPLACEMENT	38,378.00	18,889.51	37,779.44	598.56	98.44
1989	31,892.00	53,788.79	53,788.79	-21,896.79	168.66
1999 MISC REVENUE	599.00	.00	14,048.30	-13,449.30	2345.29
3801 MILITARY CREDIT	272.00	.00	233.85	38.15	85.97
3803 COMMER & INDUST REPL.	7,335.00	.00	27,075.64	-19,740.64	369.13
22 MANAGEMENT LEVY	793,915.00	104,773.45	833,772.86	-39,857.86	105.02
24 PUB ED & REC LEVY					
1110 REG PROPERTY TAXES	140,423.00	6,397.76	135,574.97	4,848.03	96.55
1116 HOMESTEAD CREDIT	1,972.00	.00	4,118.58	-2,146.58	208.85
1171 UTILITY REPLACEMENT	7,650.00	3,765.07	7,530.24	119.76	98.43
3801 MILITARY CREDIT	49.00	.00	46.61	2.39	95.12
3803 COMMER & INDUST REPL.	1,327.00	.00	5,396.74	-4,069.74	406.69
24 PUB ED & REC LEVY	151,421.00	10,162.83	152,667.14	-1,246.14	100.82
33 SALES TAX FUND					
1510 INVESTMENT INTEREST	2,479.00	.00	1,390.33	1,088.67	56.08
3361 School Infrastr. Supp AMT	3,205,976.00	.00	2,187,143.51	1,018,832.49	68.22
33 SALES TAX FUND	3,208,455.00	.00	2,188,533.84	1,019,921.16	68.21
36 PHY PLANT & EQ LEVY					
1110 REG PROPERTY TAXES	914,190.00	45,149.71	883,214.42	30,975.58	96.61
1116 HOMESTEAD CREDIT	4,871.00	.00	25,206.48	-20,335.48	517.48
1171 UTILITY REPLACEMENT	46,464.00	22,869.34	45,739.17	724.83	98.44
1510 INVESTMENT INTEREST	6.00	.00	2.11	3.89	35.17
1999 MISC REVENUE	.00	.00	4,019.95	-4,019.95	.00
3801 MILITARY CREDIT	120.00	.00	283.12	-163.12	235.93

For 05/01/16 - 05/31/16

Revenue Summary Report

FJRES01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
36 PHY PLANT & EQ LEVY	3,244.00	.00	32,780.19	-29,536.19	1010.49
3803 COMMER & INDUST REPL.	968,895.00	68,019.05	991,245.44	-22,350.44	102.31
40 DEBT SERVICE					
1110 REG PROPERTY TAXES	3,965,870.00	195,866.99	3,831,596.71	134,273.29	96.61
1116 HOMESTEAD CREDIT	59,701.00	.00	109,256.58	-49,555.58	183.01
1171 UTILITY REPLACEMENT	201,568.00	99,209.96	198,422.18	3,145.82	98.44
1510 INVESTMENT INTEREST	50,639.00	.00	60.60	50,578.40	.12
3801 MILITARY CREDIT	1,475.00	.00	1,228.17	246.83	83.27
3803 COMMER & INDUST REPL.	39,748.00	.00	142,204.46	-102,456.46	357.77
5233 INTPD TRANS CAP PROJ	2,108,877.00	.00	1,755,742.70	353,134.30	83.25
40 DEBT SERVICE	6,427,878.00	295,076.95	6,038,511.40	389,366.60	93.94
61 SCHOOL NUTRITION					
1510 INVESTMENT INTEREST	10.00	.00	2.64	7.36	26.40
1611 DAILY SALES	719,062.00	.00	528,530.35	190,531.65	73.50
1612 SALES BREAKFAST	31,962.00	.00	27,360.70	4,601.30	85.60
1621 SALES-AIA CARTE	326,994.00	.00	255,753.25	71,240.75	78.21
1622 ADULT LUNCH	7,820.00	.00	3,191.45	4,628.55	40.81
1623 ADULT BREAKFAST	196.00	.00	136.00	60.00	69.39
1632 SPECIAL FUNCTIONS	5,729.00	1,307.19	10,295.33	-4,566.33	179.71
1999 MISC REVENUE	43,994.00	.00	.41	43,993.59	.00
3251 SCHL LUNCH ASSIST.	12,680.00	.00	6,022.73	6,657.27	47.50
3252 STATE BREAKFAST	1,212.00	.00	3,184.01	-1,972.01	262.71
4552 NATL SCHL BREAKFAST	78,933.00	11,707.22	76,320.60	2,612.40	96.69
4553 NATL LUNCH PROGRAM	537,839.00	67,665.54	499,847.11	37,991.89	92.94
4951 FOOD DISTRIBUTION	115,721.00	.00	.00	115,721.00	.00
61 SCHOOL NUTRITION	1,882,152.00	80,679.95	1,410,644.58	471,507.42	74.95
62 CHILD CARE					
1840 CHILD CARE SERVICES	1,942,323.00	115,166.18	1,754,350.41	187,972.59	90.32
1999 MISC REVENUE	1,356.00	15.00	1,379.54	-23.54	101.74
3312 EMPOWERMENT GRANT	62,000.00	.00	31,103.20	30,896.80	50.17
62 CHILD CARE	2,005,679.00	115,181.18	1,786,833.15	218,845.85	89.09
64 BUILDING TRADES					
1751 STUDENT CONSTRUCTION	.00	.00	29,996.84	-29,996.84	.00
1920 CONTRIB & DONATIONS	.00	.00	3,500.00	-3,500.00	.00
1999 MISC REVENUE	25,010.00	.00	267.65	24,742.35	1.07
64 BUILDING TRADES	25,010.00	.00	33,764.49	-8,754.49	135.00
65 COMMUNITY EDUCATION					
1371 TUITION COMM ED	76,489.00	8,741.95	73,648.40	2,840.60	96.29
1710 ADMISSION FEES	18,192.00	.00	18,315.00	-123.00	100.68
1810 COMM RECRE	132,076.00	4,405.00	92,802.24	39,273.76	70.26
1999 MISC REVENUE	7,800.00	1,026.00	3,863.00	3,937.00	49.53
65 COMMUNITY EDUCATION	234,557.00	14,172.95	188,628.64	45,928.36	80.42

Urbandale Community School District

For 05/01/16 - 05/31/16

Revenue Summary Report

FJRES01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
71 SELF-INSURANCE FUND					
1973 Cobra /Retiree Contr	140,935.00	9,943.59	106,124.65	34,810.35	75.30
1993 FUNDRAISER NOT ACTIV	.00	.00	2,532.32	-2,532.32	.00
1999 MISC REVENUE	3,176,659.00	287,869.44	3,023,295.14	153,363.86	95.17
71 SELF-INSURANCE FUND	3,317,594.00	297,813.03	3,131,952.11	185,641.89	94.40

Urbandale Community School District

For 05/01/16 - 05/31/16

Expenditure Summary Report

FJEXS01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
10 GENERAL						
0101 Reg paraprof	2,162,012.00	.00	332,829.65	2,480,798.19	-318,786.19	114.74
0102 TEMP/SUB EMPLOYEE	288.00	.00	.00	.00	288.00	.00
0109 ADDIT COMPENSATION	13,226.00	.00	2,932.16	23,883.71	-10,657.71	180.58
0111 ADMIN. PERS	1,539,264.00	.00	231,701.79	1,324,141.90	215,122.10	86.02
0115 ADMIN ASST EMPLOYEE	339,908.00	.00	30,759.88	281,935.09	57,972.91	82.94
0121 Reg prof educ	17,396,347.00	.00	1,710,385.93	13,096,776.68	4,299,570.32	75.28
0122 PROF: TEMP/SUB	537,668.00	.00	111,983.09	616,472.93	-78,804.93	114.66
0125 REGULAR ASSIST EMPLY	.00	.00	2,934.00	2,934.00	-2,934.00	.00
0129 ADDIT COMPENSATION	136,919.00	.00	9,214.46	86,787.88	50,131.12	63.39
0131 PROF-OTHER	1,700,477.00	.00	72,142.03	470,409.02	1,230,067.98	27.66
0132 TEMP/SUB EMPLOYEE	5,092.00	.00	.00	6,175.00	-1,083.00	121.27
0135 REG ASSIST EMPLY	114,985.00	.00	10,809.51	91,938.56	23,046.44	79.96
0139 ADDIT. COMP	555.00	.00	.00	.00	555.00	.00
0141 REG EMPLOYEE	233,912.00	.00	21,670.30	223,271.33	10,640.67	95.45
0142 TEMP/SUB	13,086.00	.00	424.40	31,361.82	-18,275.82	**
0151 OFFICE/CLERICAL	816,149.00	.00	79,485.89	636,362.98	179,786.02	77.97
0152 TEMP OR SUBSTITUTE	2,300.00	.00	.00	.00	2,300.00	.00
0159 ADDIT COMPENSATION	.00	.00	.00	1,713.96	-1,713.96	.00
0161 REG EMPLOYEE	260,817.00	.00	22,127.22	222,261.72	38,555.28	85.22
0171 REG EMPLOYEE	33,429.00	.00	3,225.46	27,975.82	5,453.18	83.69
0181 LABORER	80,698.00	.00	6,637.66	62,485.72	18,212.28	77.43
0191 REG EMPLOYEE	1,130,872.00	.00	99,786.36	882,348.74	248,523.26	78.02
0192 SERV WORK: TEMP/SUB	42,966.00	.00	3,331.06	44,204.92	-1,238.92	102.88
0199 ADDIT COMPENSATION	154.00	.00	.00	2,966.70	-2,812.70	**
0211 DISABILITY INSURANCE	27,464.00	.00	2,102.32	20,354.04	7,109.96	74.11
0213 LIFE INSURANCE	16,396.00	.00	1,160.97	11,059.52	5,336.48	67.45
0220 FICA	1,870,926.00	.00	189,624.29	1,591,405.38	279,520.62	85.06
0231 IPERS	2,260,695.00	.00	228,985.43	1,924,318.15	336,376.85	85.12
0239 TSA PD by Employer	21,248.00	.00	2,718.98	30,719.86	-9,471.86	144.58
0271 PHYSICALS	1,794.00	.00	87.00	696.00	1,098.00	38.80
0273 MEDICAL INSURANCE	4,436.00	.00	.00	186.16	4,249.84	4.20
0279 INSUR. BENEF.	2,701,332.00	.00	.00	2,701,332.00	.00	100.00
0292 CLOTHING ALLOWANCE	596.00	.00	94.73	1,528.72	-932.72	**
0313 OFFICAL/ADMINISTRATIVE	2,388.00	.00	.00	.00	2,388.00	.00
0322 PROFESS ED SERVICES	1,876.00	2,733.00	1,419.30	1,894.30	-2,751.30	**
0323 INSTRUCTIONAL SERVIC	248,844.00	-5,705.00	44,017.50	151,863.48	102,685.52	58.73
0324 CONSULTANT	11,424.00	9,080.00	13,594.00	136,422.27	-134,078.27	**
0331 STAFF WORKSHOP	106,543.00	1,800.00	3,622.33	137,853.89	-33,110.89	131.08
0341 AUDITOR/ACCOUNTANT	20,485.00	.00	.00	15,510.00	4,975.00	75.71
0342 OTHER PROFESSIONAL	70,231.00	.00	3,370.00	17,297.50	52,933.50	24.63
0345 NONEMPLOYEE OFFICALS	.00	.00	.00	6,242.78	-6,242.78	.00
0349 OTHER PURC PROF SERV	774,508.00	14,989.16	51,178.63	608,616.62	150,902.22	80.52

For 05/01/16 - 05/31/16

Expenditure Summary Report

FJEXS01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
10 GENERAL						
0350 TECHNICAL SERVICES	1,341.00	.00	10.25	1,772.19	-431.19	132.15
0351 DATA PROCS/CODING	25,352.00	.00	.00	.00	25,352.00	.00
0355 BANKING FEES	25,344.00	.00	8,812.75	42,131.73	-16,787.73	166.24
0359 OTHER TECHNICAL SERV	38.00	.00	.00	.00	38.00	.00
0411 WATER/SEWER	58,926.00	.00	6,914.84	59,143.66	-217.66	100.37
0421 GARBAGE COLLECTION	58,871.00	.00	4,097.69	43,039.73	15,831.27	73.11
0422 SNOW PLOWING	.00	.00	.00	12,550.00	-12,550.00	.00
0423 CLEANING SERVICES	906.00	.00	.00	.00	906.00	.00
0430 REPAIR AND MAINT SRV	154,362.00	19,997.88	1,786.19	152,565.27	-18,201.15	111.79
0432 BUILDING	2,538.00	.00	.00	.00	2,538.00	.00
0433 EQUIPMENT	19,049.00	687.75	1,286.67	19,360.99	-999.74	105.25
0434 VEHICLE	56,814.00	.00	30.67	13,164.76	43,649.24	23.17
0435 GROUNDS	78,697.00	2,282.42	5,540.98	54,372.72	22,041.86	71.99
0441 RENTAL LAND & BLDG	151,279.00	.00	12,556.08	150,976.13	302.87	99.80
0515 TRANSP PRIVATE CONT	1,046,793.50	1,487.14	222,937.97	961,615.25	83,691.11	92.01
0516 PARENT REIMBURSEMENT	89,140.00	.00	.00	.00	89,140.00	.00
0531 POSTAGE/UPS	23,149.00	.00	542.40	16,492.00	6,657.00	71.24
0532 TELEPHONE	98,269.00	.00	2,910.08	96,726.05	1,542.95	98.43
0537 SATELLITE & CABLE	.00	.00	.00	1,780.66	-1,780.66	.00
0540 ADVERTISING	16,827.00	.00	874.07	12,269.48	4,557.52	72.92
0561 TUITION	373,947.00	4,097.01	10,954.26	248,355.16	121,494.83	67.51
0566 TUITION COLLEGE/UNIV	170,030.00	.00	129,830.00	226,910.00	-56,880.00	133.45
0567 TUITION OPEN ENROLL	844,188.00	29,975.89	4,930.84	840,440.86	-26,228.75	103.11
0580 TRAVEL	85,587.00	6,242.38	13,727.77	118,586.83	-39,242.21	145.85
0611 OFFICE SUPPL	262,053.00	3,924.37	3,733.29	163,793.31	94,335.32	64.00
0612 INSTR SUPPL	659,618.00	59,197.95	52,637.19	482,190.47	118,229.58	82.08
0613 TESTING SERVICE	286.00	.00	10.14	10.14	275.86	3.55
0615 SOFTWARE	10,738.00	.00	150.00	1,260.00	9,478.00	11.73
0618 OTHER GEN SUPPL	116,645.00	4,299.03	11,317.87	124,136.89	-11,790.92	110.11
0621 NATURAL GAS	206,819.00	.00	3,523.68	112,061.46	94,757.54	54.18
0622 ELECTRICITY	492,036.00	.00	31,447.19	394,749.97	97,286.03	80.23
0626 GASOLINE	111,328.00	.00	8,794.29	68,512.74	42,815.26	61.54
0629 OTHER	1,497.00	-5,588.07	.00	5,743.07	1,342.00	10.35
0641 TEXTBOOKS	193,618.00	155.00	2,526.70	235,441.70	-41,978.70	121.68
0642 CONSUMABLE WORKBOOKS	131.00	.00	.00	10,841.24	-10,710.24	**
0643 LIBRARY BOOKS	24,827.00	11,148.11	3,756.32	20,254.77	-6,575.88	126.49
0644 PERIODICALS	1,556.00	.00	.00	735.45	820.55	47.27
0652 TECHNOL SOFTWARE	114,497.00	20,827.28	200.00	69,808.92	23,860.80	79.16
0665 LOST OR DAMAGED BOOK	3.00	1,775.00	-1,957.74	-3,347.83	1,575.83	(**)
0682 PARTS	76,508.00	5,435.12	4,865.04	78,231.17	-7,158.29	109.36
0683 MAINTENANCE SUPPLIES	96,522.00	26,411.62	4,180.71	64,139.34	5,971.04	93.81
0684 CLEANING PRODUCTS	135,052.00	31,734.88	5,452.94	129,272.93	-25,955.81	119.22

