

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, FEBRUARY 15, 2016  
BOARD MEETING – 7:00 P.M.  
URBANDALE CITY HALL – 3600 86<sup>TH</sup> 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.*

*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 86<sup>TH</sup> 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. **Physical Education Exemption for Connor Hendricks** - Education Program (611)
  - B. **Concussion Survey**
  - C. **Annual Human Resources Report**
  - D. **Approval of InfoSnap Agreement for Online Registration Services**
  - E. **Approval of SBRC Application for Dropout Prevention**
  - F. **Approval of DLR Contract for Track Resurfacing Project**
  - G. **Approval of Change Order and Proposal Requests on Karen Acres Project**
  - H. **Approval for Payments to Larson and Larson for Karen Acres Elementary Project Pay Apps #2, #3, #4** - Building & Sites (908)
  - I. **Approval of Woodman Controls Update** - Building & Sites (910)
  - J. **Discussion and Approval of Updates to Board Policy 228** - Board Policies (228)
  - K. **Learning Together Activity** - January 2016 *Board & Administrator*
- V. **Report of the President**
  - A. **Prioritize Upcoming Board Work Session Discussion Topics**
- VI. **Consent Agenda Items – Business Procedures (801)**
  - A. **Approval of January 28, 2016 Board Meeting Minutes**
  - B. **Approval of February 1, 2016 Board Meeting Minutes**
  - C. **Approval of Open Enrollment**
  - D. **Approval of Personnel Report**
  - E. **Approval of Class of 2016 UHS and Metro West Semester Graduates**

- F. Approval of Addendum to Wellmark Master Services Agreement
- G. Approval of Agreement within Kinum Collections Services
- H. Approval of Agreement with Otis Elevator Company
- I. Approval for Sale or Disposal of District Equipment
- J. Acceptance of Financials
- K. Authorization to Pay Bills

VII. **Discussion of Other Matters**

VIII. **Adjourn**

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**AGENDA**

URBANDALE CITY HALL – 3600 86<sup>TH</sup> STREET

7:00      I.      **Call to Order and Roll Call**

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

7:02      II.      **Approval of Agenda**

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board meeting being held on Monday, February 15, 2016.

Motion by: \_\_\_\_\_      Seconded by: \_\_\_\_\_

Board action:

7:04      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.

7:15 IV. **Report of the Superintendent of Schools**

A. **Physical Education Exemption for Connor Hendricks - Education Program (611) - *Special Report #1***

Crista Carlile, Director of Teaching and Learning, requests the Board of Directors approval for Connor Hendricks to be exempt from the required physical education course.

BE IT RESOLVED that the Board of Directors approve Connor Hendricks' exemption from the required physical education course.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

B. **Concussion Survey - *Special Report #2***

Dr. William Watson, Director of Activities and Community Education, and Jeff Woody, Investigator with Mercy Hospital, will answer questions regarding the Concussion Survey.

C. **Annual Human Resources Report - *Special Report #3***

Mr. Mark Lane, Director of Human Resources, will present to the Board of Directors the annual Human Resources Report.

D. **Approval of InfoSnap Agreement for Online Registration Services - *Special Report #4***

Shelly Clifford, Chief Financial Officer, Steve Richman, Accounting Supervisor, and Sandra Walters, Registrar/Student Data Manager, have researched online registration service vendors to complement the existing registration process and improve efficiency. The InfoSnap system was chosen because of system compatibility, ease of use for parents, and improved efficiencies in accounting processes. This will eliminate a separate vendor for the registration process, that one vendor will collect both the student information and the fees associated with registration. While the fee is slightly higher for credit card transactions (3.49% as compared to 2.99%), the system will eliminate a significant amount of manual accounting tasks and increase the accuracy of fee payment records.

BE IT RESOLVED that the Board of Directors approve the InfoSnap agreement for online registration services.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

E. **Approval of SBRC Application for Dropout Prevention - *Special Report #5***

The District's application to School Budget Review Committee (SBRC) for At-Risk and Dropout Prevention is submitted for Board of Directors' approval. The amount of \$409,717 for requested modified supplemental amount is a significant reduction from previous year. The State has changed the process to include both At-Risk funding and Dropout Prevention in this single application, and our budget also includes carryover from the prior year.

BE IT RESOLVED that the Board of Directors approve the SBRC Application for At-Risk and Dropout Prevention.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

**F. Approval of DLR Contract for Track Resurfacing Project - *Special Report #6***

This agreement references an original "master agreement" for DLR professional services which was approved when the Rolling Green Elementary project occurred. For this reason, it references Rolling Green as the "project", and indicates the Track Resurfacing project as "additional services." This allows us to utilize a shorter document to approve DLR's work on the Track Resurfacing project because all other contract terms are already established by both parties.

BE IT RESOLVED that the Board of Directors approve the DLR contract for professional services on the track project.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

**G. Approval of Change Order and Other Proposal Requests on Karen Acres Elementary Project - *Special Education #7***

A Change Order and additional proposal requests are submitted for the Board of Directors' approval. Mr. John Lees, Building & Maintenance Supervisor, will attend the meeting to answer questions about the proposed changes.

BE IT RESOLVED that the Board of Directors approve the Change Order and other proposal requests on the Karen Acres Project.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

**H. Approval for Payments to Larson & Larson for Karen Acres Elementary Project - Pay Apps #2, #3, & #4 - Building & Sites (908) - *Special Report #8a, #8b, #8c***

Due to General Contractor's administrative delays, these pay applications were just recently received. They have been approved by the architect and District Administration recommends Board of Directors' approval for payment.

BE IT RESOLVED that the Board of Directors approve payments to Larson & Larson.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

**I. Approval of Woodman Controls Update - Buildings & Sites (910) - *Special Report #9***

A quotation for upgrades to the building automated controls system is submitted for the Board of Directors' approval. Mr. John Lees, Building & Maintenance Supervisor, will attend to answer questions about the proposed upgrade. A MidAmerican Energy incentive is pre-approved, and the project may also be eligible for an additional rebate upon completion.

BE IT RESOLVED that the Board of Directors approve the Woodman Controls upgrade.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

**J. Discussion and Approval of Updates to Board Policy 228 - Board Policies (228) - *Special Report #10***

Mr. Steve Bass, Superintendent, requests the board to approve changes made to board policy 228.

BE IT RESOLVED that the Board of Directors approve updates to Board Policy 228, Board Policies.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board Action:

**K. Learning Together Activity - *Special Report #11: January Board & Administrator***

Mr. Steve Bass, Superintendent, and the Board members will discuss the January issue of *Board and Administrator*.

7:45 V. **Report of the President**

A. Prioritize Upcoming Board Work Session Discussion Topics

7:50 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 K.

A. Approval of January 18, 2016 Board Meeting Minutes - *Special Report #12*

B. Approval of February 1, 2016 Board Meeting Minutes – *Special Report #13*

- C. Approval of Open Enrollment – *Special Report #14*
- D. Approval of Personnel Report – *Special Report #15*
- E. Approval of Class of 2016 UHS and Metro West Semester Graduates - *Special Report #16*
- F. Approval of Addendum to Wellmark Master Services Agreement - *Special Report #17a & b*
- G. Approval of Agreement within Kinum Collections Services - *Special Report #18*
- H. Approval of Agreement with Otis Elevator Company - *Special Report #19*
- I. Approval for Sale or Disposal of District Equipment - *Special Report #20*
- J. Acceptance of Financials – *Special Report #21*
- K. Authorization to Pay Bills – *Will be shared at meeting*

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

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Board action:

8:00 VII. **Discussion of Other Matters**

8:05 VIII. **Adjourn**

**To:** Urbandale Board of Education  
**From:** Crista Carlile, Director of Teaching & Learning  
**Re:** Physical Education Exemption for Connor Hendricks – School Year 2016-17

### **Background Information**

Connor Hendricks, a current 9<sup>th</sup> grade student, is a competitive gymnast. His training schedule at Triad Gymnastics in Ankeny begins at 2:15 each day, and amounts to 22 total hours per week. To accommodate his practice schedule, a reduced academic schedule of six periods has been established at Urbandale High School. In order to graduate on time, Connor needs six academic classes per year. This does not leave room for the required physical education course. Iowa Code and UCSD board policy allow for a board-approved exemption from the required physical education course. Relevant parts of Iowa Code and UCSD board policy are referenced in bold below.

### **Requested Action**

It is recommended that the UCSD Board of Directors grant an exemption from the required physical education class for Connor Hendricks for the **2016-17** school year. Connor was approved for this exemption for the 2015-16 school year by the UCSD Board of Directors on July 13, 2015, so this would be a continuation of his current status.

*Iowa Code: 281—IAC 12.5(5)(f)*

Physical education shall include the physical fitness activities that increase cardiovascular endurance, muscular strength and flexibility; sports and games; tumbling and gymnastics; rhythms and dance; water safety; leisure and lifetime activities.

All physically able students shall be required to participate in the program for a minimum of one-eighth unit during each semester they are enrolled except as otherwise provided in this paragraph. A twelfth grade student may be excused from this requirement by the principal of the school in which the student is enrolled under one of the following circumstances:

- (1) The student is enrolled in a cooperative, work-study, or other educational program authorized by the school which requires the student's absence from the school premises during the school day.
- (2) The student is enrolled in academic courses not otherwise available.
- (3) An organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education.

**Students in grades nine through eleven may be excused from the physical education requirement in order to enroll in academic courses not otherwise available to the student if the board of directors of the school district in which the school is located, or the authorities in charge of the school, if the school is a nonpublic school, determine that students from the school may be permitted to be excused from the physical education requirement.**

A student may be excused by the principal of the school in which the student is enrolled, in consultation with the student's counselor, for up to one semester, trimester, or the equivalent of a semester or trimester, per year if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. The student seeking to be excused from the physical education requirement must, at some time during the period for which the excuse is sought, be a participant in an organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education. The student's parent or guardian must request the excuse in writing. The principal shall inform the superintendent that the student has been excused.



*281—IAC 12.5(19)*

Subject to the provisions of sub-rule 12.5(6), physically able pupils in kindergarten through grade 5 shall engage in physical activity for a minimum of 30 minutes each school day. Subject to the provisions of sub-rule 12.5(6), physically able pupils in grades 6 through 12 shall engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school.

*281—IAC 12.5(19)*

**This requirement may be met by pupils in grades 6 through 12 by participation in the following activities including, but not limited to:**

- (1) Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
- (2) School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;
- (3) **Non-school gymnastics**, dance, team sports, individual sports; or
- (4) Similar endeavors that involve movement, manipulation, or exertion of the body.

When the requirement is to be met in full or in part by a pupil using one or more non-school activities, the school or school district shall enter into a written agreement with the pupil. The agreement shall state the nature of the activity and the starting and ending dates of the activity and shall provide sufficient information about the duration of time of the activity each week. The agreement shall also be signed by the school principal or principal's designee and by at least one parent or guardian of the pupil if the pupil is a minor. The pupil shall sign the agreement, regardless of the age of the pupil. The agreement shall be effective for no longer than one school year. There is no limit to the number of agreements that a school or school district may have with any one pupil during the enrollment of the pupil.

*Urbandale Community School District Board Policy #611*

Students in grades one through twelve shall be required to participate in physical education courses unless they are properly excused upon written request by their parents or guardians. Valid excuses shall include that the student is physically unable to participate due to illness or injury or the student has been exempted upon religious grounds. A student in grade twelve may be excused if the student is enrolled in another educational program authorized by the District which requires the student's absence from school or when the student is enrolled in an academic course not otherwise available. **Students in grades nine through eleven may be excused if the students are enrolled in an academic course not otherwise available.** Students participating in an organized and supervised athletic program shall also be enrolled in physical education unless otherwise excused under this policy.

# URBANDALE HIGH SCHOOL ACTIVITIES

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## MEMORANDUM

**TO: STEVE BASS  
SUPERINTENDENT OF SCHOOLS**

**FROM: BILL WATSON  
DIRECTOR OF ACTIVITIES AND COMMUNITY EDUCATION**

**DATE: FEBRUARY 8, 2016**

Please accept this memorandum in request to have students in high school activities participate in a Survey of Concussion History and Concussive Education being distributed through Mercy Hospital. The primary Investigators are Jeff Woody and Dr. Craig Mahoney, MD.

The purpose of this confidential survey is to gather information about student-athletes' histories of concussions and what education they've been provided in that area. The information garnered from this 6-question survey will be used in the development of a smartphone application. This application will be a diagnostic and educational tool that student-athletes can use to inform themselves as to their concussive state. It will be one part in an educational platform to increase the individual's awareness as to what is going on in his or her own head.

The survey, information sheet, the Waiver of Consent Approval from Mercy Hospital is attached.

The Activities Office will administer this survey with high school students involved in Football, Soccer, Basketball, Wrestling, and Cheerleading between February 15, 2016, and May 1, 2016, and all students will be given the opportunity to opt out of the survey without repercussion.

All data will be maintained by the Investigators and Mercy Hospital and a report will be shared with the Urbandale Community School District upon completion. This report will include aggregate data of all students participating, not just Urbandale High School students, and we will use this to specifically shape how we further educate students on concussions.

## Survey of Concussion History and Concussive Education

**Investigators:** Jeff Woody, MS (email: [jrwoody32@gmail.com](mailto:jrwoody32@gmail.com), phone: 515-988-3798) and Dr. Craig Mahoney, MD (email: [lowamahoneymd@aol.com](mailto:lowamahoneymd@aol.com), phone: (515)-371-3230). *If you have any questions about the rights of research subjects or research-related injury, please contact the IRB Administrator at [SAllender@mercydesmoines.org](mailto:SAllender@mercydesmoines.org).*

**Introduction:** The purpose of this confidential survey is to gather information about student-athletes' histories of concussions and what education they've been provided in that area. The information garnered from this 6-question survey will be used in the development of a smartphone application. This application will be a diagnostic and educational tool that student-athletes can use to inform themselves as to their concussive state. It will be one part in an educational platform to increase the individual's awareness as to what is going on in his or her own head.

You are eligible to participate if you play one or more of the following sports: football, soccer, basketball, wrestling, hockey, rugby, and cheer. Athletes in these sports are at an increased risk for concussions. You should not participate if you do not play (or have not played) the aforementioned sports as they are not in the population of risk or study. Participation in this survey is STRICTLY VOLUNTARY. No individual reward or punishment will be given based on the choice to participate or not.

**Risks, Benefits, and Costs:** The risks of the survey are only present if you do not feel comfortable answering questions about your history of hits to the head in an athletic context. There is no direct benefit to the student-athlete; however, the information gathered will benefit society by providing an informational base for the development of the smartphone application and educational platform. There will be no cost to participate in the survey.

**Procedure:** DO NOT WRITE YOUR NAME ANYWHERE ON THE SURVEY SHEET. This survey will be confidential. Complete the demographic information section, and then answer the 6 questions on the survey to the best of your knowledge. The questions will ask about your history of hits to the head/concussions and what education you've received on concussions. It will take between 2-10 minutes to complete. If you do not feel comfortable answering any of the questions, leave them blank. Separate the survey from the information sheet and return the survey portion to the locked box *[at specific location at that school]*.

**Confidentiality:** This survey is completely confidential. You will only be identified by your sex, sport(s) played, county in which you live, and age. Your name, birth date, school, specific grade, or any other personally identifying information will not be attached to this data whatsoever upon separation of these two sheets.

**Consent and Assent:** By submitting the survey, I understand and give my consent to use my information in the survey. I understand that this survey is being performed by Dr. Craig Mahoney and Jeff Woody, MS. I understand that I can stop the survey at any time without recourse or punishment.



July 27, 2015

Craig Mahoney, M.D.  
Iowa Orthopaedics, PC

**RE: Concussion History and Education Survey - Waiver of Consent – Approval  
Study ID#: MMc2015-38WOC**

Dear Dr. Mahoney,

On **7/27/2015** I exercised my right, as a member of the IRB, to expedite the Application for Waiver of Informed Consent for the following trial:

**Concussion History and Education Survey**

It is understood that this study is research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation or quality assurance methodologies. This application does falls within the guidelines of § 45 CFR 46.116(d) that states that this research involves no more than minimal risk, the waiver will not adversely affect the rights and welfare of the subjects, and the research could not practicably be carried out without the waiver.

Since this research has been granted Waiver of Consent an annual renewal will not be required. In the future, you will be asked to submit an annual summary letter to update the board on the progression and information that has been collected. Should you complete your medical record review and all publications or presentations, before your annual summary can be submitted, **you will need to submit your findings in a Final Report to the Board.**

This study has been assigned the number **MMC2015-38WOC**. This number needs to be used in **ALL** correspondence between this site and the IRB office.

This Application for Waiver of Consent will be included on the Agenda for the August 21, 2015, IRB meeting for notification to the full board.

Should you have any questions regarding this approval letter, please feel free to contact our offices at (515) 247-3985.

This IRB operates in accordance with all local and federal applicable laws, regulations, and guidelines for research. Compliance is maintained with the FDA Code of Federal Regulations, Office for Human Rights Protections (OHRP), Good Clinical Practice (GCP) guidelines, and International Conference of Harmonization (ICH). All documentation is maintained in the study file per FDA/DHHS Regulations and IRB Guidelines.

Sincerely,



Krista Haines, DO  
IRB Board Member  
KH:sa

UCSD Human Resources Department Annual Report

Within this special report to the UCSD Board of Directors you will find district staffing data, annual retention data, and high interest employee leave data. The intent of this report is to provide trend data in all areas. Human Resources Department staff looks forward to presenting additional information during the Monday, February 15, 2016 board meeting, and will be prepared to answer any questions you have regarding the data included in this report.

District Staffing Information

- 315 Certified Teachers, Counselors and Nurses, and 20 Administrators
- The number of certified teachers increased from 306 in 2014-15 to 315 this year. This increase occurred because of the implementation of our Teacher Leadership and Compensation Plan.
- About 400 full-time and part-time classified staff
- At the end of January 2016 the district issued about 1,100 W-2 tax documents.
- Classified staffing changes on a monthly basis due to turnover and changes in the number of students needing 1:1 associates.
- For the 2015-2016 school year, we hired 27 new teachers and 2 new administrators.
- In August we on-boarded 54 classified staff that were either new positions or replacing someone that had left at the end of the 2014-15 school year.

Educational Attainment Level of Urbandale Teachers, Counselors, and Nurses

	BA	BA+15	BA+30	MA	MA+15	MA+30	Total
2014-2015	102/33%	47/15%	35/11%	55/18%	27/9%	40/13%	306/100%
2015-2016	103/33%	49/15%	32/10%	74/23%	25/9%	32/10%	315/100%

The data in the table below is taken from the Iowa Association of School Boards Bargaining Toolkit. All school districts listed are part of Heartland AEA 11 except Des Moines Independent.

District	Starting Sal. - 1st Year Teacher w/BA	Starting Sal. - 1st Year Teacher w/MA	BA-10 Years Experience (no add. credits)	MA-10 Years Experience (no add. Credits)	BA-Max Years Exp. (no add. credits)	MA-Max Years Exp. (no add. credits)
Urbandale	\$43,708	\$48,785	\$45,977	\$51,055	\$63,725	\$75,151
Newton	\$36,163	\$39,907	\$47,396	\$53,949	\$48,645	\$62,998
Indianola	\$46,180	\$52,480	\$53,695	\$59,995	\$58,220	\$68,320
Ames	\$35,625	\$43,011	\$47,935	\$57,168	\$51,628	\$61,476
Johnston	\$44,245	\$49,145	\$50,005	\$55,955	\$57,685	\$74,115
Southeast Polk	\$44,567	\$48,867	\$54,341	\$60,596	\$57,468	\$70,369
Waukee	\$45,844	\$50,544	\$54,644	\$59,459	\$59,044	\$71,609
West Des Moines	\$44,326	\$47,166	\$52,056	\$55,395	\$61,180	\$74,257
Ankeny	\$47,794	\$53,619	\$50,553	\$58,523	\$68,946	\$82,741
Des Moines	\$39,719	\$43,240	\$51,659	\$56,480	\$53,190	\$59,849
Dallas Center-Grimes	\$33,742	\$37,360	\$38,142	\$46,827	\$46,287	\$59,372
Norwalk	\$39,421	\$41,505	\$44,883	\$47,494	\$51,329	\$56,541

Based on the data above, it is important that we enter negotiations mindful of remaining competitive across all segments of our salary schedule.

### Years of Teacher Experience for UCSD Teachers, Counselors, and Nurses

Experience	5 Years or Less	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26-30 Years	31+ Years	Total
2014-2015 Elementary	67	31	9	11	21	8	7	154
2015-2016 Elementary	72	25	15	11	18	11	7	159
2014-2015 Middle	13	14	15	7	7	5	1	62
2015-2016 Middle	19	12	9	5	8	7	2	62
2014-2015 High	23	18	15	13	11	2	8	90
2015-2016 High	22	22	17	9	14	4	6	94
2014-2015 Total	103	63	39	31	39	15	16	306
2015-2016 Total	113	59	41	25	40	22	15	315

### Number of Teachers, Counselors, and Nurse by Age Spans

Age Span	21-30	31-40	41-50	51-55	56-59	60+	Total
2014-2015 Elementary	51	39	30	19	10	5	154
2015-2016 Elementary	49	42	32	21	8	7	159
2014-2015 Middle	13	24	16	4	2	3	62
2015-2016 Middle	14	21	14	8	3	2	62
2014-2015 High	13	22	29	8	9	9	90
2015-2016 High	15	25	29	7	6	12	94
2014-2015 Total	77	85	75	31	21	17	306
2015-2016 Total	78	88	75	36	17	21	315

Over the past three years we have hired about 90 new teachers. While those teachers have been new to Urbandale, the group is diverse in level of educational attainment, previous teaching, or other professional experience, and age. Each spring as the busiest hiring season begins all hiring administrators are mindful of seeking candidates that bring complimentary attributes, skills, and backgrounds to our building and district teams.

## Professional Leave

UCSD has utilized AESOP, a web-based absence tracking and substitute placement solution for the past six years. The graphs that follow were created by harvesting data from AESOP based on the Leave Type selected by employees.

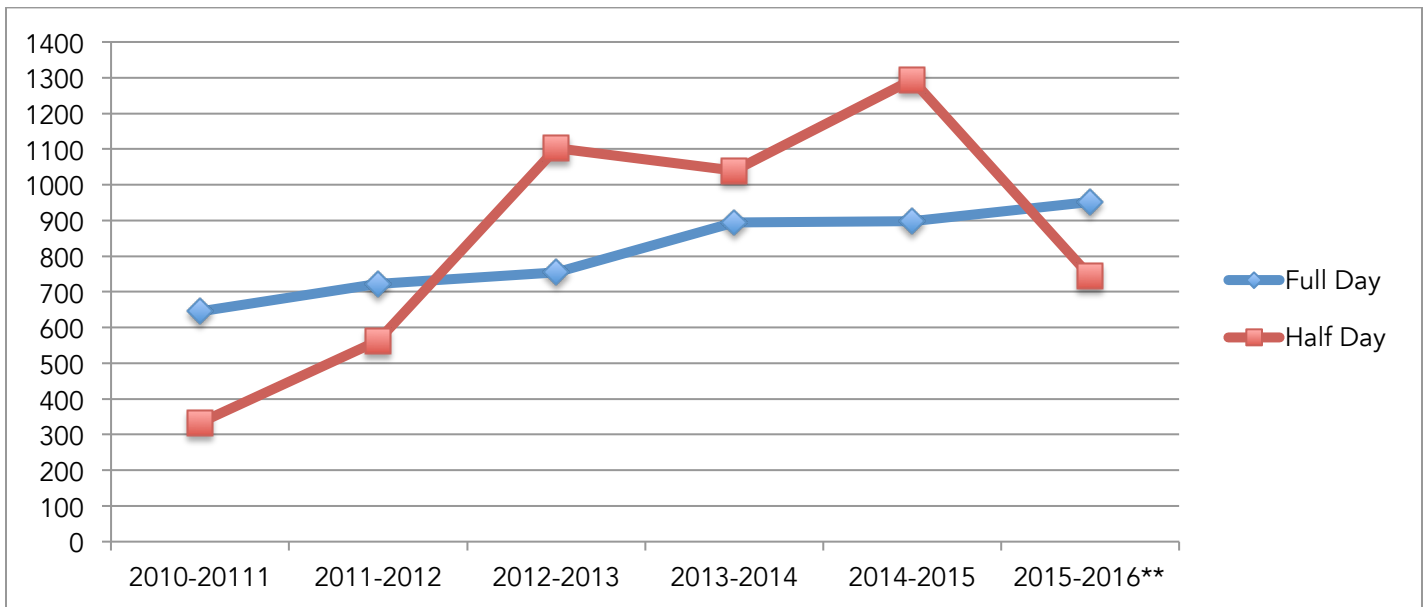
A number of mandates created through the legislative process are driving forces behind the significant increase in professional leave over the past six years.

- Iowa Core Implementation
- Multi-Tiered Systems of Support (RTI)
- Teacher Quality Funding

UCSD administration has made a conscious effort to use widely distributed leadership principles in our efforts to meet legislated mandates. This requires significant time and financial support in order to ensure teacher engagement. As expected, we are seeing a reduction in professional leave due to implementation of our Teacher Leadership and Compensation Plan.

### Professional Leave Over the Past Six Years

Prof. Leave Absences	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016**
Full Day	645	723	754	895	898	952
Half Day	333	562	1103	1040	1295	744



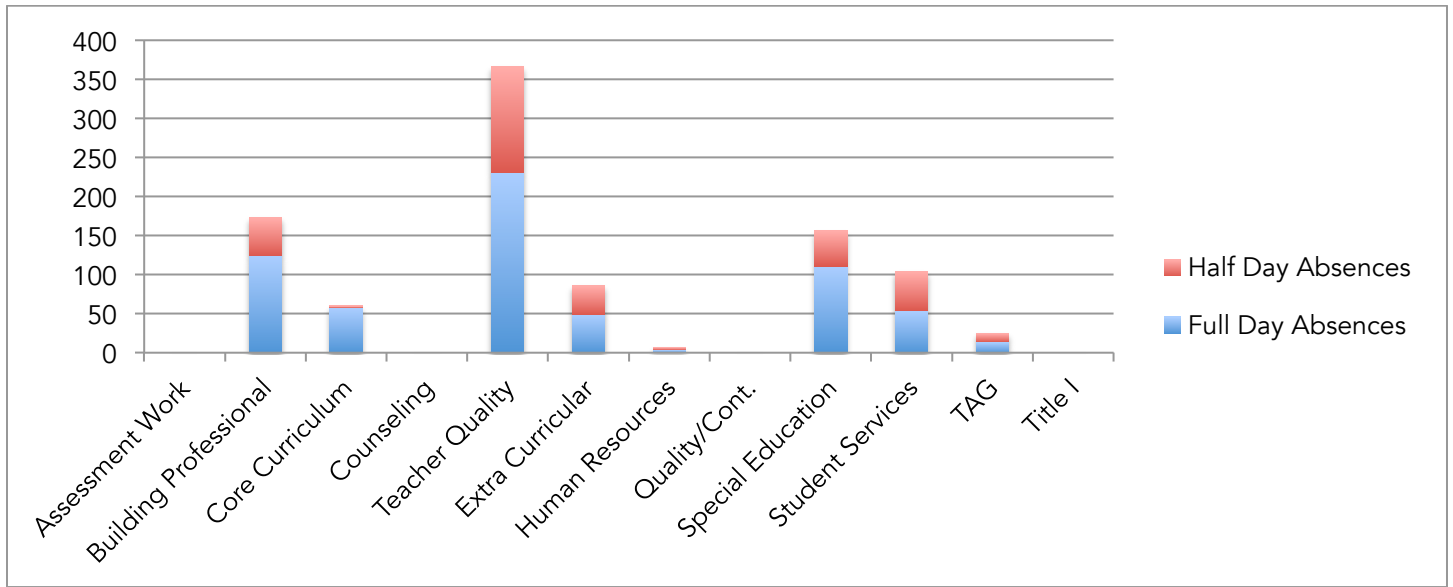
\*\* Projection based on actual numbers through 104 days of school, 1/29/2016

Based on this projection, we are on pace to reduce professional leave by 220 full days of leave. That is a reduction of about \$33,000 in substitute costs.

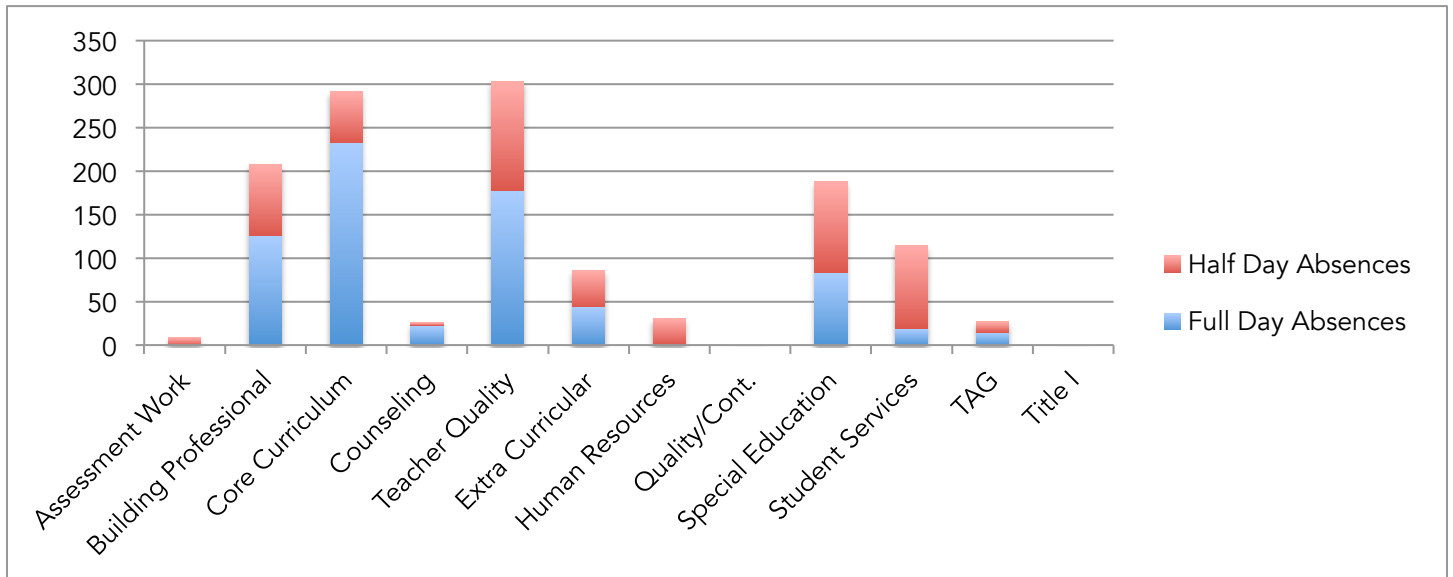
The next two pages represent the information in the table below broken out by school year, and by Professional Leave type.