For 05/01/16 - 05/31/16

Expenditure Summary Report

FJEXS01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
10 GENERAL						
0733 FURNITURE & FIXTURES	45,747.00	312.29	1,645.14	6,450.41	38,984.30	14.78
0734 COMP/TECH HARDWARE	112,360.00	2,565.42	3,885.00	79,927.37	29,867.21	73.42
0739 OTHER EQUIPMENT	51,822.00	11,506.13	379.15	141,999.65	-101,683.78	**
0812 DUES AND FEES	44,064.00	800.00	1,312.49	43,101.29	162.71	99.63
0815 STUDENT ENTRY FEES	4,284.00	60.00	377.50	3,004.50	1,219.50	71.53
0895 MET W 3% FISCAL AGNT	21,059.00	.00	.00	.00	21,059.00	.00
0961 AEA FLOW THROUGH	1,384,477.00	.00	.00	1,384,477.00	.00	100.00
10 GENERAL	42,251,304.50	262,231.76	3,860,336.74	34,663,556.77	7,325,515.97	82.66
21 STUDENT ACTIVITY						
0121 Reg prof educ	41.00	.00	-2,452.50	.00	41.00	.00
0122 PROF: TEMP/SUB	7,514.00	.00	.00	14,105.00	-6,591.00	187.72
0129 ADDIT COMPENSATION	11,924.00	.00	405.00	25,322.84	-13,398.84	**
0211 DISABILITY INSURANCE	.00	.00	.00	.04	-.04	.00
0220 FICA	1,817.00	.00	-172.24	1,822.14	-5.14	100.28
0231 IPERS	2,352.00	.00	-244.41	2,134.07	217.93	90.73
0323 INSTRUCTIONAL SERVIC	26,510.00	632.50	2,223.92	39,991.78	-14,114.28	153.24
0324 CONSULTANT	50.00	.00	.00	.00	50.00	.00
0340 OTHER PROFESSIONAL	56,414.00	982.39	2,646.81	42,087.86	13,343.75	76.35
0345 NONEMPLOYEE OFFICALS	55,815.00	1,845.95	5,425.00	43,708.56	10,260.49	81.62
0515 TRANSP PRIVATE CONT	196.00	.00	.00	.00	196.00	.00
0580 TRAVEL	39,234.00	.00	172.53	58,983.04	-19,749.04	150.34
0618 OTHER GEN SUPPL	525,593.00	19,089.80	64,897.94	361,691.66	144,811.54	72.45
0619 RESALE INVENTORY	8,313.00	.00	.00	5,324.02	2,988.98	64.04
0739 OTHER EQUIPMENT	12,049.00	.00	.00	24,348.47	-12,299.47	**
0812 DUES AND FEES	3,828.00	.00	102.00	4,419.59	-591.59	115.45
0815 STUDENT ENTRY FEES	10,880.00	146.00	1,090.00	10,099.64	634.36	94.17
21 STUDENT ACTIVITY	762,530.00	22,696.64	74,094.05	634,038.71	105,794.65	86.13
22 MANAGEMENT LEVY						
0239 TSA PD by Employer	110,082.00	.00	.00	106,359.00	3,723.00	96.62
0250 UNEMPLOYMENT COMP	9,167.00	.00	.00	6,439.53	2,727.47	70.25
0273 MEDICAL INSURANCE	154,621.00	.00	8,710.46	95,974.78	58,646.22	62.07
0520 INSURANCE	506,769.00	.00	.00	553,272.30	-46,503.30	109.18
22 MANAGEMENT LEVY	780,639.00	.00	8,710.46	762,045.61	18,593.39	97.62
24 PUB ED & REC LEVY						
0111 ADMIN. PERS	58,536.00	.00	5,438.88	53,097.68	5,438.32	90.71
0151 OFFICE/CLERICAL	26,207.00	.00	2,829.64	23,652.53	2,554.47	90.25
0211 DISABILITY INSURANCE	128.00	.00	8.28	90.16	37.84	70.44
0213 LIFE INSURANCE	78.00	.00	5.40	59.40	18.60	76.15
0220 FICA	8,362.00	.00	545.01	5,938.15	2,423.85	71.01
0231 IPERS	10,442.00	.00	649.79	7,081.33	3,360.67	67.82
0239 TSA PD by Employer	270.00	.00	.00	.00	270.00	.00
0279 INSUR. BENEF.	13,460.00	.00	.00	13,460.00	.00	100.00

Urbandale Community School District

For 05/01/16 - 05/31/16

Expenditure Summary Report

FJEXS01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
24 PUB ED & REC LEVY						
0450 CONSTRUCTION SERV	6,800.00	.00	.00	.00	6,800.00	.00
24 PUB ED & REC LEVY	124,283.00	.00	9,477.00	103,379.25	20,903.75	83.18
33 SALES TAX FUND						
0343 ARCHITECT & ENGINEER	158,377.00	.00	7,457.07	90,779.46	67,597.54	57.32
0348 OTHER PROFESS SERV	.00	.00	.00	375.00	-375.00	.00
0450 CONSTRUCTION SERV	3,292,824.00	23,575.66	418,180.72	2,429,885.14	839,363.20	74.51
0734 COMP/TECH HARDWARE	394,358.00	3,320.45	.00	7,692.58	383,344.97	2.79
0739 OTHER EQUIPMENT	1,223.00	.00	.00	.00	1,223.00	.00
0910 FUND TRANSFER OUT	2,108,877.00	.00	.00	1,755,742.70	353,134.30	83.25
33 SALES TAX FUND	5,955,659.00	26,896.11	425,637.79	4,284,474.88	1,644,288.01	72.39
36 PHY PLANT & EQ LEVY						
0343 ARCHITECT & ENGINEER	1,592.00	.00	.00	433.80	1,158.20	27.25
0450 CONSTRUCTION SERV	.00	.00	2,600.00	55,690.00	-55,690.00	.00
0618 OTHER GEN SUPPL	.00	.00	517.86	1,087.66	-1,087.66	.00
0734 COMP/TECH HARDWARE	262,168.00	.00	.00	146,374.14	115,793.86	55.83
0739 OTHER EQUIPMENT	19,337.00	41,600.00	.00	24,074.59	-46,337.59	**
36 PHY PLANT & EQ LEVY	283,097.00	41,600.00	3,117.86	227,660.19	13,836.81	95.11
40 DEBT SERVICE						
0349 OTHER PURC PROF SERV	50,445.00	.00	.00	.00	50,445.00	.00
0831 PRINCIPAL REDEMPTION	3,810,000.00	.00	.00	2,135,000.00	1,675,000.00	56.04
0832 INTEREST	2,525,000.00	.00	800.00	2,348,010.35	176,989.65	92.99
40 DEBT SERVICE	6,385,445.00	.00	800.00	4,483,010.35	1,902,434.65	70.21
61 SCHOOL NUTRITION						
0191 REG EMPLOYEE	646,493.00	.00	75,251.10	621,096.29	25,396.71	96.07
0211 DISABILITY INSURANCE	365.00	.00	35.63	396.41	-31.41	108.61
0213 LIFE INSURANCE	366.00	.00	34.20	357.30	8.70	97.62
0220 FICA	52,084.00	.00	5,064.90	47,481.39	4,602.61	91.16
0231 IPERS	36,544.00	.00	6,134.37	57,425.57	-20,881.57	157.14
0239 TSA PD by Employer	841.00	.00	139.08	1,529.88	-688.88	181.91
0279 INSUR. BENEF.	86,893.00	.00	.00	86,893.00	.00	100.00
0331 STAFF WORKSHOP	5,526.00	.00	.00	2,896.85	2,629.15	52.42
0355 BANKING FEES	27,836.00	.00	.00	16,844.49	10,991.51	60.51
0432 BUILDING	21,419.00	.00	613.68	25,047.30	-3,628.30	116.94
0580 TRAVEL	1,884.00	.00	.00	2,464.18	-580.18	130.80
0611 OFFICE SUPPL	12,898.00	.00	11.10	3,516.79	9,381.21	27.27
0615 SOFTWARE	400.00	.00	8,499.33	15,660.86	-15,260.86	**
0618 OTHER GEN SUPPL	35,659.00	.00	1,697.99	27,600.02	8,058.98	77.40
0629 OTHER	1,461.00	.00	.00	33.92	1,427.08	2.32
0631 PURCHASE FOOD	720,461.00	.00	62,777.59	693,695.74	26,765.26	96.28
0639 COMMODITIES CONSUMED	115,721.00	.00	.00	.00	115,721.00	.00
0684 CLEANING PRODUCTS	8,870.00	.00	871.77	10,096.25	-1,226.25	113.82
0739 OTHER EQUIPMENT	.00	.00	.00	9,529.48	-9,529.48	.00

For 05/01/16 - 05/31/16

Expenditure Summary Report

FJEXS01A

Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
61 SCHOOL NUTRITION						
0790 EQUIP/DEPRECIATION	87,612.00	.00	.00	.00	87,612.00	.00
0990 DOWNWARD ADJUSTMENTS	477,247.00	.00	.00	.00	477,247.00	.00
61 SCHOOL NUTRITION	2,340,580.00	.00	161,130.74	1,622,565.72	718,014.28	69.32
62 CHILD CARE						
0111 ADMIN. PERS	102,008.00	.00	-77,827.87	76,954.72	25,053.28	75.44
0115 ADMIN ASST EMPLOYEE	201,876.00	.00	-1,468.95	59,522.63	142,353.37	29.48
0121 Reg prof educ	152,777.00	.00	13,939.97	131,564.16	21,212.84	86.12
0122 PROF: TEMP/SUB	1,490.00	.00	.00	.00	1,490.00	.00
0135 REG ASSIST EMPLY	18,063.00	.00	.00	135.34	17,927.66	.75
0151 OFFICE/CLERICAL	18,907.00	.00	1,604.26	16,985.36	1,921.64	89.84
0191 REG EMPLOYEE	993,222.00	.00	104,558.39	984,616.55	8,605.45	99.13
0211 DISABILITY INSURANCE	880.00	.00	91.28	961.45	-81.45	109.26
0213 LIFE INSURANCE	639.00	.00	53.56	589.83	49.17	92.31
0220 FICA	112,831.00	.00	1,987.20	85,914.11	26,916.89	76.14
0231 IPERS	80,145.00	.00	2,684.27	105,458.42	-25,313.42	131.58
0239 TSA PD by Employer	135.00	.00	421.58	3,593.55	-3,458.55	**
0279 INSUR. BENEF.	20,190.00	.00	.00	20,190.00	.00	100.00
0331 STAFF WORKSHOP	2,090.00	.00	.00	.00	2,090.00	.00
0355 BANKING FEES	39,758.00	.00	.00	27,378.78	12,379.22	68.86
0515 TRANSP PRIVATE CONT	8,918.00	.00	533.68	7,672.61	1,245.39	86.04
0580 TRAVEL	28.00	.00	.00	227.18	-199.18	**
0611 OFFICE SUPPL	510.00	.00	.00	249.24	260.76	48.87
0612 INSTR SUPPL	102.00	.00	.00	.00	102.00	.00
0618 OTHER GEN SUPPL	73,261.00	4,912.23	3,627.81	67,908.51	440.26	99.40
0619 RESALE INVENTORY	.00	692.95	.00	.00	-692.95	.00
0812 DUES AND FEES	675.00	.00	.00	.00	675.00	.00
0815 STUDENT ENTRY FEES	.00	.00	.00	177.22	-177.22	.00
62 CHILD CARE	1,828,505.00	5,605.18	50,205.18	1,590,099.66	232,800.16	87.27
64 BUILDING TRADES						
0450 CONSTRUCTION SERV	.00	.00	.00	650.00	-650.00	.00
0832 INTEREST	.00	.00	.00	60.00	-60.00	.00
0910 FUND TRANSFER OUT	.00	.00	.00	140,521.87	-140,521.87	.00
64 BUILDING TRADES	.00	.00	.00	141,231.87	-141,231.87	.00
65 COMMUNITY EDUCATION						
0101 Reg paraprof	4,671.00	.00	943.00	6,244.00	-1,573.00	133.68
0121 Reg prof educ	36,325.00	.00	3,900.81	38,223.37	-1,898.37	105.23
0129 ADDIT COMPENSATION	3,421.00	.00	.00	.00	3,421.00	.00
0151 OFFICE/CLERICAL	3,051.00	.00	.00	2,919.50	131.50	95.69
0211 DISABILITY INSURANCE	3.00	.00	.04	5.13	-2.13	171.00
0213 LIFE INSURANCE	6.00	.00	.02	1.60	4.40	26.67
0220 FICA	5,609.00	.00	346.44	3,168.54	2,440.46	56.49
0231 IPERS	8,184.00	.00	419.52	3,757.07	4,426.93	45.91