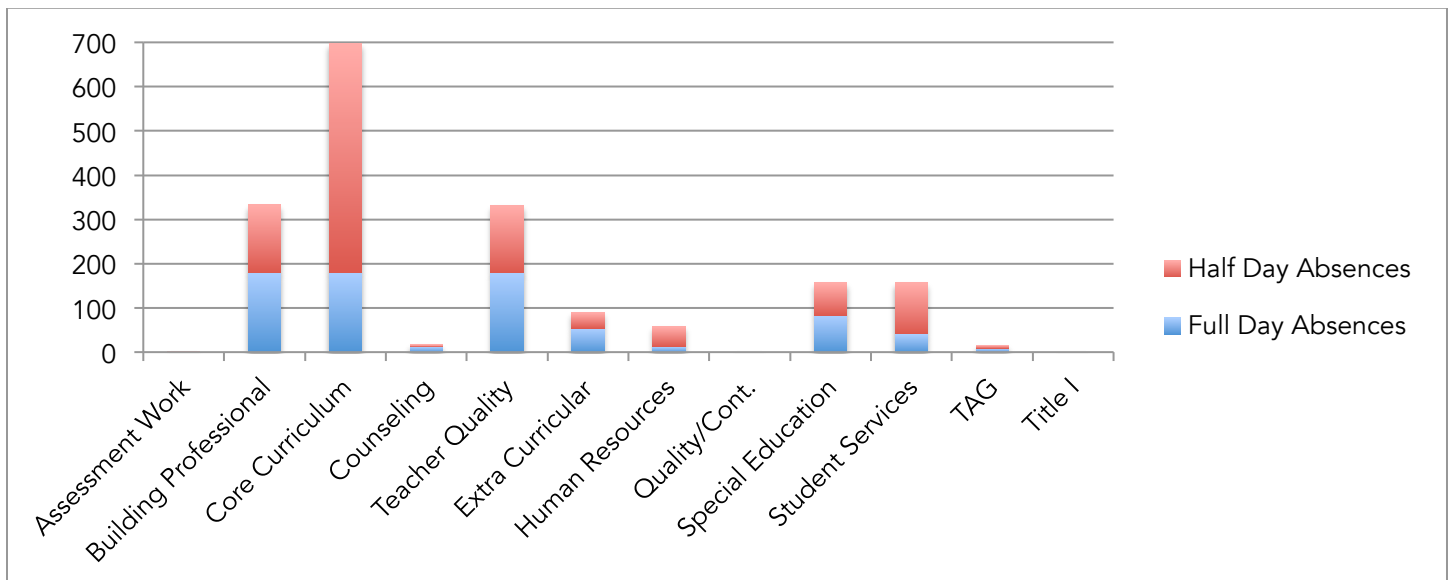
2010-2011



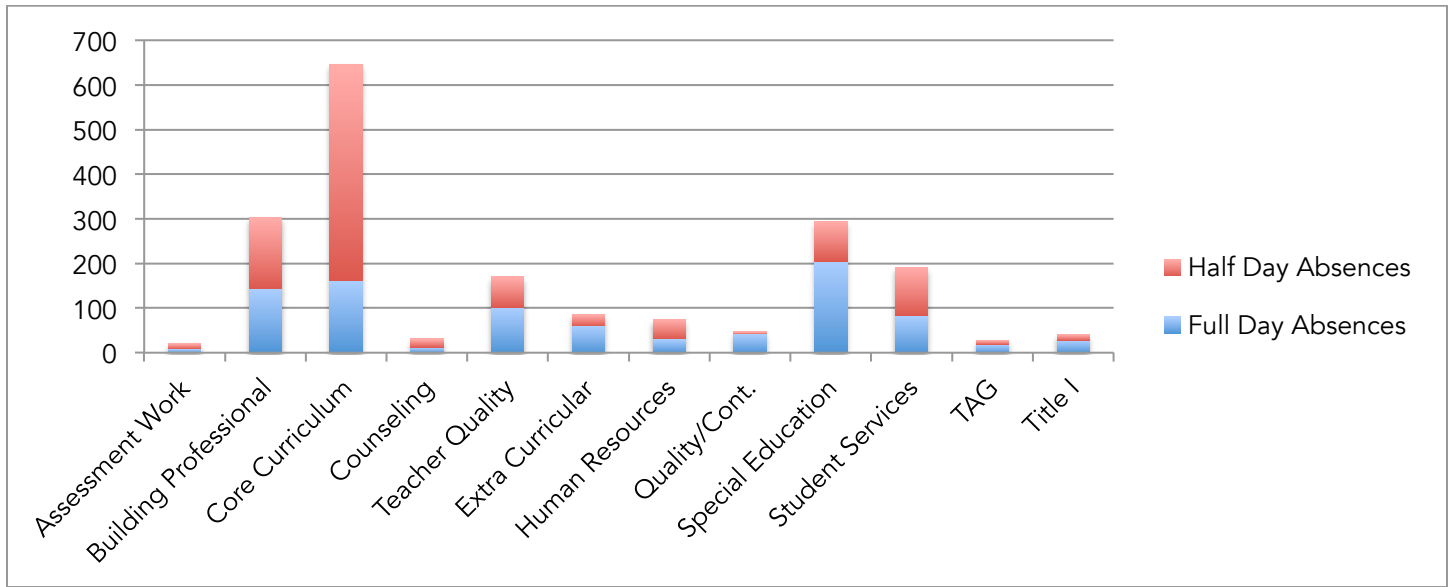
2011-2012



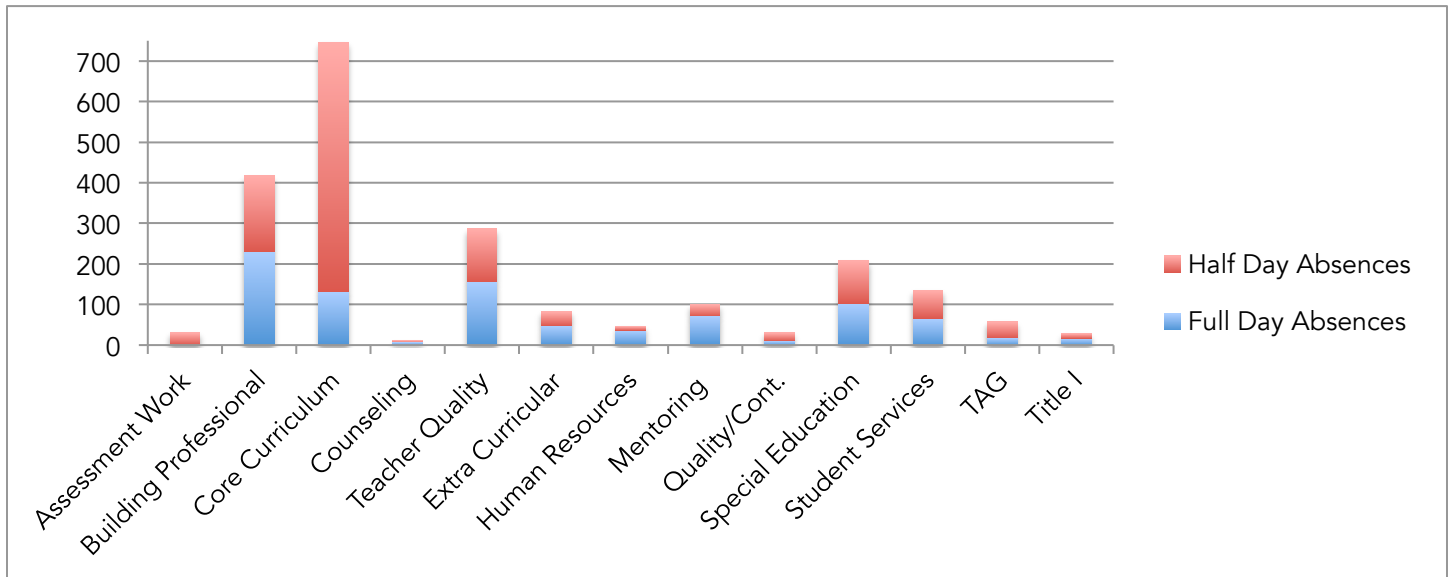
2012-2013



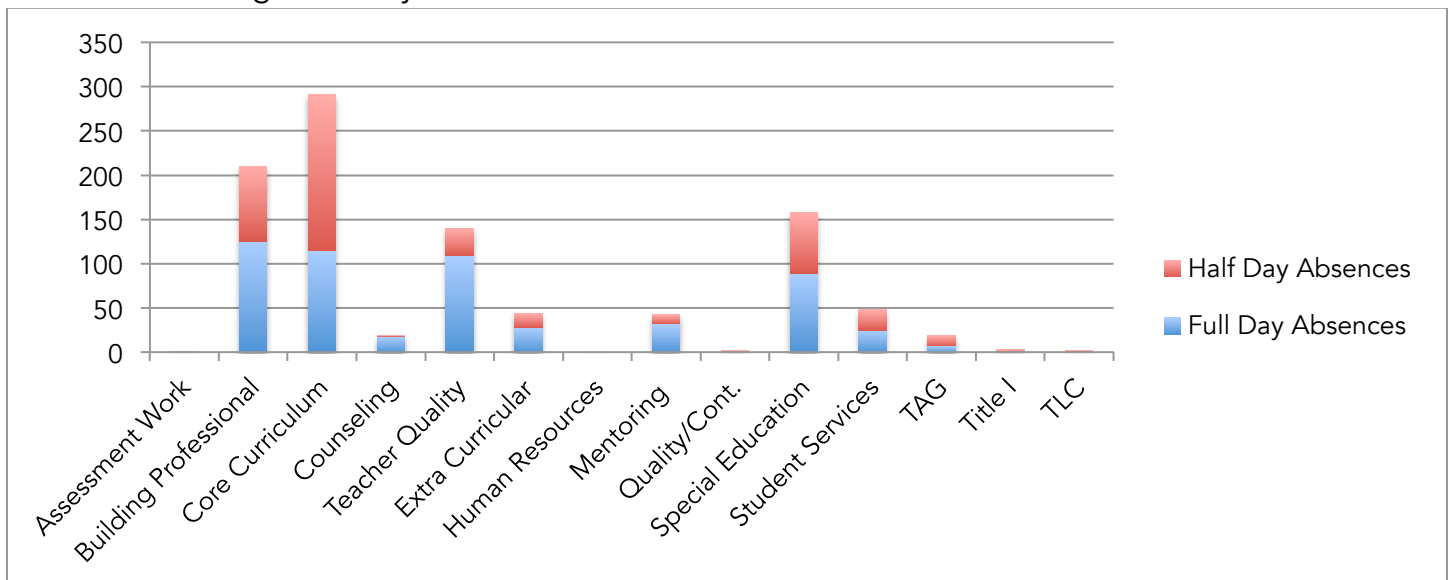
2013-2014



2014-2015

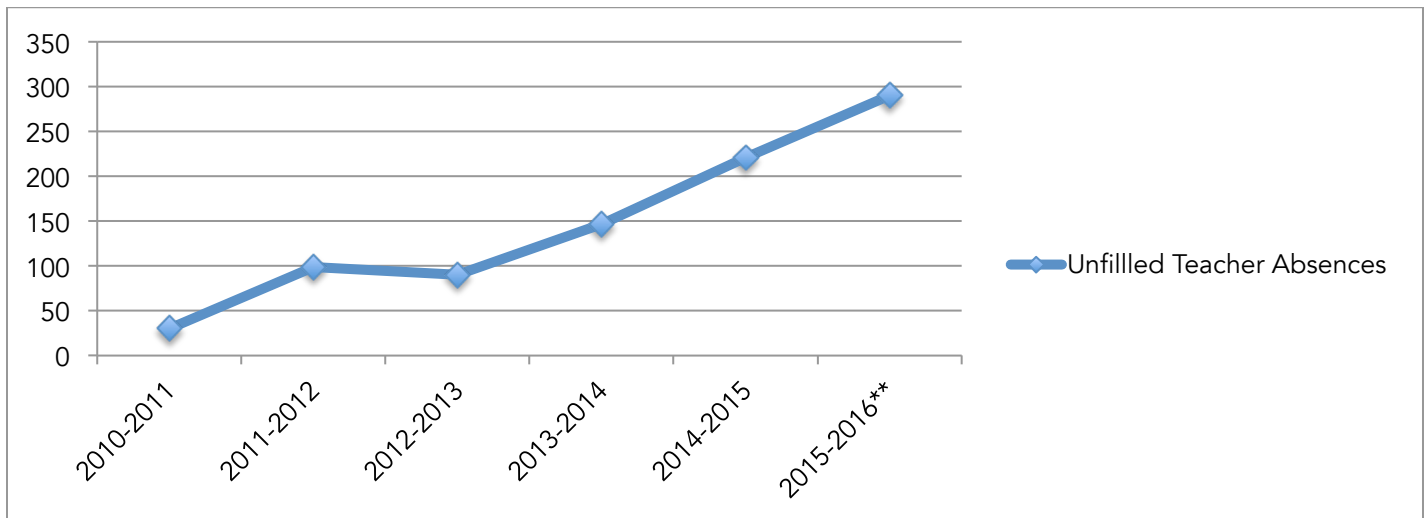


2015-2016 Through 104 Days of School



## Unfilled PK-5 Teacher Absences

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016**
Unfilled Teacher Absences	30	99	90.5	146.5	221	290



For this graph there is no differentiation between a full-day and a half-day absence. An absence requiring a sub is considered an absence regardless of duration.

School districts across the state of Iowa have seen significantly increasing rates of unfilled teacher absences. Earlier this year, we met with peers through the Iowa Association of School Personnel Administrators, and discussed the issues and contributing factors. Three main issues came forth.

- Implementation of TLC Plans across the state is creating increased vacancies. Recent graduates that in years past would have been forced to spend a year or two subbing are finding full-time employment.
- Significant increases in professional leave in order to work through the implementation of Iowa Core, MTSS, and other initiatives.
- The employee pool reaching eligibility for retirement is larger than the potential employee pool graduating from our teacher preparatory programs.

### Situations Most Likely to Lead to an Unfilled Teacher Absence

- A staff person does not enter their absence in AESOP before 6:30 am, and instead calls or texts their principal or building secretary.
- A staff person gets sick, or receives a call about his/her own sick child, and the absence is then entered into AESOP.
- Multiple buildings and/or departments schedule events requiring professional leave on the same day.

### Sick Leave (percent used by weekday)

- Monday- 20.9% Tuesday- 21.6% Wednesday- 19.4% Thursday- 18.6% Friday- 19.1%

### Personal Leave (days with highest percent used)

- Friday- 33.4% Monday- 23.4%

### Increase in Maternity Leave

By the end of the 2015-2016 school year we will have had 18 certified staff out for maternity leave.

## Staff Retention Information

### Certified Teacher, Counselor, and Nurse Retention

2010-2011- 95%

2011-2012- 92%

2012-2013- 90%

2013-2014- 87% (Early Retirement Package Offered)

2014-2015- 93%

### Years of Service Recognition

Each year, the district recognizes years of service across all staff groups. The table below captures the number of people recognized over the past five years.

	5 Years	10 Years	15 years	20 Years	25 Years	30 Years	35 Years	40 Years	Total
2016	33	38	15	2	11	4	0	1	104
2015	26	24	13	8	9	1	0	1	82
2014	28	18	9	9	6	1	0	1	72
2013	31	13	21	7	10	2	0	1	85
2012	45	14	15	9	6	2	2	2	95

## Classified Staff Information

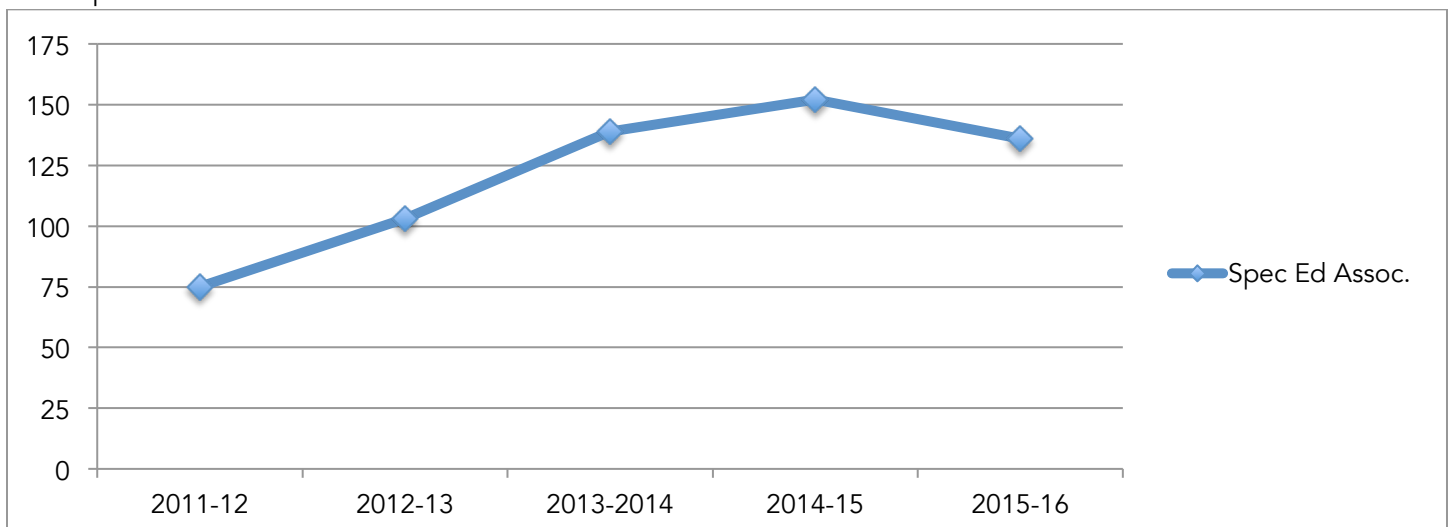
### Years with the District for All Associates (General Ed., Special Ed., Health, Interpreters, and Media)

Less than One Year	29.8%
1-5 Years	49%
5-10 Years	11.3%
10 Years or More	9.9%

The average years with the district for the associate group is 3.77 years.

It is important to recognize that a contributing factor to the large percentage of associates having worked for the district less than five (5) years is the growth in the number of special education associates over that time. So, while we do have concerns about turnover, we also know new positions are created and then filled as student needs arise.

### K-12 Special Education Associates



## UCSD Workforce Committee DRAFT Classified Employee Retention Process

Through the analysis of the feedback report we received as part of the IRPE process in December of 2014, a Workforce Category Team was created. The team began meeting monthly in March of 2015. The team members are, Mark Lane, Maggie Holton, Denise Wood, Steve Bass, Elyse Brimeyer, Kelley Harrison, Jen Silway, Cathy Conklin and Mark Monroe. One of the team's focus areas has been creating a process focused on classified employee retention. The information below reflects the current state of our draft process. This draft has been shared with the administrative counsel one time, in order to gather feedback. The committee expects to bring this process to the board for approval in May or June of this year.

### **Our Desired State**

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

### **General Process Outline**

#### A Classified Employee's First Year

- **Job Description Review**  
Each newly hired classified employee will review and discuss the job description for the position for which they have been hired with their supervisor (principal or department leader). The new employee will sign a copy of the job description indicating the discussion has occurred. The supervisor will send the signed job description to the Human Resources Manager for inclusion in the personnel file.
- **30-Day Dialogue**  
At approximately the 30-day point of employment with the district, supervisors will engage new employees in a 30-day dialogue using the 30-Day Dialogue Protocol. The supervisor will submit a 30-Day Dialogue Form using the AppliTrack System.
- **30-Day Dialogue Questions**
  1. What is going well?
  2. Who has been especially helpful to you in the first few week of employment with UCSD?
  3. How do we as an organization compare to what we said in the interview process?
  4. How does the job compare to what was communicated in the application and interview process?
  5. As someone new to UCSD what do you feel could improve our operations?
  6. Is there anything happening or not happening that would cause you to think about leaving?
- **90-Day Dialogue**  
At approximately the 90-day point of employment with the district, supervisors will engage new employees in a 90-day dialogue using the 90-Day Dialogue Protocol. The supervisor will submit a 90-Day Dialogue Form using the AppliTrack System.
- **90-Day Dialogue Questions**
  1. What is going well?

2. Do you have the resources and materials you need to do your job well? If not, what do you perceive you need?
  3. What additional training or learning opportunities would help you feel as effective as possible?
  4. Is there anyone you worked with previously that you think would be a good fit in UCSD?
  5. Is there anything happening or not happening that would cause you to think about leaving?
  6. Do you intend to return to this position next school year? If not, why are you not planning to return?
- It is important to share and document concerns in a timely fashion. Any written documentation of concerns should be sent to the Human Resources Office for inclusion in an employee's personnel file.

### Classified Employee Exit Survey

When a classified employee resigns from a position, the Human Resources Office will contact them via e-mail or phone and request they complete a short exit survey. Information collected will be used to develop strategies for maximizing our ability to retain quality classified employees.

- Exit Survey Questions
  1. Did the job match your expectations? If not, please explain.
  2. Did you feel that the work you were doing aligned with your personal goals and interests? If not, please explain.
  3. Did you have the tools and resources you needed to effectively do your job? If not, please explain.
  4. Would you recommend this as a great place for a friend to work? If not, please explain.
  5. What is the main reason you chose to leave the job?

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## PAYMENT MANAGEMENT SERVICES

We will process electronic payment transactions and manage your fee payment process in accordance with the following terms:

**Accepted Payment Methods.** We will process electronic payments for your fees using our merchant account. We accept only Visa, MasterCard, Discover and eChecks for electronic payments. You may also elect to accept non-electronic payments (checks, cash, etc.) outside of the electronic payment processing, remitting and reporting capability we provide.

**Fee.** Our fee for the Payment Management Services is 3.49% of the amount of an electronic payment. You can elect to pay this fee or to have the User pay this fee, in which case the fee will be added to the transaction amount and retained by us. There is no fee for non-electronic payments. Unless otherwise specified, our fees are rounded up to the nearest cent.

**Deferred payments and waivers.** You can require that all Users pay all fees due at the time of User submission, or may allow all Users to select which fees they will pay at that time, allowing them to return at a later date to make additional payment. Where fees are not required at the time of submission, you are solely responsible for payment collection from the User. You may also elect to provide a Waiver code to a User, nullifying their payment due to you. If you elect this feature, you may define a single code that you will provide to all Users of your service for the service term.

**Remittance and Reporting.** We will remit payments we receive to you weekly by ACH. With each remittance, we will provide a report itemizing the payments made, any applicable fees we charged you, and your net payment. Pursuant to your instructions during set-up of your Services, per fee item, payments that are processed and fees for our Payment Management Services can be split among, remitted to and/or paid by different accounts/departments within your organization. A maximum of 125 fee items and related accounting code combinations can be created and processed. Transaction information is available in your Customer Portal; reporting is student-centric.

**Chargebacks, returns, etc.** If any User refuses to pay all or part of any credit card charge we process for you, or is given full or partial credit for such item, known as a "chargeback," you agree to immediately pay us the amount of the chargeback that has been remitted to you, plus an additional service fee of \$50.00 per chargeback. If an e Check is returned, unable to be processed or refuted by the User, you agree to pay a \$15 service fee per returned e Check, and if funds have been remitted, you agree to immediately pay us the amount remitted to you. These fees, and any charges associated with refunds (see below) are payable by you, not the Users, even if you have elected to have Users pay our Payment Management Fee. We may also net such chargebacks and fees, if any, from future remittances to you.

**Refunds.** Should you elect to use your Customer Portal to designate a charge to be refunded to a User, we will process the refund and notify you. You will immediately pay us the amount of the refund plus the related Payment Management Services fee as identified above. Fees charged for Payment Management Services are not refundable.

**Merchant Agreement and Rates.** The fee for our Payment Management Service set forth above is based on the terms of our current merchant agreement. If payment card industry standards as applied to our services change, or the terms of our merchant agreement that allows us to process payments change, we can change the terms and fees for our Payment Management Services. If we change such terms and fees, and you do not agree to the changes, you can terminate our Payment Management Services.

**Taxes.** Prior to launch of your Service, you are responsible to identify any item to be paid which is taxable and the rate at which it is taxed. Where you identify such an item, we will collect the tax at the rate you specify and will remit the tax to you. The transaction amount on which our fee for Payment Management Services is calculated will include any such taxes. You are solely responsible for the accuracy of the items and rates and for reporting and remitting the tax to the appropriate authority.

**Transaction Data.** We can give transaction data to financial institutions or payment processing entities to process credit card transactions or resolve disputes.

Initials: \_\_\_\_\_

Year 2016-2017

6579 0000 Urbandale Comm School District

District Budget

[Print Budget \(/ARiskDropout/Print/DistrictBudget?districtformId=592&btnName=Budget\)](#)

[Print MSA \(/ARiskDropout/Print/DistrictBudget?districtformId=592&btnName=Msa\)](#)

Budget Item	Function	Allowable Object Code(s)	Description	FY 2015		FY 2016		FY 2016		FY 2017	
				At-Risk Actual Expenditures (Project 1116)	DOP Actual Expenditures (Project 1119)	MSA (DOP) Program Budget (Project 1116)	At-Risk Estimated Expenditures (Project 1116)	MSA (DOP) Estimated Expenditures (Project 1119)	FY 2016 Estimated Total Expenditures		Total Proposed from Service Budgets
1	1xxx, 212x, 219x, 2212, 2215, 2216, 2219	121-129	Certified Staff Salaries	67513	502181	0	60000	313113	373,113	329600	
2	211x, 213x, 214x, 219x, 229x	130-139	Other Professional Salaries	0	0	0	197285	197285	197285	205200	
3	1xxx	100-109	Para Professional Salaries	0	0	0	6800	6800	6800	7038	
4	241x, 249x	111-119	Administrative Salaries (off-site program/school only)	0	0	0				0	
5	241x, 249x	150-159	Office/Clerical Salaries (off-site program/school only)	0	0	0				0	
6	27xx	170-179	Salaries Paid to Operative Employees	0	0	0				0	
7	1xxx, 211x, 212x, 213x, 214x, 219x, 2212, 2215, 2216, 2219, 229x, 241x, 249x, 27xx	210-249, 270-275	Employee Benefits	11194	198985	0	10000	159782	169,782	161850	
				\$79,709	\$970,167		\$79,028	\$978,675			
				Expenditures (allowable + unallowable)		Expenditures (allowable + unallowable)		Total Available: Project 1116		Total Available: Project 1119	



		Total Budgeted for Staff (budget items 1-7)		\$78,707	\$701,166	\$0	\$70,000	\$676,980	\$746,980	\$703,688
8	1xxx, 211x, 212x, 213x, 214x, 219x, 2212, 2215, 2216, 2219, 229x	310-329	Purchased Administrative and Educational Services	0	96554	0		100000	100000	109000
9	2213, 2574	330-339,59x	Professional Development	349	470	0	300	600	900	1650
10	212x, 213x, 219x	347,349	Other Purchased Professional Services	0	0	0				0
11	1xxx, 211x, 212x, 213x, 219x, 2213, 2219, 2574, 27xx	511- 519,561- 569,580-599	Tuition, Travel, Shared Contracts	0	1720	0	6428	1500	7,928	1500
12	1xxx, 211x, 212x, 219x, 2213, 2219, 222x, 229x, 2232, 2239, 241x, 249x, 2574, 27xx	600- 619,626- 627,641-669	Books, Periodicals, Supplies	654	11963	0	600	10000	10,600	775
13	1xxx	734-739	Property (Equipment)	0	0	0				0
14	1xxx	810-819	Dues, Fees	0	0	0				0
15	1xxx	891-899	Miscellaneous Expenses	0	0	0				0
Total (allowable budget items 1 - 15)				\$79,710	\$811,873	\$0	\$77,328	\$789,080	\$866,408	\$816,613
Estimated Carryforward							\$1,700			
Unallowable Expenditures				-\$1	\$158,294			\$189,595		

**MODIFIED SUPPLEMENTAL AMOUNT**

#	Description	Amount
1	Total budget figure from Budget Proposal section, above	\$816,613
2	**Maximum that can be used for building/district-wide programming for non-identified students (5% of line 1)	\$40,831
3	Requested amount for programming targeting non-identified students (Sum General Population Service Budgets)	\$30,000
4	Estimated amount to be used to pay for excess costs stipulated in IC 257.41(4) not included above	0

5	Estimated at risk formula-generated funds for next fiscal year	\$79,028	
6	Estimated carryforward from project 1116 for the current fiscal year, from above	\$1,700	
7	Estimated carryforward from project 1119 for the current fiscal year, from above	\$189,595	
8	Estimated other resources to fund this program (e.g., donations, grants) as well as all TSS and TLC/TLS included in the Budget Proposal	0	
9	Total budget less than other sources ((line 1+line 4)-(lines 5 to 8))	\$546,290	
10	Minimum (25%) that must come from the regular district program cost (25 percent of line 9)	\$136,573	
11	Budget Balance (subtract line 10 from line 9)		\$409,717
12	District cost per pupil	\$6,446	
13	Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/15/2015 4:24:00 PM.	3,408.70	
14	Maximum modified supplemental amount possible (0.05 x line 12 x line 13)		\$1,098,624
15	Amount on line 11 or line 14, whichever is less	\$409,717	
16	Requested modified supplemental amount Enter an amount equal to, or less than: <b>\$409,717</b>		

 **AIA**® **Document G802™ – 2007**

***Amendment to the Professional Services Agreement***

Amendment Number: 004

**TO:** Steve Bass, Superintendent  
(*Owner or Owner's Representative*)

In accordance with the Agreement dated: September 1, 2012

**BETWEEN** the Owner:

(*Name and address*)

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

and the Architect:

(*Name and address*)

DLR Group, inc. (an Iowa corporation)  
1430 Locust Street  
Suite 200  
Des Moines, Iowa 50309

for the Project:

(*Name and address*)

Urbandale Community School District  
Rolling Green Elementary School - Site Improvements  
DLR Group Project No. 11-12122-00

Authorization is requested

- to proceed with Additional Services.
- to incur additional Reimbursable Expenses.

As follows:

Urbandale High School – Athletic Track Re-Surfacing  
DLR Group Project Number: 11-16102-00

Section 1.1.1: Add the following:

Project Summary

The current High School Athletic Track was constructed in 2005. The average life of an athletic track is approximately 20 years, dependent on usage and level of maintenance. DLR Group understands the Urbandale HS track surface is in need of an applied coating to extend the track's service life for its intended purposes.

Project Services

Provide Architectural Services for design, bidding and construction phase services to prepare bidding documents to provide a structural spray coating on the existing athletic track surface at the existing Urbandale High School at 7111 Aurora Avenue, Urbandale, IA.

Section 1.1.2. Add the following:

Project Location:

Urbandale High School  
7111 Aurora Avenue  
Urbandale, Iowa 50322

Section 1.1.3. Add the following:

The Preliminary Estimated Construction Value for the Athletic Track Re-surfacing project is approximately \$50,000 - \$70,000. Project costs will be confirmed and updated based on the final scope of construction and market conditions during the design process.

The following adjustments shall be made to compensation and time.

*(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)*

Compensation:

Basic Services for Urbandale High School Athletic Track Re-Surfacing:

Compensation shall be a stipulated lump sum fee of \$5,500.

Reimbursable Expenses shall be in addition to the lump sum amount and as follows:

1. Fees paid for securing approval of authorities having jurisdiction over the Project;
2. Ground transportation / mileage
3. Printing, reproductions, plots, standard form documents;
4. Postage, handling and delivery

Time:

Project documents will be completed and allow for bidding and material procurement during Spring 2016. Due to athletic activities scheduled for Summer 2016 – the construction timeframe allows an anticipated construction start of June 27, 2016 and an anticipated completion of July 17, 2016.

**SUBMITTED BY:**

**AGREED TO:**

*(Signature)*

Jim Huse, AIA

Architect | Principal

*(Printed name and title)*

*(Signature)*

*(Printed name and title)*

*(Date)*

*(Date)*



Special Report #7

DLR Group

Architecture Engineering Planning Interiors

1430 Locust Street  
Suite 200  
Des Moines, Iowa 50309

o: 515/276-8097  
f: 515/252-0514

# Letter of Transmittal

If enclosures are not as noted, please contact us at once.

Date	January 18, 2016
Deliver To	John Lees Shelly Clifford
Company	Urbandale Community School District
Address	11152 Aurora Avenue
City, State Zip	Urbandale, IA 50322

From	Paul Arend Kristina Warnemunde
Project	Karen Acres Elementary School Addition and Renovation
Project No.	11-15106-00

We are sending	<input checked="" type="checkbox"/> ATTACHED	<input type="checkbox"/> UNDER SEPARATE COVER
	<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints <input type="checkbox"/> Plans
	<input type="checkbox"/> Copy of letter	<input checked="" type="checkbox"/> Change Order <input type="checkbox"/> Samples
	<input type="checkbox"/> Specifications	<input type="checkbox"/> Other _____

Copies	THREE (3)
Date	December 9, 2015
Description	Change Order CC-01

Copies	
Date	
Description	

Transmitted as	<input type="checkbox"/> For approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Resubmit	<input type="checkbox"/> Copies for
	<input type="checkbox"/> For your use	<input type="checkbox"/> Approved as noted	<input type="checkbox"/> Submit	<input type="checkbox"/> Copies for
	<input type="checkbox"/> As requested	<input type="checkbox"/> Correct	<input type="checkbox"/> Return	<input type="checkbox"/> Corrected prints
	<input type="checkbox"/> For review/comment	<input type="checkbox"/> Prints returned after loan to us	<input checked="" type="checkbox"/> Other	Sign and return
	<input type="checkbox"/> For bids			

Remarks  
Enclosed are three (3) copies of Change Order No. CC-01. Please sign all three (3) copies and keep one copy for your files. Please return one copy to Larson & Larson Construction and the other copy to our office. Thanks, KW

Signature   
Name Kristina Warnemunde, Associate

cc



# AIA Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address): Karen Acres Elementary School Addition and Renovation Urbandale, IA	<b>CHANGE ORDER NUMBER:</b> CC-01 <b>DATE:</b> December 9, 2015	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Larson & Larson Construction, LLC 10703 Justin Drive Des Moines, IA 50322	<b>ARCHITECT'S PROJECT NUMBER:</b> 11-15106-00 <b>CONTRACT DATE:</b> August 17, 2015 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
See attachment for Change Order items and description.

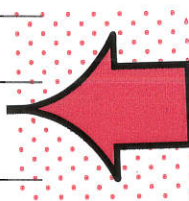
The original Contract Sum was	\$ 4,147,420.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 4,147,420.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,211.00
The new Contract Sum including this Change Order will be	\$ 4,153,631.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is on or before August 12, 2016.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>DLR Group, inc. (an Iowa Corp.)</u> <b>ARCHITECT</b> (Firm name)	<u>Larson &amp; Larson Construction</u> <b>CONTRACTOR</b> (Firm name)	<u>Urbandale Community School District</u> <b>OWNER</b> (Firm name)
1430 Locust Street Suite 200 Des Moines, IA 50309	10703 Justin Drive Des Moines, IA 50322	11152 Aurora Avenue Urbandale, IA 50322
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
<u></u> <b>BY</b> (Signature)	<u></u> <b>BY</b> (Signature)	<u></u> <b>BY</b> (Signature)
Paul Arend	Sherm Welker	Christopher Gunnare, School Board President
(Typed name)	(Typed name)	(Typed name)
<u>1/18/16</u> <b>DATE</b>	<u>12-30-2015</u> <b>DATE</b>	<u> </u> <b>DATE</b>



**Karen Acres Elementary School Additions and Renovations  
DLR Group Project No. 11-15106-00**

**Attachment to Change Order CC-01**

**General Contractor: Larson & Larson Construction**

**December 9, 2015**

**Item No. 1:**

Cost for labor and material to provide a placard affixed to the wall in the main electrical room indicating which subpanels and areas of the building are served by each electric service switch in Electrical A174. For each electrical panelboard (whether new or existing) provide an engraved label indicating from which electric service switch it is served and its maximum fault current (with contribution from motors).

DLR Group Proposal Request No. CC-01 dated September 1, 2015. Pricing per Larson & Larson Construction correspondence dated November 9, 2015.

**Total Item No. 1: Add: \$4,935.00**

**Item No. 2:**

Cost for labor and material to add extra tote trays at the (12) 34" high base cabinets.

Pricing per Larson & Larson Construction correspondence COR #1/CCP#3 dated October 19, 2015, reviewed by DLR Group on October 20, 2015.

**Total Item No. 2: Add: \$1,276.00**

<b>TOTAL AMOUNT OF CHANGE ORDER CC-01:</b>	<b>ADD:</b>	<b>\$6,211.00</b>
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FEB 02 2016

Board of Director's Meeting - 2/15/16

Special Report #8a

AIA DOCUMENT G702

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: PROJECT: Karen Acres Elementary Distribution to:  OWNER

Urbandale Community School District School Addition & Renovation  ARCHITECT

11152 Aurora Avenue 3500 74th Street Urbandale, IA 50322 PERIOD TO: 30-Nov-15  CONTRACTOR

FROM CONTRACTOR: VIA ARCHITECT: DLR Group

Larson & Larson Construction, LLC 1430 Locust Street, Ste 200 PROJECT NOS: 11-15106-00

10703 Justin Drive Des Moines, IA 50322 L&L PROJECT: 15.012

CONTRACT FOR: General Construction CONTRACT DATE: 1-Sep-15

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 4,147,420.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 4,147,420.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 652,904.00

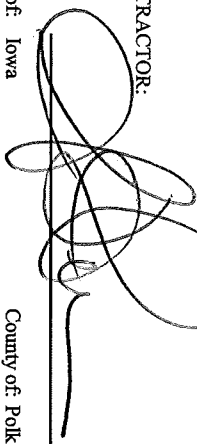
5. RETAINAGE:
  - a. 5 % of Completed Work \$ 199,390.10  
(Column D + E on G703) \$ 32,645.20
  - b. 5 % of Stored Material \$ 12,706.10  
(Column F on G703)

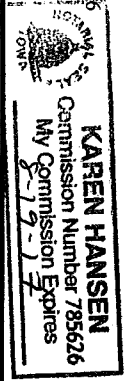
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 32,645.20

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 620,258.80
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 173,170.75
8. CURRENT PAYMENT DUE \$ 447,088.05
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 3,527,161.20

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due.

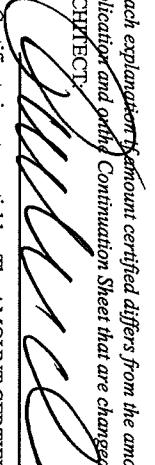
CONTRACTOR:  Date: 23-Nov-16

By: Karen Hansen State of: Iowa County of: Polk  
Subscribed and sworn to before me this 23-Nov-16  
Notary Public: 

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ # 447,088.05

(Attach explanation of amount certified differs from the amount applied. Initial all figures on this Application and g703 Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT:  Date: 2/2/16  
By: [Signature] This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Karen Acres Elementary** APPLICATION NO: **Two (2)**  
**School Addition & Renovation** APPLICATION DATE: **23-Nov-15**  
**Urbandale, IA 50322** PERIOD TO: **30-Nov-15**  
 ARCHITECT'S PROJECT NO: **11-15106-00**  
 L&L PROJECT: **14.013**

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G+C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
<b>General Requirements</b>										
1	Bonds / Insurance	\$ 70,970.00	\$ 70,970.00	\$ -	\$ -	\$ 70,970.00	100.00%	\$ -	\$ 3,548.50	
2	Mobilization	\$ 35,000.00	\$ 20,000.00	\$ 5,000.00	\$ -	\$ 25,000.00	71.43%	\$ 10,000.00	\$ 1,250.00	
3	General Conditions	\$ 132,250.00	\$ 5,800.00	\$ 15,365.00	\$ -	\$ 21,165.00	16.00%	\$ 111,085.00	\$ 1,058.25	
4	Winter Enclosures / Temp Heating	\$ 37,500.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 37,500.00	\$ -	
5	Close Out Documentation	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 7,500.00	\$ -	
<b>Existing Conditions</b>										
6	Interior Demolition Sub	\$ 51,235.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	9.76%	\$ 46,235.00	\$ 250.00	
<b>Concrete</b>										
7	Concrete Foundations Labor	\$ 70,000.00	\$ -	\$ 28,000.00	\$ -	\$ 28,000.00	40.00%	\$ 42,000.00	\$ 1,400.00	
8	Concrete Foundations Material	\$ 63,500.00	\$ -	\$ 25,400.00	\$ -	\$ 25,400.00	40.00%	\$ 38,100.00	\$ 1,270.00	
9	Concrete Floors Labor	\$ 32,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 32,000.00	\$ -	
10	Concrete Floors Material	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 35,000.00	\$ -	
11	Concrete Floor Polishing Sub	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 4,100.00	\$ -	
12	Reinforcing Steel Material	\$ 14,720.00	\$ -	\$ 14,720.00	\$ -	\$ 14,720.00	100.00%	\$ -	\$ 736.00	
13	Groft / Precast / Steel	\$ 2,450.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 2,450.00	\$ -	
14	Precast Concrete Material	\$ 242,135.00	\$ 2,500.00	\$ -	\$ -	\$ 186,339.00	77.99%	\$ 53,296.00	\$ 9,441.95	
<b>Masonry</b>										
15	Masonry CMU Labor	\$ 57,750.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 57,750.00	\$ -	
16	Masonry CMU Material	\$ 40,500.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 40,500.00	\$ -	
17	Masonry Brick Labor	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 35,000.00	\$ -	
18	Masonry Brick Material	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 30,000.00	\$ -	
<b>Steel</b>										
19	Steel Shop Drawings	\$ 3,265.00	\$ 3,265.00	\$ -	\$ -	\$ 3,265.00	100.00%	\$ -	\$ 163.25	
20	Structural Steel Material	\$ 30,895.00	\$ -	\$ 29,400.00	\$ -	\$ 29,400.00	95.16%	\$ 1,495.00	\$ 1,470.00	
21	Metal Joists and Deck Material	\$ 43,670.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 43,670.00	\$ -	
22	Misc Metals Material	\$ 21,920.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 21,920.00	\$ -	
23	Steel / Precast Erection	\$ 68,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	1.47%	\$ 67,000.00	\$ 50.00	
<b>Carpentry</b>										

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

Karen Acres Elementary

APPLICATION NO: Two (2)

containing Contractor's signed certification is attached.

School Addition & Renovation

APPLICATION DATE: 23-Nov-15

In tabulations below, amounts are stated to the nearest dollar.

Urbandale, IA 50322

PERIOD TO: 30-Nov-15

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 11-15106-00

L&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
24	Rough Carpentry Labor	\$ 15,000.00		\$ 600.00		\$ 600.00	\$ 14,400.00	\$ 30.00
25	Rough Carpentry Materials	\$ 12,500.00		\$ 500.00		\$ 500.00	\$ 12,000.00	\$ 25.00
26	Finish Carpentry Labor	\$ 30,000.00		\$ 1,500.00		\$ 1,500.00	\$ 28,500.00	\$ 75.00
27	Finish Carpentry / Casework Material	\$ 78,750.00		\$ -	\$ 52,398.00	\$ 52,398.00	\$ 26,352.00	\$ 2,619.90
28	FRP Paneling Material	\$ 1,500.00					\$ 1,500.00	\$ -
29	<b>Thermal / Moisture Protection</b>							
29	Foundation Insulation Material	\$ 3,500.00		\$ 3,500.00		\$ 3,500.00	\$ -	\$ 175.00
30	DEFS Sub	\$ 5,000.00					\$ 5,000.00	\$ -
31	Fluid Applied Air Barrier Sub	\$ 7,500.00					\$ 7,500.00	\$ -
32	Metal Wall Panel Sub	\$ 42,265.00					\$ 42,265.00	\$ -
33	EPDM Roofing Sub	\$ 114,500.00					\$ 114,500.00	\$ -
34	Sheet Metal Sub	\$ 16,850.00					\$ 16,850.00	\$ -
35	Firestopping Sub	\$ 1,500.00					\$ 1,500.00	\$ -
36	Sealant Sub	\$ 13,185.00					\$ 13,185.00	\$ -
	<b>Openings</b>							
37	Frames / Doors / Hardware Labor	\$ 17,000.00		\$ 510.00		\$ 510.00	\$ 16,490.00	\$ 25.50
38	Frames / Doors / Hardware Matl	\$ 115,950.00		\$ 2,000.00		\$ 2,000.00	\$ 113,950.00	\$ 100.00
39	Coiling Door Sub	\$ 13,185.00					\$ 13,185.00	\$ -
40	Alum Shop Drawings	\$ 4,100.00					\$ 4,100.00	\$ -
41	Aluminum Windows Labor	\$ 40,762.00					\$ 40,762.00	\$ -
42	Aluminum Windows Material	\$ 75,573.00					\$ 75,573.00	\$ -
	<b>Finishes</b>							
43	Metal Framing Labor	\$ 59,575.00		\$ 1,500.00		\$ 1,500.00	\$ 58,075.00	\$ 75.00
44	Metal Framing Material	\$ 17,925.00		\$ 450.00		\$ 450.00	\$ 17,475.00	\$ 22.50
45	Insulation Labor	\$ 4,070.00		\$ 102.00		\$ 102.00	\$ 3,968.00	\$ 5.10
46	Insulation Material	\$ 4,000.00		\$ 100.00		\$ 100.00	\$ 3,900.00	\$ 5.00
47	Gypsum Drywall Labor	\$ 68,530.00		\$ 1,025.00		\$ 1,025.00	\$ 67,505.00	\$ 51.25
48	Gypsum Drywall Material	\$ 14,500.00		\$ 375.00		\$ 375.00	\$ 14,125.00	\$ 18.75
49	ACT Ceilings Labor	\$ 23,750.00					\$ 23,750.00	\$ -

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containing Contractor's signed certification is attached.

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Karen Acres Elementary

APPLICATION NO:

Two (2)

School Addition & Renovation

APPLICATION DATE:

23-Nov-15

Urbandale, IA 50322

PERIOD TO:

30-Nov-15

ARCHITECT'S PROJECT NO: 11-15106-00

L&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
50	ACT Ceilings Material	\$ 35,000.00						\$ 35,000.00	-
51	Ceramic Tile Sub	\$ 33,260.00						\$ 33,260.00	-
52	Wood Flooring Sub	\$ 46,700.00						\$ 46,700.00	-
53	Resinous Flooring Sub	\$ 32,000.00						\$ 32,000.00	-
52	Resilient Floor Labor	\$ 19,420.00						\$ 19,420.00	-
53	Resilient Floor Material	\$ 33,500.00						\$ 33,500.00	-
54	Carpet Tile Labor	\$ 13,250.00						\$ 13,250.00	-
55	Carpet Tile Material	\$ 70,330.00						\$ 70,330.00	-
56	Sound Absorb Wall Unit Sub	\$ 15,000.00						\$ 15,000.00	-
57	Painting Sub	\$ 55,000.00			\$ 1,500.00		\$ 1,500.00	\$ 53,500.00	75.00
	<b>Specialties</b>								
58	Specialties Labor	\$ 4,985.00						\$ 4,985.00	-
59	Visual Display Boards Mat	\$ 14,810.00				\$ 14,810.00	\$ 14,810.00	\$ 14,810.00	740.50
60	Signage Sub	\$ 6,995.00						\$ 6,995.00	-
61	Toilet Compartments Mat	\$ 4,500.00						\$ 4,500.00	-
62	Toilet Accessories Mat	\$ 3,275.00						\$ 3,275.00	-
63	Wall / Corner Guards Mat	\$ 875.00				\$ 575.00	\$ 575.00	\$ 300.00	28.75
64	FE / FEC Mat	\$ 800.00						\$ 800.00	-
65	Metal Lockers Sub	\$ 10,900.00						\$ 10,900.00	-
	<b>Equipment</b>								
66	Athletic Equipment Labor	\$ 2,750.00						\$ 2,750.00	-
67	Athletic Equipment Material	\$ 17,500.00						\$ 17,500.00	-
	<b>Furnishings</b>								
68	Telescoping Bleachers Labor	\$ 2,000.00						\$ 2,000.00	-
69	Telescoping Bleachers Mat	\$ 11,400.00						\$ 11,400.00	-
	<b>Fire Protection</b>								
70	Sprinkler System Design	\$ 10,000.00						\$ 10,000.00	-
71	Sprinkler System Labor	\$ 25,750.00						\$ 25,750.00	-
71	Sprinkler System Mat	\$ 27,500.00						\$ 27,500.00	-

# CONTINUATION SHEET

AIA DOCUMENT G703

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**Karen Acres Elementary** APPLICATION NO: **Two (2)**  
**School Addition & Renovation** APPLICATION DATE: **23-Nov-15**  
**Urbandale, IA 50322** PERIOD TO: **30-Nov-15**  
 ARCHITECTS PROJECT NO: **11-15106-00**  
 L&L PROJECT: **14.013**

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
	<b>Mechanical</b>							
72	Grease Trap	\$ 17,500.00				\$ 17,500.00	\$ -	-
73	Mechanical Mobilization	\$ 5,000.00		\$ 2,000.00		\$ 3,000.00	\$ 100.00	-
74	Mechanical Project Management	\$ 6,000.00				\$ 6,000.00	\$ -	-
75	Mechanical Demolition	\$ 16,000.00		\$ 250.00		\$ 15,750.00	\$ 12.50	-
76	Under Ground Storm System Labor	\$ 24,200.00		\$ 500.00		\$ 23,700.00	\$ 25.00	-
77	Under Ground Storm System Matl	\$ 28,700.00		\$ 600.00		\$ 28,100.00	\$ 30.00	-
78	Above Ground Storm System Labor	\$ 25,400.00		\$ 500.00		\$ 24,900.00	\$ 25.00	-
79	Above Ground Storm System Matl	\$ 33,300.00		\$ 650.00		\$ 32,650.00	\$ 32.50	-
80	Dom Water / Gas Labor	\$ 37,100.00		\$ 500.00		\$ 36,600.00	\$ 25.00	-
81	Dom Water / Gas Matl	\$ 30,200.00		\$ 400.00		\$ 29,800.00	\$ 20.00	-
82	Fixtures Labor	\$ 26,800.00				\$ 26,800.00	\$ -	-
83	Fixtures Matl	\$ 55,675.00				\$ 55,675.00	\$ -	-
84	Heating Piping / Equipment Labor	\$ 34,500.00				\$ 34,500.00	\$ -	-
85	Heating Piping / Equipment Matl	\$ 33,900.00				\$ 33,900.00	\$ -	-
86	HVAC Mobilization	\$ 5,000.00				\$ 5,000.00	\$ -	-
87	HVAC Demolition	\$ 19,500.00				\$ 19,500.00	\$ -	-
88	Refrigerant Piping	\$ 725.00				\$ 725.00	\$ -	-
89	Ductwork and Accessories Labor	\$ 47,985.00				\$ 47,985.00	\$ -	-
90	Ductwork and Accessories Material	\$ 82,900.00				\$ 82,900.00	\$ -	-
91	Power Ventilators Labor	\$ 4,300.00				\$ 4,300.00	\$ -	-
92	Power Ventilators Material	\$ 1,300.00				\$ 1,300.00	\$ -	-
93	Air Terminal Units Labor	\$ 3,300.00				\$ 3,300.00	\$ -	-
94	Air Terminal Units Material	\$ 850.00				\$ 850.00	\$ -	-
95	Air Outlets Labor	\$ 3,800.00				\$ 3,800.00	\$ -	-
96	Air Outlets Material	\$ 8,300.00				\$ 8,300.00	\$ -	-
97	HVAC Gravity Ventilators L	\$ 475.00				\$ 475.00	\$ -	-
98	HVAC Gravity Ventilators M	\$ 650.00				\$ 650.00	\$ -	-
99	Air Filters Labor	\$ 165.00				\$ 165.00	\$ -	-

# CONTINUATION SHEET

AIA DOCUMENT G703

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**School Addition & Renovation** APPLICATION DATE: **23-Nov-15**  
**Urbandale, IA 50322** PERIOD TO: **30-Nov-15**  
 ARCHITECT'S PROJECT NO: **11-15106-00**  
 L&L PROJECT: **14.013**

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
100	Air Filters Material	900.00					900.00	-
101	Package AHU Labor	111,600.00					111,600.00	-
102	Package AHU Material	4,500.00					4,500.00	-
103	Split System AC Units L	3,000.00					3,000.00	-
104	Split System AC Units M	450.00					450.00	-
105	Temperature Control Sub	56,765.00					56,765.00	-
106	Insulation Sub	31,700.00					31,700.00	-
107	Test / Balance System	7,660.00					7,660.00	-
108	<b>Electrical</b> Electrical Mobilization	5,400.00		500.00		500.00	4,900.00	25.00
109	Temporary Power / Lights	4,000.00		2,000.00		2,000.00	2,000.00	100.00
110	Electrical Demolition	6,770.00					6,770.00	-
111	Conduit / Raceways Labor	64,400.00		500.00		500.00	63,900.00	25.00
112	Conduit / Raceways Material	36,900.00		300.00		300.00	36,600.00	15.00
113	Wire / Cable Labor	42,300.00					42,300.00	-
114	Wire / Cable Material	51,400.00					51,400.00	-
115	Bonding / Grounding Labor	7,100.00					7,100.00	-
116	Bonding / Grounding Material	5,100.00					5,100.00	-
117	ID for Electrical Systems Labor	1,200.00					1,200.00	-
118	ID for Electrical Systems Material	1,200.00					1,200.00	-
119	Lighting Controls Labor	6,800.00					6,800.00	-
120	Lighting Controls Material	21,400.00					21,400.00	-
121	Panelboards Labor	9,100.00					9,100.00	-
122	Panelboards Material	9,100.00					9,100.00	-
123	Devices / Trim Labor	16,200.00					16,200.00	-
124	Devices / Trim Material	11,650.00					11,650.00	-
125	Generator and Transfer Switch Labor	5,100.00					5,100.00	-
126	Generator and Transfer Switch Matl	4,100.00					4,100.00	-
127	Interior Lighting Labor	37,400.00					37,400.00	-

# CONTINUATION SHEET

AIA DOCUMENT G703

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**Karen Acres Elementary** APPLICATION NO: **Two (2)**  
**School Addition & Renovation** APPLICATION DATE: **23-Nov-15**  
**Urbandale, IA 50322** PERIOD TO: **30-Nov-15**  
 ARCHITECT'S PROJECT NO: **11-15106-00**  
 L&L PROJECT: **14.013**

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
128	Interior Lighting Material	\$ 116,803.00					\$ 116,803.00	-	
129	Exterior Lighting Labor	\$ 4,100.00					\$ 4,100.00	-	
130	Exterior Lighting Material	\$ 13,900.00					\$ 13,900.00	-	
131	IT / Telecommunications Labor	\$ 31,177.00					\$ 31,177.00	-	
132	IT / Telecommunication Material	\$ 34,150.00					\$ 34,150.00	-	
133	Sound Reinforcement Labor	\$ 26,400.00					\$ 26,400.00	-	
134	Sound Reinforcement Material	\$ 51,400.00					\$ 51,400.00	-	
135	Intercommunication Systems Labor	\$ 14,200.00					\$ 14,200.00	-	
136	Intercommunications Systems Material	\$ 31,400.00					\$ 31,400.00	-	
137	Fire Alarm System Labor	\$ 14,600.00					\$ 14,600.00	-	
138	Fire Alarm System Material	\$ 25,700.00					\$ 25,700.00	-	
	<b>Sitework</b>								
139	Excavation / Site Grading Sub	\$ 65,000.00	\$ 10,750.00	\$ 32,250.00	\$ 43,000.00		\$ 22,000.00	\$ 2,150.00	
140	Site Utilities - Water	\$ 24,500.00			\$ 24,500.00		\$ 24,500.00	-	
141	Site Utilities - Storm Sewer	\$ 95,000.00	\$ 57,500.00	\$ 37,500.00	\$ 95,000.00		\$ 9,750.00	\$ 4,750.00	
142	Site Utilities - Sanitary Sewer	\$ 19,750.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 9,750.00	\$ 500.00	
143	Erosion / SWPPP Control	\$ 7,500.00	\$ 1,500.00	\$ 500.00	\$ 2,000.00		\$ 5,500.00	\$ 100.00	
144	Termite Control	\$ 2,050.00			\$ 2,050.00		\$ 2,050.00	-	
145	Concrete Sidewalks	\$ 15,000.00			\$ 15,000.00		\$ 15,000.00	-	
146	Pavement Markings	\$ 1,240.00			\$ 1,240.00		\$ 1,240.00	-	
147	Seeding	\$ 6,500.00			\$ 6,500.00		\$ 6,500.00	-	
148	Plantings	\$ 2,500.00			\$ 2,500.00		\$ 2,500.00	-	
	<b>Change Orders</b>								
149								\$ -	
150								\$ -	
	<b>GRAND TOTALS</b>	\$ 4,147,420.00	\$ 182,285.00	\$ 216,497.00	\$ 254,122.00	\$ 652,904.00	\$ 15.74%	\$ 3,494,516.00	\$ 32,645.20

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
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**Karen Acres Elementary** APPLICATION NO: Two (2)  
**School Addition & Renovation** APPLICATION DATE: 23-Nov-15  
**Urbandale, IA 50322** PERIOD TO: 30-Nov-15  
 ARCHITECT'S PROJECT NO: 11-15106-00  
 L&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

TO OWNER:	PROJECT: Karen Acres Elementary	APPLICATION NO: Three (3)	Distribution to:
Urbandale Community School District	School Addition & Renovation	APPLICATION DATE: 31-Dec-15	<input type="checkbox"/> OWNER
11152 Aurora Avenue	3500 74th Street	PERIOD TO: 31-Dec-15	<input checked="" type="checkbox"/> ARCHITECT
Urbandale, IA 50322	Urbandale, IA 50322		<input type="checkbox"/> CONTRACTOR
FROM CONTRACTOR:	VIA ARCHITECT:		
Larson & Larson Construction, LLC	DLR Group		
10703 Justin Drive	1430 Locust Street, Ste 200	PROJECT NOS: 11-15106-00	
Des Moines, IA 50322	Des Moines, IA 50309	L&L PROJECT: 15.012	
CONTRACT FOR: General Construction		CONTRACT DATE: 1-Sep-15	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	4,147,420.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	4,147,420.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,117,977.00
5. RETAINAGE:		
a. 5 % of Completed Work	\$	207,371.00
b. (Column D + E on G703)	\$	207,371.00
% of Stored Material	\$	9,233.00
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	216,604.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	3,930,816.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,002,078.15
8. CURRENT PAYMENT DUE	\$	2,928,737.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	3,085,341.85

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

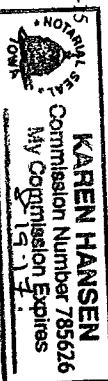
CONTRACTOR:

By:

State of: Iowa  
Subscribed and sworn to before me this  
Notary Public:

County of: Polk

31-Dec-15



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....

31-Dec-15

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and certify Continuation Sheet that are changed to conform with the amount certified.)

By: Date: 2/2/16



# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

Karen Acres Elementary

APPLICATION NO:

Three (3)

containing Contractor's signed certification is attached.

School Addition & Renovation

APPLICATION DATE:

31-Dec-15

In tabulations below, amounts are stated to the nearest dollar.

Urbandale, IA 50322

PERIOD TO:

31-Dec-15

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

11-15106-00

L&L PROJECT:

14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E MATERIALS		F TOTAL		G % (G+C)	H BALANCE		I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE (D+E+F)	TO FINISH (C - G)					
<b>General Requirements</b>												
1	Bonds / Insurance	\$ 70,970.00	\$ 70,970.00	\$ -	\$ -	\$ 70,970.00	100.00%	\$ 5,000.00	\$ 3,548.50	\$ -	\$ 3,548.50	
2	Mobilization	\$ 35,000.00	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00	85.71%	\$ 5,000.00	\$ 1,500.00	\$ -	\$ 1,500.00		
3	General Conditions	\$ 132,250.00	\$ 21,165.00	\$ 10,975.00	\$ 32,140.00	24.30%	\$ 100,110.00	\$ 1,607.00	\$ -	\$ 1,607.00		
4	Winter Enclosures / Temp Heating	\$ 37,500.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	13.33%	\$ 32,500.00	\$ 250.00	\$ -	\$ 250.00		
5	Close Out Documentation	\$ 7,500.00	\$ -	\$ -	\$ -	0.00%	\$ 7,500.00	\$ -	\$ -	\$ -		
<b>Existing Conditions</b>												
6	Interior Demolition Sub	\$ 51,235.00	\$ 5,000.00	\$ 3,500.00	\$ 8,500.00	16.59%	\$ 42,735.00	\$ 425.00	\$ -	\$ 425.00		
<b>Concrete</b>												
7	Concrete Foundations Labor	\$ 70,000.00	\$ 28,000.00	\$ 42,000.00	\$ 70,000.00	100.00%	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00		
8	Concrete Foundations Material	\$ 63,500.00	\$ 25,400.00	\$ 38,100.00	\$ 63,500.00	100.00%	\$ -	\$ 3,175.00	\$ -	\$ 3,175.00		
9	Concrete Floors Labor	\$ 32,000.00	\$ -	\$ -	\$ -	0.00%	\$ 32,000.00	\$ -	\$ -	\$ -		
10	Concrete Floors Material	\$ 35,000.00	\$ -	\$ -	\$ -	0.00%	\$ 35,000.00	\$ -	\$ -	\$ -		
11	Concrete Floor Polishing Sub	\$ 4,100.00	\$ -	\$ -	\$ -	0.00%	\$ 4,100.00	\$ -	\$ -	\$ -		
12	Reinforcing Steel Material	\$ 14,720.00	\$ 14,720.00	\$ -	\$ 14,720.00	100.00%	\$ 2,450.00	\$ 736.00	\$ -	\$ 736.00		
13	Grout Precast / Steel	\$ 2,450.00	\$ -	\$ -	\$ -	0.00%	\$ 2,450.00	\$ -	\$ -	\$ -		
14	Precast Concrete Material	\$ 242,135.00	\$ 2,500.00	\$ 203,839.00	\$ 206,339.00	85.22%	\$ 35,796.00	\$ 10,316.95	\$ -	\$ 10,316.95		
<b>Masonry</b>												
15	Masonry CMU Labor	\$ 57,750.00	\$ -	\$ 34,650.00	\$ 34,650.00	60.00%	\$ 23,100.00	\$ 1,732.50	\$ -	\$ 1,732.50		
16	Masonry CMU Material	\$ 40,500.00	\$ -	\$ 24,300.00	\$ 24,300.00	60.00%	\$ 16,200.00	\$ 1,215.00	\$ -	\$ 1,215.00		
17	Masonry Brick Labor	\$ 35,000.00	\$ -	\$ -	\$ -	0.00%	\$ 35,000.00	\$ -	\$ -	\$ -		
18	Masonry Brick Material	\$ 30,000.00	\$ -	\$ -	\$ -	40.00%	\$ 18,000.00	\$ 600.00	\$ -	\$ 600.00		
<b>Steel</b>												
19	Steel Shop Drawings	\$ 3,265.00	\$ 3,265.00	\$ -	\$ 3,265.00	100.00%	\$ -	\$ 163.25	\$ -	\$ 163.25		
20	Structural Steel Material	\$ 30,895.00	\$ 29,400.00	\$ 1,495.00	\$ 30,895.00	100.00%	\$ -	\$ 1,544.75	\$ -	\$ 1,544.75		
21	Metal Joists and Deck Material	\$ 43,670.00	\$ -	\$ 43,670.00	\$ 43,670.00	100.00%	\$ -	\$ 2,183.50	\$ -	\$ 2,183.50		
22	Misc Metals Material	\$ 21,920.00	\$ -	\$ -	\$ -	0.00%	\$ 21,920.00	\$ -	\$ -	\$ -		
23	Steel / Precast Erection	\$ 68,000.00	\$ 1,000.00	\$ 39,800.00	\$ 40,800.00	60.00%	\$ 27,200.00	\$ 2,040.00	\$ -	\$ 2,040.00		
<b>Carpentry</b>												

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

**Karen Acres Elementary** APPLICATION NO: Three (3)  
**School Addition & Renovation** APPLICATION DATE: 31-Dec-15  
**Urbandale, IA 50322** PERIOD TO: 31-Dec-15  
 ARCHITECT'S PROJECT NO: 11-15106-00  
 L&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G+C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
24	Rough Carpentry Labor	\$ 15,000.00	\$ 600.00	\$ 600.00	\$ 600.00		\$ 1,200.00	8.00%	\$ 13,800.00	\$ 60.00
25	Rough Carpentry Materials	\$ 12,500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ 1,000.00	8.00%	\$ 11,500.00	\$ 50.00
26	Finish Carpentry Labor	\$ 30,000.00	\$ 1,500.00	\$ -	\$ -		\$ 1,500.00	5.00%	\$ 28,500.00	\$ 75.00
27	Finish Carpentry / Casework Material	\$ 78,750.00	\$ -	\$ -	\$ -	\$ 52,398.00	\$ 52,398.00	66.54%	\$ 26,352.00	\$ 2,619.90
28	FRP Paneling Material	\$ 1,500.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 1,500.00	\$ -
29	<b>Thermal / Moisture Protection</b>									
29	Foundation Insulation Material	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -		\$ 3,500.00	100.00%	\$ -	\$ 175.00
30	DEFS Sub	\$ 5,000.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 5,000.00	\$ -
31	Fluid Applied Air Barrier Sub	\$ 7,500.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 7,500.00	\$ -
32	Metal Wall Panel Sub	\$ 42,265.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 42,265.00	\$ -
33	EPPDM Roofing Sub	\$ 114,500.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 114,500.00	\$ -
34	Sheet Metal Sub	\$ 16,850.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 16,850.00	\$ -
35	Firestopping Sub	\$ 1,500.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 1,500.00	\$ -
36	Sealant Sub	\$ 13,185.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 13,185.00	\$ -
37	<b>Openings</b>									
37	Frames / Doors / Hardware Labor	\$ 17,000.00	\$ 510.00	\$ 510.00	\$ 510.00		\$ 760.00	4.47%	\$ 16,240.00	\$ 38.00
38	Frames / Doors / Hardware Matl	\$ 115,950.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		\$ 9,275.00	8.00%	\$ 106,675.00	\$ 463.75
39	Coiling Door Sub	\$ 13,185.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 13,185.00	\$ -
40	Alum Shop Drawings	\$ 4,100.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 4,100.00	\$ -
41	Aluminum Windows Labor	\$ 40,762.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 40,762.00	\$ -
42	Aluminum Windows Material	\$ 75,573.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 75,573.00	\$ -
43	<b>Finishes</b>									
43	Metal Framing Labor	\$ 59,575.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ 2,385.00	4.00%	\$ 57,190.00	\$ 119.25
44	Metal Framing Material	\$ 17,925.00	\$ 450.00	\$ 450.00	\$ 450.00		\$ 717.00	4.00%	\$ 17,208.00	\$ 35.85
45	Insulation Labor	\$ 4,070.00	\$ 102.00	\$ 102.00	\$ 102.00		\$ 163.00	4.00%	\$ 3,907.00	\$ 8.15
46	Insulation Material	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 160.00	4.00%	\$ 3,840.00	\$ 8.00
47	Gypsum Drywall Labor	\$ 68,530.00	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00		\$ 2,740.00	4.00%	\$ 65,790.00	\$ 137.00
48	Gypsum Drywall Material	\$ 14,500.00	\$ 375.00	\$ 375.00	\$ 375.00		\$ 580.00	4.00%	\$ 13,920.00	\$ 29.00
49	ACT Ceilings Labor	\$ 23,750.00	\$ -	\$ -	\$ -		\$ -	0.00%	\$ 23,750.00	\$ -

# CONTINUATION SHEET

AIA DOCUMENT G703

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containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Karen Acres Elementary

School Addition & Renovation

Urbandale, IA 50322

ARCHITECT'S PROJECT NO: 11-15106-00

L&L PROJECT: 14.013

APPLICATION NO: Three (3)

APPLICATION DATE: 31-Dec-15

PERIOD TO: 31-Dec-15

ARCHITECT'S PROJECT NO: 11-15106-00

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
50	ACT Ceilings Material	\$ 35,000.00							
51	Ceramic Tile Sub	\$ 33,260.00							
52	Wood Flooring Sub	\$ 46,700.00							
53	Resinous Flooring Sub	\$ 32,000.00							
52	Resilient Floor Labor	\$ 19,420.00							
53	Resilient Floor Material	\$ 33,500.00							
54	Carpet Tile Labor	\$ 13,250.00							
55	Carpet Tile Material	\$ 70,330.00							
56	Sound Absorb Wall Unit Sub	\$ 15,000.00							
57	Painting Sub	\$ 55,000.00	\$ 1,500.00						
	<b>Specialties</b>								
58	Specialties Labor	\$ 4,985.00		\$ 200.00					
59	Visual Display Boards Matl	\$ 14,810.00	\$ -						
60	Signage Sub	\$ 6,995.00							
61	Toilet Compartments Matl	\$ 4,500.00							
62	Toilet Accessories Matl	\$ 3,275.00							
63	Wall / Corner Guards Matl	\$ 875.00	\$ -						
64	FE / FEC Matl	\$ 800.00							
65	Metal Lockers Sub	\$ 10,900.00							
	<b>Equipment</b>								
66	Athletic Equipment Labor	\$ 2,750.00							
67	Athletic Equipment Material	\$ 17,500.00							
	<b>Furnishings</b>								
68	Telescoping Bleachers Labor	\$ 2,000.00							
69	Telescoping Bleachers Matl	\$ 11,400.00							
	<b>Fire Protection</b>								
70	Sprinkler System Design	\$ 10,000.00							
71	Sprinkler System Labor	\$ 25,750.00							
71	Sprinkler System Matl	\$ 27,500.00							