Urbandale Community School District

For 05/01/16 - 05/31/16

Expenditure Summary Report

FJEXS01A

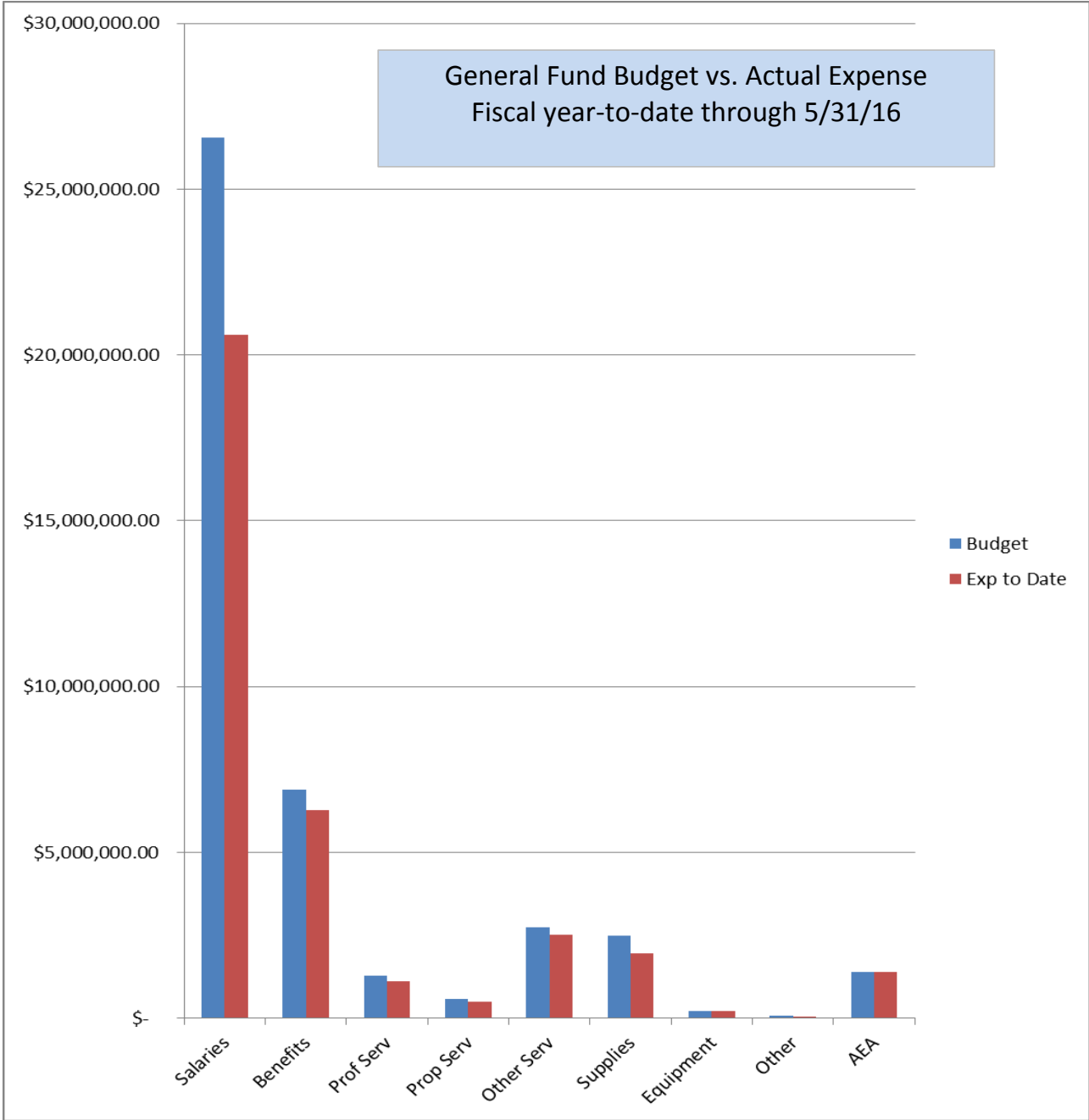
Periods 11 - 11

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
65 COMMUNITY EDUCATION						
0323 INSTRUCTIONAL SERVIC	2,865.00	.00	.00	5,185.50	-2,320.50	180.99
0345 NONEMPLOYEE OFFICALS	12,345.00	.00	435.00	11,178.00	1,167.00	90.55
0618 OTHER GEN SUPPL	154,182.00	212.52	5,112.23	87,807.01	66,162.47	57.09
0812 DUES AND FEES	.00	.00	.00	2,169.00	-2,169.00	.00
0990 DOWNWARD ADJUSTMENTS	41,662.00	.00	.00	.00	41,662.00	.00
65 COMMUNITY EDUCATION	272,324.00	212.52	11,157.06	160,658.72	111,452.76	59.07
71 SELF-INSURANCE FUND						
0101 Reg paraprof	34.00	.00	.00	.00	34.00	.00
0220 FICA	2.00	.00	.00	.00	2.00	.00
0231 IPERS	3.00	.00	.00	.00	3.00	.00
0273 MEDICAL INSURANCE	2,755,378.00	.00	326,332.90	2,825,224.80	-69,846.80	102.53
0347 MEDICAL PROFESSIONAL	63,309.00	.00	2,016.50	48,729.50	14,579.50	76.97
0359 OTHER TECHNICAL SERV	100.00	.00	.00	100.00	.00	100.00
71 SELF-INSURANCE FUND	2,818,826.00	.00	328,349.40	2,874,054.30	-55,228.30	101.96

General Fund Budget vs. Actual Expense
Fiscal year-to-date through 5/31/16



Urbandale Community School District

Student Activity Fund Report Fiscal Year to Date through May 31, 2016

Account	Administrator	Beg Bal 7/1/15	Year to Date Revenues	Year to Date Expenditures	Intra- Fund Transfers	End Bal 5/31/16
Jensen Activity	Kelley Harrison	\$ 14,964.13	\$ 150.00	\$ 210.17	\$ -	\$ 14,903.96
JENSEN TOTAL		\$ 14,964.13	\$ 150.00	\$ 210.17	\$ -	\$ 14,903.96
Karen Acres Activity	Lara Justmann	\$ 10,707.02	\$ -	\$ 708.80	\$ -	\$ 9,998.22
Karen Acres School Store	Lara Justmann	1,114.91	861.43	550.54	-	1,425.80
Karen Acres Student Senate	Lara Justmann	667.68	-	-	-	667.68
KAREN ACRES TOTAL		\$ 12,489.61	\$ 861.43	\$ 1,259.34	\$ -	\$ 12,091.70
Olmsted Activity	Elyse Brimeyer	\$ 5,750.30	\$ 395.36	\$ -	\$ -	\$ 6,145.66
Olmsted School Store	Elyse Brimeyer	1,317.20	573.04	392.70	-	1,497.54
OLMSTED TOTAL		\$ 7,067.50	\$ 968.40	\$ 392.70	\$ -	\$ 7,643.20
Rolling Green Activity	Julia Taylor	\$ 5,523.19	\$ 1,250.00	\$ 1,425.00	\$ -	\$ 5,348.19
ROLLING GREEN TOTAL		\$ 5,523.19	\$ 1,250.00	\$ 1,425.00	\$ -	\$ 5,348.19
Valerius Activity	Meredith Mauro	\$ 19,355.89	\$ 150.00	\$ 151.14	\$ -	\$ 19,354.75
VALERIUS TOTAL		\$ 19,355.89	\$ 150.00	\$ 151.14	\$ -	\$ 19,354.75
Webster Activity	Greg Carezza	\$ 3,836.76	\$ 150.00	\$ 1,253.21	\$ -	\$ 2,733.55
Webster School Store	Greg Carezza	290.12	-	-	-	290.12
WEBSTER TOTAL		\$ 4,126.88	\$ 150.00	\$ 1,253.21	\$ -	\$ 3,023.67
ELEMENTARY BAND	Greg Carezza	\$ 6,545.23	\$ 2,655.04	\$ 2,608.01	\$ -	\$ 6,592.26
WEB CLICKERS		\$ 2,899.45	\$ -	\$ -	\$ -	\$ 2,899.45

Account	Administrator	Beg Bal 7/1/15	Year to Date Revenues	Year to Date Expenditures	Intra- Fund Transfers	End Bal 5/31/16
MS Activities	Bill Watson	\$ -	\$ -	\$ 6,608.15	-	\$ (6,608.15)
MS Drama	Loren DeKruyf	1,102.43	485.75	865.80	-	722.38
MS Vocal	Bill Watson	26,605.05	6,410.95	14,844.44	-	18,171.56
MS Instrumental	Bill Watson	10,545.95	5,863.96	6,384.06	-	10,025.85
MS Boys Basketball	Bill Watson	-	2,866.00	1,880.00	-	986.00
MS Football	Bill Watson	-	3,233.00	7,499.74	-	(4,266.74)
MS Boys Track	Bill Watson	-	2,332.50	1,197.50	-	1,135.00
MS Boys Cross Country	Bill Watson	-	-	255.00	-	(255.00)
MS Wrestling	Bill Watson	-	918.00	2,083.43	-	(1,165.43)
MS Girls Basketball	Bill Watson	-	1,217.00	1,964.15	-	(747.15)
MS Volleyball	Bill Watson	-	2,547.00	4,167.25	-	(1,620.25)
MS Softball	Bill Watson	-	-	8,714.57	-	(8,714.57)
MS Girls Track	Bill Watson	-	1,884.50	1,407.50	-	477.00
MS Girls Cross Country	Bill Watson	-	-	255.00	-	(255.00)
MS Library	Loren DeKruyf	1,382.94	-	1,086.91	-	296.03
MS Student Senate	Loren DeKruyf	5,997.75	1,870.13	904.43	-	6,963.45
MS interest Earnings	Loren DeKruyf	235.86	29.56	-	-	265.42
MS Memory Book	Loren DeKruyf	685.29	10.00	34.19	-	661.10
MS Building Activity	Loren DeKruyf	6,434.04	2,317.54	1,738.00	-	7,013.58
MS I-Movie Club	Loren DeKruyf	-	-	-	-	-
MS Picture	Loren DeKruyf	-	-	-	-	-
MIDDLE SCHOOL TOTAL		\$ 52,989.31	\$ 31,985.89	\$ 61,890.12	\$ -	\$ 23,085.08

HS Activities	Bill Watson	\$ 56,076.71	\$ 74,663.63	\$ 126,731.88	\$ -	4,008.46
HS Drama	Bill Watson	1,796.65	1,742.00	2,760.86	-	777.79
HS Vocal	Bill Watson	24,037.46	146,796.45	171,592.14	-	(758.23)
HS Band	Bill Watson	12,076.35	41,467.70	40,312.64	-	13,231.41
Cheerleading	Bill Watson	-	3,528.91	21,767.00	-	(18,238.09)
Jaywalkers	Bill Watson	-	12,186.42	14,614.38	-	(2,427.96)
HS Boys Basketball	Bill Watson	-	12,045.91	12,145.38	-	(99.47)
HS Football	Bill Watson	-	41,358.00	32,004.25	-	9,353.75
HS Boys Soccer	Bill Watson	-	8,926.86	4,089.98	-	4,836.88
HS Baseball	Bill Watson	-	7,227.22	21,354.30	-	(14,127.08)
HS Boy Track	Bill Watson	-	8,130.64	4,436.63	-	3,694.01
HS Boy Cross Country	Bill Watson	-	1,243.37	901.60	-	341.77
HS Boys Tennis	Bill Watson	-	1,190.00	532.00	-	658.00
HS Boy Golf	Bill Watson	-	303.79	1,482.44	-	(1,178.65)
HS Wrestling	Bill Watson	-	19,896.82	22,966.98	-	(3,070.16)
HS Girls BB	Bill Watson	-	12,841.36	7,482.09	-	5,359.27
HS Girls Volleyball	Bill Watson	-	13,639.43	8,971.80	-	4,667.63
HS Girls Soccer	Bill Watson	-	6,801.77	3,965.00	-	2,836.77
HS Girls Softball	Bill Watson	-	9,637.80	685.84	-	8,951.96
HS GirlsTrack	Bill Watson	-	4,237.74	3,563.01	-	674.73
HS Girls Cross Country	Bill Watson	-	617.48	1,918.59	-	(1,301.11)
HS Girls Tennis	Bill Watson	-	964.28	1,810.85	-	(846.57)
HS Girls Golf	Bill Watson	-	200.00	715.00	-	(515.00)
HS Bowling	Bill Watson	-	352.80	344.00	-	8.80