# CONTINUATION SHEET

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**Karen Acres Elementary** APPLICATION NO: Three (3)  
**School Addition & Renovation** APPLICATION DATE: 31-Dec-15  
**Urbandale, IA 50322** PERIOD TO: 31-Dec-15  
 ARCHITECT'S PROJECT NO: 11-15106-00  
 L&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)							
<b>Mechanical</b>										
72	Grease Trap	\$ 17,500.00			\$ 17,500.00		\$ 17,500.00	100.00%	\$ 3,000.00	\$ 875.00
73	Mechanical Mobilization	\$ 5,000.00	\$ 2,000.00		\$ -		\$ 2,000.00	40.00%	\$ 3,000.00	\$ 100.00
74	Mechanical Project Management	\$ 6,000.00			\$ 500.00		\$ 500.00	8.33%	\$ 5,500.00	\$ 25.00
75	Mechanical Demolition	\$ 16,000.00			\$ 1,250.00		\$ 1,500.00	9.38%	\$ 14,500.00	\$ 75.00
76	Under Ground Storm System Labor	\$ 24,200.00			\$ 3,200.00		\$ 3,700.00	15.29%	\$ 20,500.00	\$ 185.00
77	Under Ground Storm System Matl	\$ 28,700.00			\$ 6,100.00		\$ 6,700.00	23.34%	\$ 22,000.00	\$ 335.00
78	Above Ground Storm System Labor	\$ 25,400.00			\$ 1,400.00		\$ 1,900.00	7.48%	\$ 23,500.00	\$ 95.00
79	Above Ground Storm System Matl	\$ 33,300.00			\$ 550.00		\$ 1,200.00	3.60%	\$ 32,100.00	\$ 60.00
80	Dom Water / Gas Labor	\$ 37,100.00			\$ 1,400.00		\$ 1,900.00	5.12%	\$ 35,200.00	\$ 95.00
81	Dom Water / Gas Matl	\$ 30,200.00			\$ 800.00		\$ 1,200.00	3.97%	\$ 29,000.00	\$ 60.00
82	Fixtures Labor	\$ 26,800.00			\$ 700.00		\$ 700.00	2.61%	\$ 26,100.00	\$ 35.00
83	Fixtures Matl	\$ 55,675.00			\$ 1,300.00		\$ 1,300.00	2.33%	\$ 54,375.00	\$ 65.00
84	Heating Piping / Equipment Labor	\$ 34,500.00						0.00%	\$ 34,500.00	\$ -
85	Heating Piping / Equipment Matl	\$ 33,900.00						0.00%	\$ 33,900.00	\$ -
86	HVAC Mobilization	\$ 5,000.00						0.00%	\$ 5,000.00	\$ -
87	HVAC Demolition	\$ 19,500.00			\$ 1,350.00		\$ 1,350.00	6.92%	\$ 18,150.00	\$ 67.50
88	Refrigerant Piping	\$ 725.00						0.00%	\$ 725.00	\$ -
89	Ductwork and Accessories Labor	\$ 47,985.00			\$ 1,658.00		\$ 1,658.00	3.46%	\$ 46,327.00	\$ 82.90
90	Ductwork and Accessories Material	\$ 82,900.00			\$ 960.00		\$ 960.00	1.16%	\$ 81,940.00	\$ 48.00
91	Power Ventilators Labor	\$ 4,300.00						0.00%	\$ 4,300.00	\$ -
92	Power Ventilators Material	\$ 1,300.00						0.00%	\$ 1,300.00	\$ -
93	Air Terminal Units Labor	\$ 3,300.00						0.00%	\$ 3,300.00	\$ -
94	Air Terminal Units Material	\$ 850.00						0.00%	\$ 850.00	\$ -
95	Air Outlets Labor	\$ 3,800.00			\$ 415.00		\$ 415.00	10.92%	\$ 3,385.00	\$ 20.75
96	Air Outlets Material	\$ 8,300.00			\$ 190.00		\$ 190.00	2.29%	\$ 8,110.00	\$ 9.50
97	HVAC Gravity Ventilators L	\$ 475.00						0.00%	\$ 475.00	\$ -
98	HVAC Gravity Ventilators M	\$ 650.00						0.00%	\$ 650.00	\$ -
99	Air Filters Labor	\$ 165.00						0.00%	\$ 165.00	\$ -

# CONTINUATION SHEET

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**Karen Acres Elementary** APPLICATION NO: Three (3)  
**School Addition & Renovation** APPLICATION DATE: 31-Dec-15  
**Urbandale, IA 50322** PERIOD TO: 31-Dec-15  
 ARCHITECT'S PROJECT NO: 11-15106-00  
 I&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G+C)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
100	Air Filters Material	\$ 900.00						0.00%	\$ 900.00	\$ -
101	Package AHU Labor	\$ 111,600.00						0.00%	\$ 111,600.00	\$ -
102	Package AHU Material	\$ 4,500.00						0.00%	\$ 4,500.00	\$ -
103	Split System AC Units L	\$ 3,000.00						0.00%	\$ 3,000.00	\$ -
104	Split System AC Units M	\$ 450.00						0.00%	\$ 450.00	\$ -
105	Temperature Control Sub	\$ 56,765.00						0.00%	\$ 56,765.00	\$ -
106	Insulation Sub	\$ 31,700.00						4.26%	\$ 30,350.00	\$ 67.50
107	Test / Balance System	\$ 7,660.00			\$ 1,350.00		\$ 1,350.00	0.00%	\$ 7,660.00	\$ -
	<b>Electrical</b>									
108	Electrical Mobilization	\$ 5,400.00	\$ 500.00		\$ -		\$ 500.00	9.26%	\$ 4,900.00	\$ 25.00
109	Temporary Power / Lights	\$ 4,000.00	\$ 2,000.00		\$ -		\$ 2,000.00	50.00%	\$ 2,000.00	\$ 100.00
110	Electrical Demolition	\$ 6,770.00		\$ 500.00	\$ 500.00		\$ 500.00	7.39%	\$ 6,270.00	\$ -
111	Conduit / Raceways Labor	\$ 64,400.00	\$ 500.00		\$ 7,220.00		\$ 7,720.00	11.99%	\$ 56,680.00	\$ -
112	Conduit / Raceways Material	\$ 36,900.00	\$ 300.00		\$ 7,080.00		\$ 7,380.00	20.00%	\$ 29,520.00	\$ -
113	Wire / Cable Labor	\$ 42,300.00			\$ 350.00		\$ 350.00	0.83%	\$ 41,950.00	\$ -
114	Wire / Cable Material	\$ 51,400.00			\$ 540.00		\$ 540.00	1.05%	\$ 50,860.00	\$ -
115	Bonding / Grounding Labor	\$ 7,100.00			\$ 710.00		\$ 710.00	10.00%	\$ 6,390.00	\$ -
116	Bonding / Grounding Material	\$ 5,100.00			\$ 510.00		\$ 510.00	10.00%	\$ 4,590.00	\$ -
117	ID for Electrical Systems Labor	\$ 1,200.00			\$ 120.00		\$ 120.00	10.00%	\$ 1,080.00	\$ -
118	ID for Electrical Systems Material	\$ 1,200.00			\$ 120.00		\$ 120.00	10.00%	\$ 1,080.00	\$ -
119	Lighting Controls Labor	\$ 6,800.00						0.00%	\$ 6,800.00	\$ -
120	Lighting Controls Material	\$ 21,400.00						0.00%	\$ 21,400.00	\$ -
121	Panelboards Labor	\$ 9,100.00			\$ 910.00		\$ 910.00	10.00%	\$ 8,190.00	\$ -
122	Panelboards Material	\$ 9,100.00			\$ 910.00		\$ 910.00	10.00%	\$ 8,190.00	\$ -
123	Devices / Trim Labor	\$ 16,200.00			\$ 380.00		\$ 380.00	2.35%	\$ 15,820.00	\$ -
124	Devices / Trim Material	\$ 11,650.00			\$ 185.00		\$ 185.00	1.59%	\$ 11,465.00	\$ 9.25
125	Generator and Transfer Switch Labor	\$ 5,100.00						0.00%	\$ 5,100.00	\$ -
126	Generator and Transfer Switch Mat	\$ 4,100.00						0.00%	\$ 4,100.00	\$ -
127	Interior Lighting Labor	\$ 37,400.00						0.00%	\$ 37,400.00	\$ -

# CONTINUATION SHEET

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 L&L PROJECT: 14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G %	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
128	Interior Lighting Material	\$ 116,803.00								
129	Exterior Lighting Labor	\$ 4,100.00								
130	Exterior Lighting Material	\$ 13,900.00								
131	IT / Telecommunications Labor	\$ 31,177.00								
132	IT / Telecommunications Material	\$ 34,150.00								
133	Sound Reinforcement Labor	\$ 26,400.00								
134	Sound Reinforcement Material	\$ 51,400.00								
135	Intercommunication Systems Labor	\$ 14,200.00								
136	Intercommunication Systems Material	\$ 31,400.00								
137	Fire Alarm System Labor	\$ 14,600.00			\$ 1,460.00		\$ 1,460.00	10.00%	\$ 13,140.00	\$ -
138	Fire Alarm System Material	\$ 25,700.00			\$ 2,570.00		\$ 2,570.00	10.00%	\$ 23,130.00	\$ 128.50
	<b>Stework</b>									
139	Excavation / Site Grading Sub	\$ 65,000.00			\$ 1,500.00		\$ 44,500.00	68.46%	\$ 20,500.00	\$ 2,225.00
140	Site Utilities - Water	\$ 24,500.00					\$ 24,500.00	0.00%	\$ 24,500.00	\$ -
141	Site Utilities - Storm Sewer	\$ 95,000.00					\$ 95,000.00	100.00%	\$ -	\$ 4,750.00
142	Site Utilities - Sanitary Sewer	\$ 19,750.00					\$ 12,500.00	63.29%	\$ 7,250.00	\$ 625.00
143	Erosion / SWPPP Control	\$ 7,500.00			\$ 2,000.00		\$ 4,000.00	53.33%	\$ 3,500.00	\$ 200.00
144	Territe Control	\$ 2,050.00					\$ 2,050.00	0.00%	\$ 2,050.00	\$ -
145	Concrete Sidewalks	\$ 15,000.00					\$ 15,000.00	0.00%	\$ 15,000.00	\$ -
146	Pavement Markings	\$ 1,240.00					\$ 1,240.00	0.00%	\$ 1,240.00	\$ -
147	Seeding	\$ 6,500.00					\$ 6,500.00	0.00%	\$ 6,500.00	\$ -
148	Plantings	\$ 2,500.00					\$ 2,500.00	0.00%	\$ 2,500.00	\$ -
	<b>Change Orders</b>									
149										\$ -
150										\$ -
	<b>GRAND TOTALS</b>	\$ 4,147,420.00	\$ 398,782.00	\$ 534,535.00	\$ 184,660.00	\$ 1,117,977.00	26.96%	\$ 3,029,443.00	\$ 54,818.35	

# CONTINUATION SHEET

ALA DOCUMENT G703

ALA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

Karen Acres Elementary

APPLICATION NO:

Three (3)

containing Contractor's signed certification is attached.

School Addition & Renovation

APPLICATION DATE:

31-Dec-15

In Tabulations below, amounts are stated to the nearest dollar.

Urbandale, IA 50322

PERIOD TO:

31-Dec-15

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECTS PROJECT NO:

11-15106-00

L&L PROJECT:

14.013

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

**APPLICATION AND CERTIFICATION FOR PAYMENT**

ALA DOCUMENT G702

TO OWNER: PROJECT: Karen Acres Elementary

Urbandale Community School District School Addition & Renovation

11152 Aurora Avenue 3500 74th Street

Urbandale, IA 50322 Urbandale, IA 50322

FROM CONTRACTOR: VIA ARCHITECT:

Larson & Larson Construction, LLC DLR Group

10703 Justin Drive 1430 Locust Street, Ste 200

Des Moines, IA 50322 Des Moines, IA 50309

CONTRACT FOR: General Construction

APPLICATION NO: Four (4)  
 APPLICATION DATE: 2-Feb-16  
 PERIOD TO: 31-Jan-16  
 PROJECT NOS: 11-15106-00  
 L&L PROJECT: 15-012  
 CONTRACT DATE: 1-Sep-15

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet, ALA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 4,147,420.00
2. Net change by Change Orders \$ 6,211.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 4,153,631.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,377,688.99
5. RETAINAGE: \$ 1,357,941.82

- a. 5 % of Completed Work \$ 51,717.40  
 (Column D + E on G703) \$ 68,894.40
- b. 5 % of Stored Material \$ 10,181.10  
 (Column F on G703)

Total in Column I of G703) 107,899.00  
 6. TOTAL EARNED LESS RETAINAGE \$ 68,894.40  
 (Line 4 Less Line 5 Total) \$ 1,308,803.60

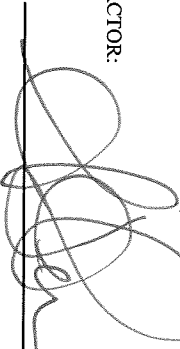
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 1,870,083.16

8. CURRENT PAYMENT DUE \$ 1,062,078.15  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) 228,081.01

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$6,211.00	\$0.00
TOTALS	\$6,211.00	\$0.00
NET CHANGES by Change Order	\$6,211.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: 

Date: 02-Feb-16

State of: Iowa  
 Subscribed and sworn to before me this  
 Notary Public:



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 228,081.01

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and the Continuation Sheet when changed to conform with the amount certified.)

By:  Date: 2/2/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

AAA DOCUMENT G703

AAA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**Karen Acres Elementary** APPLICATION NO: **Four (4)**  
**School Addition & Renovation** APPLICATION DATE: **2-Feb-16**  
**Urbandale, IA 50322** PERIOD TO: **31-Jan-16**  
 ARCHITECT'S PROJECT NO: **11-15106-00**  
 L&L PROJECT: **15.012**

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
<b>General Requirements</b>									
1	Bonds / Insurance	\$ 70,970.00	\$ 70,970.00	\$ -	\$ -	\$ 70,970.00	100.00%	\$ -	\$ 3,548.50
2	Mobilization	\$ 35,000.00	\$ 30,000.00	\$ 5,000.00	\$ -	\$ 35,000.00	100.00%	\$ -	\$ 1,750.00
3	General Conditions	\$ 132,250.00	\$ 32,140.00	\$ 11,700.00	\$ -	\$ 43,840.00	33.15%	\$ 88,410.00	\$ 2,192.00
4	Winter Enclosures / Temp Heating	\$ 37,500.00	\$ 5,000.00	\$ 10,000.00	\$ -	\$ 15,000.00	40.00%	\$ 22,500.00	\$ 750.00
5	Close Out Documentation	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 7,500.00	\$ -
<b>Existing Conditions</b>									
6	Interior Demolition Sub	\$ 51,235.00	\$ 8,500.00	\$ 3,500.00	\$ -	\$ 12,000.00	23.42%	\$ 39,235.00	\$ 600.00
<b>Concrete</b>									
7	Concrete Foundations Labor	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	100.00%	\$ -	\$ 3,500.00
8	Concrete Foundations Material	\$ 63,500.00	\$ 63,500.00	\$ -	\$ -	\$ 63,500.00	100.00%	\$ -	\$ 3,175.00
9	Concrete Floors Labor	\$ 32,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 32,000.00	\$ -
10	Concrete Floors Material	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 35,000.00	\$ -
11	Concrete Floor Polishing Sub	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 4,100.00	\$ -
12	Reinforcing Steel Material	\$ 14,720.00	\$ 14,720.00	\$ -	\$ -	\$ 14,720.00	100.00%	\$ -	\$ 736.00
13	Grout Precast / Steel	\$ 2,450.00	\$ -	\$ 2,450.00	\$ -	\$ 2,450.00	100.00%	\$ -	\$ 122.50
14	Precast Concrete Material	\$ 242,135.00	\$ 206,339.00	\$ -	\$ -	\$ 206,339.00	85.22%	\$ 35,796.00	\$ 10,316.95
<b>Masonry</b>									
15	Masonry CMU Labor	\$ 57,750.00	\$ 34,650.00	\$ 20,210.00	\$ -	\$ 54,860.00	95.00%	\$ 2,890.00	\$ 2,743.00
16	Masonry CMU Material	\$ 40,500.00	\$ 24,300.00	\$ 14,175.00	\$ -	\$ 38,475.00	95.00%	\$ 2,025.00	\$ 1,923.75
17	Masonry Brick Labor	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 35,000.00	\$ -
18	Masonry Brick Material	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	40.00%	\$ 18,000.00	\$ 600.00
<b>Steel</b>									
19	Steel Shop Drawings	\$ 3,265.00	\$ 3,265.00	\$ -	\$ -	\$ 3,265.00	100.00%	\$ -	\$ 163.25
20	Structural Steel Material	\$ 30,895.00	\$ 30,895.00	\$ -	\$ -	\$ 30,895.00	100.00%	\$ -	\$ 1,544.75
21	Metal Joists and Deck Material	\$ 43,670.00	\$ 43,670.00	\$ -	\$ -	\$ 43,670.00	100.00%	\$ -	\$ 2,183.50
22	Misc Metals Material	\$ 21,920.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 21,920.00	\$ -
23	Steel / Precast Erection	\$ 68,000.00	\$ 40,800.00	\$ 15,000.00	\$ -	\$ 55,800.00	82.06%	\$ 12,200.00	\$ 2,790.00
<b>Carpentry</b>									

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Karen Acres Elementary** APPLICATION NO: Four (4)  
**School Addition & Renovation** APPLICATION DATE: 2-Feb-16  
**Urbandale, IA 50322** PERIOD TO: 31-Jan-16  
 ARCHITECT'S PROJECT NO: 11-15106-00  
 L&L PROJECT: 15.012

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G+C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
24	Rough Carpentry Labor	\$ 15,000.00	\$ 1,200.00	\$ 7,500.00			\$ 8,700.00	58.00%	\$ 6,300.00	\$ 435.00
25	Rough Carpentry Materials	\$ 12,500.00	\$ 1,000.00	\$ 6,250.00			\$ 7,250.00	58.00%	\$ 5,250.00	\$ 362.50
26	Finish Carpentry Labor	\$ 30,000.00	\$ 1,500.00	\$ 1,500.00			\$ 3,000.00	10.00%	\$ 27,000.00	\$ 150.00
27	Finish Carpentry / Casework Material	\$ 78,750.00	\$ -	\$ -	\$ 55,898.00		\$ 55,898.00	70.98%	\$ 22,852.00	\$ 2,794.90
28	FRP Paneling Material	\$ 1,500.00						0.00%	\$ 1,500.00	\$ -
<b>Thermal / Moisture Protection</b>										
29	Foundation Insulation Material	\$ 3,500.00	\$ 3,500.00	\$ -			\$ 3,500.00	100.00%	\$ 5,000.00	\$ 175.00
30	DEFS Sub	\$ 5,000.00						0.00%	\$ 5,000.00	\$ -
31	Fluid Applied Air Barrier Sub	\$ 7,500.00						0.00%	\$ 7,500.00	\$ -
32	Metal Wall Panel Sub	\$ 42,265.00						0.00%	\$ 42,265.00	\$ -
33	EPPDM Roofing Sub	\$ 114,500.00		\$ 51,525.00			\$ 51,525.00	45.00%	\$ 62,975.00	\$ 2,576.25
34	Sheet Metal Sub	\$ 16,850.00						0.00%	\$ 16,850.00	\$ -
35	Firestopping Sub	\$ 1,500.00						0.00%	\$ 1,500.00	\$ -
36	Sealant Sub	\$ 13,185.00		\$ 2,000.00			\$ 2,000.00	15.17%	\$ 11,185.00	\$ 100.00
<b>Openings</b>										
37	Frames / Doors / Hardware Labor	\$ 17,000.00	\$ 760.00	\$ 750.00			\$ 1,510.00	8.88%	\$ 15,490.00	\$ 75.50
38	Frames / Doors / Hardware Matl	\$ 115,950.00	\$ 9,275.00	\$ 2,325.00			\$ 11,600.00	10.00%	\$ 104,350.00	\$ 580.00
39	Coiling Door Sub	\$ 13,185.00						0.00%	\$ 13,185.00	\$ -
40	Alum Shop Drawings	\$ 4,100.00		\$ 4,100.00			\$ 4,100.00	100.00%	\$ 40,762.00	\$ 205.00
41	Aluminum Windows Labor	\$ 40,762.00						0.00%	\$ 40,762.00	\$ -
42	Aluminum Windows Material	\$ 75,573.00						0.00%	\$ 40,393.00	\$ 4,759.00
<b>Finishes</b>										
43	Metal Framing Labor	\$ 59,575.00	\$ 2,385.00	\$ 2,250.00			\$ 4,635.00	7.78%	\$ 54,940.00	\$ 231.75
44	Metal Framing Material	\$ 17,925.00	\$ 717.00	\$ 700.00			\$ 1,417.00	7.91%	\$ 16,508.00	\$ 70.85
45	Insulation Labor	\$ 4,070.00	\$ 163.00	\$ 150.00			\$ 313.00	7.69%	\$ 3,757.00	\$ 15.65
46	Insulation Material	\$ 4,000.00	\$ 160.00	\$ 150.00			\$ 310.00	7.75%	\$ 3,690.00	\$ 15.50
47	Gypsum Drywall Labor	\$ 68,530.00	\$ 2,740.00	\$ 2,500.00			\$ 5,240.00	7.65%	\$ 63,290.00	\$ 262.00
48	Gypsum Drywall Material	\$ 14,500.00	\$ 580.00	\$ 500.00			\$ 1,080.00	7.45%	\$ 13,420.00	\$ 54.00
49	ACT Ceilings Labor	\$ 23,750.00		\$ 1,350.00			\$ 1,350.00	5.68%	\$ 22,400.00	\$ 67.50

# CONTINUATION SHEET

AIA DOCUMENT G703

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 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Karen Acres Elementary** APPLICATION NO: Four (4)  
**School Addition & Renovation** APPLICATION DATE: 2-Feb-16  
**Urbandale, IA 50322** PERIOD TO: 31-Jan-16  
 ARCHITECTS PROJECT NO: 11-15106-00  
 L&L PROJECT: 15.012

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
50	ACT Ceilings Material	\$ 35,000.00		\$ 1,500.00		\$ 1,500.00	\$ 33,500.00	\$ 75.00
51	Ceramic Tile Sub	\$ 33,260.00					\$ 33,260.00	\$ -
52	Wood Flooring Sub	\$ 46,700.00					\$ 46,700.00	\$ -
53	Resinous Flooring Sub	\$ 32,000.00					\$ 32,000.00	\$ -
52	Resilient Floor Labor	\$ 19,420.00		\$ 1,000.00		\$ 1,000.00	\$ 18,420.00	\$ 50.00
53	Resilient Floor Material	\$ 33,500.00					\$ 7.00	\$ 1,674.65
54	Carpet Tile Labor	\$ 13,250.00		\$ 1,000.00		\$ 1,000.00	\$ 12,250.00	\$ 50.00
55	Carpet Tile Material	\$ 70,330.00			\$ 70,284.00	\$ 70,284.00	\$ 46.00	\$ 3,514.20
56	Sound Absorb Wall Unit Sub	\$ 15,000.00					\$ 15,000.00	\$ -
57	Painting Sub	\$ 55,000.00	\$ 1,500.00	\$ 1,500.00		\$ 3,000.00	\$ 52,000.00	\$ 150.00
<b>Specialties</b>								
58	Specialties Labor	\$ 4,985.00	\$ 200.00	\$ 200.00		\$ 400.00	\$ 4,585.00	\$ 20.00
59	Visual Display Boards Matl	\$ 14,810.00			\$ 14,810.00	\$ 14,810.00	\$ -	\$ 740.50
60	Signage Sub	\$ 6,995.00					\$ 6,995.00	\$ -
61	Toilet Compartments Matl	\$ 4,500.00					\$ 4,500.00	\$ -
62	Toilet Accessories Matl	\$ 3,275.00					\$ 3,275.00	\$ -
63	Wall / Corner Guards Matl	\$ 875.00			\$ 875.00	\$ 875.00	\$ -	\$ 43.75
64	FE / FEC Matl	\$ 800.00			\$ 800.00	\$ 800.00	\$ -	\$ 40.00
65	Metal Lockers Sub	\$ 10,900.00					\$ 10,900.00	\$ -
<b>Equipment</b>								
66	Athletic Equipment Labor	\$ 2,750.00					\$ 2,750.00	\$ -
67	Athletic Equipment Material	\$ 17,500.00					\$ 17,500.00	\$ -
<b>Furnishings</b>								
68	Telescoping Bleachers Labor	\$ 2,000.00					\$ 2,000.00	\$ -
69	Telescoping Bleachers Matl	\$ 11,400.00					\$ 11,400.00	\$ -
<b>Fire Protection</b>								
70	Sprinkler System Design	\$ 10,000.00					\$ 10,000.00	\$ -
71	Sprinkler System Labor	\$ 25,750.00					\$ 25,750.00	\$ -
71	Sprinkler System Matl	\$ 27,500.00					\$ 27,500.00	\$ -

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**Karen Acres Elementary**  
**School Addition & Renovation**  
**Urbandale, IA 50322**

APPLICATION NO: **Four (4)**  
 APPLICATION DATE: **2-Feb-16**  
 PERIOD TO: **31-Jan-16**  
 ARCHITECT'S PROJECT NO: **11-15106-00**  
 L&L PROJECT: **15.012**

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>Mechanical</b>									
72	Grease Trap	\$ 17,500.00	\$ 17,500.00	\$ -		\$ 17,500.00	100.00%	\$ 2,500.00	\$ 875.00
73	Mechanical Mobilization	\$ 5,000.00	\$ 2,000.00	\$ 500.00		\$ 2,500.00	50.00%	\$ 4,500.00	\$ 125.00
74	Mechanical Project Management	\$ 6,000.00	\$ 500.00	\$ 1,000.00		\$ 1,500.00	25.00%	\$ 4,500.00	\$ 75.00
75	Mechanical Demolition	\$ 16,000.00	\$ 1,500.00	\$ -		\$ 1,500.00	9.38%	\$ 14,500.00	\$ 75.00
76	Under Ground Storm System Labor	\$ 24,200.00	\$ 3,700.00	\$ -		\$ 3,700.00	15.29%	\$ 20,500.00	\$ 185.00
77	Under Ground Storm System Matl	\$ 28,700.00	\$ 6,700.00	\$ -		\$ 6,700.00	23.34%	\$ 22,000.00	\$ 335.00
78	Above Ground Storm System Labor	\$ 25,400.00	\$ 1,900.00	\$ 4,300.00		\$ 6,200.00	24.41%	\$ 19,200.00	\$ 310.00
79	Above Ground Storm System Matl	\$ 33,300.00	\$ 1,200.00	\$ 15,400.00		\$ 16,600.00	49.85%	\$ 16,700.00	\$ 830.00
80	Dom Water / Gas Labor	\$ 37,100.00	\$ 1,900.00	\$ -		\$ 1,900.00	5.12%	\$ 35,200.00	\$ 95.00
81	Dom Water / Gas Matl	\$ 30,200.00	\$ 1,200.00	\$ -		\$ 1,200.00	3.97%	\$ 29,000.00	\$ 60.00
82	Fixtures Labor	\$ 26,800.00	\$ 700.00	\$ 3,100.00		\$ 3,800.00	14.18%	\$ 23,000.00	\$ 190.00
83	Fixtures Matl	\$ 55,675.00	\$ 1,300.00	\$ 5,700.00		\$ 7,000.00	12.57%	\$ 48,675.00	\$ 350.00
84	Heating Piping / Equipment Labor	\$ 34,500.00	\$ -	\$ -		\$ -	0.00%	\$ 34,500.00	\$ -
85	Heating Piping / Equipment Matl	\$ 33,900.00	\$ -	\$ -		\$ -	0.00%	\$ 33,900.00	\$ -
86	HVAC Mobilization	\$ 5,000.00	\$ -	\$ -		\$ -	0.00%	\$ 5,000.00	\$ -
87	HVAC Demolition	\$ 19,500.00	\$ 1,350.00	\$ -		\$ 1,350.00	6.92%	\$ 18,150.00	\$ 67.50
88	Refrigerant Piping	\$ 725.00	\$ -	\$ -		\$ -	0.00%	\$ 725.00	\$ -
89	Ductwork and Accessories Labor	\$ 47,985.00	\$ 1,658.00	\$ -		\$ 1,658.00	3.46%	\$ 46,327.00	\$ 82.90
90	Ductwork and Accessories Material	\$ 82,900.00	\$ 960.00	\$ -		\$ 960.00	1.16%	\$ 81,940.00	\$ 48.00
91	Power Ventilators Labor	\$ 4,300.00	\$ -	\$ -		\$ -	0.00%	\$ 4,300.00	\$ -
92	Power Ventilators Material	\$ 1,300.00	\$ -	\$ -		\$ -	0.00%	\$ 1,300.00	\$ -
93	Air Terminal Units Labor	\$ 3,300.00	\$ -	\$ -		\$ -	0.00%	\$ 3,300.00	\$ -
94	Air Terminal Units Material	\$ 850.00	\$ -	\$ -		\$ -	0.00%	\$ 850.00	\$ -
95	Air Outlets Labor	\$ 3,800.00	\$ 415.00	\$ -		\$ 415.00	10.92%	\$ 3,385.00	\$ 20.75
96	Air Outlets Material	\$ 8,300.00	\$ 190.00	\$ -		\$ 190.00	2.29%	\$ 8,110.00	\$ 9.50
97	HVAC Gravity Ventilators L	\$ 475.00	\$ -	\$ -		\$ -	0.00%	\$ 475.00	\$ -
98	HVAC Gravity Ventilators M	\$ 650.00	\$ -	\$ -		\$ -	0.00%	\$ 650.00	\$ -
99	Air Filters Labor	\$ 165.00	\$ -	\$ -		\$ -	0.00%	\$ 165.00	\$ -

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

Karen Acres Elementary

APPLICATION NO:

Four (4)

containing Contractor's signed certification is attached.

School Addition & Renovation

APPLICATION DATE:

2-Feb-16

In tabulations below, amounts are stated to the nearest dollar.

Urbandale, IA 50322

PERIOD TO:

31-Jan-16

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 11-15106-00

L&L PROJECT:

15.012

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	(G+C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)								
100	Air Filters Material	\$ 900.00						0.00%	\$ 900.00	\$ -	-
101	Package AHU Labor	\$ 111,600.00						0.00%	\$ 111,600.00	\$ -	-
102	Package AHU Material	\$ 4,500.00						0.00%	\$ 4,500.00	\$ -	-
103	Split System AC Units L	\$ 3,000.00						0.00%	\$ 3,000.00	\$ -	-
104	Split System AC Units M	\$ 450.00						0.00%	\$ 450.00	\$ -	-
105	Temperature Control Sub	\$ 56,765.00						0.00%	\$ 56,765.00	\$ -	-
106	Insulation Sub	\$ 31,700.00						4.26%	\$ 30,350.00	\$ 67.50	67.50
107	Test / Balance System	\$ 7,660.00						0.00%	\$ 7,660.00	\$ -	-
	<b>Electrical</b>										
108	Electrical Mobilization	\$ 5,400.00			\$ 4,900.00			100.00%	\$ 5,400.00	\$ -	270.00
109	Temporary Power / Lights	\$ 4,000.00						50.00%	\$ 2,000.00	\$ 2,000.00	100.00
110	Electrical Demolition	\$ 6,770.00			\$ 500.00			14.77%	\$ 5,770.00	\$ 5,770.00	50.00
111	Conduit / Raceways Labor	\$ 64,400.00			\$ 3,680.00			17.70%	\$ 53,000.00	\$ 53,000.00	570.00
112	Conduit / Raceways Material	\$ 36,900.00						20.00%	\$ 7,380.00	\$ 29,520.00	369.00
113	Wire / Cable Labor	\$ 42,300.00						0.83%	\$ 350.00	\$ 41,950.00	17.50
114	Wire / Cable Material	\$ 51,400.00						1.05%	\$ 540.00	\$ 50,860.00	27.00
115	Bonding / Grounding Labor	\$ 7,100.00			\$ 710.00			20.00%	\$ 1,420.00	\$ 5,680.00	71.00
116	Bonding / Grounding Material	\$ 5,100.00			\$ 510.00			20.00%	\$ 1,020.00	\$ 4,080.00	51.00
117	ID for Electrical Systems Labor	\$ 1,200.00						10.00%	\$ 120.00	\$ 1,080.00	6.00
118	ID for Electrical Systems Material	\$ 1,200.00						10.00%	\$ 120.00	\$ 1,080.00	6.00
119	Lighting Controls Labor	\$ 6,800.00						0.00%	\$ 6,800.00	\$ -	-
120	Lighting Controls Material	\$ 21,400.00						0.00%	\$ 21,400.00	\$ -	-
121	Panelboards Labor	\$ 9,100.00						10.00%	\$ 910.00	\$ 8,190.00	45.50
122	Panelboards Material	\$ 9,100.00						10.00%	\$ 910.00	\$ 8,190.00	45.50
123	Devices / Trim Labor	\$ 16,200.00						2.35%	\$ 380.00	\$ 15,820.00	19.00
124	Devices / Trim Material	\$ 11,650.00						1.59%	\$ 185.00	\$ 11,465.00	9.25
125	Generator and Transfer Switch Labor	\$ 5,100.00						10.00%	\$ 510.00	\$ 4,590.00	25.50
126	Generator and Transfer Switch Matl	\$ 4,100.00						10.00%	\$ 410.00	\$ 3,690.00	20.50
127	Interior Lighting Labor	\$ 37,400.00						0.00%	\$ 37,400.00	\$ -	-

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,

Karen Acres Elementary

APPLICATION NO:

Four (4)

containing Contractor's signed certification is attached.

School Addition & Renovation

APPLICATION DATE:

2-Feb-16

In tabulations below, amounts are stated to the nearest dollar.

Urbandale, IA 50322

PERIOD TO: 31-Jan-16

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 11-15106-00

L&L PROJECT: 15.012

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
128	Interior Lighting Material	\$ 116,803.00							
129	Exterior Lighting Labor	\$ 4,100.00							
130	Exterior Lighting Material	\$ 13,900.00							
131	IT / Telecommunications Labor	\$ 31,177.00							
132	IT / Telecommunication Material	\$ 34,150.00							
133	Sound Reinforcement Labor	\$ 26,400.00							
134	Sound Reinforcement Material	\$ 51,400.00							
135	Intercommunication Systems Labor	\$ 14,200.00							
136	Intercommunications Systems Material	\$ 31,400.00							
137	Fire Alarm System Labor	\$ 14,600.00							
138	Fire Alarm System Material	\$ 25,700.00							
	<b>Stework</b>								
139	Excavation / Site Grading Sub	\$ 65,000.00							
140	Site Utilities - Water	\$ 24,500.00							
141	Site Utilities - Storm Sewer	\$ 95,000.00							
142	Site Utilities - Sanitary Sewer	\$ 19,750.00							
143	Erosion / SWPPP Control	\$ 7,500.00							
144	Termite Control	\$ 2,050.00							
145	Concrete Sidewalks	\$ 15,000.00							
146	Pavement Markings	\$ 1,240.00							
147	Seeding	\$ 6,500.00							
148	Plantings	\$ 2,500.00							
	<b>Change Orders</b>								
149	Change Order #1	\$ 6,211.00							
150									
	<b>GRAND TOTALS</b>	\$ 4,153,631.00	\$ 933,317.00	\$ 221,031.00	\$ 223,340.00	\$ 1,357,981.28	\$ 2,775,943.00	\$ 66,884.70	



Iowa's Intelligent Building Solution

July 9, 2015

TO: John Lees  
RE: Urbandale High School AX Upgrade

**QUOTATION**  
**WOODMAN BUILDING AUTOMATION SYSTEM**

**\$42,490 (Forty-Two Thousand Four Hundred Ninety Dollars)**

**Included items:**

- **Install 4 AX JACE6 controller including the following:**
  - *Web based graphical interface*
  - *Embedded Workbench tool set*
  - *GFX programming wizard module*
  - *24 VAC power supply*
  - *Modbus license and RS485 card (as needed)*
  - *Lon Driver and Lon communication card*
  - *Open licensing to connect to new Urbandale AX Web Supervisor station*
  - *JACE controller enclosures*
- **New Controller firmware as follows:**
  - *Connection and downloading of new Predator Lon Works controller firmware via Echlon's Lon Maker tool (must be done to each VAV, CUH, Lighting controller, etc. to allow for the new AX Jace communication)*
  - *Re-downloading of configuration parameters after the firmware flashing occurs*
  - *Recommissioning of Predator controllers into the new AX database*
- **New AX system front end database creation and installation**
  - *This upgrade will bring your system up to date with the latest AX software platform*
  - *Provide new full system graphics*
  - *Provide the ability to log in remotely from any computer on site or off site*
  - *Provide the ability to trend all desired points*
  - *Provide the ability to email and text alarms*
  - *Updated 3D floor plans*
  - *New enhanced energy savings features available with the new AX front end*
- **AX Web Supervisor software license**
- **Update Campus Mapping graphics**
- **Data migration to new AX Web supervisor station**
- **Integration of existing Middle School AX system into new AX Web Supervisor station**

**Items Not Included:**

- *AX Web supervisor machine, Virtual server to be provided by owner*
- *Replacement of existing controllers (If defective controllers are found they will be quoted separately)*
- *Mechanical system service and troubleshooting*

Thank you,

Dan Ponxs  
515-689-2540  
Dan@woodmaninc.com

**ACCEPTED BY:**

**PURCHASE ORDER #**

\_\_\_\_\_

\_\_\_\_\_

October 15, 2015

Mr. John Lees  
Urbandale Community Schools  
11152 Aurora Ave  
Urbandale, IA 50322

Dear Mr. Lees:

MidAmerican Energy Company is pleased to preapprove a standard incentive of \$24,940 through the Commercial Energy Solutions program for your *Controls Upgrade* project at Urbandale High School. Incentives will be processed upon project completion. This project may also be eligible for a bonus rebate of \$4,680, after completion of an additional energy efficiency measure costing \$1,000 or more at Urbandale High School.

**Incentive Calculation Details for Self-Directed Measure No. 1**

Total Project Cost	\$42,490
Annual Cost Savings	\$4,680
Simple Payback Without Incentive	9.1 Years
Simple Payback With Standard Incentive	3.8 Years
Simple Payback With Bonus Incentive	N/A

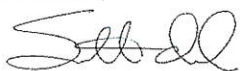
The values above are based on our current understanding of the scope of work detailed in the Project Summary Table. The simple paybacks displayed in the table are based upon the total project cost. **To qualify for this incentive the project must be completed as indicated, and the Project Completion Notice must be received within 12 months from the date of this letter.**

Project incentives are subject to change if the scope changes or if the project is not completed within one year. Scope changes could include adjustments to equipment specifications, equipment costs, installation costs, quantities, hours of operation, the baseline and/or other significant changes that may affect actual energy savings. Please note that MidAmerican Energy reserves the right to access your facility to verify equipment installation and to assess future placement of monitoring and evaluation equipment to verify energy savings.

Upon completion of this project, please submit the enclosed Project Completion Notice and send copies of associated vendor/contractor invoices to Chad Jacks at CKJacks@midamerican.com, or to Attn: Chad Jacks, MidAmerican Energy Company, 3500 104th St., Urbandale, IA 50322.

If you have any questions, please call Chad Jacks, Key Account Manager, at 515-252-6760.

Sincerely,



Scott deBlois  
Energy Efficiency Product Manager

Enclosures

cc: C. Jacks  
A. Langley



**MidAmerican Energy  
 Commercial Energy Solutions  
 Project Summary Table**

<b>Customer</b>	Urbandale High School
<b>AP/EEM Reference Number</b>	SD-1
<b>Project Name</b>	Controls Upgrade
<b>Project Type</b>	Custom

<b>Total Project Cost</b>	\$42,490
<b>Baseline Cost</b>	\$0
<b>Incremental Cost<sup>1</sup></b>	\$42,490

<b>Annual Electric Savings</b>	78,142	kWh
<b>Peak Demand Savings</b>	28.2	kW
<b>Annual Therm Savings</b>	N/A	therm
<b>Annual Cost Savings</b>	\$4,680	

<b>Effective Useful Life</b>	15.0	yr
------------------------------	------	----

<b>Standard Incentive Amount</b>	\$24,940	Basis: Buy Down Simple Payback to 25% of EUL
<b>Bonus Incentive Amount<sup>2</sup></b>	N/A	Basis: See Note Below

	<b>Project Cost Basis</b>	<b>Incremental Cost Basis</b>	
<b>Simple payback without incentive</b>	9.1	9.1	yr
<b>Simple payback with standard incentive</b>	3.8	3.8	yr
<b>Simple payback with bonus incentive</b>	N/A	N/A	yr

<b>Control Repair</b>	<b>Affected Season</b>	<b>Annual Hours</b>	<b>kWh Savings</b>	<b>Useful Life (yr)</b>
Reheat Coil Addressing	Cooling	4,300	66,040	15
CHW Valve Control	Cooling	4,300	12,102	15

Summary Table

<sup>1</sup> Incremental Cost is displayed as the difference between the Total Project Cost and Baseline Cost. The Incremental Cost represents the additional investment associated with installing a higher energy efficient project or product over a baseline standard project that is less efficient.

<sup>2</sup> Bonus incentive eligibility is contingent upon completion of a minimum of two qualifying capital improvement projects (>\$1,000 investment) through the Commercial Energy Solutions program within the same facility. Total incentive cannot exceed 80 percent of the total project cost or less than 1 year payback.

## BOARD POLICIES

**Purpose.** Board policies are intended to provide the general direction as to what the Board of Directors wishes to accomplish while allowing the administrative staff the professional prerogative to implement Board policies. The written policy statements provide guidelines and goals to the citizens, administration, staff and students in the District.

**Formulation and Review.** Formulation and review of written Board policies shall be considered as an ongoing process. Any person desiring the formulation, review or revision of a policy shall submit such request in writing to the Superintendent for initial consideration and transmittal to the Board. The Board shall, at least once every five years, review Board policies. A notation of the date of review shall be made in the Board minutes and shall be noted in the **electronic** policy manual.

**Adoption.** Suggested policies shall be submitted to the Board of Directors for discussion, additions, **deletions**, or changes. Final action on new or revised policies, or rescission of policies, shall be taken no earlier than the next meeting following the meeting at which the proposal is introduced, unless this requirement is suspended by a vote of not less than six Board members. **In this situation, a single vote will constitute final action with no further vote necessary.**

**Effective.** The policy will be effective upon passage, unless the policy provides for a later effective date.

**Dissemination.** ~~Policy manuals will be kept for public reference in each school attendance center and in the central administration office. Each Board member will be issued a policy manual.~~ **Board policies can be found on the district website listed under "Board of Directors."** The ~~Board Secretary~~ **Superintendent's Administrative Assistant** shall ~~issue~~ **post** revised or new policies within four weeks of the date of adoption to the custodians of the Board policy manuals. Copies of new or revised Board policies shall be attached to the minutes of the meeting at which final action was taken to adopt the new or revised policy. ~~It shall be the responsibility of each Board member during his/her term of office to keep the member's manual up to date and to surrender the manual to the Board secretary at the conclusion of the member's term of office.~~

Date of Revision:

February 15, 2016

Legal References:

274.1, 277.31, 279.8, 280.12, Code of Iowa; 281 I.A.C. 12.3(2)

URBANDALE COMMUNITY SCHOOL BOARD OF DIRECTORS

# Board & Administrator

FOR SCHOOL BOARD MEMBERS

January 2016 Vol. 29, No. 9

Editor: Jeff Stratton

## Vision a characteristic of successful districts

In "Eight characteristics of effective school boards: At a glance," the Center for Public Education stresses the need for a board to have a vision for the school district:

"In successful districts, boards defined an initial vision for the district and sought a superintendent who matched this vision. In contrast, in stagnant districts, boards were slow to define a vision and often recruited a superintendent with his or her own ideas and platform, leading the board and superintendent to not be in alignment."

What is your board's vision for the district's future?

Discuss this as a board team.

Board's vision discussion points:

- 1.
- 2.
- 3.

For information, <http://www.centerforpubliceducation.org/Main-Menu/Public-education/Eight-characteristics-of-effective-school-boards#st-hash.YNIp50ko.dpuf>. ■

## Focus on goals can prevent micromanagement

**Question for The Board Doctor:** "Our board has a very difficult time letting go of the decisions being made about academic programs," said a New Jersey board member. "What can we do to fully turn these over to our superintendent?"

**Answer:** One of the great qualities board members bring to board service is a passion for education, and the desire to see that students receive wonderful academic opportunities. It's really a jolt of positive energy to the board that needs to be properly channeled.

As a board, concentrate on setting clear academic goals for the superintendent and then monitor the administrator's performance on your goals for her.

Think of your board as a corporation. The board sets the strategic performance goals for the corporation — the high-level thinking. The superintendent, as the board's CEO, is responsible for the day-to-day performance of the corporation in meeting the board's strategic goals. The staff, hired by the superintendent, is responsible for producing the product. In this case, delivering instruction. ■

## Dealing with board member 'grudges'

When a board member has a grudge against a staff member, the board — led by its president — should be prepared to act so that the board member's single focus doesn't become disruptive to board teamwork. A grudge is just another way of saying "single-issue board member."

Here are two ideas for managing this board problem:

**1. Understand the board member's special interest and, if possible, seek to put it to use.** Sometimes, a single-issue agenda can actually be in the school district's best interest. However, firing a teacher, principal, or coach is not a positive single-issue.

The president and superintendent should

hear out the board member and determine whether the board member's interest is a positive for the district. If so, ask her to develop the idea and inform the board.

This can work out well, because raising the board's awareness on an issue is often healthy.

**2. Act swiftly if the single agenda is a negative one.** When a board member's agenda has the potential to damage the board and district, you need to discuss the issue in the open. Tactfully, you have to say, "What will you do if and after you get your way on this issue? If you can't settle this matter, in the interests of the district, you need to consider why you sought a board seat in the first place." ■

## Make that mission matter

In its *Board Officers Handbook*, the Iowa Association of School Boards suggests that boards start each meeting by having a board member read the district's mission statement aloud.

IASB suggests that after this reading, the board member should then identify some agenda items that give good examples of the board and district's concentration on the mission.

For information, [www.iasb.org](http://www.iasb.org).

Here are two other tips for a school board to emphasize by focusing on its mission statement:

**1. Print the mission on the meeting agenda.** Over time, it will become a tacit reminder to the board when it is making decisions. The board can also arrange to have the mission statement prominently displayed in the meeting room.

**2. Review the mission statement on a regular basis.** Ask that the superintendent build in mission statement and vision review on the board's annual calendar. It's an activity that the board doesn't need to perform every year, but should be done every three to four years as factors affecting the schools change. ■

## Is that committee truly necessary?

One smart strategy for the board is to make an annual review of each committee to ensure that all are still of use to the board and district. The president, along with the superintendent, should do this every year.

Committees that have outlived their usefulness are a drag on the board's resources and time.

The president can begin by reviewing each committee's purpose and range of activities. This will help the president determine whether the committee is still viable or simply a "paper" committee.

If a committee is no longer necessary, recommend that the board eliminate it. ■

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, JANUARY 18, 2016  
BOARD MEETING – 5:30 P.M.; FOLLOWED BY BOARD RETREAT  
URBANDALE HIGH SCHOOL – 7111 AURORA AVENUE  
CHRIS GUNNARE, PRESIDENT**

**Call to Order and Roll Call**

President Chris Gunnare called the board meeting to order at 5:30 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Aldrich Cabildo, Katherine Howsare, Tanya Ruden, Vice President Cate Newberg, and President Gunnare. Director Graham Giles arrived later.

**Approval of Agenda**

Vice President Newberg moved, and Director Cabildo seconded the motion to approve the agenda as posted. Motion passed with all ayes 6-0.

Director Giles arrived at 5:43 P.M.

**Public Hearing on Proposed 2016-17 District Calendar and Proposed 2016-17 Rolling Green Calendar**

President Gunnare announced that now was the time and place for the public hearing on 2016-17 school calendars. No one from the public came forward to comment, and the public hearing ended.

**Report of the Superintendent of Schools**

**A-B. Approval of 2016-17 District Calendar and 2016-17 Rolling Green Calendar**

After discussion on calendar details, Vice President Newberg moved, and Director Applegate seconded the motion to approve the two calendars as presented. Motion passed with all ayes 7-0.

**C. Political Visits to Schools**

Superintendent Steve Bass discussed recent requests by political candidates for school visits, and the District Administration's position on granting the requests.

**Report of the President**

**A. Future Board Meetings**

The Board President and Directors reviewed a revised list of board meeting dates and times. Vice President Newberg moved, and Director Giles seconded the motion to amend the board meeting calendar as presented, and to also change the date of the February 1 meeting to February 8, 2016. Motion passed with all ayes 7-0.

**Consent Agenda Items**

- A. Approval of December 21, 2015 Board Meeting Minutes
- B. Approval of Drake University Student Teaching Agreement
- C. Approval of Open Enrollment Requests
- D. Approval of Personnel Changes as Reported
- E. Acceptance of Financial Reports
- F. Authorization to Pay Bills as submitted

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

**Adjourn**

Director Cabildo moved, and Director Giles seconded the motion to adjourn the meeting at 6:22 P.M. Motion passed with all ayes 7-0.

**Board of Directors' Retreat**

After a short recess, the Board of Directors conducted a retreat session in order to discuss the Board's priorities and Board of Director responsibilities.

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Board President

Date

ATTEST:

---

Board Secretary

Date

**URBANDALE COMMUNITY SCHOOL DISTRICT**  
**BOARD OF DIRECTORS' MEETING**  
**MONDAY, FEBRUARY 8, 2016**  
**BOARD WORK SESSION – 6.00 P.M.**  
**KAREN ACRES ELEMENTARY – 3500 74<sup>TH</sup> STREET**  
**CHRIS GUNNARE, PRESIDENT**

**Call to Order and Roll Call**

President Chris Gunnare called the board meeting to order at 6:00 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Aldrich Cabildo, Graham Giles, Katherine Howsare, Tanya Ruden, Vice President Cate Newberg, and President Gunnare.

**Approval of Agenda**

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

**Karen Acres Elementary Tour of Renovations and Additions**

John Lees, Supervisor of Buildings and Grounds, led Board Members on a tour of the new construction underway in front of building, and classrooms undergoing renovation. He reported that four classrooms are completed, and the Gymnasium construction is underway. Mr. Lees provided details on change orders and possible classroom heating upgrades.

**Sharing with Karen Acres Staff and PTO Representatives**

Lara Justmann, Principal of Karen Acres Elementary introduced staff and PTO members, commending her staff members for their dedication and cooperation during the ongoing phases of construction.

**Revisiting District Strategic Plan and Mission Statement**

Denise Wood, Director of Quality & Continual Improvement, reviewed the District's Strategic Plan and Mission Statement development.

**Adjourn**

Director Cabildo moved, and Director Giles seconded the motion to adjourn the meeting at 6:22 P.M. Motion passed with all ayes 7-0.

---

Board President

Date

ATTEST:

---

Board Secretary

Date



Open Enrollment In  
February 15, 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>
Aubrianna Adams, 8 <sup>th</sup>	Dallas Center-Grimes	Continuation
Haris Buljubasic, 10 <sup>th</sup>	Waukee	Continuation
Hunter Hines, 4 <sup>th</sup>	Des Moines	Continuation
Lillian Lockman, K	Des Moines	Continuation
Aaron Mason, 10 <sup>th</sup>	Des Moines	Continuation
Grace Mason, 6 <sup>th</sup>	Des Moines	Continuation
Devon Moore, 8 <sup>th</sup>	West Des Moines	Continuation
Gavin Moore, 4 <sup>th</sup>	West Des Moines	Continuation
Yeileen Moreno, K	West Des Moines	Continuation
Jon Myhren, 5 <sup>th</sup>	Des Moines	Continuation
Nathan Niyen, 9 <sup>th</sup>	Des Moines	Continuation
Auden Poschner, K	Johnston	Continuation
Jeremiah Pugh, Jr., 8 <sup>th</sup>	Southeast Polk	Continuation
Axel Ramazani, 3 <sup>rd</sup>	Des Moines	Continuation
Tim Saydee, K	Des Moines	Continuation
Emily Swanson, 9 <sup>th</sup>	Dallas-Center Grimes	Continuation
Elizabeth Waylee, 5 <sup>th</sup>	Des Moines	Continuation

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>
Noemi Alcantar-Colin, K	Johnston	Applied on Time
Peyton Dever, K	West Des Moines	Applied on Time
Blake Devries, K	West Des Moines	Applied on Time
Gavin Howell, K	Ames	Applied on Time
Yamileth Moreno, K	West Des Moines	Applied on Time
Ahmed Morris, K	West Des Moines	Applied on Time
Jin-Seong Schroeder, K	Waukee	Applied on Time
Maxon Spencer, K	West Des Moines	Applied on Time
Dylan Wishman, 3 <sup>rd</sup>	West Des Moines	Applied on Time
Jordan Wishman, 12 <sup>th</sup>	West Des Moines	Applied on Time
Katelyn Wishman, 10 <sup>th</sup>	West Des Moines	Applied on Time
Madison Wishman, 8 <sup>th</sup>	West Des Moines	Applied on Time
Luke Wittrock, 4 <sup>th</sup>	West Des Moines	Applied on Time

Open Enrollment Out  
February 15, 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>
Amra Aksamovic, 11 <sup>th</sup>	Johnston	Continuation
Samir Aksamovic, 1 <sup>st</sup>	Johnston	Continuation
Samra Aksamovic, 6 <sup>th</sup>	Johnston	Continuation
Colby Dubreuil, 8 <sup>th</sup>	Ankeny	Continuation
Jordan Dubreuil, 5 <sup>th</sup>	Ankeny	Continuation

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

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Denial</u>
Morgan Mundy	CAM	No Good Cause
Jessica Vasquez	Johnston	No Good Cause

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>
Libby Benson, K	West Des Moines	Applied on Time
Camden Boyde, 10 <sup>th</sup>	CAM	Applied on Time
Quincy Cabildo, Optional K	Johnston	Applied on Time
Calvin Helling, K	Waukee	Applied on Time
Collin Maring, K	Johnston	Applied on Time
Morgan Mundy, 10 <sup>th</sup>	CAM	Applied on Time
Emmett Nelson, K	Dallas Center-Grimes	Applied on Time
Clara Noble, 2 <sup>nd</sup>	West Des Moines	Applied on Time
Isaac Noble, 7 <sup>th</sup>	West Des Moines	Applied on Time
Samuel Noble, 4 <sup>th</sup>	West Des Moines	Applied on Time
Aaron (AJ) Reeves, Optional K	Dallas Center-Grimes	Applied on Time
Tanner Thorpe, 10 <sup>th</sup>	CAM	Applied on Time

The following requests for open enrollment out from 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>
Adrian Burner, K	West Des Moines	Lack of Programming Space

Board of Director's Meeting - 2/15/16  
Special Report #15

URBANDALE COMMUNITY SCHOOL DISTRICT  
PERSONNEL REPORT FOR BOARD APPROVAL

Board Meeting – February 15, 2016

1. **CERTIFIED RETIREMENT**

**MARK TIBY**, Valerius/Jensen Elementary School, PE Teacher, retirement. Effective at the end of the 2015-16 school year.

2. **CLASSIFIED APPOINTMENT**

**KAREN CARUSO**, Webster Elementary School, ECSE Associate, Class II, Step I, \$13.74/hr, 5 hr/day. Effective February 8, 2016.

**LEAH EMBREY**, Valerius Elementary School, Special Education Associate, Class II, Step I, \$13.74/hr, 5.75 hr/day. Effective January 19, 2016.

**RYAN FOREMAN**, Webster Elementary School, Adventuretime Associate, Class I, Step I, \$12.38/hr, 5 hr/day. Effective January 4, 2016.

**MICHAEL GROTH**, Urbandale Middle School, Special Education Associate, Class II, Step I, \$13.74/hr, 5.75 hr/day. Effective February 8, 2016.

**JULAINE HOWLAND**, Olmsted Elementary School, Special Education Associate, Class II, Step I, \$13.74/hr, 4 hr/day. Effective February 8, 2016.

**ELIZABETH LINHART**, Rolling Green Elementary School, Special Education Associate, Class II, Step I, \$13.74/hr, 7 hr/day, 28 hr/week. Effective February 1, 2016.

**NICOLE METZ**, Valerius Elementary School, General Education Associate, Class I, Step I, \$12.38/hr, 4.5 hr/day. Effective February 1, 2016.

**JULIE MITCHELL**, Administration Office, Administrative Assistant to the Superintendent and Director of Q/CI, Class VII, Step 1, \$16.87/hr, 8 hr/day. Effective date to TBD.

**KALIE PALMER**, Urbandale Middle School, Special Education Associate, Class II, Step I, \$13.74/hr, 5.75 hr/day. Effective February 9, 2016.

**TREVOR NEARY**, Rolling Green Elementary School, Special Education Associate, Class II, Step I, \$13.74/hr, 7 hr/day, 28 hr/week. Effective February 1, 2016.

**HANNAH SHORT**, Olmsted Elementary School, Special Education Associate, Class II, Step I, \$13.74/hr, 5.75 hr/day. Effective January 19, 2016.

3. **CLASSIFIED RESIGNATION**

**VICTORIA BEAVER**, Urbandale High School, Special Education Associate, personal. Effective February 5, 2016.

**MICHELE CARDWELL**, Urbandale Middle School, Special Education Associate, personal. Effective January 18, 2016.

**JULIE MITCHELL**, Valerius Elementary, Principal's Secretary, personal. Effective date TBD.

**NYONUAH SAYLEE**, Webster Elementary School, Nutrition Services, personal. Effective February 12, 2016.

4. **CO-CURRICULAR APPOINTMENT**

**SASHA FRAUENHOLZ**, Urbandale Middle School, 8<sup>th</sup> Grade Softball Coach, Step 0, 7%, \$2201/year. Effective May 9, 2016.

**Class of 2016 Semester Grads**

(1/11/16)

**UHS early grads - one semester early**

Barker, Kaylee

Begovic, Amra

Caffrey, Tiffany

Dominguez Estrada, Yarazeth

German, Kaily

Hernandez, Alex

Mockus, Alexandra

Pineda Rivas, Brenda

Salmon, Nash

Shaffer, Austin

Shepherd, Kelsey

Stewart, Victoria

Woodard, Gillian

**MetroWest Grads**

Hildreth, Annalese

Northrup, Kayla

Selimovic, Nedzad

**UHS Super Senior**

Prehm, Anthony

Board of Director's Meeting - 2/15/16  
Special Report #17a

AMENDMENT TO THE MASTER SERVICES AGREEMENT ("AGREEMENT")  
Between Urbandale Community Schools ("Client") and Wellmark, Inc. ("Wellmark")

THIS AMENDMENT is made and entered into pursuant to Section 5.18 of the Agreement. By executing this Amendment, the Client and Wellmark agree to the changes to the Agreement as set forth herein. Any capitalized terms not defined in this Amendment shall have the same meaning as provided in the Agreement.

The monthly service fee in Section 2, Fees, b. Monthly Service Fees, of Addendum B to the Agreement is hereby amended. The previous monthly service fee of \$5.00 is replaced by a new monthly service fee of \$5.25.

All other provisions of this Subsection 2b and all other provisions of this Addendum to the Agreement shall remain the same.

IN WITNESS WHEREOF, the undersigned Client and Wellmark hereby adopt and agree to the provisions of this Amendment to the Agreement.

Accepted and Agreed to:

**For Client**

**For Wellmark, Inc.**

By:

By:

Title:

Title: Vice President/Chief Procurement Officer

Date:

Date:

## Master Services Agreement

This Master Services Agreement is made by and between Wellmark, Inc., an Iowa Corporation, ("Wellmark") and Urbandale Community Schools, ("Client"), located at 11152 Aurora Ave, Urbandale, IA 50322 and it contains the general terms and conditions governing the administrative services Wellmark will perform for the benefit of the Client.

**Effective Date:** The "Effective Date" is July 1, 2015

Each Addendum attached hereto and incorporated herein by reference contains terms and conditions specific to each service offering elected by Client (referred to collectively or individually as the context so requires as the "Services").

Client has the following services:

- Flexible Spending Account
- Health Reimbursement Account
- Health Savings Account
- Non- Discrimination Testing
- HIPAA Business Associate Agreement

This Master Services Agreement and any attached Addenda shall be referred to collectively herein as the "Agreement."

### **Article I. Term and General Matters**

#### **Section 1.01. Term**

The term of this Agreement shall commence on the Effective Date and continue for a period of one (1) year ("Initial Term"). This Agreement shall automatically renew for additional one (1) year periods ("Renewal Term"), unless either party opts not to renew this Agreement by providing written notice to the other at least ninety (90) days prior to end of the Initial Term or a Renewal Term. This Agreement may be terminated during the Initial Term or Renewal Term based on the provisions of Section 5.08.

#### **Section 1.02. General Matters**

Client acknowledges and agrees that: (i) Wellmark intends to contract with a third party service provider ("Service Provider") for the performance of some or all of the Services hereunder; (ii) any or all obligations of Wellmark hereunder may be subcontracted and delegated to Service Provider, in Wellmark's discretion; (iii) the Services provided by Service Provider on behalf of Wellmark may be provided directly to Client, in Wellmark's discretion; (iv) Client may be required to interact directly with Service Provider with respect to one or more obligations of Client hereunder; (v), client may be required to interact directly with Service Provider with respect to one or more obligations of Client hereunder, as directed by Wellmark.

Client acknowledges and agrees that it may be required to enter into one or more agreements with Service Provider for services that are ancillary to the Services hereunder, including, without limitation, a Funding Agreement (each a "Service Provider Agreement"). The performance by Wellmark and/or Service Provider of the Services under this Agreement is conditioned on Client's execution, delivery and proper performance under such agreements. Without limiting the generality of the foregoing, Client must comply with all terms of

any Funding Agreement between Client and Wellmark or Service Provider as a condition of Wellmark's and/or Service Provider's performance under this Agreement.

## **Article II. Administration Fees and Benefit Funding**

### **Section 2.01. Fees**

Client will receive paper or electronic (e-mail or web-accessible) invoices for fees ("Fees") as further described in each Addendum. Payments for administration fees are due on the due date set forth on the invoice (which is twenty- one days after the billing date) unless otherwise stated in the applicable Addendum. Client shall pay by Client-initiated ACH (Credit), e-billing, corporate check or wire to an account designated by Wellmark or by a Wellmark initiated ACH Debit, as further directed in the applicable Addendum. Client shall also be responsible for any sales taxes that are incurred by Wellmark as a result of performing the Services described herein and such actual amounts shall be included in the monthly invoice provided to Client. Further, Client shall also be responsible for paying any reasonable costs and expenses, including legal fees, incurred by Wellmark as a consequence of any failure of Client to pay the Fees in a timely manner. All services not outlined in the Addenda, that are required as a result of legislative changes or otherwise, will be subject to additional fees.

### **Section 2.02. Late Payments**

Fees not paid when due shall be subject to an interest charge on the outstanding amount from the due date until payment is made in full at an annual rate of interest equal to the then-current Prime Rate as published in the Midwest edition of *The Wall Street Journal* plus two percent (2%). Client must submit written notice to Wellmark and supporting documentation as to any Fees it disputes within thirty (30) days from the date of the invoices. Wellmark shall provide a written response within thirty (30) days of the notice of dispute. Upon resolution Client shall pay any and all outstanding amounts within five (5) business days of such resolution plus the foregoing interest. Notwithstanding anything in this Agreement (or any Addenda) to the contrary, if Client fails to pay Wellmark and/or Service Provider within the required time period any amount that is due hereunder or under any Service Provider Agreement (including, without limitation, Fees and benefit claims funding amounts) Wellmark may suspend services to the Client.

### **Section 2.03. Pre-Note**

Client hereby authorizes a "pre-note" for the sole purpose of testing the accuracy of electronic transactions for any benefit funding (to the extent applicable) and Fee payment arrangement under which Wellmark or Service Provider is to issue an ACH debit. This pre-note will not result in a charge to Client and shall be issued at least thirty (30) days prior to the effective date of the first benefit month under this Agreement to ensure all systems are properly functioning.

### **Section 2.04. Benefit Claims Funding**

Client acknowledges and agrees that all benefit funding amounts provided to Wellmark and/or Service Provider pursuant to the terms of this Agreement shall be provided from Client's general assets. In no event will Client provide funds to Wellmark or Service Provider that consist of plan assets or participant/employee contributions, whether made by salary reduction or otherwise, as those terms have their general meanings under ERISA. All benefit funding amounts provided by Client to Wellmark or Service Provider shall not be segregated or set aside in a trust or escrow account by Wellmark or Service Provider. Upon termination of this Agreement, Wellmark or Service Provider, as applicable, shall provide an accounting and reconciliation to Client and shall pay to Client any amount due based on the terms and conditions of each applicable Addendum to this Agreement.

**Article III. Services, Exclusions & Maintenance**

**Section 3.01. Services**

The Services provided to Client are outlined in each Addendum. If any material changes in the products that underlie the Services are needed, Wellmark will provide Client with prior written notice of such material changes; provided that immediate modifications may be necessitated by changes in the law or to curtail substantial abuse by participants and in all such cases Wellmark shall notify Client as soon as administratively practicable of such changes.