Account	Administrator	Beg Bal 7/1/15	Year to Date Revenues	Year to Date Expenditures	Intra- Fund Transfers	End Bal 5/31/16
HS Art	Brian Coppess	2,774.63	-	304.50	-	2,470.13
HS Art Club	Brian Coppess	127.00	-	-	-	127.00
HS Cadet Teachers	Brian Coppess	520.17	-	-	-	520.17
HS Deca	Brian Coppess	495.86	4,768.58	4,614.42	-	650.02
HS Key Club	Brian Coppess	4,179.10	1,045.15	1,137.79	-	4,086.46
HS Drug Foundation	Brian Coppess	450.00	-	-	-	450.00
HS German Club	Brian Coppess	2,676.39	32,295.50	30,566.14	-	4,405.75
HS Special Education	Brian Coppess	500.00	-	-	-	500.00
HS Future Leaders	Brian Coppess	80.55	-	-	-	80.55
HS Industrial Arts	Brian Coppess	3,039.95	344.80	2,300.27	-	1,084.48
HS Jayhawker	Brian Coppess	1,487.47	-	200.00	-	1,287.47
HS Library	Brian Coppess	3,826.90	32.44	76.28	-	3,783.06
HS Character Counts	Brian Coppess	194.37	-	-	-	194.37
HS Student Senate	Brian Coppess	17,595.46	18,009.00	10,351.59	-	25,252.87
HS Fam Consumer Science	Brian Coppess	13.00	-	-	-	13.00
HS At Risk	Brian Coppess	599.21	-	-	-	599.21
HS Yearbook	Brian Coppess	38,613.44	9,119.20	7,015.94	-	40,716.70
HS Roaring Leo Club	Brian Coppess	177.12	158.10	-	-	335.22
HS Peer Helpers	Brian Coppess	968.14	674.89	165.24	-	1,477.79
HS Tag Activities	Brian Coppess	6,214.48	-	480.00	-	5,734.48
HS Interest Earnings	Brian Coppess	74.26	20.71	40.00	-	54.97
HS Spanish Honor Soc.	Brian Coppess	2,428.70	-	-	-	2,428.70
HS Parenting Network	Brian Coppess	849.71	-	-	-	849.71
HS Science Activity	Brian Coppess	173.96	-	-	-	173.96
HS Physics	Brian Coppess	3.55	-	-	-	3.55
HS Memory Book	Brian Coppess	2,645.18	-	-	-	2,645.18
HS School Store	Brian Coppess	2,411.41	-	-	-	2,411.41
HS Building	Brian Coppess	1,919.37	650.13	693.57	-	1,875.93
HS Environmental Club	Brian Coppess	170.94	171.85	-	-	342.79
HS Japanese Trip	Brian Coppess	887.60	-	-	-	887.60
HS Spanish Trip	Brian Coppess	835.39	-	-	-	835.39
HIGH SCHOOL TOTAL		\$ 190,920.48	\$ 497,290.73	\$ 565,094.38	\$ -	\$ 123,116.83
TOTAL - ALL ACTIVITIES		\$ 316,881.67	\$ 535,461.49	\$ 634,284.07	\$ -	\$ 218,059.09
TOTALS BY ADMINISTRATOR:						
Kelley Harrison	Jensen	\$ 14,964.13	\$ 150.00	\$ 210.17	\$ -	\$ 14,903.96
Lara Justmann	Karen Acres	12,489.61	861.43	1,259.34	-	12,091.70
Elyse Brimeyer	Olmsted	7,067.50	968.40	392.70	-	7,643.20
Julia Taylor	Rolling Green	5,523.19	1,250.00	1,425.00	-	5,348.19
Meredith Mauro	Valerius	19,355.89	150.00	151.14	-	19,354.75
Dr. Greg Carenza	Webster	4,126.88	150.00	1,253.21	-	3,023.67
Dr. Greg Carenza	Elementary Band	6,545.23	2,655.04	2,608.01	-	6,592.26
District Wide	Web-Clickers	2,899.45	-	-	-	2,899.45
Loren DeKruyf	Middle School	15,838.31	4,712.98	4,629.33	-	15,921.96
Dr. Brian Coppess	High School	96,933.31	67,290.35	57,945.74	-	106,277.92
Dr. William Watson	Athletics	131,138.17	457,273.29	564,409.43	-	24,002.03
TOTAL - ALL ACTIVITIES		\$ 316,881.67	\$ 535,461.49	\$ 634,284.07	\$ -	\$ 218,059.09

School Board Meeting

June 6, 2016

Special Report # 22

Bill List for Board of Director's Meeting 6/6/2016

1	10 - GENERAL		
2	ABC ELECTRICAL SERVICES-	BB Office Electrical Install/7719/ Labor	\$ 3,310.00
3	ABC ELECTRICAL SERVICES-	BB Office Electrical Install/7719/ Parts	\$ 2,137.12
4	ABC ELECTRICAL SERVICES-	BB Office Electrical Install/7719/ Renta	\$ 345.00
5	ABC ELECTRICAL SERVICES-	Locates for BB/7839	\$ 397.50
6	ABC ELECTRICAL SERVICES-	Troubleshoot and Repair Baseball Lights	\$ 1,050.00
7	ABC ELECTRICAL SERVICES-	Troubleshoot and Repair Baseball Lights	\$ 941.75
8	ABC ELECTRICAL SERVICES-	Valerius Fire Alarm Dialer Connect/7783/	\$ 1,135.72
9	ABC ELECTRICAL SERVICES-	Valerius Fire Alarm Dialer Connect/7783/	\$ 25.45
10	ADEL-DESOTO-MINBURN SCHOOLS	OE Tuition 3rd Qtr	\$ 1,591.50
11	AHLERS & COONEY, P.C.-	SERVICES	\$ 754.00
12	ALLEGRA (WAS THE PRINTING STATION)	Copies for Counselors	\$ 68.60
13	ALLEGRA (WAS THE PRINTING STATION)	Printing A/O	\$ 63.32
14	ALLEGRA (WAS THE PRINTING STATION)	Printing High School	\$ 899.54
15	ALLEGRA (WAS THE PRINTING STATION)	Printing Jensen	\$ 277.28
16	ALLEGRA (WAS THE PRINTING STATION)	Printing Karen Acres	\$ 313.85
17	ALLEGRA (WAS THE PRINTING STATION)	Printing Middle School	\$ 1,847.91
18	ALLEGRA (WAS THE PRINTING STATION)	Printing MS Spec Ed	\$ 16.08
19	ALLEGRA (WAS THE PRINTING STATION)	Printing Olmsted	\$ 592.87
20	ALLEGRA (WAS THE PRINTING STATION)	Printing Rolling Green	\$ 310.33
21	ALLEGRA (WAS THE PRINTING STATION)	Printing TAG	\$ 10.51
22	ALLEGRA (WAS THE PRINTING STATION)	Printing Valerius	\$ 328.55
23	ALLEGRA (WAS THE PRINTING STATION)	Printing Webster	\$ 398.57
24	AMAZON.COM CORPORATE CREDIT	100 pack manilla folders	\$ 26.67
25	AMAZON.COM CORPORATE CREDIT	10 Professional Development books for st	\$ 338.70
26	AMAZON.COM CORPORATE CREDIT	12 decks playing cards	\$ 29.98
27	AMAZON.COM CORPORATE CREDIT	12-drawer mobile organizer	\$ 73.10
28	AMAZON.COM CORPORATE CREDIT	12 pack legal pads	\$ 10.00
29	AMAZON.COM CORPORATE CREDIT	12 pack sharpies	\$ 6.87
30	AMAZON.COM CORPORATE CREDIT	12 pack tape clear	\$ 11.17
31	AMAZON.COM CORPORATE CREDIT	25 real life math book	\$ 49.90
32	AMAZON.COM CORPORATE CREDIT	2x3 thermal pouch	\$ 59.80
33	AMAZON.COM CORPORATE CREDIT	3M painter's tape .94x60yd	\$ 20.07
34	AMAZON.COM CORPORATE CREDIT	4 pack 2 "binders	\$ 65.40
35	AMAZON.COM CORPORATE CREDIT	4 pack white board erasers	\$ 55.92
36	AMAZON.COM CORPORATE CREDIT	4x6 thermal pouch	\$ 26.90
37	AMAZON.COM CORPORATE CREDIT	6 pack blue tape	\$ 60.40
38	AMAZON.COM CORPORATE CREDIT	8x11 thermal pouch	\$ 26.98
39	AMAZON.COM CORPORATE CREDIT	978-0-07-663193-3 Sociology and You McG	\$ 124.17
40	AMAZON.COM CORPORATE CREDIT	ADD'L SUPPLIES	\$ 36.18
41	AMAZON.COM CORPORATE CREDIT	ADJ TO PRICE	\$ (0.72)
42	AMAZON.COM CORPORATE CREDIT	ADJ TO PRICE/SHIPPING	\$ 16.99
43	AMAZON.COM CORPORATE CREDIT	A Fierce Green Fire DVD	\$ 17.89
44	AMAZON.COM CORPORATE CREDIT	American Experience Rachel Carson's Sile	\$ 11.99
45	AMAZON.COM CORPORATE CREDIT	A Snicker of Magic	\$ 36.16
46	AMAZON.COM CORPORATE CREDIT	Beautiful relaxation: Coloring book for	\$ 15.27
47	AMAZON.COM CORPORATE CREDIT	Beautiful relaxation: Coloring book for	\$ 2.52
48	AMAZON.COM CORPORATE CREDIT	Because of Mr. Terupt	\$ 48.00
49	AMAZON.COM CORPORATE CREDIT	binder clips	\$ 11.96
50	AMAZON.COM CORPORATE CREDIT	Black and Decker 8 cup food processor bl	\$ 107.55
51	AMAZON.COM CORPORATE CREDIT	block by block	\$ 47.80
52	AMAZON.COM CORPORATE CREDIT	brain quest grade 7	\$ 20.10
53	AMAZON.COM CORPORATE CREDIT	Collaborative Teams that Transform Schoo	\$ 81.53
54	AMAZON.COM CORPORATE CREDIT	Collaborative Teams that Transform Schoo	\$ 13.47
55	AMAZON.COM CORPORATE CREDIT	colored pencils	\$ 52.16
56	AMAZON.COM CORPORATE CREDIT	Command Broom Gripper, White with Grey B	\$ 31.73
57	AMAZON.COM CORPORATE CREDIT	Command Wire Hooks, 9-Hook	\$ 5.85
58	AMAZON.COM CORPORATE CREDIT	common core activities	\$ 51.36
59	AMAZON.COM CORPORATE CREDIT	common core math work book	\$ 11.88

60	AMAZON.COM CORPORATE CREDIT	common core stations	\$ 49.62
61	AMAZON.COM CORPORATE CREDIT	Construction paper	\$ 35.34
62	AMAZON.COM CORPORATE CREDIT	copernicus deluxe magnetic dry erase cla	\$ 449.98
63	AMAZON.COM CORPORATE CREDIT	Dangerous and Deception	\$ 127.84
64	AMAZON.COM CORPORATE CREDIT	Dixon #2 Pencils box of 96	\$ 27.46
65	AMAZON.COM CORPORATE CREDIT	Duracell LR44 Duralock 1.5V Button Cell	\$ 10.14
66	AMAZON.COM CORPORATE CREDIT	Elmer's Rubber Cement	\$ 19.24
67	AMAZON.COM CORPORATE CREDIT	enrichment math	\$ 19.90
68	AMAZON.COM CORPORATE CREDIT	eraseable pens	\$ 71.94
69	AMAZON.COM CORPORATE CREDIT	Fever 1793	\$ 29.82
70	AMAZON.COM CORPORATE CREDIT	Fish in a Tree	\$ 82.88
71	AMAZON.COM CORPORATE CREDIT	Forty below game	\$ 59.92
72	AMAZON.COM CORPORATE CREDIT	Gasland DVD	\$ 14.32
73	AMAZON.COM CORPORATE CREDIT	hands on math book	\$ 45.10
74	AMAZON.COM CORPORATE CREDIT	High-Impact Instruction: A Framework for	\$ 90.53
75	AMAZON.COM CORPORATE CREDIT	High-Impact Instruction: A Framework for	\$ 14.95
76	AMAZON.COM CORPORATE CREDIT	How to Develop PLCs for Singletons and S	\$ 112.84
77	AMAZON.COM CORPORATE CREDIT	Inside Out and Back Again	\$ 41.64
78	AMAZON.COM CORPORATE CREDIT	Large Print Word-Finds Puzzle Book Volum	\$ 7.71
79	AMAZON.COM CORPORATE CREDIT	Large Print Word-Finds Puzzle Book Volum	\$ 1.26
80	AMAZON.COM CORPORATE CREDIT	loose leaf paper	\$ 148.00
81	AMAZON.COM CORPORATE CREDIT	markers	\$ 46.29
82	AMAZON.COM CORPORATE CREDIT	mathological liar	\$ 143.91
83	AMAZON.COM CORPORATE CREDIT	math projects	\$ 19.98
84	AMAZON.COM CORPORATE CREDIT	math puzzles	\$ 37.02
85	AMAZON.COM CORPORATE CREDIT	My First Ticonderoga Primary Size #2 Beg	\$ 11.97
86	AMAZON.COM CORPORATE CREDIT	Neenah Astrobrights paper	\$ 9.84
87	AMAZON.COM CORPORATE CREDIT	pencils	\$ 24.04
88	AMAZON.COM CORPORATE CREDIT	Pentel Evergel Deluxe RTX liquid pen .7m	\$ 44.56
89	AMAZON.COM CORPORATE CREDIT	post it notes	\$ 20.36
90	AMAZON.COM CORPORATE CREDIT	Power cord for Dell Laptop	\$ 32.97
91	AMAZON.COM CORPORATE CREDIT	Premium color paper	\$ 44.37
92	AMAZON.COM CORPORATE CREDIT	probability/statistics	\$ 20.99
93	AMAZON.COM CORPORATE CREDIT	Proficiency Scales for the New Science S	\$ 21.41
94	AMAZON.COM CORPORATE CREDIT	Proficiency Scales for the New Science S	\$ 3.54
95	AMAZON.COM CORPORATE CREDIT	Pyrex bakeware custard cups 10 oz - pack	\$ 107.90
96	AMAZON.COM CORPORATE CREDIT	Pyrex bakeware custard cups 6 oz - pack	\$ 93.95
97	AMAZON.COM CORPORATE CREDIT	Road to the Code	\$ 229.55
98	AMAZON.COM CORPORATE CREDIT	Rowenta Steam Iron	\$ 119.60
99	AMAZON.COM CORPORATE CREDIT	royal laminator	\$ 178.34
100	AMAZON.COM CORPORATE CREDIT	Rules	\$ 48.00
101	AMAZON.COM CORPORATE CREDIT	Samsungt TSST ultra slim optical DVD rew	\$ 79.44
102	AMAZON.COM CORPORATE CREDIT	San Disk Crusier 32GB	\$ 29.97
103	AMAZON.COM CORPORATE CREDIT	Scotch Thermal Laminating pouch	\$ 12.99
104	AMAZON.COM CORPORATE CREDIT	Scotch Thermal Laminator	\$ 55.00
105	AMAZON.COM CORPORATE CREDIT	sheet protectors	\$ 26.97
106	AMAZON.COM CORPORATE CREDIT	SHIPPING	\$ 25.41
107	AMAZON.COM CORPORATE CREDIT	SHIPPING/PROMO	\$ (7.20)
108	AMAZON.COM CORPORATE CREDIT	tab dividers	\$ 19.90
109	AMAZON.COM CORPORATE CREDIT	The Fourteenth Goldfish	\$ 38.82
110	AMAZON.COM CORPORATE CREDIT	The Last Mountain DVD	\$ 14.99
111	AMAZON.COM CORPORATE CREDIT	Things Not Seen	\$ 41.94
112	AMAZON.COM CORPORATE CREDIT	Trashed DVD	\$ 30.94
113	AMAZON.COM CORPORATE CREDIT	Using Common Core Standards to Enhance C	\$ 97.25
114	AMAZON.COM CORPORATE CREDIT	Using Common Core Standards to Enhance C	\$ 16.07
115	AMAZON.COM CORPORATE CREDIT	velcro	\$ 10.80
116	AMAZON.COM CORPORATE CREDIT	Verbatim 4.7GB DVD+R 50 Disc	\$ 10.80
117	AMAZON.COM CORPORATE CREDIT	washi tape	\$ 5.99
118	AMAZON.COM CORPORATE CREDIT	Whiteboard with grid pattern & cubicle h	\$ 86.41