**Section 3.02. Exclusion from Services**

Although Wellmark and/or Service Provider serve as the Client's agent for services rendered pursuant to this Agreement, the Client remains solely and completely responsible for all activities of the employee benefit plans (the "Plans") sponsored by Client, including compliance with the Employee Retirement Income Security Act of 1974, as amended, ("ERISA"), the Health Insurance Portability and Accountability Act of 1996, as amended, ("HIPAA"), the Internal Revenue Code of 1986, as amended, (the "Code"), state and local escheat and unclaimed property laws, and other applicable laws and regulations. Client agrees to indemnify and hold Wellmark and Service Provider harmless (including reasonable attorney fees) and expressly releases all claims against Wellmark and Service Provider in connection with any claim or cause of action, which results from the failure or alleged failure of Client (and its officers and employees) to comply with ERISA, HIPAA, the Code and any other applicable law, except to the extent that such claims or causes of action result from the willful actions or willful failure to act by Wellmark (if the claim is against Wellmark) or Service Provider (if the claim is against Service Provider). Notwithstanding the foregoing, neither Wellmark nor Service Provider shall be responsible for the following:

- (a) verifying the completeness or accuracy of any information provided by Client, or rekeying or reprocessing incorrect data;
- (b) developing Client's policies and procedures for its Plans;
- (c) independently determining fraudulent activities by Plan participants or beneficiaries;
- (d) providing legal or tax advice to Client or Plan participants or beneficiaries;
- (e) reporting any information to any government agencies, or withholding from any Plan benefits amounts necessary to cover any income, employment or other payroll taxes;
- (f) negotiating any Services on behalf of Plan participants or beneficiaries; and
- (g) activities or services not specified in this Agreement or the Addenda attached hereto.

**Section 3.03. Maintenance**

Wellmark and its Service Provider reserve the right to perform routine system (both web and IVR) maintenance during off hours (normally between 9PM and 5AM ET). The maintenance normally requires no more than two (2) hours per day, or one (1) weekend per month. Any longer maintenance will be posted on the web pages.



**Article IV. Client Responsibilities**

**Section 4.01. Responsibilities**

Client shall be responsible for establishing and maintaining the Plans, including, without limitation, the following:

- (a) Determining employees who are eligible to participate in the Plans that are the subject of the Services;
- (b) Timely electronic delivery of Plan data in a format acceptable to Wellmark and/or Service Provider;
- (c) Delivering updates to Wellmark and/or Service Provider regarding employees' information, including, without limitation, changes in salary reduction amounts, eligibility, additions and deletions of Plan participants and dependents covered by a particular Service, in the format, medium, and timeframe further described in specific Addenda or provided to Client in writing by Wellmark and/or Service Provider;
- (d) The accuracy and completeness of all data provided to Wellmark or Service Provider;
- (e) Establishing, deploying, and maintaining its own policies and procedures regarding which of its personnel may access Wellmark's or Service Provider's site; and
- (f) Drafting, adopting, communicating and transmitting Plan documents, policies and procedures to its employees.

**Section 4.02. Client as Plan Administrator and Fiduciary**

With respect to any and all Plans and programs for which Services are provided hereunder, Client acknowledges and agrees that it is the "plan administrator" and "fiduciary" for purposes of ERISA to the extent such law applies to the Services.

**Article V. General Legal Terms**

**Section 5.01. Intellectual Property**

As between Wellmark and Client, Wellmark owns and shall retain all right, title and interest (including, without limitation, all intellectual property rights) in and to all software, web pages, documents, processes, and other information, equipment and materials used in connection with the provision of services hereunder including, without limitation, those developed by Wellmark or Service Provider for use by Client and Plan participants and beneficiaries (the "System").

Wellmark grants Client and Plan participants and beneficiaries a limited, non-exclusive, non-transferable license to access and use the System during the Term of this Agreement, solely and exclusively: (a) in accordance with this Agreement and any instructions, user guides, and policies made available by Wellmark or Service Provider; and (b) for the purpose of receiving the Services provided by Wellmark and/or Service Provider under and in accordance with this Agreement.

Without limiting the generality of the foregoing, Client may not, (a) without Wellmark's prior written consent, disclose or provide access to the System to any third parties, or (b) duplicate the System (or any associated materials) or use the same in connection with any other benefits program (including Client programs). In addition Client shall, at Client's expense, return, erase, or otherwise destroy all such items, and may not use such materials following the termination of this Agreement.

### **Section 5.02. Warranty**

Wellmark warrants that the Services will be performed in accordance with generally accepted industry practices and with reasonable skill and care.

THIS WARRANTY IS EXCLUSIVE. THE SYSTEM AND SERVICES ARE PROVIDED "AS IS" WITHOUT ANY FURTHER WARRANTY OF ANY KIND (EXPRESS OR IMPLIED) INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH WARRANTIES ARE HEREBY EXPRESSLY DISCLAIMED. WITHOUT LIMITING THE FOREGOING, WELLMARK MAKES NO WARRANTY, REPRESENTATION OR CLAIM WITH RESPECT TO THE RESULTS OBTAINED THROUGH USE OF THE SYSTEM PROVIDED HEREUNDER. WELLMARK SHALL NOT BE RESPONSIBLE FOR (A) THE FAILURE OF CLIENT TO ACCESS THE SERVICES PROVIDED HEREUNDER DUE TO ANY FAILURE OR INABILITY TO ACCESS THE INTERNET, PUBLIC COMMUNICATIONS FACILITIES OR OTHER PUBLIC UTILITIES; OR (B) FOR ACTS OR OMISSIONS OF ANY VENDOR OR MERCHANT (OTHER THAN SERVICE PROVIDER).

### **Section 5.03. Indemnification**

Wellmark agrees to indemnify and hold Client harmless with respect to any and all claims, liabilities, losses, damages or expenses (including reasonable attorney fees) caused by the gross negligence or willful misconduct of Wellmark in its performance of its responsibilities pursuant to the provisions of this Agreement. However, this indemnification provision shall not apply to any claims, liabilities, losses, damages, or expenses caused by any action or failure to act by the Client or its agents, servants or employees.

Client agrees to indemnify and hold Wellmark, Service Provider and any of their respective directors, officers, shareholders, employees or agents harmless from and against any loss, liability, damage, expense (including reasonable attorney fees), or other cost or obligation caused by, resulting from or arising out of (i) Client's or its agents', servants' or employees' gross negligence, willful misconduct, breach of this Agreement, breach of any Service Provider Agreement, or failure to comply with applicable laws, and (ii) any claims in which Wellmark, Service Provider or any of their respective directors, officers, shareholders, employees or agents are named or joined with Client when such party has not engaged in any wrongful act.

Without limiting the generality of the foregoing, Client agrees to indemnify and hold Wellmark, Service Provider and any of their respective directors, officers or employees harmless from and against any loss, liability, damage, expense (including reasonable attorney fees) or other cost or obligation caused by, resulting from, or arising out of (i) any income or employment tax withholding matter whatsoever (including, without limitation, the failure to properly withhold any such amounts), and (ii) any benefits payments made or directed by Wellmark or Service Provider to, or for the benefit of, any plan participants hereunder.

The indemnified party will promptly notify the indemnifying party of any such claim; provided, however, that the failure to so notify the indemnifying party shall not relieve the indemnifying party of its obligations hereunder except to the extent the indemnifying party is materially prejudiced by such failure. The indemnifying party shall assume and have sole control of the defense of such claim; provided, however, that neither party may settle any claim without the prior written consent of the other party if such settlement exposes the other party to any liability.

**Section 5.04. Limitation of Liability**

FOR PURPOSES OF THIS SECTION, THE TERM "PARTY," WITH RESPECT TO WELLMARK, AND REFERENCES TO "WELLMARK," SHALL INCLUDE WELLMARK'S SUBCONTRACTORS, INCLUDING SERVICE PROVIDER.

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST BUSINESS, LOSS OF DATA OR COST OF SUBSTITUTE GOODS) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED HEREUNDER UNDER ANY THEORY OF LIABILITY (WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE).

IN ADDITION, WELLMARK'S LIABILITY FOR ANY DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE LIMITED TO LIQUIDATED DAMAGES IN THE AMOUNT OF THE FEES PAID BY CLIENT TO WELLMARK HEREUNDER FOR THE MOST RECENT THREE (3) CALENDAR MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH THE EVENT OCCURRED THAT GAVE RISE TO THE DAMAGES. THE PROVISIONS OF THIS PARAGRAPH APPLY EVEN THOUGH THE LOSS OR DAMAGE, IRRESPECTIVE OF CAUSE OR ORIGIN, RESULTS, DIRECTLY OR INDIRECTLY, EITHER FROM PERFORMANCE OR NONPERFORMANCE OF OBLIGATIONS IMPOSED HEREUNDER. IN NO EVENT SHALL SERVICE PROVIDER BE DIRECTLY LIABLE TO CLIENT HEREUNDER.

THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY WITH RESPECT TO A PARTY'S INDEMNIFICATION OBLIGATIONS HEREUNDER.

NO CLAIM MAY BE ASSERTED AGAINST WELLMARK MORE THAN ONE (1) YEAR AFTER SUCH CLAIM HAS BEEN LAWFULLY ASSERTED AGAINST OR BECOME KNOWN TO CLIENT, WHICHEVER SHALL OCCUR FIRST.

**Section 5.05. Wellmark as Independent Contractor**

Wellmark, and any entity (including those in a chain of service providers) that provides services to Wellmark to complete transactions requested by the Client or Plan participants and beneficiaries, including, without limitation, Service Provider, are independent contractors of Client. Nothing contained in this Agreement shall be construed as creating or evidencing a contractual relationship between Client or any such entity, including, without limitation, Service Provider.

### **Section 5.06. Confidentiality**

Each party acknowledges that performance of the Agreement may involve access to and disclosure of Confidential Information belonging to the other. "Confidential Information" means any non-public confidential or proprietary information, including, without limitation, business and financial information; policies and procedures; operations; customer and potential customer names; suppliers and vendor names; trade secrets; trade dress; patent applications; inventions disclosures, and with respect to Plan participants and beneficiaries personal identification information (such as addresses and social security numbers). Confidential Information does not, however, include any information that: (a) was publicly available or released to the public domain at any time prior to disclosure by one party, (b) becomes publicly known or generally available after disclosure by one party through no wrongful action or inaction of the other party, (c) information that is in the party's possession or known by the party at any time prior to the time of disclosure; (d) is rightfully disclosed to the party by a third party without similar restriction, or (e) is independently developed by the party without use of the other party's Confidential Information.

No Confidential Information shall be disclosed to any third party other than representatives of such party who have a need to know such Confidential Information, provided that such representatives are informed of the confidentiality provisions hereof and agree to abide by them. Notwithstanding the foregoing, Confidential Information may also be provided to Service Provider. All such Confidential Information must be maintained in strict confidence. In addition, each party will maintain the confidentiality of medical records as required by law. In the event a party is required by law to disclose Confidential Information, the disclosing party shall immediately notify the other party in writing, describing the circumstances of and extent of the disclosure. Upon termination of the Agreement, each party, upon the request of the other, will return or destroy all copies of all of the other's Confidential Information in its possession or control except to the extent such Confidential Information must be retained pursuant to applicable law, provided, however, that, Wellmark and/or Service Provider may retain copies of any such Confidential Information it deems necessary for the defense of litigation concerning the Services it provided under the Agreement.

The parties acknowledge that compliance with the provisions of the foregoing paragraphs are necessary to protect their businesses and goodwill and that any actual or prospective breach will irreparably cause damage to them for which money damages may not be adequate. The parties therefore agree that if one of them breaches or attempts to breach the foregoing paragraphs hereof, the other party shall be entitled to obtain temporary, preliminary, and permanent equitable relief, without bond, to restrain such breaches, together with any and all other legal and equitable remedies available under applicable law or under the Agreement. The prevailing party shall be entitled to recover from the other party the reasonable attorneys' fees and costs it expends in any action related to such breach or attempted breach.

### **Section 5.07. Records Maintenance and Disposition**

Wellmark and Service Provider shall have the right to keep and archive records of information and data regarding Client and the Plan obtained in connection with the provision of Services hereunder (collectively "Service Records") for the longer of what is required by applicable law or seven (7) years from the date such information is received by Wellmark or Service Provider, as the case may be. Subject to any confidentiality obligations that may apply, Client may request that a copy of the applicable Service Records be provided to Client (or to a third party designated by Client in writing); provided, that Wellmark and/or Service Provider may retain copies of any Service Records it deems necessary for the defense of litigation concerning the Services it provided under the Agreement.

### **Section 5.08. Termination**

#### **(a) Termination for Breach**

Either party may terminate this Agreement with immediate effect in the event the other party remains in default as to any of its material obligations hereunder after receiving written notice of the same and failing to cure such default within thirty (30) days of the date of such notice or ten (10) days in the event of nonpayment.

**(b) Termination for Bankruptcy, Insolvency, or Business Wind Down**

Either party may terminate this Agreement immediately if either party (i) voluntarily files for bankruptcy; (ii) admits its insolvency; (iii) takes action to commence winding down its business; or (iv) is named as a defendant in any involuntary bankruptcy or insolvency proceeding. In the event Client is involved in a bankruptcy proceeding as described in the foregoing sentence, Wellmark shall also have the right to suspend the payment of claims under this Agreement unless and until an order is obtained from the bankruptcy court, in form and substance acceptable to Wellmark, authorizing such payment and Client has deposited the funds necessary to pay such claims in full.

**(c) Effect of Termination**

Upon termination of this Agreement, Wellmark shall notify Client of the date on which all Services shall cease. At that time, all rights and licenses granted hereunder to use the System (including, without limitation software and/or user manuals, training materials, and other written materials that relate to the services provided hereunder) shall immediately terminate.

**Section 5.09. Publicity**

During the term of this Agreement, either party may issue public statements or announcements relating to the provision of Services hereunder as long as such party has received the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed.

**Section 5.10. Assignment**

Neither party may assign any of its rights and obligations under this Agreement without the prior written consent of the other party which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, either party may assign this Agreement to one of its controlled entities and Wellmark may delegate its obligations hereunder to Service Provider. This Agreement shall be binding upon and shall inure to the benefit of the parties' respective successors and assigns.

**Section 5.11. Notices**

Notices from a party concerning this Agreement must be written and delivered to the other party at the addresses shown below (i) in person, (ii) by certified mail, return receipt requested, (iii) by traceable overnight delivery, or (iv) by electronically confirmed facsimile or electronic mail and followed immediately by U.S. Mail. A signed receipt shall be obtained where a notice is delivered in person. Notice will be effective upon delivery.

If to Wellmark: 1331 Grand Avenue, Des Moines, Iowa 50309, Attn: General Counsel.

If to Client, to the main address shown on page one of this Agreement.

**Section 5.12. Excused Nonperformance**

Notwithstanding any other provision of this Agreement, neither party shall be liable in any way for any delay or any failure of performance of a Service or for any loss or damage due to any causes beyond its reasonable control, including, without limitation, acts of nature, acts of terrorism or a public enemy, war (whether declared or not), acts of the Government, earthquake, fire, floods, degradation or disruption of any communication service not under a party's control, loss of electrical power, congestion, failure or other inability to access the Internet or disruption in the financial markets or the banking system, provided prompt notice thereof is given to the other party.

**Section 5.13. Waiver**

Failure of either party to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.

**Section 5.14. Severability**

In the event any provision of this Agreement is held invalid, illegal or unenforceable, in whole or in part, the remaining provisions of this Agreement shall not be affected thereby and shall continue to be valid, legal and enforceable, provided that the economic and legal substance of the transactions contemplated hereby is not affected in a manner that is materially adverse to either party.

**Section 5.15. Governing Law**

This Agreement and any claims arising hereunder or related hereto shall be governed by the laws of the State of Iowa, without regard to its conflicts of laws principles.

**Section 5.16. Blue Cross and Blue Shield Disclosure Statement**

Client, on behalf of itself and its participants, hereby expressly acknowledges its understanding that this Agreement constitutes a contract solely between Client and Wellmark, which is an independent corporation operating under licenses from the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans (BCBSA), permitting Wellmark to use the Blue Cross and Blue Shield Service Marks in the states of Iowa and South Dakota, and that Wellmark is not contracting as the agent of BCBSA. Client, on behalf of itself and its participants, further acknowledges and agrees that it has not entered into this Agreement based upon representations by any person other than Wellmark and that no person, entity, or organization other than Wellmark shall be accountable or liable to Client for any of Wellmark's obligations to Client created under this Agreement. This section shall not create any additional obligations whatsoever on the part of Wellmark other than those obligations created under other provisions of this Agreement.

**Section 5.17. Counterparts**

This Agreement may be executed in counterparts or duplicate originals, each of which shall be regarded as an original, but all of which shall be considered one and the same instrument.

**Section 5.18. Entire Agreement**

This Agreement and the Addenda attached hereto constitute the full and complete understanding and agreement of the parties relating to the subject matter hereof and supersede all prior understandings and agreements relating to such subject matter. Any waiver, modification, or amendment of any provision of this Agreement shall be effective only if in writing and signed by both parties. The provisions of this Agreement shall prevail over any additional or different provisions in a Client purchase order, acceptance notice, or other similar document, which provisions shall be of no force or effect. If there is any inconsistency between the terms of this Agreement and the terms of any Business Associate Contract or Business Associate Agreement entered into between the parties hereto (as an Addendum or otherwise), the terms of such Business Associate Contract or Business Associate Agreement shall control.

**Section 5.19. Survival**

The following Sections shall survive the termination of this Agreement: Exclusion from Services, Intellectual Property, Warranty, Indemnification, Limitation of Liability, Confidentiality, Records Maintenance and Disposition, Governing Law, Consent to Jurisdiction, Entire Agreement, Waiver of Jury Trial and Survival.

**Section 5.20. Consent to Jurisdiction**

Each of the parties hereby irrevocably submits to the exclusive jurisdiction of any United States District Court or Iowa District Court sitting in Des Moines, Iowa in any action or proceeding arising out of or relating to this Agreement, and each party hereby irrevocably agrees that all claims in respect of such action or proceeding shall be heard and determined in either of such courts. Each of the parties irrevocably waives any objection, including without limitation, any objection on the grounds of forum nonconveniens, which it may now or hereafter have to the bringing of any such action or proceedings in such respective jurisdictions. In addition, the parties agree that neither of them shall commence any action arising out of or relating to this Agreement in any court other than the United States District Court or the Iowa District Court sitting in Des Moines, Iowa.

**WAIVER OF JURY TRIAL. EACH OF THE PARTIES HERETO IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM (WHETHER BASED ON CONTRACT, TORT OR OTHERWISE) ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE ACTIONS OF THE PARTIES IN THE PERFORMANCE OR ENFORCEMENT HEREOF.**

Accepted and Agreed To:

**For Client**

By:



Title:

*Board President*

Date:

*4/6/15*

**For Wellmark, Inc.**

By:

Title: Vice President, Chief Procurement Officer

Date:



# FSA Plan Confirmation Form

### How to Complete this Form

1. Place your cursor in the highlighted blank in each field.
2. You can use the tab or arrow keys to move from one data field to another.
3. For those questions that utilize check boxes, double click on the box that applies and choose "checked".
4. Once completed, save the document and send to your Relationship Manager.

## Complete This Form and Return It to Your Relationship Manager

The following form collects the critical information WageWorks needs to prepare and properly service your program for the upcoming plan year. If there are no changes to your plan from the last plan year complete the first page only. Once received by your Relationship Manager and entered into the database, the information will populate the relevant data fields and displays on our employer and participant websites.

FSA Program Information		
<b>Program Sponsor/Employer Name/ER ID</b>	Urbandale Community School District 29788	
<b>Services Requested</b> <i>The new statutory contribution limit is \$2,550 on Health Care Flexible Spending Accounts ("health FSAs") for plan years that begin on or after January 1, 2015</i>	<input checked="" type="checkbox"/> Health Care FSA <input checked="" type="checkbox"/> Dependent Care FSA <input type="checkbox"/> HSA-compatible Health Care FSA <input type="checkbox"/> Adopt new Health Care Max \$2550	
<b>Estimated # of Eligible Employees</b> 450	<b>Estimated # of Participants</b> 150	
<b>ENR File expected Date</b>	<b>Date Completed (required)</b>	
<b>Completed By (required)</b>	Debra L Boston	
<b>ER Contact Signature (required):</b>	Celus Buster	
<i>Authorization: My signature above certifies that I am authorized to communicate the below plan information changes.</i>		
No Plan Changes- Complete this section only		
<b>Plan</b>	<b>Health Care FSA</b>	<b>Dependent Care FSA</b>
<b>There are no changes to the plan this year. All plan features and set up will remain the same as last year.</b>	<input checked="" type="checkbox"/> No changes	<input checked="" type="checkbox"/> No changes
<b>Plan Code</b> - Please provide a code for each plan. Important! This code will need to be updated on the PSF file for the new plan year.	HCFSA2015	DCFSA2015
<b>Open Enrollment Begin Date</b> What is the first day eligible participant can enroll during open enrollment? Important! The Open Enrollment dates drive the re-elect email reminders for existing participants.	5/1/2015	5/1/2015
<b>Open Enrollment End Date</b> What is the last day eligible participant can enroll during open enrollment?	5/31/2015	5/31/2015



If there are any changes to your plan or the enrollment processes complete this form in its entirety.

<b>I. FSA Plan Set-Up</b>		
<b>A. Plan Basics</b>		
Plan	Health Care FSA	Dependent Care FSA
<b>Plan Name</b> - Please provide a name for each plan.		
<b>Number of Eligible Employees</b>		
<b>Plan Start Date</b>		
<b>Plan End Date</b>		
<b>Qualified Changes</b> <i>Does this plan allow eligible participants to enroll, change or cancel their election (following a qualified change) in the middle of the plan year?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Eligible Dependents</b> <i>What individuals and dependents are eligible to receive benefits under this plan?</i>	<input type="checkbox"/> Spouse (Legally Married Spouse per IRS definition) <input type="checkbox"/> Relative (Qualifying Relative per IRS definition) <input type="checkbox"/> Other: _____ <b>Select ONE:</b> As the employer, you determine whether you want to extend dependent coverage to adult children through age 26. A change to this definition may require an amendment to your plan document. <input type="checkbox"/> Child (Qualifying Child per IRS definition) <b>OR</b> <input checked="" type="checkbox"/> Child (Qualifying Child as required for medical plans under the Affordable Care Act; age 26 or less as of the calendar year in which the expense was incurred)	

<b>B. Plan Features</b>	
<p><b>Payment Features</b> <i>What payment features are available under this plan?</i></p>	<p><input type="checkbox"/> WageWorks Health Care Card</p> <p><input type="checkbox"/> Pay My Provider</p> <p><input type="checkbox"/> Pay Me Back</p> <p><input type="checkbox"/> Automatic Health Plan Claims Reimbursement</p>
<p><b>Eligible Expenses</b> <i>What expenses are payable as benefits under this plan?</i></p>	<p><input type="checkbox"/> Standard FSA (according to current IRS regulations)</p> <p><input type="checkbox"/> Custom Expense List (If custom expenses are needed, please clearly define requirements to your Account Manager to ensure support can be provided. Note: custom expenses cannot be supported on the WageWorks Health Care Card.)</p>
<p><b>Qualified Changes</b> <i>What life events do you allow for participants to add, remove, or change coverage?</i></p>	<p><input type="checkbox"/> Standard list (according to IRS regs)</p> <p><input type="checkbox"/> Custom List (If custom qualified changes are needed, please clearly define requirements to your Account Manager to ensure support can be provided.)</p> <p><input type="checkbox"/> Plan does not allow mid-year changes in enrollments following qualified life events</p>

### C. HSA-compatible FSA Option

WageWorks offers a unique type of Health Care FSA plan that allows an employee who is covered under an HSA to also participate in a Health Care FSA. This plan is referred to as an HSA-compatible FSA.

Once an employee has met the deductible for their High Deductible Health Plan (HDHP), the account may be used for items and services typically covered by a standard FSA.

Here is how this plan works:

- This HSA-compatible FSA cannot be used for medical or pharmacy expenses until the participant's deductible for their HDHP is met.
- If the employee is designating their FSA as HSA-compatible, they must select this benefit prior to the plan year start date. There is no option to change from a standard FSA to an HSA-compatible FSA once the plan year begins.
- Per IRS regulations, an employee may not self certify that they have met the deductible of their HDHP plan. proof that an employee has met their HDHP deductible must be verified either by the employer or by the employee submitting proof to WageWorks that the plan's HDHP deductible has been met (depending on plan setup choice selected below).
- If the employers High Deductible Health plan has a higher deductible than the minimum required **statutory amount**, the HSA compatible FSA can begin reimbursing medical or pharmacy expenses when the statutory amount is met.

**Please indicate below how the HSA-compatible FSA will be set up and maintained during the plan year,(or choose "HSA-compatible FSA Option Not Available" if this does not apply to your program:**

**Employee Management of Initial Enrollment Selection of HSA-compatible Option and Post-HDHP Deductible Substantiation**

(Selection on Employee Site **prior to plan year start** and/or by ER via enrollment file. Proof that the HDHP deductible has been met is provided to WageWorks by the employee submitting the HDHP Form along with substantiation documentation of the HDHP deductible to WageWorks and/or by the Employer via PSF.)

**Employer Managed Initial Enrollment Selection & Employer Managed Post-HDHP Deductible Reset**

(Selection on Employee Site is not available. The employee submits the HDHP Form and proof of deductible met to WageWorks and/or by the Employer.)

*This option also allows both the Employer and the Employee to provide documentation to enable the account to be used for standard FSA eligible items after the HDHP deductible has been met.*

**Employer Managed Initial Enrollment Selection & Employer Managed Post-HDHP Deductible Reset**

(Selection on Employee Site is not available. Post-deductible reset made by the Employer.)

*This option is recommended only if the Employer will be handling the initial selection of the HSA-compatible FSA option as well as providing the documentation that the employee has met the HDHP deductible, thus enabling the reimbursement of standard eligible items after the HDHP deductible has been met.*

**Post-HDHP Deductible FSA Not Available**

**HSA-Compatible FSA Not Available**

D. Plan Setup		
Plan	Health Care FSA	Dependent Care FSA
<p><b>Mid-Year Claims Deadline</b></p> <p>How long does a participant have to file claims if coverage ends before the Plan End Date?</p> <p><i>Note: This rule is different than the end of plan year rule below as this rule applies in scenarios where participants' coverage ends mid-year for reasons such as termination or through a qualified life event.</i></p> <p>A "Claim it by" deadline date will be displayed to the participant online and on their statement of activity.</p>	<p>___ Days after Coverage End Date</p> <p>___ Days + end-of-month after Coverage End Date</p> <p>___ Months after Coverage End Date</p> <p>___ Months + end-of-month after Coverage End Date</p> <p>___ Days after Plan End Date</p> <p>___ Days + end-of-month after Plan End Date</p> <p>___ Months after Plan End Date</p> <p>___ Months + end-of-month after Plan End Date</p> <p><input type="checkbox"/> Same as previous year</p>	<p>___ Days after Coverage End Date</p> <p>___ Days + end-of-month after Coverage End Date</p> <p>___ Months after Coverage End Date</p> <p>___ Months + end-of-month after Coverage End Date</p> <p>___ Days after Plan End Date</p> <p>___ Days + end-of-month after Plan End Date</p> <p>___ Months after Plan End Date</p> <p>___ Months + end-of-month after Plan End Date</p> <p><input type="checkbox"/> Same as previous year</p>
<p><b>Carryover Option</b></p> <p>Allow employees to carry over up to \$500 of their unused WageWorks Health Care FSA account balance remaining at the end of a plan year.</p> <p>If Carryover is set to Yes Grace Period cannot be allowed.</p> <p>If electing Carryover ensure an amendment is completed and plan documents updated.</p>	<p><input type="checkbox"/> Yes</p> <p>Maximum Carryover Amount \$___</p> <p><input type="checkbox"/> No</p> <p>Participant Options:</p> <p><input type="checkbox"/> Allow election for limited coverage in next plan year (Recommend)</p> <p><input type="checkbox"/> Allow election to forfeit (Recommended only if ER does not offer HSA-compatible / limited coverage)</p> <p><input type="checkbox"/> Allow election to forfeit OR for limited coverage in next plan year (Not Recommended)</p> <p><input type="checkbox"/> None</p>	
<p><b>Grace Period</b></p> <p>How much additional time do active participants have after the Plan End Date to <b>incur</b> eligible expenses?</p> <p>Each participant will have a "Spend It by" date displayed on their online statement of activity, based on their coverage end date and any applicable grace period.</p> <p>A participant must be re-enrolled in the new plan year for the card to be available during the Grace Period.</p> <p>If Carryover is set to Yes (above) Grace Period cannot be allowed.</p>	<p><input type="checkbox"/> 2 ½ months</p> <p><input type="checkbox"/> 2 months</p> <p><input type="checkbox"/> 1 month</p> <p><input type="checkbox"/> No grace period</p> <p>Grace period supported on the debit card if debit card offered:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Note: Card transactions made during the grace period will be paid from the previous plan year balance, until those funds are exhausted, before making payments from the current plan year account.</i></p>	<p><input type="checkbox"/> 2 ½ months</p> <p><input type="checkbox"/> 2 months</p> <p><input type="checkbox"/> 1 month</p> <p><input type="checkbox"/> No grace period</p>
<p><b>End-of-Plan Claims Deadline</b></p> <p>How long does a participant have to file claims if covered through the Plan Year End Date?</p> <p>This should be the total run-out from the end of the plan year (not from the end of the grace period if a grace period</p>	<p>___ Days after Plan End Date</p> <p>___ Days + end-of-month after Plan End Date</p> <p>___ Months after Plan End Date</p> <p>___ Months + end-of-month after Plan End Date</p>	<p>___ Days after Plan End Date</p> <p>___ Days + end-of-month after Plan End Date</p> <p>___ Months after Plan End Date</p> <p>___ Months + end-of-month after Plan End Date</p>

applies).	<input type="checkbox"/> Same as previous year	<input type="checkbox"/> Same as previous year
<p><b>Leave of Absence</b></p> <p>Would you want WW to use system logic that would automatically create a period of non-coverage that prevents claims from being paid during that period but keep one continuous coverage period?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Same as previous year</p> <p>If yes is selected a participant will be covered under one continuous coverage period connected to a single account that has a period of non-coverage</p> <p>Claims incurred during the period of non-coverage are denied (based on service date).</p>	
<p><b>Claims Appeal Process</b></p> <p>Select the appropriate appeals process (with or without the second level of review from the plan sponsor) for this plan consistent with your formal plan document. Some non-grandfathered plans may be required to offer Employee Benefits Security Administration (EBSA) external review which should be determined by the plan sponsor.</p>	<p><input type="checkbox"/> WageWorks reviews initial appeals and the employer is the second level of review with final authority. (Standard)</p> <p><input type="checkbox"/> WageWorks reviews initial appeals and the employer is the second level of review with final authority (except option to be further appealed to EBSA for external review).</p> <p><input type="checkbox"/> WageWorks reviews all appeals and has final authority.</p> <p><input type="checkbox"/> WageWorks reviews all appeals and has final authority (except option to be further appealed to EBSA for external review).</p>	

<b>E. Account Funding</b>		
<b>Plan</b>	<b>Health Care FSA</b>	<b>Dependent Care FSA</b>
<p><b>Annual Election Amount</b></p> <p>What is the minimum and maximum annual election amount per participant?</p> <p>Do not include additional benefits that may be contributed by Program Sponsor over the election amount.</p>	<p>\$_____ (\$1) Minimum</p> <p>\$_____ Maximum</p> <p><input type="checkbox"/> Same as previous year</p> <p><i>The statutory contribution limit is \$2,550 on Health Care Flexible Spending Accounts ("health FSAs") for plan years that begin on or after January 1, 2015.</i></p>	<p>\$_____ (\$1) Minimum</p> <p>\$_____ (\$5,000) Maximum</p> <p><input type="checkbox"/> Same as previous year</p> <p><i>The statutory limit for pre-tax Dependent Care benefits is \$5,000 per calendar year.</i></p>
<p><b>Additional Funding Amount</b></p> <p>Are there additional funds that may be contributed by Program Sponsor over the election amount?</p>	<p>\$_____</p> <p><i>This amount Controls funding above Election Amount. Any additional funds contributed by the Program Sponsor are not included in the \$2500 statutory contribution limit. Health FSAs can include employer contributions of \$500 or up to a dollar for dollar match of each participant's election.</i></p>	<p>\$_____</p> <p><i>This amount Controls funding above Election Amount.</i></p>

<b>F. Plan Offer Details</b>		
<b>Offer Plan</b>	<b>Health Care FSA</b>	<b>Dependent Care FSA</b>
<p><b>Enrollment Source</b> <i>What method will your eligible participants use for enrollment?</i></p>	<input type="checkbox"/> WageWorks Site <input type="checkbox"/> Third Party Site <input type="checkbox"/> Company Site or Application <input type="checkbox"/> <b>Same as previous year</b>	<input type="checkbox"/> WageWorks Site <input type="checkbox"/> Third Party Site <input type="checkbox"/> Company Site or Application <input type="checkbox"/> <b>Same as previous year</b>
<p><b>Enrollment Method</b> <i>How will WageWorks be notified that eligible participants are enrolled in this plan?</i></p>	<input type="checkbox"/> Online Enrollment using WageWorks Site <input type="checkbox"/> Enrollment File <input type="checkbox"/> <b>Same as previous year</b>	<input type="checkbox"/> Online Enrollment using WageWorks Site <input type="checkbox"/> Enrollment File <input type="checkbox"/> <b>Same as previous year</b>
<p><b>Enrollment Message</b> <i>For Participants that do not enroll on the WW site this message is displayed on the Participants Site to eligible participants who inquire about enrollment during open enrollment or the new hire enrollment periods.</i></p>		
<p><b>Email Enrollment Confirmations</b> <i>Would you like a confirmation email to be sent to participants following the receipt of their enrollment record in our database (via any method)? (Note: If 0 is sent for ENR's, 0's will display on the confirm)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Changes to New Hire Eligibility</b> <i>Have you made any changes to your New Hire eligibility rules? Such as new hire waiting period, days in the enrollment window, date coverage ends.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes detail plan changes here:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes detail plan changes here:
<p><b>Updates to how Qualified Changes are handled</b> <i>Have you made any changes to your Mid-Year change rules? Such as are they allowed, where can changes be made, and the change window.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mid-Year changes are not allowed If yes detail plan changes here:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mid-Year changes are not allowed If yes detail plan changes here:
<p><b>Election Change Message</b> <i>For Participants that cannot make changes on the WW site this message is displayed on the Participants Site to enrolled participants who inquire about making changes.</i></p>		
<p><b>Open Enrollment File Date</b> <i>What date can WageWorks expect your open enrollment file, if applicable?</i></p>	Or <input type="checkbox"/> <b>Enroll on WageWorks website</b>	Or <input type="checkbox"/> <b>Enroll on WageWorks website</b>

<p><b>Additional Plan Information</b></p> <p><i>Provide additional plan details that are required for plan setup or any changes that WageWorks should be aware of for the new plan year.</i></p>		
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**ADDENDUM B TO MASTER SERVICES AGREEMENT  
FLEXIBLE SPENDING ACCOUNT**

This Addendum B to the Master Services Agreement (“Addendum”) is entered into by and between City of Urbandale (“Client”) and Wellmark, Inc. (“Wellmark”) effective as of July 1, 2015 (“Effective Date”) in connection with that certain Master Services Agreement dated July 1, 2015 between Wellmark and Client (the “Agreement”). In case of a conflict between this Addendum and the Agreement, this Addendum shall supersede. In case of a conflict between this Addendum and any Business Associate Agreement or Business Associate Contract between Client and Wellmark, the Business Associate Agreement or Business Associate Contract shall control. Capitalized terms used but not defined in this Addendum have the meaning ascribed to them in the Agreement.