119	AMAZON.COM CORPORATE CREDIT	wobble cushion	\$ 360.00
120	AMERICAN RED CROSS-	Longfellow's Whale Tales DVD	\$ 25.46
121	AMERICAN RED CROSS-	S & H	\$ 3.35
122	APPLE, INC -GSX	60W MagSafe 2 Power Supply	\$ 711.00
123	APPLE, INC -GSX	85W MagSafe 2 Power Supply	\$ 711.00
124	APPLE, INC -GSX	Lightning-to-USB cables - 1m	\$ 256.50
125	APPLE, INC -GSX	Shipping Charges for GSX Order	\$ 6.95
126	AUDIO ART INC-	Microphone Stand Adapter	\$ 45.36
127	AUDIO ART INC-	Recording Microphone Installation	\$ 354.78
128	AUDIO ART INC-	Rental Services - Audio Tech	\$ 300.00
129	AVESIS THIRD PARTY ADM.	Adjustment	\$ (213.50)
130	AVESIS THIRD PARTY ADM.	Withholding	\$ 2,619.08
131	BEGANOVIC, AZRA	MILEAGE	\$ 480.55
132	BLANK PARK ZOO	ADULT ADMISSIONS	\$ 27.00
133	BLANK PARK ZOO	Blank Park Zoo admission (3rd grade)	\$ 120.00
134	BMO MASTERCARD	AEA-REFUND-CPI CLASS	\$ (75.00)
135	BMO MASTERCARD	AEA-REFUND-CPI TRAINING	\$ (375.00)
136	BMO MASTERCARD	ALLEGIANT AIR-FLIGHTS CONFERENCE	\$ 547.99
137	BMO MASTERCARD	AMAZON-10X MINI DISPLAYPORT-HDMI CABLES	\$ 119.90
138	BMO MASTERCARD	AMAZON-BELKIN STORE/CHARGE HOLDERS	\$ 509.28
139	BMO MASTERCARD	AMAZON-LIBRARY BOOKS	\$ 177.57
140	BMO MASTERCARD	AMAZON-PHONE REPLACEMENT	\$ 84.99
141	BMO MASTERCARD	AMAZON-PROFESSIONAL BOOK	\$ 31.43
142	BMO MASTERCARD	AMAZON-SATA TO USB3 CONVERTERS	\$ 42.34
143	BMO MASTERCARD	AMAZON-STYLUS	\$ 9.99
144	BMO MASTERCARD	AMAZON-WIRELESS KEYBOARD/MOUSE	\$ 129.87
145	BMO MASTERCARD	AMERICAN PRINTING HOUSE-BRAILLE PAPER	\$ 20.00
146	BMO MASTERCARD	APPLE-IPAD PRO	\$ 729.00
147	BMO MASTERCARD	APPLE-IPAD PRO CASE	\$ 69.00
148	BMO MASTERCARD	APPLE-IPAD PRO PENCIL	\$ 99.00
149	BMO MASTERCARD	APPLE-IPAD PRO SMART KEYBOARD	\$ 149.00
150	BMO MASTERCARD	APPLE-MACBOOK AIRS FOR HS	\$ 9,290.00
151	BMO MASTERCARD	AUREON-VMWARE SERVER SOFTWARE RENEW	\$ 1,816.00
152	BMO MASTERCARD	BIG CREEK MARINA-FIELD TRIP-STUDENTS	\$ 29.00
153	BMO MASTERCARD	BLANK PARK ZOO-FIELD TRIP	\$ 135.00
154	BMO MASTERCARD	BLANK PARK ZOO-REINFORCE/PAY PRACTICE	\$ 41.25
155	BMO MASTERCARD	BROADWAY-FOOD-DECA TRIP	\$ 10.94
156	BMO MASTERCARD	BUD BREWHOUSE-FOOD-DECA TRIP	\$ 21.00
157	BMO MASTERCARD	CASEYS-FOOD-DECA TRIP	\$ 13.67
158	BMO MASTERCARD	CASEYS-GAS-DECA	\$ 30.05
159	BMO MASTERCARD	CDW-G-CHROMEBOOKS FOR HS	\$ 12,000.00
160	BMO MASTERCARD	CDW-G-CHROMEBOOKS-HS	\$ 6,000.00
161	BMO MASTERCARD	CDW-G-GOOGLE MGMT LICENSES-CHROMEBOOKS	\$ 1,800.00
162	BMO MASTERCARD	CDW-G-GOOGLE MGMT LICENSES-HS	\$ 900.00
163	BMO MASTERCARD	CIRCLE K-GAS-DECA	\$ 20.01
164	BMO MASTERCARD	DAIRY QUEEN-JHAWK WAY	\$ 5.78
165	BMO MASTERCARD	DM PERFORMING ARTS-TIX FOR STUDENTS	\$ 36.00
166	BMO MASTERCARD	DOLLAR STORE-REWARDS-INCENTIVES	\$ 51.00
167	BMO MASTERCARD	DOLLAR TREE-HOUSE SIMULATION PROJECT	\$ 8.48
168	BMO MASTERCARD	ENTERPRISE-CAR-DECA TRIP	\$ 223.03
169	BMO MASTERCARD	FOLLETT-LIBRARY BOOKS	\$ 220.11
170	BMO MASTERCARD	HCI GIVING TREE-ROUND TABLE-STUDENTS	\$ 99.00
171	BMO MASTERCARD	HEARTLAND AEA-INSTR COACHING CLASS	\$ 175.00
172	BMO MASTERCARD	HEARTLAND AEA-REGISTER TEACHER LEADERS	\$ 300.00
173	BMO MASTERCARD	HEARTLAND AEA-REGISTER TEACHER LEADERS	\$ 50.00
174	BMO MASTERCARD	HOBBY LOBBY-CARDS/SUPPLIES-WAG NITE	\$ 15.98
175	BMO MASTERCARD	HOBBY LOBBY-SOCIAL STUDIES PROJECT	\$ 4.83
176	BMO MASTERCARD	HOOK/LOOP.COM-VELCRO/MATERIALS	\$ 131.42
177	BMO MASTERCARD	HYATT-PARKING	\$ 27.30

178	BMO MASTERCARD	HYVEE-ADMIN ASST WEEK SNACKS	\$ 31.83
179	BMO MASTERCARD	HYVEE-CBI	\$ 80.24
180	BMO MASTERCARD	HYVEE-COFFEE CUPS-INTERVIEW TEAM	\$ 3.38
181	BMO MASTERCARD	HYVEE-FOOD-COOKING	\$ 20.82
182	BMO MASTERCARD	HYVEE-FOOD-COOKING/FOAM-REINFORCE	\$ 34.00
183	BMO MASTERCARD	HYVEE-JHAWK WAY	\$ 13.00
184	BMO MASTERCARD	HYVEE-KINDER ICE CREAM SOCIAL	\$ 30.52
185	BMO MASTERCARD	HYVEE-LITERACY NIGHT SUPPLIES	\$ 290.11
186	BMO MASTERCARD	HYVEE-REINFORCEMENT	\$ 57.43
187	BMO MASTERCARD	HYVEE-REWARDS FOR STUDENTS	\$ 22.46
188	BMO MASTERCARD	HYVEE-SNACKS FOR STUDENTS	\$ 15.84
189	BMO MASTERCARD	HYVEE-SNACKS-STUDENTS	\$ 17.11
190	BMO MASTERCARD	HYVEE-SUPPLIES	\$ 34.90
191	BMO MASTERCARD	IA HALL OF PRIDE-TEACHER ADMISSION/PD	\$ 50.00
192	BMO MASTERCARD	ID WHOLESALER-RIBBONS	\$ 287.15
193	BMO MASTERCARD	JACK CAWTHON-FOOD-DECA TRIP	\$ 15.10
194	BMO MASTERCARD	KROGER-FOOD-DECA TRIP	\$ 6.39
195	BMO MASTERCARD	KUM & GO-GAS-TRAVEL	\$ 33.44
196	BMO MASTERCARD	LEARNING POST-REWARDS-INCENTIVES	\$ 83.68
197	BMO MASTERCARD	MENARDS-HOOKS-STUDENT CRUTCHES	\$ 15.94
198	BMO MASTERCARD	MENARDS-PEGBOARDS-PAES LAB	\$ 53.98
199	BMO MASTERCARD	MICHAEL'S-FRAMING-DONATED PRINT-LIBRARY	\$ 371.00
200	BMO MASTERCARD	MICHAEL'S-LITERACY NIGHT SUPPLIES	\$ 38.18
201	BMO MASTERCARD	NAME CHEAP.COM-SSL CERT HS SERVER	\$ 26.85
202	BMO MASTERCARD	NASSP-NHS PINS/CERTIFICATES	\$ 552.00
203	BMO MASTERCARD	NAT'L GYM SUPPLY-LOCK NUT-PUNCHING BAG	\$ 31.76
204	BMO MASTERCARD	NOBBIES-YEARS OF SVC AWARD BAGS	\$ 71.30
205	BMO MASTERCARD	NOTARY ROTARY- J MITCHELL NOTARY	\$ 25.00
206	BMO MASTERCARD	OFFICE DEPOT-LITERACY NIGHT SUPPLIES	\$ 23.96
207	BMO MASTERCARD	OFFICE DEPOT-SUPPLIES	\$ 61.98
208	BMO MASTERCARD	OFFICE DEPOT-SUPPLIES-HR	\$ 64.95
209	BMO MASTERCARD	OMAHA ZOO-FIELD TRIP	\$ 51.25
210	BMO MASTERCARD	OPEN YARD-SOCCER GOAL REPAIR PARTS	\$ 570.00
211	BMO MASTERCARD	ORIENTAL TRADING-EAGLE LEADER SUPPLIES	\$ 225.30
212	BMO MASTERCARD	PARTY FOWL-FOOD-DECA TRIP	\$ 35.00
213	BMO MASTERCARD	PIZZA RANCH-REWARDS-STUDENTS	\$ 12.00
214	BMO MASTERCARD	P&P SMALL ENGINES-CUB CADET REPAIR	\$ 214.65
215	BMO MASTERCARD	PRICE CHOPPER-REWARDS/SUPPLIES	\$ 50.82
216	BMO MASTERCARD	PRICE CHOPPER-SNACKS-IEP	\$ 13.97
217	BMO MASTERCARD	PUB NASHVILLE-FOOD-DECA TRIP	\$ 13.00
218	BMO MASTERCARD	QSTOP-FOOD-DECA TRIP	\$ 2.93
219	BMO MASTERCARD	QSTOP-GAS-DECA	\$ 27.90
220	BMO MASTERCARD	RIEMAN MUSIC-SPEAKER CABLE	\$ 40.00
221	BMO MASTERCARD	SAFARI GRILL-FIELD TRIP MEALS	\$ 28.62
222	BMO MASTERCARD	SHELL-DECA-FOOD	\$ 5.35
223	BMO MASTERCARD	STORAGEMART-RENTAL OF UNIT MAY '16	\$ 94.96
224	BMO MASTERCARD	TARGET-4TH GR SCIENCE SUPPLIES	\$ 21.06
225	BMO MASTERCARD	TARGET-6TH GR LA SUPPLIES	\$ 31.75
226	BMO MASTERCARD	TARGET-AIR FRESH/ICE CREAM-CLEANING VAN	\$ 6.87
227	BMO MASTERCARD	TARGET-REPLACEMENT CLOTHING-STUDENT	\$ 8.79
228	BMO MASTERCARD	TEACHERS PAY TEACHERS-CURRICULUM	\$ 7.50
229	BMO MASTERCARD	TEACHERS PAY TEACHERS-SUPP SCIENCE ITEMS	\$ 4.00
230	BMO MASTERCARD	UPS STORE-SHIP CHROMEBOOK FOR REPAIR	\$ 14.05
231	BMO MASTERCARD	VALLEY MARKET-GAS-DECA	\$ 25.01
232	BMO MASTERCARD	WALGREENS-LOST RECEIPT-REIMBURSED	\$ 14.99
233	BMO MASTERCARD	WALGREENS-STUDENT PICS/CHARACTER	\$ 10.90
234	BMO MASTERCARD	WALGREENS-SUPPLIES/REWARD/REINFORCE	\$ 27.44
235	BMO MASTERCARD	WALMART-WAG EXPO NITE REFRESHMENTS	\$ 37.85
236	BMO MASTERCARD	WAUKEE SCHOOLS-REGISTER TEACHER LEADERS	\$ 360.00

237	CAIN, GINA	Reimbursement for popsicles for 1st - 3r	\$ 39.92
238	CAPITAL SANITARY SUPPLY	District parts and supplies	\$ 816.18
239	CAPITAL SANITARY SUPPLY	high school	\$ 68.82
240	CAPITAL SANITARY SUPPLY	jensen	\$ 394.90
241	CAPITAL SANITARY SUPPLY	karen acres	\$ 257.73
242	CAPITAL SANITARY SUPPLY	middle school	\$ 693.07
243	CAPITAL SANITARY SUPPLY	olmsted	\$ 757.20
244	CAPITAL SANITARY SUPPLY	Olmsted parts for equipment	\$ 241.00
245	CAPITAL SANITARY SUPPLY	rolling green	\$ 257.73
246	CAPITAL SANITARY SUPPLY	valerius	\$ 181.85
247	CAPITAL SANITARY SUPPLY	webster	\$ 176.00
248	CENTIMARK ROOFING CORP-	Jensen Roof Repairs/8000759939/ Labor	\$ 1,155.00
249	CENTIMARK ROOFING CORP-	Jensen Roof Repairs/8000759939/ Material	\$ 137.50
250	CENTIMARK ROOFING CORP-	MS Roof Repairs/8000759501/Labor	\$ 240.00
251	CENTIMARK ROOFING CORP-	MS Roof Repairs/8000759501/Materials	\$ 255.70
252	CENTURYLINK	SERVICES	\$ 134.70
253	CHEMSEARCH	Drain Cobra Program/2314254	\$ 144.00
254	CINTAS CORP	CREDIT-SERVICES	\$ (132.54)
255	CINTAS CORP	SERVICES	\$ 132.54
256	CINTAS CORP	Walk Off Mat Leasing/Jensen/762449393	\$ 36.15
257	CINTAS CORP	Walk Off Mat Leasing/KA/762449061	\$ 40.64
258	CINTAS CORP	Walk Off Mat Leasing/Olm/762450484	\$ 60.25
259	CINTAS CORP	Walk Off Mat Leasing/RG/762449722	\$ 73.73
260	CINTAS CORP	Walk Off Mat Leasing/RG/76249289	\$ 73.73
261	CINTAS CORP	Walk Off Mat Leasing/UMS/762449395	\$ 34.00
262	CINTAS CORP	Walk Off Mat Leasing/Val/762449722	\$ 36.15
263	CINTAS CORP	Walk Off Mat Leasing/WE/762449291	\$ 96.39
264	COMMUNICATION INNOVATORS INC	Invoice 80081 - 1st Quarter OneCall Loca	\$ 5,843.75
265	CONTRACT SPECIALTY L.C.	Field Paint/038655	\$ 728.00
266	CONTRACT SPECIALTY L.C.	Weed Control Supplies for District/03863	\$ 1,265.62
267	CULTUREALL-	CultureALL workshops (7) for students	\$ 1,685.00
268	DALLAS CENTER-GRIMES SCHOOL DIST	OE Tuition 4th Qtr	\$ 23,872.50
269	DALLAS CENTER-GRIMES SCHOOL DIST	OE Tuition 4th Qtr TLC	\$ 1,172.55
270	DEMCO, INC.-	See attached reference #: W6112057 for o	\$ 294.53
271	DEMCO, INC.-	Shipping and Handling	\$ 29.27
272	DIAMOND OIL COMPANY	SERVICES	\$ 4,116.44
273	DUANY, JAM	MILEAGE	\$ 243.11
274	EGAN SUPPLY CO.	high school	\$ 22.30
275	EGAN SUPPLY CO.	middle school	\$ 800.76
276	EGAN SUPPLY CO.	olmsted	\$ 248.33
277	EGAN SUPPLY CO.	rolling green	\$ 199.77
278	EGAN SUPPLY CO.	webster	\$ 446.97
279	ELECTRONIC ENGINEERING CO	Batt Magone NIMH 1400T & BATT Magone LII	\$ 304.00
280	EPS/SCHOOL SPECIALTY	Making Connections Classroom Set Grade 1	\$ 426.05
281	EPS/SCHOOL SPECIALTY	Making Connections Classroom Set Grade 2	\$ 517.55
282	EPS/SCHOOL SPECIALTY	Making Connections Classroom Set Grade 3	\$ 517.55
283	EPS/SCHOOL SPECIALTY	Making Connections Classroom Set Grade 4	\$ 517.55
284	EPS/SCHOOL SPECIALTY	Making Connections Classroom Set Grade 5	\$ 517.55
285	EPS/SCHOOL SPECIALTY	Making Connections Classroom Set Grade 6	\$ 517.55
286	EPS/SCHOOL SPECIALTY	Making Connections Grade 4 Small Group S	\$ 334.05
287	EPS/SCHOOL SPECIALTY	Making Connections Grade 5 Small Group S	\$ 334.05
288	EPS/SCHOOL SPECIALTY	Making Connections Grade 6 Smalls Group	\$ 334.05
289	EPS/SCHOOL SPECIALTY	Making Connections Small Group Set Grade	\$ 901.50
290	EXCEL MECHANICAL CO INC	Replace Compressor Heater on UMS AHUCU-4	\$ 388.00
291	EXCEL MECHANICAL CO INC	Replace Compressor Heater on UMS AHUCU-4	\$ 210.87
292	FERGUSON ENTERPRISES INC	CREDIT	\$ (88.41)
293	FERGUSON ENTERPRISES INC	Plumbing Repair Parts for HS Gym Bathroo	\$ 213.87
294	FERGUSON ENTERPRISES INC	Plumbing Supplies to Repair HS Gym Restr	\$ 202.82
295	FOLLETT SCHOOL SOLUTIONS-	Follett Destiny Solution - see quote#940	\$ 20,827.28

296	FOLLETT SCHOOL SOLUTIONS-	See attached quote ID 8737482	\$ 370.00
297	FOLLETT SCHOOL SOLUTIONS-	See attached quote ID: 8752282 for order	\$ 350.00
298	FOLLETT SCHOOL SOLUTIONS-	See attached quote ID: 8752284 for order	\$ 105.26
299	GOPHER SPORT	Kin-ball ball w/bladder 48" dia. black	\$ 255.55
300	GOPHER SPORT	Poof soccer ball size 3 junior color var	\$ 22.70
301	GOPHER SPORT	shipping	\$ 35.41
302	GOPHER SPORT	Soft shot puck	\$ 66.40
303	GOPHER SPORT	Ultrafit pro stability ball 65 cm (26" d	\$ 71.90
304	GRAINGER INC-	Fan Motor/6324872879	\$ 108.59
305	GRAINGER INC-	Stretch Wrap for Moving KA/6325506480	\$ 35.28
306	GREATER DES MOINES UNITED WAY	Withholding	\$ 133.00
307	HAMILTON, SELINA	MILEAGE	\$ 83.27
308	HERFF JONES	administrator cap for graduation	\$ 8.98
309	HILLTOP TIRE SERVICE	Repair Skid Steer Tire/0018214	\$ 31.37
310	HOCKENBERGS SUPPLY	Spray Head for Olmsted Kitchen/99D3WG	\$ 76.88
311	HOCKENBERGS SUPPLY	Spray Wash Hose for Olmsted Kitchen/99D3	\$ 89.58
312	HOCKENBERGS SUPPLY	Spray Wash Spring Bodyfor Olmsted Kitch	\$ 46.82
313	HYVEE FOOD STORE-URBAN DALE	Choc cookies, chips ahoy, handi snacks r	\$ 28.77
314	HYVEE FOOD STORE-URBAN DALE	cookies (20 dozen)	\$ 79.80
315	HYVEE FOOD STORE-URBAN DALE	CREDIT	\$ (99.64)
316	HYVEE FOOD STORE-URBAN DALE	Filk, Whipped Cream, Gummi Worms, instan	\$ 16.00
317	HYVEE FOOD STORE-URBAN DALE	flowers - retiree - Board Meeting	\$ 54.95
318	HYVEE FOOD STORE-URBAN DALE	Food for Cutral Issues for 1st and 2nd	\$ 193.64
319	HYVEE FOOD STORE-URBAN DALE	Food for FCS	\$ 107.70
320	HYVEE FOOD STORE-URBAN DALE	Food for FCS	\$ 28.38
321	HYVEE FOOD STORE-URBAN DALE	Food for FCS	\$ 33.92
322	HYVEE FOOD STORE-URBAN DALE	Food/supplies for Big Creek field trip	\$ 247.52
323	HYVEE FOOD STORE-URBAN DALE	Ruppert - Corn Pops, Parm Cheese	\$ 6.36
324	HYVEE FOOD STORE-URBAN DALE	Ruppert - Van/Choc Pudding & Strawberry	\$ 4.79
325	HYVEE FOOD STORE-URBAN DALE	Supplies for Big Creek field trip	\$ 10.41
326	IMAGING TECHNOLOGIES	Copy charges for 4/24-5	\$ 194.10
327	INTERSTATE ALL BATTERY CENTER	2 SLA1075 Batteries for WE FA/52316	\$ 37.98
328	IOWA QUALITY CENTER, INC.-	Performance Excellence Application Fee	\$ 100.00
329	ISPRA	SERVICES	\$ 120.00
330	J LAURENZO SPECIALTY PRODUCTS	Bobrick Hand Dryer/17399	\$ 375.00
331	JOHNSTON BAIT & TACKLE	Bait	\$ 45.00
332	JOHNSTONE SUPPLY	Assorted FHP Belts For HVAC Equipment/30	\$ 31.35
333	JOHNSTONE SUPPLY	Fuses for Condensing Unit/3072195	\$ 11.13
334	KARAIDOS, SHAWN	MILEAGE	\$ 121.66
335	KAVAZOVIC, ALMA	MILEAGE	\$ 164.59
336	LIGHT THIS PRODUCTIONS-	Audio Tech for Rental	\$ 300.00
337	L & L INSULATIONS	Pipe Insulation Products for Room 19 Roo	\$ 52.39
338	LOUNSBURY LANDSCAPING	5 ton of black dirt for Webster grounds	\$ 179.00
339	MAIL SERVICES, LLC-	SERVICES	\$ 509.92
340	MARC HAVNEN, INC	student assistance for Cap & gowns	\$ 183.24
341	MCCARTY, LOIS	MILEAGE	\$ 15.12
342	MCGRAW HILL EDUCATION-	Level D	\$ 676.02
343	MCGRAW HILL EDUCATION-	Number Worlds Intervention Package Level	\$ 4,732.14
344	MCGRAW HILL EDUCATION-	S&H	\$ 238.16
345	MEDIACOM	SERVICES	\$ 1,300.00
346	MENARDS	Hardware/44307	\$ 6.58
347	MENARDS	Lavatory Faucet/44236	\$ 47.00
348	MENARDS	Masking/Packing Tape/44928	\$ 71.17
349	MENARDS	Mortar Mix/43733	\$ 4.79
350	MENARDS	Supplies/44343	\$ 17.95
351	METRO WEST LEARNING CENTER-	Invoice #20790 for TS & Invoice # 20789	\$ 4,330.00
352	METRO WEST LEARNING CENTER-	Services for TS Invoice #20636 and AS In	\$ 4,500.00
353	MIDAMERICAN ENERGY-	A/O	\$ 37.66
354	MIDAMERICAN ENERGY-	A/O	\$ 226.27

355	MIDAMERICAN ENERGY-	SERVICES	\$ 54.28
356	MIDAMERICAN ENERGY-	WEBSTER	\$ 4,897.79
357	MONSON, DAPHNE	Reimbursement for parking while at IBA C	\$ 15.00
358	MUSICIAN'S FRIEND	Luna Guitar Safari- Supreme Acoustic Gui	\$ 199.00
359	NAT'L ACADEMIC QUIZ TOURNAMENTS, LLC-	Invitational Series #153A	\$ 25.00
360	NAT'L ACADEMIC QUIZ TOURNAMENTS, LLC-	Invitational Series #154	\$ 35.00
361	NAT'L ACADEMIC QUIZ TOURNAMENTS, LLC-	Invitational Series #155A	\$ 25.00
362	NAT'L ACADEMIC QUIZ TOURNAMENTS, LLC-	Invitational Series #156	\$ 35.00
363	OFFICE DEPOT-(USE FOR ALL)	1/2" Binding Combs, Black, Pk. of 100	\$ 18.88
364	OFFICE DEPOT-(USE FOR ALL)	1/4" Binding Combs, Black, Pack of 100	\$ 29.97
365	OFFICE DEPOT-(USE FOR ALL)	3/8" Binding Combs, Black, Pk. of 100	\$ 14.96
366	OFFICE DEPOT-(USE FOR ALL)	8" Bonded Scissors, Pointed, Pk. of 2, G	\$ 26.38
367	OFFICE DEPOT-(USE FOR ALL)	8" Straight, Fiskars Scissors	\$ 22.80
368	OFFICE DEPOT-(USE FOR ALL)	Avery Address Labels, 1" x 2 5/8", Box o	\$ 43.86
369	OFFICE DEPOT-(USE FOR ALL)	Avery Heavyweight Sheet Protectors, Pk.	\$ 45.79
370	OFFICE DEPOT-(USE FOR ALL)	Binder Clips, Small 3/4", box of 12	\$ 5.25
371	OFFICE DEPOT-(USE FOR ALL)	Chart Tablet, 24x16" 1 1/2" Ruled	\$ 53.25
372	OFFICE DEPOT-(USE FOR ALL)	Chart Tablet, 24x16", 1" Ruled	\$ 75.50
373	OFFICE DEPOT-(USE FOR ALL)	Chart Tablet, 24x32", 1 1/2" Ruled	\$ 114.00
374	OFFICE DEPOT-(USE FOR ALL)	Chart Tablet, 24x32", 1" Ruled	\$ 118.25
375	OFFICE DEPOT-(USE FOR ALL)	DYMO Address Label Rolls, Box of 2, 1 1/	\$ 29.42
376	OFFICE DEPOT-(USE FOR ALL)	DYMO Name Badge Labels	\$ 20.79
377	OFFICE DEPOT-(USE FOR ALL)	EXPO Vis-A-Vis, Black, Box of 12	\$ 43.72
378	OFFICE DEPOT-(USE FOR ALL)	OD Invitation Envelopes, White, Box of 1	\$ 17.78
379	OFFICE DEPOT-(USE FOR ALL)	OD Jumbo Paper Clips, Pk. of 10	\$ 38.48
380	OFFICE DEPOT-(USE FOR ALL)	OD Loose-Leaf Rings, 1", Box of 100	\$ 22.50
381	OFFICE DEPOT-(USE FOR ALL)	OD Standard Staples, 1/4", Pk of 5 Boxes	\$ 6.62
382	OFFICE DEPOT-(USE FOR ALL)	Papermate Ballpoint Stick Pens, Medium P	\$ 15.23
383	OFFICE DEPOT-(USE FOR ALL)	Pop-Up Post-It Notes, Jewel, Pk. of 10	\$ 52.95
384	OFFICE DEPOT-(USE FOR ALL)	Post-It, 1 1/2x2", Canary, Pk. of 24	\$ 59.95
385	OFFICE DEPOT-(USE FOR ALL)	Post-It, 3x3, Super Sticky Notes, Pk. of	\$ 39.36
386	OFFICE DEPOT-(USE FOR ALL)	Post-It, 4x6", Lined, Sunwashed, Pk. of	\$ 37.86
387	OFFICE DEPOT-(USE FOR ALL)	Rubber Bands, Assorted Sizes	\$ 4.15
388	OFFICE DEPOT-(USE FOR ALL)	Scotch Magic Tape, 3/4" x 900", pk. of 1	\$ 170.70
389	OFFICE DEPOT-(USE FOR ALL)	Sparco Book Rings, .8", 100/Box	\$ 22.69
390	PAY-LESS/EXCEL	Calc. Batteries	\$ 11.38
391	PAY-LESS/EXCEL	Elmer's glue sticks	\$ 35.98
392	PAY-LESS/EXCEL	Round coin hook only	\$ 21.38
393	PAY-LESS/EXCEL	School works Opaque plastic ruler	\$ 29.40
394	PAY-LESS/EXCEL	Ultra Fine Markers	\$ 70.78
395	PITTSBURGH PAINTS	Alkyde Paint/982902066090	\$ 65.00
396	PLUMB SUPPLY COMPANY	Mixing Valve Repair For HS/3874619	\$ 725.00
397	PLUMB SUPPLY COMPANY	Push Bar Set for Drinking Fountain Damag	\$ 25.75
398	PLUMB SUPPLY COMPANY	Water Closet Flush Valve/3896201	\$ 354.00
399	QUILL CORPORATION-	Copier paper	\$ 493.50
400	QUILL CORPORATION-	Horseshoe Table 60" x 66"	\$ 312.29
401	QUILL CORPORATION-	SHIPPING	\$ 25.00
402	REALLY GREAT READING	Boost Online Subscription	\$ 59.00
403	REALLY GREAT READING	Boost Online Subscription	\$ 59.00
404	RELIASTAR LIFE INSURANCE CO.	Adjustment - LIFE	\$ (102.41)
405	RELIASTAR LIFE INSURANCE CO.	Adjustment -LTD	\$ 94.73
406	RELIASTAR LIFE INSURANCE CO.	Withholding Life	\$ 1,297.36
407	RELIASTAR LIFE INSURANCE CO.	withholding - LTD	\$ 2,339.96
408	RELIASTAR LIFE INSURANCE CO.	Withholding -Vol. Life	\$ 2,801.85
409	RIEMAN MUSIC INC	202N St Petersburg Tuba with Case	\$ 4,445.00
410	RUECKERT, NICHOLAS-	MILEAGE	\$ 15.12
411	SAM'S CLUB	MEMBERSHIP FEE	\$ 45.00
412	SAM'S CLUB	MEMBERSHIP FEE	\$ 45.00
413	SAM'S CLUB	MEMBERSHIP FEE	\$ 45.00