Client has established a health and/or dependent care flexible spending arrangement (“FSA”) as set forth in the Agreement. Client, as plan administrator of the FSA, remains responsible for maintaining and operating the FSA, including paying all benefits owed or established under the FSA to its participants. Wellmark and/or Service Provider shall provide certain administrative services with respect to the FSA as set forth below and under the terms and conditions provided herein:

**1. Definitions**

The following terms shall have the following meanings in this Addendum:

“**Account**” means the notional accounts created for the health FSA and/or dependent care FSA to track the credits and disbursements of each Participant under the applicable FSA. Separate Accounts shall be created for a Participant’s participation in a health FSA and a dependent care FSA, as well as for each applicable plan year.

“**Available Benefits**” means (1) for a health FSA the Participant’s annual election for the plan year less the aggregate amount previously paid or reimbursed for the plan year, and (2) for a dependent care FSA, the aggregate amounts previously credited to the FSA Account from the Participant’s paycheck for the plan year as reported by Client less the aggregate amount previously paid or reimbursed for the plan year.

“**Participant**” means each individual (e.g., employee, former employee, who has an FSA Account as determined by Client and reported to Wellmark and/or Service Provider.

“**Monthly Service Fees**” means the fees set forth in Section 2 of this Addendum.

**2. Fees**

a. Administration Fee

The Administration Fee is \$400.00. The administration fee shall be paid prior to the execution date of the Agreement or such other date as agreed to by the Parties to the Agreement. Wellmark reserves the right to make rate changes with thirty (30) days notice prior to any annual automatic renewal.

b. Monthly Service Fees

The FSA “Monthly Service Fee” is \$5.00 per participant per month (PPPM)\*.

\*PPPM means Per Participant per Month and applies to each individual with at least one account election. For example, an individual who enrolls in both the health FSA and dependent care FSA would be charged as one participant. The fee will be charged for any



month within a plan year that the account exists. Wellmark reserves the right to make rate changes with thirty (30) days notice prior to any annual automatic renewal.

If Client informs Wellmark of its intention to terminate prior to the end of their plan year, and Client requests Wellmark to administer the Run out Period and Grace Period (as defined below), Wellmark will do so and may charge a fee for such administration.

“Run out Period” means the period after the close of the plan year in which claims may be submitted by an Employee or other beneficiary. This period is defined and established by the Client, and may be changed for future plan years by the Client if the change is made before the new plan year begins.

“Grace Period” means the amount of time (but no more than 2-1/2 months) following the close of the plan year that a Participant may incur eligible expenses for reimbursement and during which the eligible expenses may be applied against the Employee’s FSA Account for the prior plan year, and to the extent the balance of the Employee’s FSA Account is exhausted for the prior plan year will be applied to the balance of the Employee’s FSA Account for the current plan year (i.e., the plan year in which the expense is incurred) if the Employee has enrolled for an FSA Account for that year.

c. Run-Out Administration

Wellmark shall provide FSA claim processing services following the Agreement’s termination for eligible claims incurred prior to the termination of the Agreement. Such run-out services shall not last longer than the end of the Run-Out Period for the plan year in which the Agreement terminates. All of the terms of this Addendum shall apply to the post-termination run-out services. However, Wellmark shall not provide the run-out services after the Agreement’s termination if the Agreement was terminated because Client failed to pay Monthly Service Fees due, Client failed to provide the benefit claims funding required under Section 3 and the applicable related appendix, or for any other material breach of the Agreement or any Service Provider Agreement.

**3. Benefit Claims Funding**

All funding shall be provided pursuant to the Funding Agreement executed between Client and Service Provider.

Neither Wellmark nor Service Provider shall be liable or use its own funds for the payment of benefits under the FSA, including, without limitation, where sought as damages in an action against Client, Wellmark, Service Provider or the FSA. Wellmark and Service Provider do not insure nor underwrite Client’s liability to provide benefits under the FSA, and Client shall have the sole responsibility and liability for payment of all benefits under the FSA.

**4. Administrative Service Fee Invoice and Payment**

Wellmark shall deliver monthly invoices for Monthly Service Fees via paper or electronically (e-mail or web accessible) to Client. All payments for Monthly Service Fees are due on the due date set forth on the invoice.

## 5. FSA – Specific Scope of Administrative Services

As provided in Section 1.02 of the Agreement, Client acknowledges and agrees that: (i) Wellmark intends to contract with a Service Provider for the performance of some or all of the Services hereunder; (ii) any or all obligations of Wellmark hereunder may be subcontracted and delegated to Service Provider, in Wellmark's discretion; (iii) the Services provided by Service Provider on behalf of Wellmark may be provided directly to Client, in Wellmark's discretion; and (iv) Client may be required to interact directly with Service Provider with respect to one or more obligations of Client hereunder, as directed by Wellmark.

### a. Enrollment and Processing Enrollment Files

Client shall be solely responsible for determining the individuals who are eligible to participate in the FSA. Client shall provide Wellmark with a complete list of all Participants eligible to participate in the FSA, and any demographic or other information that Wellmark may need to properly administer the FSA pursuant to this Agreement. Client shall notify Wellmark on a monthly basis (or such shorter time period as agreed to by the parties) of any changes in Participant information. All Participant information shall be provided to Wellmark in an electronic format pursuant to Section 5(c). Wellmark shall process all data file(s) within a commercially reasonable time after receipt.

In determining any person's eligibility under the Plan, Wellmark shall rely on the eligibility information furnished by the Client, and any signed statements by Participants. It is mutually understood that the effective performance of this Agreement by Wellmark will require that the Client advise it on a timely basis during the continuance of this Agreement of the identity of individuals eligible for benefits under each of the respective Plans. Information modifying a Participant's eligibility or status or election under either Plan shall identify the effective date of eligibility and the termination date of eligibility and shall be provided (via fax, mail, e-mail, electronic submission, or Interactive Voice Response system) prior to the effective date of such modification in order to be considered by Wellmark in making benefit determinations hereunder. If Client determines that Wellmark has incorrectly applied the eligibility provisions of the applicable Benefit Plan and informs Wellmark in writing, all future transactions will be processed according to Client's interpretation as stated in writing. Client shall indemnify and hold Wellmark, Service Provider and their respective directors, officers, employees and agents harmless from and against any and all claims, damages, expenses, losses or other obligations or liabilities arising out of or relating to the processing of transactions based on Client's interpretation.

Late notification of FSA eligibility or incorrect FSA eligibility information provided by Client to Wellmark may result in erroneous benefit claim payments. In this event, Client shall be solely responsible for any such erroneous payment and Client shall also be solely responsible for collecting any such erroneous payments from the individual.

### b. Services Available to FSAs

Wellmark may provide Bill Payment Services, Reimbursement Services and the Card Services (as those terms are defined below) for Client's FSA. The maximum payment pursuant to any or all mechanisms shall be limited to the Available Benefits at the applicable time.

i. Bill Payment Services

“Bill Payment Services” (referred to as “Pay My Provider” on Service Provider’s website) means services under which Wellmark will pay FSA eligible expenses described in this Agreement on behalf of a Participant. Payment will be made via a check or other electronic funds transfer directly to the health care or dependent care provider. Only payee information inserted on Service Provider’s web site or provided through direct contact with customer service representatives during normal business hours will be acted upon. Mail, fax, electronic mail, or voicemail directions will not be processed.

ii. Card Services

“Card Services” means the services under which Wellmark will pay FSA eligible expenses described in this Agreement on behalf of a Participant. Payments will be made directly to the health care provider, drugstore or other qualifying entity via debit card (a plastic, magnetically coded card with preset spending limits). The operation and the terms and conditions of debit cards are set forth at <https://www.wageworks.com/employers/terms-and-conditions/wageworks@-debit-card-program.aspx>. Card Services shall not be available for dependent care FSA benefits.

iii. Reimbursement Services

“Reimbursement Services” (referred to as “PayMeBack” on Service Provider’s website) means services under which Wellmark will reimburse FSA eligible expenses described in this Agreement on behalf of a Participant. Reimbursements shall be made to Participants via a check or direct deposit. Claims may be submitted by Participants through one or both of the following methods:

- A. Participants may submit paper-based claim forms to Wellmark for adjudication. Wellmark shall post the time and manner for submitting paper-based claims on the website accessible by Participants (“Participant Site”).
- B. At the election of Client, Wellmark will reimburse Participants for expenses reported to Wellmark by the medical plan carriers (known as Automatic Health Plan Claim or (“AHPC”). Wellmark will deem all claims provided by such carriers as eligible medical expenses without further adjudication. Client agrees that it is responsible for ensuring that such medical plan carriers provide timely, accurate and complete data files in the format and method specified by Wellmark (e.g., posting to a SFTP). This reimbursement method shall not be available for dependent care FSA benefits.

iv. Ordering Rule

If the Available Benefits are not sufficient in a Participant’s Account on any given day, the order of payments processed shall be claims pursuant to Card Services first, if there is any amount remaining thereafter, claims pursuant to Reimbursement Services second, and if there is any amount remaining thereafter, claims pursuant to Bill Payment Services last. To the extent that a Participant’s Account has an amount of Available Benefits for some but not all claims within a particular services category, claims will be paid or reimbursed in the order received. No claim shall be paid or reimbursed that would allow a Participant’s Account to be negative.

c. Reports

Wellmark will make standard reports available for viewing and for download from a Client- accessible website, including a summary of expenditures claimed by the Participants, the number of Participants, and the total amount of benefits paid or reimbursed, for each FSA as applicable. In addition, Client shall have access to a website where individual Participant Account transaction details may be viewed ("Service Site"). Because the Service Site contains individual health information and other personal information, Client shall be solely responsible to control the access to the Service Site based on its own internal confidentiality and HIPAA privacy policies and procedures.

d. Claims Processing and Fiduciary Duties

Client agrees that Client but neither Wellmark nor Service Provider is the plan administrator of the FSA as such term is described under ERISA or the Code. Neither Wellmark nor Service Provider shall have power or authority to waive, alter, breach or modify any terms and conditions of the FSA. Further, Client agrees that Client but neither Wellmark nor Service Provider is the claims fiduciary of the FSA, as such term is used under ERISA. Wellmark and/or Service Provider shall make payments or distributions in accordance with the framework of policies, interpretations, rules, practices and procedures set forth in the FSA and as otherwise agreed upon or directed by Client. Wellmark and/or Service Provider shall neither have nor shall be deemed to exercise any discretion, control, or authority with respect to the disposition of Available Benefits. Wellmark agrees that it shall perform services on behalf of the FSA, only as set forth in this Addendum. Other than appeals of denied claims, no claims are accepted after the end of the applicable Run- out Period.

Based upon the foregoing, Client hereby assigns to Wellmark (and Service Provider, as the case may be) the following:

i. Initial Claims for Health Care FSA

Claims for FSA benefits must be submitted in a form that is satisfactory to Wellmark. Wellmark shall determine whether a benefit is payable under the FSA's provisions as based on the terms of this Addendum and as mutually agreed to by Wellmark and Client. Client shall provide to Wellmark the applicable summary plan descriptions and plan documents for Wellmark to review and to assist in processing claims for the FSA. Wellmark shall use claim procedures and standards developed by Wellmark for benefit claim determination, which for a health care FSA shall be in compliance with Section 503 of ERISA and the regulations promulgated thereto with respect to initial claims for benefits.

ii. Appeals for Health Care FSA

For a health care FSA, Client represents that the FSA plan documents and summary plan description shall provide for a 2-stage appeal process pursuant to the provisions of Section 503 of ERISA and the regulations promulgated thereto. Wellmark shall process the first appeal using claims procedures and standards developed by Wellmark for benefit claim determinations, which are in compliance with Section 503 of ERISA and the regulations promulgated thereto with respect to appeals of denied claims for benefits. However, the second and the final appeal shall not be the responsibility of Wellmark but shall be processed and be the responsibility of Client or the plan administrator of the FSA.

Accordingly, because Wellmark does not process the final appeal, Wellmark shall not be the claims fiduciary with respect to the FSA.

iii. Claims and Appeals for Dependent Care FSA

Claims for dependent care FSA benefits must be submitted in a form that is satisfactory to Wellmark. Wellmark shall determine whether a benefit is payable under the FSA's provisions as based on the terms of this Addendum and as mutually agreed to by Wellmark and Client. Client shall provide to Wellmark the applicable descriptions and plan documents for Wellmark to review and to assist in processing claims for the dependent care FSA. Wellmark shall use its claim procedures and standards developed by Wellmark for benefit claim determinations. Wellmark shall process one appeal of a denied dependent care claim using procedures and standards developed by Wellmark for benefit claim determinations and appeals. Any additional appeals thereafter shall be the responsibility of Client.

**6. Additional Services**

a. Communications Materials

Wellmark will provide access to an online communications gateway ("Gateway") where Client may access and download standard electronic communications material at no additional charge. Certain quantities of standard printed communications may also be available at no additional charge. Customized items are available for additional fees, and Client agrees to pay bulk sales or similar taxes (if any), shipping and handling for any standard or customized material orders. Notwithstanding the foregoing, it is Client's responsibility to ensure that the summary plan descriptions, plan documents and any other documentation relating to the FSA are appropriately completed, are in compliance with the requirements of the FSA and applicable law, and are appropriately and timely adopted by Client. Client shall be solely responsible for distributing summary plan descriptions, summaries of material modification and any other documentation with respect to the FSA to Participants on a timely basis as provided by applicable law. Client shall also be solely responsible for complying with HIPAA, COBRA and ERISA with respect to the FSA and making any filing with the appropriate governmental agencies, including the Department of Labor and the Internal Revenue Service with respect to the FSA.

b. Assistance in Enrollment Meetings

Upon Client's request, Wellmark will participate in enrollment meetings and benefit fairs at an additional charge.

c. File and Data Exchange

Wellmark shall provide a set of electronic file specifications for Client to deliver data to Wellmark. Client is responsible for developing the routines, programs, and other means in which to deliver electronic data to Wellmark. The parties will exchange test data to ensure that they can receive and process each other's files. Wellmark shall also work with any other third party vendor hired by Client to provide such data to Wellmark, provided that Wellmark reserves the right to require such third-party vendor to enter into a data sharing agreement with Wellmark prior to exchanging any data.

d. Adjudication of Eligible Expenses

Wellmark shall determine whether an expense is qualified under the Internal Revenue Code and regulations thereunder, and any IRS written rulings, notices, and advisories based on rules and procedures developed by Wellmark. By entering into this Agreement, Client has authorized and instructed Wellmark to implement its standard administrative procedures to provide services in accordance with this Addendum and the Agreement. Client and Wellmark agree that if Client provides Wellmark with specific written instructions (in a form acceptable to Wellmark) to provide services in a manner other than in accordance with Wellmark standard procedures, Wellmark may (but is not required to) comply with Client's written instructions. However, to the extent that Wellmark complies with such instructions, Client and not Wellmark shall be solely responsible for Wellmark's actions so taken, Client expressly releases all claims against Wellmark in connection with any claim or cause of action that results from or in connection with Wellmark following Client's written instructions and Client shall indemnify and hold Wellmark harmless (including reasonable attorneys fees and costs) for any claims, losses or other damages that results from or in connection with Wellmark following Client's written instructions.

e. Participant Call Center

Monday through Friday from 7:00AM CT to 7:00PM CT, excluding holidays and other non- business days, customer service representatives will be available to answer phone calls regarding the administration of the benefits selected by Client. Outside these hours, Participants may access the Participant Site or use an interactive voice response unit.

f. Client Services

Client Services shall be available to answer phone calls from Client HR representatives on issues such as employee case escalation, file transfer errors, and using the Service Site. The hours of operations are 7:00AM CT to 7:00PM CT, Monday through Friday, except for holidays and other non-business days.

**7. No Refunds for Benefits Delivered**

Wellmark will not provide or negotiate for refunds of unused services or unneeded items. Wellmark is not responsible for determining whether a Participant received a cash refund from a merchant or provider for items or services originally purchased or paid for using a debit card. In addition, Wellmark shall not be responsible for negotiating or procuring on behalf of Employee dependent care services or medical services or products. Employees must obtain or negotiate for such services on behalf of themselves (e.g., an Employee must first ensure that a child care provider will accept the Employee's child prior to establishing Bill Payment Services for that provider). Client is solely responsible for making the FSA whole if fraud is committed against the FSA by Participants or other individuals. Wellmark shall not be responsible for identifying, pursuing or correcting any fraudulent actions by Participant.

170 South 1000 East  
Salt Lake City, UT 84102



☎ 888.471.0280 (Toll free)  
☎ 877.504.3190 (Toll free)

*Company Name (please print) <b>Urbandale Schools</b>		*Industry
*Contact Person Name		<b>Contact info for debtors</b> (if not same as contact info on left) Person or Department to Contact <b>Steve Richman</b> Address City, State, Zip Email Address <b>richmans@urbandaleschools.com</b> Phone <b>515-457-5010</b> Fax
*Address <b>11152 Aurora Ave.</b>		
*City, State, Zip <b>Urbandale IA 50322</b>		
*Email Address		
*Phone <b>515-457-5010</b>	Fax	
Additional Info		

## Order Information

CONSUMER LETTERS	C	S1	S2	COMMERCIAL LETTERS	S2	TYPE	#	UNIT COST	TOTAL
General			X	Standard		C			
Medical/Dental				Diplomatic		S1			
Insurance (Medical)				Spanish Speaking		S2	500	11.00	5500
Banking (Open)				<input type="checkbox"/> Replace calls with letters in Step 1		Other			
Banking (Closed)				<input type="checkbox"/> Client adds interest to unpaid balance					
Spanish Speaking				<input type="checkbox"/> Client must authorize all transfers to Step 3					
									Subtotal
									Sales Tax
									Total Paid ( )
									Total Due <b>5,500.00</b>

<b>ACCOUNT TYPE</b> <input type="checkbox"/> New <input type="checkbox"/> Reorder <input type="checkbox"/> Master <input type="checkbox"/> Sub <input type="checkbox"/> Remittance Master <input type="checkbox"/> Combined Reporting <input type="checkbox"/> Option Pickup <input type="checkbox"/> Usage	<b>COLLECT DETAILS</b> <b>Settle in Full Authority (REQUIRED)</b> Client authorizes Kinum to settle at no less than <input type="text" value=""/> % of the account balance.  <b>Commercial Options</b> <input type="checkbox"/> Standard <input type="checkbox"/> Diplomatic <input type="checkbox"/> Free 10-day Demand	<b>Commission Rate</b> on accounts assigned from Connect to Collect phase: <input type="text" value=""/> % if less than 1 year old <input type="text" value=""/> % if more than 1 year old <input type="text" value=""/> % Legal <input type="text" value=""/> % Return Merchandise
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## Payment Information

**Paid in Full**     **Payment Plan** — Client agrees to pay the balance of \$ \_\_\_\_\_ in \_\_\_\_\_ installments of \$ \_\_\_\_\_ each.  
Payments will be due on the 10th of each month.

**Check attached**     **Send an invoice**  
 **Credit Card** — Client authorizes Kinum to charge \$ \_\_\_\_\_ to the credit card below for the services indicated.

CC #	Exp. Date	Billing Zip	Sec. Code
Name on Card		Authorized Signature for CC	

**ACH** — Client authorizes Kinum to debit or charge the account indicated below for payment of Connect services.

Routing #	Checking #	Authorized Signature
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# Service Agreement

This agreement is made between Kinum, Inc. ("Kinum," "We," or "Us") and \_\_\_\_\_, referred to as "Client" or "You."

Kinum has two main phases: *Connect* and *Collect*.

**CONNECT.** In Connect, our system automatically contacts your debtors up to 5 times in your name, and then up to 4 times in our name. Debtors are instructed to make payment to you, and you will notify us when you receive payment. You may stop or cancel the collection process on an account at any time during the Connect phase—you're the boss.

**COLLECT.** If the debtor has not responded to 9 reminders or demands, or a letter is returned because the debtor has moved, you automatically assign and delegate the collection duties to us. We will notify you when we are about to transfer an account from Connect to Collect, and give you one last chance to suspend or cancel it. If an account is transferred, you agree to immediately stop your collection efforts. In the Collect phase, debtors will be instructed to make payments to us, but if they pay you directly, we are still entitled to our commission and fees. We will pay you what we collect, after deducting the commission based on the rate found on page 1. If our in-house collection team is unsuccessful in collecting the debt, we may send it to an attorney to make additional collection efforts.

**TERM.** This Agreement begins the day we sign it and continues until cancelled by you or us with at least 30 days written notice. You agree to pay us commissions, fees and costs we've earned prior to cancellation, including commissions on money received in the future as part of a payment arrangement we've made with debtors.

## WE PROMISE TO:

1. Professionally collect the debt in accordance with the Fair Debt Collection Practices Act and state law, and to maintain the privacy and confidentiality of debtor information entrusted to us.
2. Combine orders to ensure that you pay the lowest rate. Orders made within 120 days of your original order are added to that order to qualify for the best volume pricing. For example, if you purchase 100 accounts (at \$18.25/account) and purchase another 150 accounts ninety days later, we will combine the two orders and charge you the 250 account volume price of \$16.75 on the second 150 accounts purchased.
3. Utilize interest to offset the costs of collection and as a negotiating tool for debt settlement. If you add interest to delinquent accounts as permitted by law and your contract with the debtor, we are entitled to a commission on interest recovered at the rate listed on page 1. If you don't add interest, and we choose to add it, we may retain any interest recovered. In either event, you grant us the discretion and authority to waive interest as an incentive to induce payment of the debt.
4. Mail to you by the 15th of each month a statement and the money we recovered the prior month. Although we instruct debtors in the Collect phase to make payments to us, they often will make payments to you. We are entitled to deduct from payments we have received, or charge you for payments you have received—the commissions, interest, convenience fees and returned check fees we have earned.
5. Send difficult Collect accounts to an attorney, who will make a written demand and phone calls for payment. There are no additional fees for this service, but you agree to pay a commission (at the rate listed on page 1) on debts collected by the attorney as a result of the written demand and phone calls. If those efforts are unsuccessful, the attorney will review the case at no cost to you and recommend whether to take legal action, and estimate the costs. You will be responsible for legal expenses only if you instruct the attorney to take legal action.
6. Indemnify and hold you harmless from and against any claims, liabilities, damages, and penalties resulting from our collection efforts on your behalf, unless you have given us inaccurate, misleading, or out-of-date information, or have acted negligently.

## YOU PROMISE TO:

1. Provide us with accurate debtor information, and the components (including principal, interest, and fees) that make up the account balance. You will indemnify and hold us harmless from, and against any claims, actions, or penalties with respect to accounts you have given us that contain inaccurate, incomplete, or misleading information. If you have added interest, penalties or other fees to an account, at our request you will provide us with copies of the agreements that permit such charges, and verify that they are allowed under state and federal law.
2. Automatically assign accounts to us for collection that have completed the Connect phase or are returned due to an incorrect address, unless you have suspended or canceled them.
3. Immediately update changes in the accounts (through our web portal or by email) including payments you have received, and send us all account-related notices received from the debtor, his or her representatives, agents, attorneys, courts or others.
4. Authorize us to settle any accounts at or above the Settle in Full Authority rate listed on page 1.
5. Excuse us from performing under this agreement due to any act or event beyond our control (Force Majeure), until such act or event no longer prevents us from performing.
6. Grant us authority (with respect to money recovered in the Collect phase) to endorse negotiable instruments. You authorize us to earn and retain all convenience fees, returned check fees, and the commission (at the rate listed on page 1) for the credited value of Returned Merchandise received in payment of a debt.

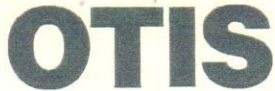
**ENFORCEMENT.** If legal action is necessary to enforce this Agreement, all costs, reasonable attorney's fees, and expenses incurred to remedy any breach will be borne by the losing party. The laws of the State of Virginia, subject to the exclusive venue and jurisdiction of the state of Utah, or federal courts located nearest to Salt Lake City, Utah, shall apply to such claims.

## OUR GUARANTEE

We promise that your collection results will significantly improve if all accounts purchased under this Agreement are entered and processed through our Connect phase as instructed by our representative, or we will refund your money.

COMPANY NAME Urbandale Schools SIGNATURE OF KINUM REP \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ X PRINTED NAME \_\_\_\_\_  
PRINT NAME \_\_\_\_\_ X DATE \_\_\_\_\_  
TITLE \_\_\_\_\_ X





One Farm Springs  
Farmington, CT 06032

CUSTOMER NO.	DATE	INVOICE NO.
473810	01/20/16	CC05102216

AMOUNT DUE ON SERVICE CONTRACT:  
**4,722.84**

**INVOICE**

Enclose This Coupon With Your Payment.  
Make Check Payable To:  
OTIS ELEVATOR COMPANY

Mail payment to:



OTIS ELEVATOR COMPANY  
P.O. BOX 73579  
CHICAGO IL  
60673-7579

MB 01 004765 46427 B 20 A

URBANDALE HIGH SCHOOL  
% URBANDALE HIGH SCHOOL  
11152 AURORA AVE  
URBANDALE IA 50322-7903



PLEASE SEND CORRESPONDENCE TO YOUR LOCAL OFFICE AS SHOWN BELOW

00CC05102216 0000472284 6

★ DETACH RETURN DOCUMENT ALONG PERFORATION ★

**INVOICE**

**OTIS ELEVATOR  
\*\* SERVICE CONTRACT CHARGES \*\***

<u>CUSTOMER NO.</u>	<u>DATE</u>	<u>INVOICE NO.</u>
473810	01/20/16	CC05102216

BUILDING CC 456752 URBANDALE HIGH SCH -OFC  
CONTRACT CC 05102

SERVICE FROM 02/01/16 TO 01/31/17 4,722.84  
TOTAL CURRENT CHARGES DUE 4,722.84

- - - PRICE ADJUSTMENT - - -

IN ACCORDANCE WITH THE PROVISION FOR THE ADJUSTMENT OF PRICE AS SET FORTH IN THE CONTRACT ENTERED INTO BETWEEN US FOR THE SERVICE OF ELEVATOR EQUIPMENT:

THE FORMER PRICE OF 385.97 HAS BEEN ADJUSTED AS INDICATED BELOW BASED UPON THE CHANGES THAT HAVE OCCURRED IN THE ELEVATOR EXAMINERS' COST AND IN MATERIAL INDEX BETWEEN DECEMBER, 2014 AND DECEMBER, 2015. THE ADJUSTED PRICE BECOMES EFFECTIVE FEBRUARY 01, 2016 AND SHALL REMAIN IN EFFECT UNTIL JANUARY 31, 2017 WHEN IT WILL BE SUBJECT TO ADJUSTMENT.

CLAUSE 1 - BASED ON CHANGES IN PRODUCER METALS AND METAL PRODUCTS COMMODITY INDEX:

(A)	(B)	(C)=B/A	(D)	(E)=C*D
FORMER INDEX	CURRENT INDEX	RATIO OF CHANGE	FORMER MATERIAL	CURRENT MATERIAL
212.6000	188.5000	88.66416	38.60	39.36

CLAUSE 2 - BASED ON CHANGES IN ELEVATOR EXAMINERS' HOURLY COST:

(A)	(B)	(C)=B/A	(D)	(E)=C*D
FORMER EXAMINERS' COST	CURRENT EXAMINERS' COST	RATIO OF CHANGE	FORMER LABOR	CURRENT LABOR
75.5518	78.1583	103.44995	347.37	354.21
				393.57 PER MO

YOUR NEW INVOICE AMT 4,722.84 TOTAL

FOR ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS AT: 1-515-270-2066  
OR WRITE OTIS ELEVATOR 10052 JUSTIN DR SUITE D URBANDALE IA 50322

**PAYMENT DUE UPON RECEIPT-PLEASE PAY PROMPTLY**

WE CERTIFY THAT THE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.

OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE ON THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.



Board of Director's Meeting - 2/15/16  
Special Report #20

Company Address 766 Hampshire Rd  
Suite B  
Westlake Village, CA 91361  
US

Created Date 2/11/2016  
Expiration Date 3/10/2016  
Quote Number 00035493

Prepared By Matt Jenkins  
Phone 866-499-2580  
Email matt.jenkins@schooltechsupply.com  
Fax (888) 801-3381

Account Name Urbandale CSD (IA)  
Contact Name Josh Whitver  
Phone +1 (515) 457-6800  
Email [whitverj@urbandale.k12.ia.us](mailto:whitverj@urbandale.k12.ia.us)

Bill To Name Urbandale CSD (IA)  
Bill To 11152 Aurora Ave  
Urbandale, IA 50322  
USA

Ship To Name Urbandale CSD (IA)  
Ship To 11152 Aurora Ave  
Urbandale, IA 50322  
USA

Product	Quantity	Line Item Description	Sales Price	Total Price
Misc TXE Equip Sale	1.00	Purchase of surplus technology equipment, includes the cost of freight and the deployment of labor & packing materials to pack & palletize the equipment for safe transport	(\$13,225.00)	(\$13,225.00)
Special Instructions	1.00	The equipment is subject to complete audit before final amount is paid, the results will be reviewed with Urbandale CSD before the transaction is finalized	\$0.00	\$0.00

Subtotal (\$13,225.00)  
Discount 0.00%  
Total Price (\$13,225.00)  
Grand Total (\$13,225.00)  
Leasing Option (\$4,730.58)

**All computers are Refurbished, unless otherwise noted  
All Sales are subject to applicable Sales Tax**

**Final approval for leasing option is dependent on a credit review conducted by TEQlease Finance.  
The Leasing Option above is for 3 years, paid annually, in advance.  
For details of financing options contact - Bruce Fornatoro (844) 222-1006 or [bfornatoro@teglease.com](mailto:bfornatoro@teglease.com).**

Payment Terms: Net 30 days from the invoice date

To accept this quote, please sign below, and submit either a purchase order or the attached Order Form.

Please make payment via wire transfer payable to: School Tech Supply c/o Pacific Western Bank, P.O. Box 2999, Phoenix, AZ, 85062-2999 or Overnight Delivery: 4000 North Central Avenue, Suite 100, Phoenix, AZ, 85012.