414	SAYDEL CONSOLIDATED SCHOOL DIST-	OE Tuition 3 Qtr TLC	\$ 156.34
415	SAYDEL CONSOLIDATED SCHOOL DIST-	OE Tuition 3rd Qtr	\$ 3,183.00
416	SCHLUETER, KERI	MILEAGE	\$ 213.39
417	SCHOOL HEALTH	Item # 54120 Electrode Pads Pediatric fo	\$ 285.00
418	SCHULTZ, NANCY	Parking reimbursement	\$ 7.50
419	SOENKE-QUIST, DENA-	SERVICES	\$ 2,987.50
420	JEANETTE LEGLER	REFUND	\$ 30.00
421	TONER PLACE, THE	Toner	\$ 85.00
422	TONER PLACE, THE	Toner	\$ 167.50
423	TONER PLACE, THE	Toner	\$ 58.75
424	TONER PLACE, THE	Toner	\$ 375.50
425	TONER PLACE, THE	Toner	\$ 90.00
426	TONER PLACE, THE	Toner	\$ 507.50
427	TRANS IOWA, L.C.-	Taxi Cab Woodward Academy for JJ	\$ 56.00
428	TRIPLETT OFFICE ESSENTIALS CORP	chairs for the computer labs	\$ 4,011.60
429	TRIPLETT OFFICE ESSENTIALS CORP	shipping	\$ 300.00
430	UE LOCAL 893	Withholdings 05/25/2016	\$ 230.00
431	URBANDALE HOT LUNCH	36 doz cookies	\$ 157.33
432	URBANDALE HOT LUNCH	lemonade	\$ 27.60
433	URBANDALE HOT LUNCH	paper products	\$ 2.30
434	URBANDALE HOT LUNCH	Supplies	\$ 12.50
435	URBANDALE SWIM POOL	High School Pool Usage	\$ 1,590.00
436	URBANDALE SWIM POOL	Jensen Pool Usage	\$ 67.50
437	URBANDALE SWIM POOL	Karen Acres Pool Usage	\$ 67.50
438	URBANDALE SWIM POOL	Middle School Pool Usage	\$ 2,692.50
439	URBANDALE SWIM POOL	Middle School Pool Usage	\$ 2,692.50
440	URBANDALE SWIM POOL	Olmsted Pool Usage	\$ 67.50
441	URBANDALE SWIM POOL	Rolling Green Pool Usage	\$ 67.50
442	URBANDALE SWIM POOL	Valerius Pool Usage	\$ 67.50
443	URBANDALE SWIM POOL	Webster Pool Usage	\$ 67.50
444	U.S. CELLULAR	SERVICES	\$ 3,321.40
445	UTILITY REBATE CONSULTANTS, INC.	SERVICES	\$ 44.09
446	WASTE CONNECTIONS OF DM	SERVICES	\$ 106.09
447	WASTE MANAGEMENT OF IOWA	SERVICES	\$ 5,099.81
448	WEX BANK (WAS FLEET SVCSWRIGHT EXP)	SERVICES	\$ 1,242.63
449	WOODWARD-GRANGER COMM. SCHOOLS	SpEd Tuition for KZ L 2	\$ 936.81
450	WOODWARD-GRANGER COMM. SCHOOLS	SpEd Tuition for KZ L 2	\$ 513.14
451	WOODWARD-GRANGER COMM. SCHOOLS	SpEd Tution for JJ L1	\$ 1,710.25
452	WOODWARD-GRANGER COMM. SCHOOLS	SpEd Tution for JJ L1	\$ 936.81
453	ZWICK, HEIDI	MILEAGE	\$ 69.44
454	10 - GENERAL	** Fund Total **	\$ 217,323.60
455			
456	21 - STUDENT ACTIVITY		
457	ACUNA, RONALD-	Offical	\$ 120.00
458	ALICIC, ELVIR-	Offical	\$ 105.00
459	ALVERIO, RICARDO-	Offical	\$ 120.00
460	ASPI SOLUTIONS INC-	Track Meet Entries	\$ 636.00
461	BARTLING, DARREL-	Offical	\$ 50.00
462	BESIC, ALMIR-	Offical	\$ 100.00
463	BEST BUDDIES IOWA-	Best Buddies leadership conference for s	\$ 125.00
464	BMO MASTERCARD	ACDA-NAT'L CONFERENCE AUDITION FEE	\$ 50.00
465	BMO MASTERCARD	ASPI MEETZ-DRAKE RELAYS ENTRIES-BOYS	\$ 169.60
466	BMO MASTERCARD	BARATTAS-PROM	\$ 821.00
467	BMO MASTERCARD	BERLINER-TICKETS-GERMAN TRIP	\$ 279.31
468	BMO MASTERCARD	DB BAHN-TICKETS-GERMAN TRIP	\$ 177.99
469	BMO MASTERCARD	DUNKIN DONUTS-TREATS	\$ 15.89
470	BMO MASTERCARD	HEARTLAND AEA-3-5 GR PLANNERS 16-17	\$ 675.00
471	BMO MASTERCARD	HOBBY LOBBY-POPS CONCERT PROPS	\$ 67.35
472	BMO MASTERCARD	HP HOME STORE-COMPUTER	\$ 1,383.28

473	BMO MASTERCARD	HP HOME STORE-TAX CREDIT	\$ (78.30)
474	BMO MASTERCARD	HYVEE-TEACHER B'FAST	\$ 40.00
475	BMO MASTERCARD	JW PEPPER-SHEET MUSIC	\$ 281.10
476	BMO MASTERCARD	LAERDAL-CPR DVD SET	\$ 175.95
477	BMO MASTERCARD	MAKEMUSIC-SMARTMUSIC SOFTWARE	\$ 862.52
478	BMO MASTERCARD	MY ONLINE CAMP-UNI BASKETBALL TEAM CAMP	\$ 495.00
479	BMO MASTERCARD	PANERA-TEACHER B'FAST	\$ 151.18
480	BMO MASTERCARD	RIEMAN MUSIC-CLARINET MOUTHPIECE	\$ 57.59
481	BMO MASTERCARD	STAPLES-PAPER	\$ 55.99
482	BMO MASTERCARD	TARGET-PROM	\$ 42.45
483	BMO MASTERCARD	TRESONA MULTIMEDIA-MARCHING MUSIC	\$ 837.20
484	BMO MASTERCARD	TV TURM DE BERLIN-TRIP INSURANCE	\$ 241.14
485	CHASE, CHARLES (ANDY)-	Offical	\$ 150.00
486	CHRISTOFFERSON, RODNEY-	Offical	\$ 105.00
487	CONTEMPORARY SERVICES CORP	Event Services - May 17	\$ 70.04
488	DAVIES, MICHAEL-	Marching Music 2016 - Percussion	\$ 250.00
489	DECA IMAGES	Blazer patches	\$ 20.00
490	DES MOINES STEEL FENCE CO	2 Bags of Royal Blue Fence Slats	\$ 167.84
491	DOTY, JODI-	Offical	\$ 143.50
492	FLOWERAMA	ROSES FOR GIRLS SOCCER SENIOR NIGHT 5.17	\$ 16.91
493	GILLILAND, RONALD-	Offical	\$ 50.00
494	GRAND VIEW UNIVERSITY	Registration for Blake A. to attend NHD	\$ 13.00
495	GRAND VIEW UNIVERSITY	Registration for Olivia G. to attend NHD	\$ 13.00
496	HAMMEN, JOSEPH-	ANNOUNCER FOR ACTIVITIES PER PAY SHEET	\$ 100.00
497	HAYS, LYNN-	Curricular Choir Accompanist: May Hours	\$ 632.50
498	HOFMANN, AL -	Offical	\$ 155.00
499	HOUSMAN, OLIVER-	Offical	\$ 105.00
500	HYVEE FOOD STORE-URBANDALE	items for senior breakfast	\$ 59.14
501	IOWA HS ATHLETIC ASSOCIATION	substate soccer gate	\$ 1,002.00
502	JOHNSTON HIGH SCHOOL	ENTRY FEE - GIRLS GOLF REGIONAL 5.23.16	\$ 60.00
503	JW PEPPER & SONS, INC.	Be Like the Bird Frackenhohl SA	\$ 34.50
504	JW PEPPER & SONS, INC.	Cantate Domino Hassler SSA	\$ 51.70
505	JW PEPPER & SONS, INC.	Fire Goetze 3 part Treble	\$ 72.15
506	JW PEPPER & SONS, INC.	For the Beauty of the Earth Schram SSA	\$ 101.40
507	JW PEPPER & SONS, INC.	I'm Going Up a Yonder Hawkins 4 part T	\$ 79.95
508	JW PEPPER & SONS, INC.	In the Highlands Eugene Butler SSA	\$ 42.90
509	JW PEPPER & SONS, INC.	Irving Berlin's America arr. Emerson 2	\$ 185.85
510	JW PEPPER & SONS, INC.	Keep Your Lamps Johnson SSA	\$ 92.40
511	JW PEPPER & SONS, INC.	Rhythm of Life arr. Barnes SSA	\$ 70.00
512	JW PEPPER & SONS, INC.	Shipping	\$ 26.99
513	JW PEPPER & SONS, INC.	Speak to the Child of Love Koepke SSA	\$ 54.60
514	KLAAS, DAN-	MILEAGE - 31 MILES AT CONFERENCE AGREED	\$ 13.95
515	KLAAS, DAN-	Offical	\$ 143.50
516	MASON CITY COMMUNITY SCHOOL DISTRICT	ENTRY FEE - GIRLS GOLF CONFERENCE MEET 5	\$ 60.00
517	MCILHON, PATRICK-	Offical	\$ 120.00
518	NEYENS, KULLEN-	Offical	\$ 100.00
519	O'BANNON, JOHN-	Offical	\$ 155.00
520	OFFICE DEPOT-(USE FOR ALL)	CORKBOARD FOR BASEBALL OFFICE (IN STORE	\$ 28.99
521	OFFICE DEPOT-(USE FOR ALL)	TRANSCEND 4GB FLASH DRIVES	\$ 48.72
522	OLSSON, THOMAS-	Offical	\$ 105.00
523	RICHARDS, TODD-	Offical	\$ 120.00
524	RIEMAN MUSIC INC	Cannonball Tenor Sax	\$ 1,895.00
525	RIEMAN MUSIC INC	Jupiter JBM-24AW tuba mouthpieces	\$ 144.00
526	RIEMAN MUSIC INC	Jupiter tuba SN RC04999, repairs to 3rd	\$ 38.00
527	RIEMAN MUSIC INC	Yamaha euphonium SN 134019, solder two b	\$ 64.00
528	ROGERS, LAWAYNE-	Offical	\$ 125.00
529	ROTHWELL, BLAISE-	Offical	\$ 150.00
530	SEALS, WILLIAM-	ACTIVITIES ANNOUNCER PER PAY SHEET(S)	\$ 200.00
531	SEALS, WILLIAM-	ACTIVITIES ANNOUNCER PER PAY SHEET(S)	\$ 200.00

532	SHANLEY, STEVEN-	Marching Band Music for Winds	\$ 420.00
533	SORENSEN, DIRK-	Offical	\$ 125.00
534	TOBEY, JOSHUA-	MIDDLE SCHOOL ATHLETIC SCHEDULING SERVIC	\$ 200.00
535	URBANDALE, CITY OF	POLICE - G/B SOCCER 5.2.16 (INVOICE 2016	\$ 109.20
536	URBANDALE, CITY OF	POLICE - G/B SOCCER 5.2.16 (INVOICE 2016	\$ 109.19
537	VOYEK, RICHARD-	OFFICIAL	\$ 100.00
538	WALCK, PAMELA-	accompanist for 7th - 8th Grade Chorus -	\$ 264.00
539	WALLACE, BRADY-	OFFICIAL	\$ 50.00
540	21 - STUDENT ACTIVITY	** Fund Total **	\$ 17,071.16
541			
542	22 - MANAGEMENT LEVY		
543	AVESIS THIRD PARTY ADM.	Retirees	\$ 126.46
544	22 - MANAGEMENT LEVY	** Fund Total **	\$ 126.46
545			
546	33 - SALES TAX FUND		
547	LARSON & LARSON	KA Service APP # 8	\$ 269,770.98
548	BMO MASTERCARD	Equipment	\$ 59,400.00
549	FOLLETT SCHOOL SOLUTIONS-	Software for library	\$ 3,320.45
550	GRAINGER INC-	Boxes,22XM29	\$ 504.00
551	SOIL TEK-	SWPPP Billink at KA for April/73708	\$ 250.00
552	33 - SALES TAX FUND	** Fund Total **	\$ 333,245.43
553			
554	61 - SCHOOL NUTRITION		
555	AMERICAN BOTTLING CO (WAS DR PEPPER)	Bottled Water	\$ 268.80
556	BMO MASTERCARD	DOLLAR TREE-CATERING-RETIREMENT PARTY	\$ 11.00
557	BMO MASTERCARD	HYATT-MPLS-B'FAST-CONFERENCE	\$ 10.92
558	BMO MASTERCARD	PRICE CHOPPER-KITCHEN BREAD	\$ 11.96
559	BMO MASTERCARD	PRICE CHOPPER-KITCHEN MIRACLE WHIP	\$ 27.93
560	BMO MASTERCARD	SNA-CONFERENCE FEE-CONKLIN	\$ 108.05
561	BMO MASTERCARD	SNA-CONFERENCE FEE-TREESE	\$ 72.03
562	BMO MASTERCARD	SNA-MEMBERSHIP FEE-TREESE	\$ 39.50
563	COMMERCIAL SERVICE INNOVATIONS INC	Repair of Cold pass thru at MS	\$ 327.50
564	LOFFREDO FRESH PRODUCE CO.	Product	\$ 4,277.84
565	MARTIN BROTHERS DISTRIBUTING	Chemicals	\$ 279.50
566	MARTIN BROTHERS DISTRIBUTING	Food Credit	\$ 16,182.70
567	MARTIN BROTHERS DISTRIBUTING	Paper Products	\$ 519.70
568	ROTELLA'S ITALIAN BAKERY	Bread Items	\$ 1,210.14
569	SINK PAPER & PACKAGING	Parfait cups	\$ 56.15
570	ALISHA YOUNG	REFUND	\$ 3.40
571	LLOYD CHALFANT	REFUND	\$ 99.65
572	61 - SCHOOL NUTRITION	** Fund Total **	\$ 23,506.77
573			
574	62 - CHILD CARE		
575	ALLEGRA (WAS THE PRINTING STATION)	Printing Adventuretime	\$ 560.86
576	ANDERSON ERICKSON DAIRY	Milk Usage from April 4, 2016-April 25,	\$ 470.49
577	BMO MASTERCARD	WORLD POINT-FIRST AID/CPR BOOKS	\$ 162.95
578	COPY SYSTEMS, INC	Contract 4/20/16-5/19/16	\$ 141.02
579	HYVEE FOOD STORE-URBANDALE	Supplies	\$ 14.18
580	IOWA MARKET	Lunch for 2nd-5th on 6/3/16. We will nee	\$ 276.50
581	SAM'S CLUB	MEMBERSHIP FEE	\$ 45.00
582	SAM'S CLUB	Snacks and Supplies	\$ 127.67
583	SAM'S CLUB	Snacks and Supplies	\$ 627.74
584	SAM'S CLUB	Snacks and Supplies	\$ 385.28
585	SAM'S CLUB	Snacks and Supplies	\$ 692.88
586	SAM'S CLUB	Snacks and Supplies	\$ 440.54
587	62 - CHILD CARE	** Fund Total **	\$ 3,945.11
588			
589	65 - COMMUNITY EDUCATION		
590	BMO MASTERCARD	HP HOME STORE-COMPUTER	\$ 1,383.28

591	BMO MASTERCARD	HP HOME STORE-TAX CREDIT	\$ (78.30)
592	BMO MASTERCARD	MUSIC THEATER INT'L-SUPPLIES	\$ 5.00
593	BMO MASTERCARD	TC LOGIQ-BACKGROUND CK-YOUTH TRACK	\$ 24.00
594	65 - COMMUNITY EDUCATION	** Fund Total **	\$ 1,333.98
595			
596	71 - SELF-INSURANCE FUND		
597	WELLMARK	Claims Processing Fee	\$ 350.00
598	71 - SELF-INSURANCE FUND	** Fund Total **	\$ 350.00
599			
600	91 - AGENCY		
601	AWARDS PROGRAM SERVICES, INC.	Invoice 20437 Roadrunner Club trophies	\$ 232.40
602	BLANK PARK ZOO	Admission to Blank Park Zoo for kinderga	\$ 363.00
603	BMO MASTERCARD	DM PERFORMING ARTS-1ST GR 16-17	\$ 70.00
604	BMO MASTERCARD	DM PERFORMING ARTS-2ND GR 16-17	\$ 74.00
605	BMO MASTERCARD	DM PERFORMING ARTS-3RD GR 16-17	\$ 98.00
606	BMO MASTERCARD	DM PERFORMING ARTS-4TH GR 16-17	\$ 90.00
607	BMO MASTERCARD	DM PERFORMING ARTS-5TH GR 16-17	\$ 75.00
608	BMO MASTERCARD	DM PERFORMING ARTS-KG 16-17	\$ 80.00
609	BMO MASTERCARD	HOME DEPOT-GARDEN SUPPLIES	\$ 207.74
610	BMO MASTERCARD	HYVEE-PLANTERS-GUEST SPEAKERS-STAFF DEV	\$ 74.97
611	BMO MASTERCARD	MENARDS-GARDEN SUPPLIES	\$ 222.13
612	CULTUREALL-	CultureALL Workshops for Social Studies	\$ 1,000.00
613	DRESCHER, AMANDA (PREV ROSAUER)	\$100 - Teacher Allotment Classroom Suppl	\$ 100.00
614	FAHEY, BRANDON	Materials for games	\$ 135.37
615	FOLLETT SCHOOL SOLUTIONS-	Books	\$ 1,099.23
616	HEARTLAND AEA 11	AEA Credit for Participants in What's Ri	\$ 100.00
617	HEARTLAND AEA 11	DRAKE CREDIT for Participants in What's	\$ 500.00
618	HENRY DOORLY ZOO	4TH GRADE FIELD TRIP - 42 STUDENTS, 10 A	\$ 276.00
619	HENRY DOORLY ZOO	Admission to zoo and IMax for 4th grade	\$ 535.00
620	HENRY DOORLY ZOO	Henry Doorly Zoo 72 students @ \$6.50, 13	\$ 596.00
621	HYVEE FOOD STORE-URBANDALE	Food for senior breakfast on 5/24/16	\$ 92.15
622	HYVEE FOOD STORE-URBANDALE	Food for Teacher Appreciation week	\$ 148.38
623	IRVIN, JOELLE	West Music - Soprano xylophone and repla	\$ 710.90
624	MAERTENS, ZACH	\$100 Teacher Allotment - Books for Class	\$ 100.00
625	NIKKEL, AARON	\$100 - Teacher Allotment - Books for Cla	\$ 94.00
626	NOBLE, ASHLI	Reimbursement for expense to mail Box To	\$ 19.90
627	REDENIUS, TED	Pucks and balls for games	\$ 48.98
628	REIMAN GARDENS	Guided Tour for RG	\$ 325.00
629	RUDEN, TANYA	Reimbursement for snow cone machine Rental	\$ 143.15
630	SCHOLASTIC BOOK FAIRS	BOGO Spring Book Fair	\$ 274.71
631	SCHOLASTIC BOOK FAIRS	End of the year Book Fair	\$ 427.90
632	SCIENCE CENTER, THE	Admission to The Science Center for 1st	\$ 264.00
633	URBANDALE HOT LUNCH	class picnic treats	\$ 154.85
634	URBANDALE HOT LUNCH	Egg casseroles for Senior Breakfast (5/2	\$ 74.00
635	URBANDALE HOT LUNCH	Food for retiree breakfas	\$ 126.00
636	91 - AGENCY	** Fund Total **	\$ 8,932.76
637			
638		** District Total **	\$ 605,835.27

Board & Administrator

FOR SCHOOL BOARD MEMBERS

May 2016 Vol. 30, No. 1

Editor: Jeff Stratton

Board use of social media: Rules for sound communication apply here, too

Today's tech tools make it easier than ever for school districts and board members to engage community members and stakeholders. But trustees should think before they press "send" with their social media communications, said attorney Peter Fagen of Fagen, Friedman & Fulfroft LLP.

Fagen advises board members to avoid getting swept up in the ease of use technology offers and remember that all trustee communication should be mindful that the same rules that apply to any form of board communication should apply to social media as well.

The board does not need policies for each communication tool that becomes popular, Fagen said. "I don't like the idea of device-specific policies or media-specific regulations," he said. "The technology will always be changing, and your policies won't be able to keep up with the technology," he said.

The best way to approach the issue is through training and consistency. "Embed the principles of the way people are supposed to behave and interact, and apply them across all communication platforms," Fagen said.

The need for established principles can play out with social media just like it does in other areas of communication that can potentially create violations of open meetings law. "You want to guard against even the slightest perception that you are conducting work, deliberating, and discussing items through social media," Fagen said.

"There is nothing wrong with having a Facebook page and being friends with board colleagues," he added.

Problems can arise for board members when two or more trustee-colleagues are followers and someone attempts to influence a school board vote, he said.

"It's all about board member judgment," Fagen said. Board members should understand their potential audience, and concepts such as that when a trustee posts, she loses control of the message.

For example, when a board member posts something on social media and a follower or friend of the board member shares it, the information gets moved on to others. "This could potentially be a violation," Fagen said.

Communication about the schools should be left to the superintendent. The administrator should publicize news about education, great programs at the elementary schools, and pictures of classrooms. "Districts do that all the time, but that should be left to the staff, not board members," Fagen said. He explained that the overarching theme when posting on social media is to use good judgment. Think about what you post, he said.

"Even if I 'like' something, I am very conscious about it," he explained.

Proofread a post several times before you submit the item. "And when doing this, consider how your message will be received," he said.

This holds doubly true these days for public officials and the superintendent, too, Fagen said. Across all forms of communication, thoughtfully consider your messages and be mindful that you can build or compromise confidence in the school district, he said.

For information, visit f3law.com. ■

'Best practice' is for superintendent to start job in May

When Superintendent Eugene Schmidt took a new job with the Farmington, N.M., Municipal Schools, the board asked him to start in May.

"I consider this a national best practice," he said.

It allowed Schmidt to meet with principals, walk the classrooms, and speak at three graduation ceremonies.

"This enabled me to build rapport, participate in the budget process, jump right into the restructure of central office, and select four new principals," Schmidt said.

"Building trust works two ways as the school board must extend a hand as well," he said. "In this case, the extended hand gave me two months' head start on superintendents that traditionally start on July 1." ■

Agree to these points in a board-superintendent relationship policy

In order to foster an effective relationship, the board and superintendent need to come to agreement on how they will interact and engage. Many school boards put this into writing, in the form of a board-and-superintendent relationship policy. Here are the key points the board and superintendent should consider when developing this type of policy:

- The board governs, while the superintendent manages the day-to-day affairs of the district.
- The board should respect the superintendent's knowledge of educational matters.
- The superintendent should respect the board's responsibility to stakeholders.
- Both parties should honor confidentiality requirements.
- Both parties should seek to create an environment of openness, honesty, and trust.
- The superintendent works for the full board, not the board president or any other individual member.
- Decisions made by the full board at a board meet-

ing are the only ones that bind the superintendent.

- Board members request information through the superintendent. When one board member requests information, the superintendent copies all board members on the response.
- The superintendent treats all board members equally.
- When the board sets goals for the district, it considers available resources.
- The superintendent manages the district's staff.
- Individual board members do not "give orders" to district staff.
- The board evaluates the superintendent each year.
- The board evaluates itself every two to three years.
- Stakeholder concerns and comments are handled at the appropriate level in the district, and not by board members. Board members should pass citizen concerns on to the superintendent. ■

Most boards use operating principles

A set of operating principles can go a long way in helping the board and superintendent agree on matters of who does what.

The role of the school board is to:

- Prioritize and keep district resources focused on student learning.
- Set policies.
- Approve the budget.
- Hire and evaluate the superintendent.
- Listen to and represent the community.
- Be an advocate for public education.
- Be supportive of students, staff, and administration.
- Support participation and involvement in decision-making.
- Direct concerns or criticisms to the superin-

tendent in a timely manner.

- Support actions taken by the board and clearly differentiate personal opinion from board decisions when speaking in the minority.

The role of the school board is not to:

- Carry out policies or micromanage.
- Create surprises.
- Abdicate board responsibility.
- Press narrow personal agendas.
- Make promises as an individual board member that would appear to be binding upon the board and/or district.

In the *Board & Administrator* network, nearly 90 percent of boards are using operating principles, according to data from *B&A's Survey on School Boards* conducted late last year. ■

Urbandale Board of Education Operating Protocol

For the purpose of enhancing teamwork and increase efficiency and effectiveness, the board members of the Urbandale Community School District are committed to the implementation of the following operating protocol:

Advocacy and Goals

- Our top priority is to assure that each and every student receives a quality education; the board represents the needs and interest of all the children in the Urbandale Community School District. Our mission is to “teach all and to reach all.”
- The board will set clear goals for themselves and the superintendent. They will also set clear goals for the Urbandale Community School District.
- We agree to “move the question” when discussion is repetitive. Board meetings are for decision-making, actions, and votes, not endless discussion. To be efficient and effective, long board meetings must be avoided.

Communication and Decision-making

- We will listen and direct individuals to follow policy related Chain of Command.
- We will ensure that every board member has equal access to all information and a responsibility to become well informed prior to conversations.
- We will consider research, best practice, public input, and financial impact when making decisions.
- We will listen with an open mind and be willing to change our stance based upon evidence.
- Surprises to the board or the superintendent will be the exception, not the rule. There should be no surprises at a board meeting.

Roles and Responsibilities

- We will emphasize planning, policy-making, public relations, and direction for the district.
- We will develop and nurture positive relationships that foster trust among ourselves and our administrative team.
- We will commit to an annual retreat to review strategic plan progress and establish yearly goals.

Urbandale Community School District
2015-2016 Board Meeting Evaluation Form
Meeting Date: _____

Purpose of form: This form is provided as a meeting evaluation tool for the Urbandale School Board Members to keep us focused on the important issues and how we want to operate at board meetings. It further can help administration to ensure the right materials and information is provided to the directors so they can make informed decisions.

UCSD School Board Mission: To partner with stakeholders to teach all and reach all through governance of Board Policy and Operating Protocol.

Board Goals:

- Increase Board effectiveness to support district administration in improving student learning.
 - o Directors will continue to learn together
 - o Directors will be data-driven in decision-making process.

- To establish and maintain key financial targets.
 - o Solvency Ratio
 - o Spending Authority

Questions:

1. How well were you prepared for the decisions that you had to make tonight? If not, what other information would have been helpful?

2. What follow-up information or discussion is needed for any of the items we dealt with tonight?

3. How well did we hold ourselves accountable to our agreed upon *Operating Protocol*?

Assessing Tonight's Meeting

Plus (Positives)

Delta (Potential Changes)