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

**Urbandale Community School District**  
 Revenue Summary Report

**Board of Director's Meeting - 2/15/16**  
 Special Report #21

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	75,753.40	6,135,422.56	5,467,132.44	52.88
1114 INSTR. SUPPORT TAXES	1,539,704.00	10,125.97	828,581.45	711,122.55	53.81
1116 HOMESTEAD CREDIT	191,410.00	.00	192,826.18	-1,416.18	100.74
1171 UTILITY REPLACEMENT	711,972.00	.00	350,432.77	361,539.23	49.22
1321 REG TUITION - NOT OE	778,131.00	175,527.00	370,730.04	407,400.96	47.64
1323 OE REG ED TUITION	3,963,128.00	1,141,801.02	1,863,078.71	2,100,049.29	47.01
1324 SPE ED-OPEN ENROLL	1,694,538.00	.00	.00	1,694,538.00	.00
1361 REG TUITION SUM SCHL	5,300.00	.00	.00	5,300.00	.00
1411 TRANSP-REG ED PS	61,564.00	.00	-495.00	62,059.00	-.80
1510 INVESTMENT INTEREST	893.00	70.56	602.77	290.23	67.50
1790 OTHER ACT INCOME	9,262.00	.00	65.00	9,197.00	.70
1910 RENTALS	82,655.00	7,650.00	67,720.84	14,934.16	81.93
1920 CONTRIB & DONATIONS	73,588.00	10,564.76	38,462.84	35,125.16	52.27
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 TXTRK SALES PS	207,269.00	-275.00	-375.83	207,644.83	-.18
1945 ID CARDS	1,315.00	75.00	405.00	910.00	30.80
1991 SALE OF MATERIALS	25,444.00	.00	1,231.04	24,212.96	4.84
1999 MISC REVENUE	82,455.00	5,646.20	118,685.81	-36,230.81	143.94
2211 POLK CO GAMING GRANT	47,159.00	46,783.35	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	7,310,209.00	7,264,371.00	50.16
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	278,960.00	281,842.00	49.74
3121 FOSTER CARE	17,273.00	.00	.00	17,273.00	.00
3202 BT MENTOR/INDUCTION	33,800.00	.00	22,140.30	11,659.70	65.50
3204 SALARY IMPRVMT PROG	1,887,134.00	188,713.00	943,565.00	943,569.00	50.00
3214 AEA FLOW THROUGH	1,384,477.00	1,384,477.00	1,384,477.00	.00	100.00
3216 IOWA EARLY INTERVENT	213,207.00	21,321.00	106,605.00	106,602.00	50.00
3221 TRANSP NON-PUBLIC	116,728.00	.00	.00	116,728.00	.00
3222 TXTRK 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	40,028.00	.00	39,778.00	250.00	99.38
3373 THR OLY PFDEV CORE	66,496.00	6,650.00	33,250.00	33,246.00	50.00
3376 TEACH QUAL PROF DEVE	156,460.00	15,646.00	78,230.00	78,230.00	50.00
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	.00	120,940.00	.00
4501 TITLE I	284,501.00	79,785.00	79,785.00	204,716.00	28.04
4531 PERKINS TITLE II-C	38,651.00	.00	.00	38,651.00	.00
4542 JUVENILE CRT LIASON	28,392.00	.00	.00	28,392.00	.00
4621 GRANT CDD	.00	.00	100.00	-100.00	.00

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

Revenue Summary Report

FJRES01A

Periods 07 - 07

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	51,496.06	175,757.98	432,984.02	28.87
4643 TL IIA FED TCHR QUAL	51,543.00	.00	.00	51,543.00	.00
4648 TITLE VI-A ASSESSMNT	19,670.00	.00	15,552.00	4,118.00	79.06
4720 FED GRANT THRU AEA	170,635.00	.00	83,709.50	86,925.50	49.06
5311 COMPENSATION LOSS	11,152.00	.00	.00	11,152.00	.00
5900 UPWARD ADJ-BEG BAL	90.00	.00	.00	90.00	.00
10 GENERAL	42,595,664.00	4,727,983.32	21,642,193.37	20,953,470.63	50.81
21 STUDENT ACTIVITY					
1510 INVESTMENT INTEREST	60.00	.00	30.32	29.68	50.53
1710 ADMISSION FEES	231,581.00	15,456.00	110,673.74	120,907.26	47.79
1748 CONTEST FEES CHARGED	26,800.00	1,975.00	19,370.00	7,430.00	72.28
1790 OTHER ACT INCOME	406,050.00	19,974.20	138,124.94	267,925.06	34.02
1791 FUND RAISERS	92,980.00	48.48	42,331.41	50,648.59	45.53
21 STUDENT ACTIVITY	757,471.00	37,453.68	310,530.41	446,940.59	41.00
22 MANAGEMENT LEVY					
1110 REG PROPERTY TAXES	704,510.00	4,599.85	372,551.91	331,958.09	52.88
1116 HOMESTEAD CREDIT	10,929.00	.00	10,387.68	541.32	95.05
1171 UTILITY REPLACEMENT	38,378.00	.00	18,889.93	19,488.07	49.22
1989	31,892.00	.00	.00	31,892.00	.00
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	.00	7,335.00	.00
22 MANAGEMENT LEVY	793,915.00	4,599.85	416,111.67	377,803.33	52.41
24 PUB ED & REC LEVY					
1110 REG PROPERTY TAXES	140,423.00	917.03	74,267.34	66,155.66	52.89
1116 HOMESTEAD CREDIT	1,972.00	.00	2,059.29	-87.29	104.43
1171 UTILITY REPLACEMENT	7,650.00	.00	3,765.17	3,884.83	49.22
3801 MILITARY CREDIT	49.00	.00	46.61	2.39	95.12
3803 COMMER & INDUST REPL.	1,327.00	.00	.00	1,327.00	.00
24 PUB ED & REC LEVY	151,421.00	917.03	80,138.41	71,282.59	52.92
33 SALES TAX FUND					
1510 INVESTMENT INTEREST	2,479.00	.00	1,231.10	1,247.90	49.66
3361 School Infrast. Supp AMT	3,205,976.00	.00	1,206,205.09	1,999,770.91	37.62
33 SALES TAX FUND	3,208,455.00	.00	1,207,436.19	2,001,018.81	37.63
36 PHY PLANT & EQ LEVY					
1110 REG PROPERTY TAXES	914,190.00	5,887.20	481,735.03	432,454.97	52.70
1116 HOMESTEAD CREDIT	4,871.00	.00	12,603.24	-7,732.24	258.74
1171 UTILITY REPLACEMENT	46,464.00	.00	22,869.83	23,594.17	49.22
1510 INVESTMENT INTEREST	6.00	.00	2.11	3.89	35.17
3801 MILITARY CREDIT	120.00	.00	283.12	-163.12	235.93
3803 COMMER & INDUST REPL.	3,244.00	.00	.00	3,244.00	.00
36 PHY PLANT & EQ LEVY	968,895.00	5,887.20	517,493.33	451,401.67	53.41

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

Revenue Summary Report

FJRES01A

Periods 07 - 07

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
40 DEBT SERVICE					
1110 REG PROPERTY TAXES	3,965,870.00	25,539.82	2,089,892.22	1,875,977.78	52.70
1116 HOMESTEAD CREDIT	59,701.00	.00	54,628.29	5,072.71	91.50
1171 UTILITY REPLACEMENT	201,568.00	.00	99,212.22	102,355.78	49.22
1510 INVESTMENT INTEREST	50,639.00	.00	31.70	50,607.30	.06
3801 MILITARY CREDIT	1,475.00	.00	1,228.17	246.83	83.27
3803 COMMER & INDUST REPL.	39,748.00	.00	.00	39,748.00	.00
5233 INTFPD TRANS CAP PROJ	2,108,877.00	.00	1,053,445.62	1,055,431.38	49.95
40 DEBT SERVICE	6,427,878.00	25,539.82	3,298,438.22	3,129,439.78	51.31
61 SCHOOL NUTRITION					
1510 INVESTMENT INTEREST	10.00	.00	2.64	7.36	26.40
1611 DAILY SALES	719,062.00	.00	306,674.20	412,387.80	42.65
1612 SALES BREAKFAST	31,962.00	.00	15,076.35	16,885.65	47.17
1621 SALES-ATA CARTE	326,994.00	.00	157,341.80	169,652.20	48.12
1622 ADULT LUNCH	7,820.00	.00	2,105.15	5,714.85	26.92
1623 ADULT BREAKFAST	196.00	.00	36.00	160.00	18.37
1632 SPECIAL FUNCTIONS	5,729.00	323.11	5,251.50	477.50	91.67
1999 MISC REVENUE	43,994.00	.00	.00	43,994.00	.00
3251 SCHL LUNCH ASSIST.	12,680.00	3,614.85	5,657.34	7,022.66	44.62
3252 STATE BREAKFAST	1,212.00	545.67	821.31	390.69	67.76
4552 NATL SCHL BREAKFAST	78,933.00	7,877.39	37,955.56	40,977.44	48.09
4553 NATL LUNCH PROGRAM	537,839.00	51,155.48	259,022.10	278,816.90	48.16
4951 FOOD DISTRIBUTION	115,721.00	.00	.00	115,721.00	.00
61 SCHOOL NUTRITION	1,882,152.00	63,516.50	789,943.95	1,092,208.05	41.97
62 CHILD CARE					
1840 CHILD CARE SERVICES	1,942,323.00	181,182.08	1,169,516.91	772,806.09	60.21
1999 MISC REVENUE	1,356.00	82.00	1,317.25	38.75	97.14
3312 EMPOWERMENT GRANT	62,000.00	4,770.00	18,600.00	43,400.00	30.00
62 CHILD CARE	2,005,679.00	186,034.08	1,189,434.16	816,244.84	59.30
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	5,093.81	45,043.98	31,445.02	58.89
1710 ADMISSION FEES	18,192.00	.00	18,315.00	-123.00	100.68
1810 COMM RECRE	132,076.00	12,888.78	77,410.84	54,665.16	58.61
1999 MISC REVENUE	7,800.00	45.00	1,745.00	6,055.00	22.37
65 COMMUNITY EDUCATION	234,557.00	18,027.59	142,514.82	92,042.18	60.76
71 SELF-INSURANCE FUND					
1973 Cobra /Retiree Contr	140,935.00	10,300.71	61,300.49	79,634.51	43.50
1993 FUNDRAISER NOT ACTIV	.00	.00	2,532.32	-2,532.32	.00

**Urbandale Community School District**  
 Revenue Summary Report

FJRES01A

For 01/01/16 - 01/31/16  
 Periods 07 - 07

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
71 SELF-INSURANCE FUND					
1999 MISC REVENUE	3,176,659.00	270,536.87	1,869,475.41	1,307,183.59	58.85
71 SELF-INSURANCE FUND	3,317,594.00	280,837.58	1,933,308.22	1,384,285.78	58.27

Urbandale Community School District

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

Expenditure Summary Report

FJEXS01A

Periods 07 - 07

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	2,213,110.00	.00	219,088.01	1,287,395.43	925,714.57	58.17
0102 TEMP/SUB EMPLOYEE	288.00	.00	.00	.00	288.00	.00
0109 ADDIT COMPENSATION	13,226.00	.00	2,155.03	13,090.33	135.67	98.97
0111 ADMIN. PERS	1,539,264.00	.00	135,184.24	686,887.39	852,376.61	44.62
0115 ADMIN ASST EMPLOYEE	339,908.00	.00	32,210.92	152,592.44	187,315.56	44.89
0121 Reg prof educ	17,378,276.00	.00	1,616,681.07	6,535,110.22	10,843,165.78	37.61
0122 PROF: TEMP/SUB	537,668.00	.00	45,416.17	262,790.66	274,877.34	48.88
0129 ADDIT COMPENSATION	139,665.00	.00	7,589.96	51,340.04	88,324.96	36.76
0131 PROF-OTHER	1,700,477.00	.00	52,627.33	248,310.75	1,452,166.25	14.60
0132 TEMP/SUB EMPLOYEE	5,092.00	.00	.00	650.00	4,442.00	12.77
0135 REG ASSIST EMPLY	114,985.00	.00	10,020.47	51,693.43	63,291.57	44.96
0139 ADDIT. COMP	555.00	.00	.00	.00	555.00	.00
0141 REG EMPLOYEE	233,912.00	.00	21,465.39	134,843.84	99,068.16	57.65
0142 TEMP/SUB	13,086.00	.00	2,815.06	27,440.75	-14,354.75	**
0151 OFFICE/CLERICAL	816,149.00	.00	66,158.19	338,913.08	477,235.92	41.53
0152 TEMP OR SUBSTITUTE	2,300.00	.00	.00	.00	2,300.00	.00
0159 ADDIT COMPENSATION	.00	.00	1,412.43	1,412.43	-1,412.43	.00
0161 REG EMPLOYEE	260,817.00	.00	29,148.10	137,708.82	123,108.18	52.80
0171 REG EMPLOYEE	33,429.00	.00	3,104.34	15,195.10	18,233.90	45.45
0181 LABORER	80,698.00	.00	6,487.92	35,515.31	45,182.69	44.01
0191 REG EMPLOYEE	1,379,269.00	.00	94,956.93	481,124.23	898,144.77	34.88
0192 SERV WORK: TEMP/SUB	42,966.00	.00	6,114.89	29,866.68	13,099.32	69.51
0199 ADDIT COMPENSATION	154.00	.00	.00	.00	154.00	.00
0211 DISABILITY INSURANCE	27,464.00	.00	2,205.91	11,870.00	15,594.00	43.22
0213 LIFE INSURANCE	16,396.00	.00	1,154.15	6,392.61	10,003.39	38.99
0220 FICA	1,866,521.00	.00	160,060.97	898,495.22	968,025.78	48.14
0231 IPERS	2,256,111.00	.00	193,161.50	1,087,049.60	1,169,061.40	48.18
0239 TSA PD by Employer	21,248.00	.00	2,515.49	19,843.94	1,404.06	93.39
0271 PHYSICALS	1,794.00	.00	.00	261.00	1,533.00	14.55
0273 MEDICAL INSURANCE	4,436.00	.00	350.00	3,036.16	1,399.84	68.44
0279 INSUR. BENEF.	2,701,332.00	.00	.00	2,701,332.00	.00	100.00
0292 CLOTHING ALLOWANCE	596.00	.00	107.40	1,216.09	-620.09	**
0313 OFFICAL/ADMINISTRATIVE	2,388.00	.00	.00	.00	2,388.00	.00
0322 PROFESS ED SERVICES	1,876.00	.00	475.00	475.00	1,401.00	25.32
0323 INSTRUCTIONAL SERVIC	248,844.00	.00	37,995.00	102,965.60	153,878.40	38.28
0324 CONSULTANT	11,424.00	.00	12,999.22	67,571.16	-56,147.16	**
0331 STAF WORKSHOP	106,543.00	.00	33,958.74	86,982.15	15,702.85	85.26
0341 AUDITOR/ACCOUNTANT	20,485.00	.00	.00	15,510.00	4,975.00	75.71
0342 OTHER PROFESSIONAL	70,231.00	.00	360.00	7,811.50	62,419.50	11.12
0349 OTHER PURC PROF SERV	789,191.00	.00	-1,520.00	453,691.54	337,019.46	57.30
0350 TECHNICAL SERVICES	1,341.00	.00	326.00	985.95	355.05	73.52
0351 DATA PROCS/CODING	25,352.00	.00	.00	.00	25,352.00	.00

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

Expenditure Summary Report

FJEXS01A

Periods 07 - 07

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						
0355 BANKING FEES	25,344.00	.00	4,757.49	13,138.50	12,205.50	51.84
0359 OTHER TECHNICAL SERV	38.00	.00	.00	.00	38.00	.00
0411 WATER/SEWER	58,926.00	.00	6,164.82	34,688.07	24,237.93	58.87
0421 GARBAGE COLLECTION	58,871.00	.00	4,057.15	26,444.03	32,426.97	44.92
0422 SNOW PLOWING	.00	.00	6,865.00	9,030.00	-9,030.00	.00
0423 CLEANING SERVICES	906.00	.00	.00	.00	906.00	.00
0430 REPAIR AND MAINT SRV	154,362.00	25,920.88	3,732.64	118,031.26	10,409.86	93.26
0432 BUILDING	2,538.00	.00	.00	.00	2,538.00	.00
0433 EQUIPMENT	19,049.00	73.78	1,603.35	12,493.25	6,481.97	65.97
0434 VEHICLE	56,814.00	194.45	886.77	11,224.19	45,395.36	20.10
0435 GROUNDS	78,697.00	.00	33.74	34,640.51	44,056.49	44.02
0441 RENTAL LAND & BLDG	151,279.00	26,768.00	12,556.08	100,303.48	24,207.52	84.00
0515 TRANSP PRIVATE CONT	1,046,793.50	1,119.30	193,123.85	508,625.60	537,048.60	48.70
0516 PARENT REIMBURSEMENT	89,140.00	.00	.00	.00	89,140.00	.00
0531 POSTAGE/UPS	23,149.00	.00	900.66	11,619.61	11,529.39	50.19
0532 TELEPHONE	98,269.00	.00	7,052.45	66,885.06	31,383.94	68.06
0537 SATELLITE & CABLE	.00	.00	.00	1,780.66	-1,780.66	.00
0540 ADVERTISING	16,827.00	.00	397.36	9,010.84	7,816.16	53.55
0561 TUITION	373,947.00	4,885.20	13,904.16	21,392.13	347,669.67	7.03
0566 TUITION COLLEGE/UNIV	170,030.00	.00	.00	97,080.00	72,950.00	57.10
0567 TUITION OPEN ENROLL	844,188.00	103,569.04	88,678.46	390,257.51	350,361.45	58.50
0580 TRAVEL	85,587.00	11,917.00	9,000.20	68,579.77	5,090.23	94.05
0611 OFFICE SUPPL	264,080.00	2,323.05	9,186.82	123,970.45	137,786.50	47.82
0612 INSTR SUPPL	695,468.00	38,699.79	32,910.52	287,882.75	368,885.46	46.96
0613 TESTING SERVICE	286.00	.00	.00	.00	286.00	.00
0615 SOFTWARE	10,738.00	.00	.00	150.00	10,588.00	1.40
0618 OTHER GEN SUPPL	116,645.00	8,464.15	6,475.15	51,438.20	56,742.65	51.35
0621 NATURAL GAS	206,819.00	.00	29,626.16	42,056.95	164,762.05	20.34
0622 ELECTRICITY	492,036.00	.00	31,007.48	268,689.39	223,346.61	54.61
0626 GASOLINE	111,328.00	.00	5,333.86	42,277.09	69,050.91	37.98
0629 OTHER	1,497.00	-5,588.07	155.00	5,743.07	1,342.00	10.35
0641 TEXTBOOKS	193,618.00	109,546.45	22,659.88	120,426.15	-36,354.60	118.78
0642 CONSUMABLE WORKBOOKS	131.00	.00	.00	10,841.24	-10,710.24	**
0643 LIBRARY BOOKS	24,827.00	5,920.90	1,924.77	6,115.36	12,790.74	48.48
0644 PERIODICALS	1,556.00	.00	.00	735.45	820.55	47.27
0652 TECHNOL SOFTWARE	114,497.00	.00	1,320.00	62,292.72	52,204.28	54.41
0665 LOST OR DAMAGED BOOK	3.00	262.61	-244.78	-1,510.47	1,250.86	(**)
0682 PARTS	76,508.00	280.75	3,900.52	58,940.44	17,286.81	77.41
0683 MAINTENANCE SUPPLIES	96,522.00	2,635.20	6,316.47	42,583.88	51,302.92	46.85
0684 CLEANING PRODUCTS	135,052.00	14,364.71	15,148.11	92,649.76	28,037.53	79.24
0733 FURNITURE & FIXTURES	45,747.00	1,139.83	862.40	3,622.64	40,984.53	10.41
0734 COMP/TECH HARDWARE	103,533.00	567.00	2,631.94	52,468.66	50,497.34	51.23



**Urbandale Community School District**

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

FJEXS01A

Periods 07 - 07

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>10 GENERAL</b>						
0739 OTHER EQUIPMENT	51,822.00	.00	3.99	141,007.85	-89,185.85	**
0812 DUES AND FEES	44,064.00	250.00	3,272.20	39,837.80	3,976.20	90.98
0815 STUDENT ENTRY FEES	4,284.00	627.00	.00	1,468.00	2,189.00	48.90
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	1,384,477.00	1,384,477.00	.00	100.00
<b>10 GENERAL</b>	<b>42,570,218.50</b>	<b>348,579.02</b>	<b>4,746,369.88</b>	<b>20,330,759.30</b>	<b>21,890,880.18</b>	<b>48.58</b>

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

Expenditure Summary Report

FJEXS01A

Periods 07 - 07

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
<b>21 STUDENT ACTIVITY</b>						
0121 Reg prof educ	41.00	.00	272.50	1,635.00	-1,594.00	**
0122 PROF: TEMP/SUB	7,514.00	.00	.00	10,920.00	-3,406.00	145.33
0129 ADDIT COMPENSATION	11,924.00	.00	2,562.64	20,609.39	-8,685.39	172.84
0220 FICA	1,817.00	.00	186.68	1,620.81	196.19	89.20
0231 IPERS	2,352.00	.00	226.69	1,920.72	431.28	81.66
0323 INSTRUCTIONAL SERVIC	26,510.00	7,665.64	4,043.20	21,888.68	-3,044.32	111.48
0324 CONSULTANT	50.00	.00	.00	.00	50.00	.00
0340 OTHER PROFESSIONAL	56,414.00	600.00	4,431.94	27,366.29	28,447.71	49.57
0345 NONEMPLOYEE OFFICALS	55,815.00	.00	7,010.00	30,188.56	25,626.44	54.09
0515 TRANSP PRIVATE CONT	196.00	.00	.00	.00	196.00	.00
0580 TRAVEL	39,234.00	.00	28,251.93	58,188.10	-18,954.10	148.31
0618 OTHER GEN SUPPL	525,593.00	10,076.42	24,612.42	241,870.23	273,646.35	47.94
0619 RESALE INVENTORY	8,313.00	.00	.00	4,624.02	3,688.98	55.62
0739 OTHER EQUIPMENT	12,049.00	.00	.00	19,814.63	-7,765.63	164.45
0812 DUES AND FEES	3,828.00	.00	.00	3,977.59	-149.59	103.91
0815 STUDENT ENTRY FEES	10,880.00	245.00	796.00	7,082.00	3,553.00	67.34
21 STUDENT ACTIVITY	762,530.00	18,587.06	72,394.00	451,706.02	292,236.92	61.68

**Urbandale Community School District**

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

Expenditure Summary Report

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Periods 07 - 07

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
<b>22 MANAGEMENT LEVY</b>						
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	597.96	3,440.64	5,726.36	37.53
0273 MEDICAL INSURANCE	154,621.00	.00	8,710.46	61,160.39	93,460.61	39.56
0520 INSURANCE	506,769.00	.00	2,143.00	553,272.30	-46,503.30	109.18
22 MANAGEMENT LEVY	780,639.00	.00	11,451.42	724,232.33	56,406.67	92.77

**Urbandale Community School District**

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

**Expenditure Summary Report**

FJEXS01A

Periods 07 - 07

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
<b>24 PUB ED &amp; REC LEVY</b>						
0111 ADMIN. PERS	58,536.00	.00	5,438.88	31,342.16	27,193.84	53.54
0151 OFFICE/CLERICAL	26,207.00	.00	2,810.61	12,735.03	13,471.97	48.59
0211 DISABILITY INSURANCE	128.00	.00	8.28	57.04	70.96	44.56
0213 LIFE INSURANCE	78.00	.00	5.40	37.80	40.20	48.46
0220 FICA	8,362.00	.00	543.55	3,788.83	4,573.17	45.31
0231 IPERS	10,442.00	.00	648.10	4,517.98	5,924.02	43.27
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
0450 CONSTRUCTION SERV	6,800.00	.00	.00	.00	6,800.00	.00
24 PUB ED & REC LEVY	124,283.00	.00	9,454.82	65,938.84	58,344.16	53.06

**Urbandale Community School District**

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

FJEXS01A

Periods 07 - 07

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Expenditure Summary Report

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>33 SALES TAX FUND</b>						
0343 ARCHITECT & ENGINEER	158,377.00	.00	4,926.63	61,960.98	96,416.02	39.12
0348 OTHER PROFESS SERV	.00	.00	.00	375.00	-375.00	.00
0450 CONSTRUCTION SERV	3,292,824.00	-8,083.34	24,210.50	351,507.95	2,949,399.39	10.43
0734 COMP/TECH HARDWARE	394,358.00	.00	.00	7,692.58	386,665.42	1.95
0739 OTHER EQUIPMENT	1,223.00	.00	.00	.00	1,223.00	.00
0910 FUND TRANSFER OUT	2,108,877.00	.00	.00	1,053,445.62	1,055,431.38	49.95
33 SALES TAX FUND	5,955,659.00	-8,083.34	29,137.13	1,474,982.13	4,488,760.21	24.63

**Urbandale Community School District**

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

**Expenditure Summary Report**

FJEXS01A

Periods 07 - 07

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
<b>36 PHY PLANT &amp; EQ LEVY</b>						
0343 ARCHITECT & ENGINEER	1,592.00	.00	.00	433.80	1,158.20	27.25
0450 CONSTRUCTION SERV	.00	.00	.00	53,090.00	-53,090.00	.00
0734 COMP/TECH HARDWARE	262,168.00	.00	.00	138,972.06	123,195.94	53.01
0739 OTHER EQUIPMENT	19,337.00	2,800.00	1,500.00	6,730.59	9,806.41	49.29
36 PHY PLANT & EQ LEVY	283,097.00	2,800.00	1,500.00	199,226.45	81,070.55	71.36

**Urbandale Community School District**

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

**Expenditure Summary Report**

FJEXS01A

Periods 07 - 07

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
<b>40 DEBT SERVICE</b>						
0349 OTHER PURC PROF SERV	50,445.00	.00	.00	.00	50,445.00	.00
0831 PRINCIPAL REDEMPTION	3,810,000.00	.00	.00	1,575,000.00	2,235,000.00	41.34
0832 INTEREST	2,525,000.00	.00	525.00	1,290,448.47	1,234,551.53	51.11
40 DEBT SERVICE	6,385,445.00	.00	525.00	2,865,448.47	3,519,996.53	44.87

**Urbandale Community School District**

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

**Expenditure Summary Report**

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Periods 07 - 07

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
<b>61 SCHOOL NUTRITION</b>						
0191 REG EMPLOYEE	646,493.00	.00	62,773.71	324,439.41	322,053.59	50.18
0211 DISABILITY INSURANCE	365.00	.00	40.79	243.61	121.39	66.74
0213 LIFE INSURANCE	366.00	.00	36.90	215.10	150.90	58.77
0220 FICA	52,084.00	.00	4,068.99	27,653.61	24,430.39	53.09
0231 IPERS	36,544.00	.00	4,975.87	33,386.23	3,157.77	91.36
0239 TSA PD by Employer	841.00	.00	139.08	973.56	-132.56	115.76
0279 INSUR. BENEF.	86,893.00	.00	.00	86,893.00	.00	100.00
0331 STAFF WORKSHOP	5,526.00	.00	89.50	1,767.50	3,758.50	31.99
0355 BANKING FEES	27,836.00	.00	2,965.47	13,401.23	14,434.77	48.14
0432 BUILDING	21,419.00	.00	6,321.73	21,902.07	-483.07	102.26
0580 TRAVEL	1,884.00	.00	.00	2,375.94	-491.94	126.11
0611 OFFICE SUPPL	12,898.00	.00	6.59	3,208.69	9,689.31	24.88
0615 SOFTWARE	400.00	.00	.00	7,161.53	-6,761.53	**
0618 OTHER GEN SUPPL	35,659.00	.00	2,976.09	18,574.99	17,084.01	52.09
0629 OTHER	1,461.00	.00	.00	9.98	1,451.02	.68
0631 PURCHASE FOOD	720,461.00	.00	82,759.01	436,479.20	283,981.80	60.58
0639 COMMODITIES CONSUMED	115,721.00	.00	.00	.00	115,721.00	.00
0684 CLEANING PRODUCTS	8,870.00	.00	1,605.23	6,584.43	2,285.57	74.23
0739 OTHER EQUIPMENT	.00	.00	561.75	9,423.89	-9,423.89	.00
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	169,320.71	994,693.97	1,345,886.03	42.50



**Urbandale Community School District**

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

**Expenditure Summary Report**

FJES01A

Periods 07 - 07

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
<b>62 CHILD CARE</b>						
0111 ADMIN. PERS	102,008.00	.00	19,188.13	97,218.20	4,789.80	95.30
0115 ADMIN ASST EMPLOYEE	201,876.00	.00	7,906.06	36,773.04	165,102.96	18.22
0121 Reg prof educ	152,777.00	.00	13,649.47	75,565.09	77,211.91	49.46
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	1,047.69	11,358.18	7,548.82	60.07
0191 REG EMPLOYEE	993,222.00	.00	81,101.96	600,894.97	392,327.03	60.50
0211 DISABILITY INSURANCE	880.00	.00	93.42	590.03	289.97	67.05
0213 LIFE INSURANCE	639.00	.00	56.26	367.47	271.53	57.51
0220 FICA	112,831.00	.00	8,279.04	56,237.01	56,593.99	49.84
0231 IPERS	80,145.00	.00	10,036.70	69,337.96	10,807.04	86.52
0239 TSA PD by Employer	135.00	.00	421.58	1,907.23	-1,772.23	**
0279 INSUR. BENEf.	20,190.00	.00	.00	20,190.00	.00	100.00
0331 STAF. WORKSHOP	2,090.00	.00	.00	.00	2,090.00	.00
0355 BANKING FEES	39,758.00	.00	4,448.12	22,074.30	17,683.70	55.52
0515 TRANSP PRIVATE CONT	8,918.00	.00	716.89	6,815.34	2,102.66	76.42
0580 TRAVEL	28.00	.00	.00	227.18	-199.18	**
0611 OFFICE SUPPL	510.00	.00	170.31	170.31	339.69	33.39
0612 INSTR SUPPL	102.00	.00	.00	.00	102.00	.00
0618 OTHER GEN SUPPL	73,261.00	.05	8,789.65	49,670.70	23,590.25	67.80
0812 DUES AND FEES	675.00	.00	.00	.00	675.00	.00
0815 STUDENT ENTRY FEES	.00	.01	.00	177.22	-177.23	.00
62 CHILD CARE	1,828,505.00	.06	155,905.28	1,049,709.57	778,795.37	57.41

**Urbandale Community School District**

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

**Expenditure Summary Report**

FJEXS01A

Periods 07 - 07

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
<b>64 BUILDING TRADES</b>						
0450 CONSTRUCTION SERV	.00	.00	.00	650.00	-650.00	.00
0832 INTEREST	.00	.00	.00	60.00	-60.00	.00
64 BUILDING TRADES	.00	.00	.00	710.00	-710.00	.00

**Urbandale Community School District**

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

**Expenditure Summary Report**

FJEXS01A

Periods 07 - 07

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
<b>65 COMMUNITY EDUCATION</b>						
0101 Reg paraprof	4,671.00	.00	826.50	3,565.00	1,106.00	76.32
0121 Reg prof educ	36,325.00	.00	6,921.35	25,948.41	10,376.59	71.43
0129 ADDIT COMPENSATION	3,421.00	.00	.00	.00	3,421.00	.00
0151 OFFICE/CLERICAL	3,051.00	.00	.00	2,340.00	711.00	76.70
0211 DISABILITY INSURANCE	3.00	.00	.18	4.54	-1.54	151.33
0213 LIFE INSURANCE	6.00	.00	.09	.27	5.73	4.50
0220 FICA	5,609.00	.00	557.23	2,053.00	3,556.00	36.60
0231 IPERS	8,184.00	.00	656.17	2,449.08	5,734.92	29.93
0323 INSTRUCTIONAL SERVIC	2,865.00	.00	.00	5,185.50	-2,320.50	180.99
0345 NONEMPLOYEE OFFICALS	12,345.00	.00	1,832.00	7,720.00	4,625.00	62.54
0618 OTHER GEN SUPPL	154,182.00	251.55	3,988.85	57,898.27	96,032.18	37.72
0812 DUES AND FEES	.00	.00	91.00	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	251.55	14,873.37	109,333.07	162,739.38	40.24

**Urbandale Community School District**

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

Expenditure Summary Report

FJEXS01A

Periods 07 - 07

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
<b>71 SELF-INSURANCE FUND</b>						
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	220,272.49	1,765,959.65	989,418.35	64.09
0347 MEDICAL PROFESSIONAL	63,309.00	.00	30,975.00	40,793.00	22,516.00	64.43
0359 OTHER TECHNICAL SERV	100.00	.00	.00	100.00	.00	100.00
71 SELF-INSURANCE FUND	2,818,826.00	.00	251,247.49	1,806,852.65	1,011,973.35	64.10

*Urbandale Community School District*  
*Statement of Current Assets\*\**  
*For the period January 1 through January 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	\$ 6,506,131.58	\$ 4,716,542.72	\$ 4,746,369.88	\$ 6,476,304.42
<u>Special Revenue Funds:</u>					
21	Activity	210,646.38	37,453.68	72,394.00	175,706.06
22	Management	489,387.71	4,599.85	11,451.42	482,536.14
24	PERL	90,508.80	917.03	9,454.82	81,971.01
33	Sales Tax - projects	5,547,628.59	-	29,097.93	5,518,530.66
33	Sales Tax - restricted	2,112,172.50	-	-	2,112,172.50
36	PPEL	740,337.38	5,887.20	1,500.00	744,724.58
40	Debt Service	2,298,162.57	25,539.82	525.00	2,323,177.39
<u>Proprietary Funds:</u>					
<u>Enterprise Funds:</u>					
61	Food Service	1,313,509.64	176,233.02	169,320.71	1,320,421.95
62	Adventuretime	263,570.68	186,034.08	155,905.28	293,699.48
64	Bldg Trades	140,521.87	-	-	140,521.87
65	Community Educ	44,531.61	18,027.59	14,873.37	47,685.83
<u>Internal Service Funds:</u>					
<u>Self-Insurance Funds:</u>					
71	Health Insurance	2,259,023.91	280,837.58	251,247.49	2,288,614.00
<u>Agency Funds:</u>					
91	Agency	215,196.52	4,937.41	7,328.88	212,805.05
TOTAL		<u>\$ 22,231,329.74</u>	<u>\$ 5,457,009.98</u>	<u>\$ 5,469,468.78</u>	<u>\$ 22,218,870.94</u>

Total all Funds: Ending balances January 31, 2016:

Cash accounts	\$ 18,979,396.65
Investment accounts	1,093,589.55
* Cash in escrow for rev bond reserve	2,112,172.50
Inventory accounts	33,712.24
Receivables/Payables	-
TOTAL CURRENT ASSETS:	<u>\$ 22,218,870.94</u>

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

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